

Guide to making a report through the sexual assault and sexual harassment portal

What is the portal

The Sexual Assault and Sexual Harassment Reporting Portal has been developed by the University as an additional reporting option for survivors of sexual assault or harassment. The portal is just one option to make a disclosure or complaint about sexual assault or sexual harassment. You can also call a student liaison officer and report over the phone, by email or arrange a face-to-face meeting. For further information, please visit the [sexual assault page](#) on the University website.

The University understands that this can be a difficult process and we have people and resources on hand to support you. The information that you provide will help us determine the best support for you.

Aims of the portal

The aims of the portal are to:

- support students. The portal allows us to provide information about the options and support services that are available to students
- collect accurate information about sexual assault and sexual harassment experienced by students of the University
- reduce incidents of sexual assault and sexual harassment by identifying trends from reports.

When to use the portal

You can report a recent or historical incident of sexual assault or sexual harassment experienced in your time as a student at University of Sydney student, that you have experienced, or that you have witnessed.

Information collected on the portal

The University understands that not all students will wish to provide specific information about what happened or personal details about themselves. You will only need to provide information that you feel comfortable with. The portal will ask you to answer a number of questions, some of which are required and some of which are optional.

Review the content required

Before you start to fill in the information you might like to review all the content required in the entire form. Once you have logged into the portal, there is no time limit for you to complete this form, however some sections have word limits, so you might want to create a separate Word document and attach it to your form under the "Additional Information" section if you feel you need more space to document what happened to you.

Your UniKey

You need your UniKey to log into the portal. If you are making a disclosure your UniKey will not be sent to the team of specialist staff who receive the disclosure report. It is kept in a separate secure log. You will need to provide your UniKey if you are making a formal complaint.

Question about genders and sexuality

You do not need to answer this question if you don't want to. We ask this question to help us ensure that we refer you to relevant services and specialists if need be.

Question about access to previous or current services

You do not need to answer this question if you do not want to, and you only need to tell us about the services that you want to let us know about. We ask this question to help us ensure that we refer you to relevant internal and external services.

Follow up and further support

If you would like a student liaison officer to contact you to discuss further support please ensure you choose the option “Contact me to discuss what support/reporting options are available” in the “Preferred outcome/action” section.

How to save a copy of your report

You may wish to print a copy of your report by using the print option in your browser. You may wish print to pdf if you don't have a printer or would like to save an electronic version.

Reference number

A reference number will be provided to you after you have submitted your report. You should make a note of your reference number in case you would like to follow up on your report or add any further details later on. You can do this by emailing safer-communities.officer@sydney.edu.au

If you decide not to provide contact details in your report, the reference number is the only communications you will receive.

Assistance completing this form

If you need assistance completing this form, we encourage you to contact 1800 SYD HLP (option 2, then option 1) to speak to the student liaison officers.