Membership Registry

Usage Guide
NSTU Reps

September 2014

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Foreword

This Usage Guide contains basic information and is not intended as full and comprehensive instructions.

Should you have any questions or if you require any assistance contact Bev Quillan by email (bquillan@staff.nstu.ca) or by phone 477-5621, 1 (800) 565-6788.

Introduction

NSTU Representatives should be updating the membership registry online and in real time. When updating the site list, the changes are made to the database immediately ensuring the Union's membership information is current and accurate.

Individual members can also update all their personal, employment, assignment and contact information.

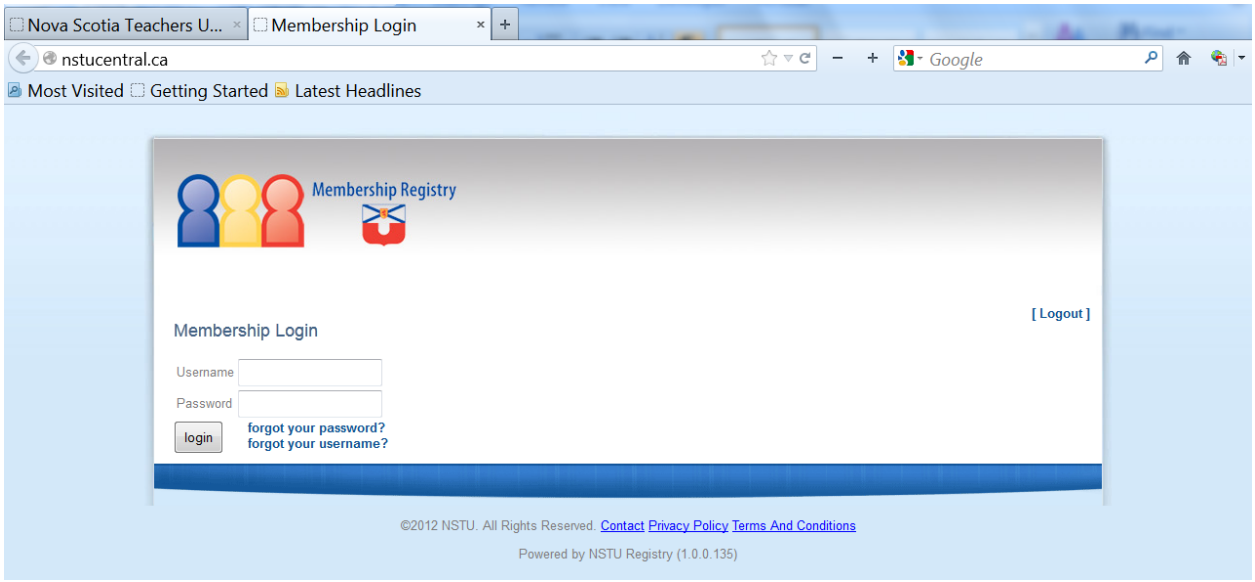
Membership figures are pulled from the Registry on the first Monday in December and the first Monday in March each year. NSTU representatives are responsible for ensuring the accuracy of the site information within the Membership Registry. All site updates should be completed at least one week prior to each of the above mentioned dates and may be completed any time prior to that point. The following instructions are intended to assist you with this process. For your convenience we have also included separate site management instructions for NSTU reps and instructions for members to access their individual profile. Should you require additional information please contact NSTU Central Office.

Personal Profile Access Instructions

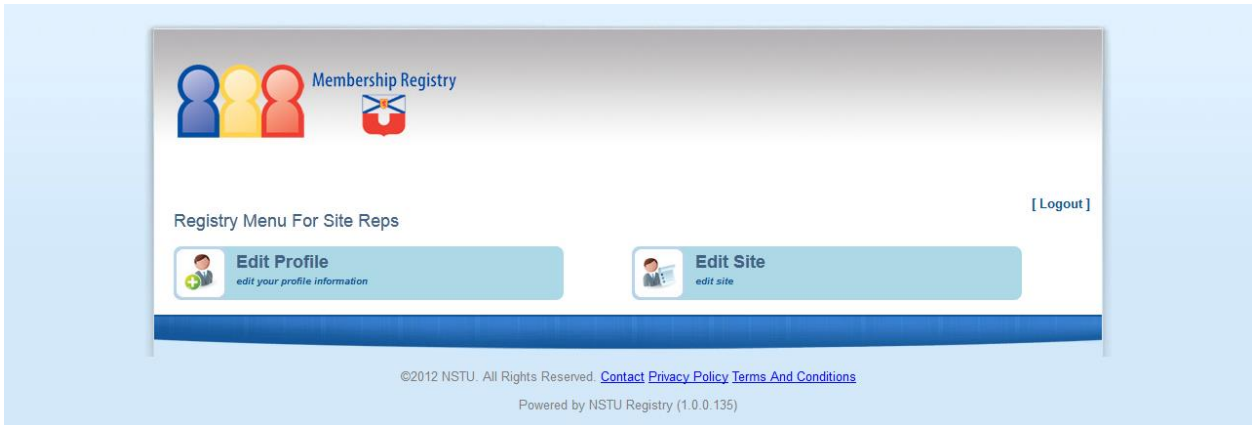
1) Proceed to the NSTU website (www.nstu.ca). Access to the Membership Registry is available by clicking on the icon ( ) located at the top of the homepage or through the Membership Registry page which is located under the menu item "The NSTU" submenu item "Membership."
2) The next screen will be the login page. Login to your profile is based on your NSTU web account username and password.
3) If you do not have an NSTU web account, activation has been automated. You may activate a free account from the NSTU website. Simply follow this link (http://nstu.ca/default.asp?mn=1.56.299) to the page containing activation information. Please read the information on the page carefully before activating your account.

Site Management Instructions

Proceed to the NSTU website (www.nstu.ca) and access your personal profile in the NSTU Membership Registry. Access to the Membership Registry is available by clicking on the icon ( ) located at the top of the homepage or through the Membership Registry page which is located under the menu item "The NSTU" submenu item "Membership." (**Important Note**: Access to your profile will now be based on your NSTU web account username and password.)

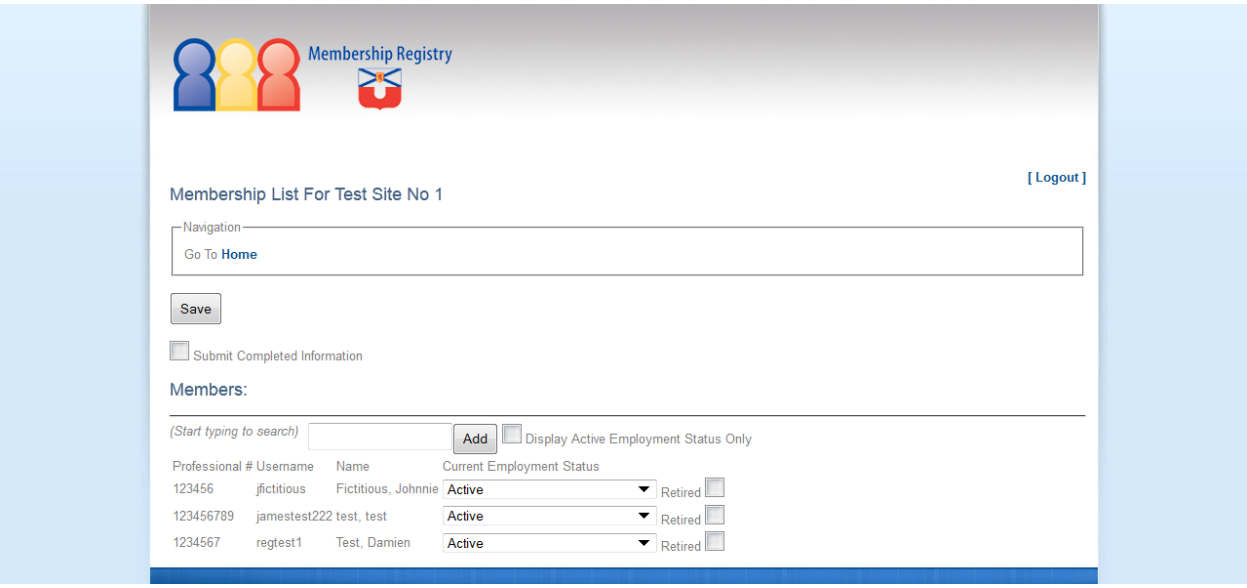


Once you login a homepage will appear. As an NSTU Rep you will be presented with two options. You may either "Edit Profile" (your personal information) or "Edit Site". (**Please Note: With the upgrade to the Registry – NSTU Reps will no longer have the ability to self-identify. Local Presidents will identify these assignments.)**



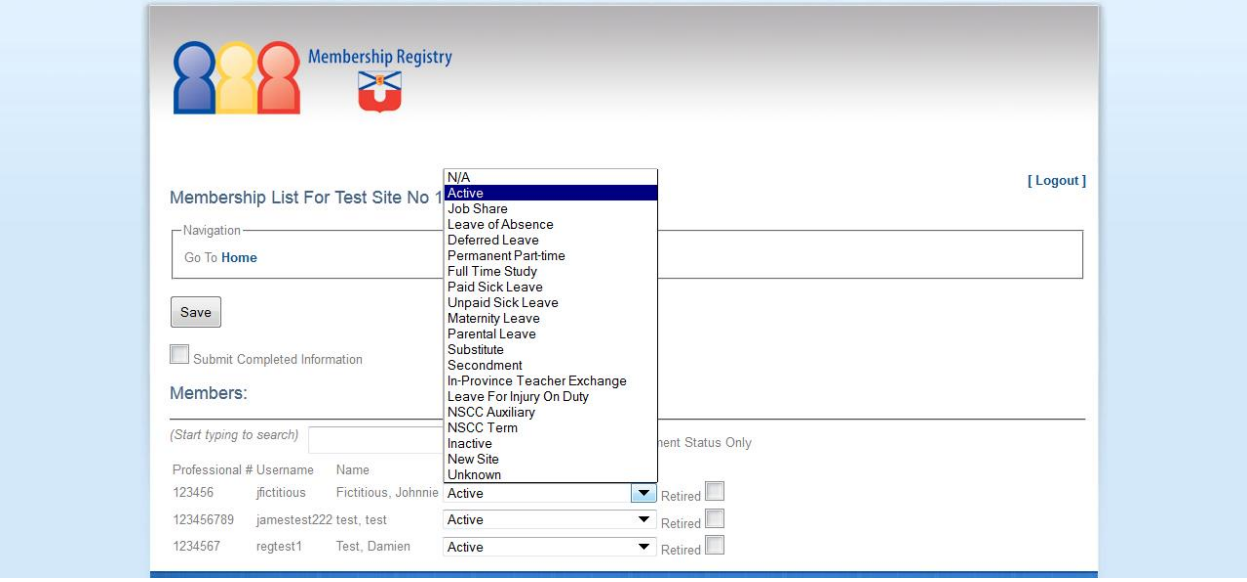
EDIT SITE

If you click on “Edit Site” you will be presented with the following screen:



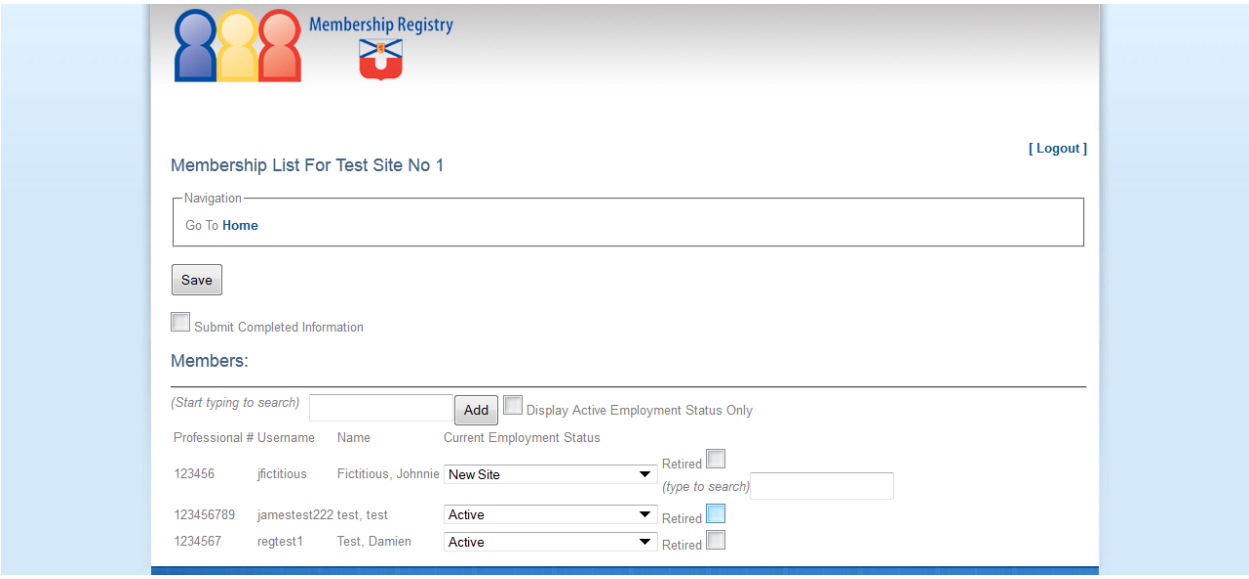
Employment Status

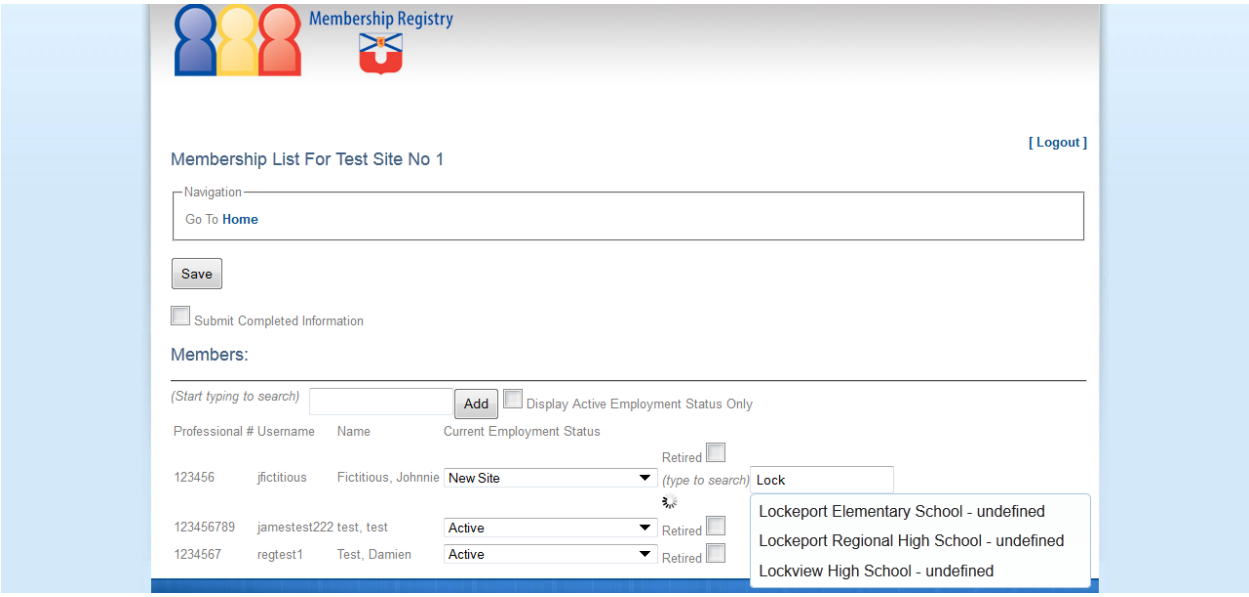
If a member on the list is no longer at the site, and you know the reason why, you should click on “Employment Status” and select the reason. If the member has retired please check the “Retired” box. If you are uncertain of the reason they are no longer at the site you may select “Unknown” from the dropdown list.

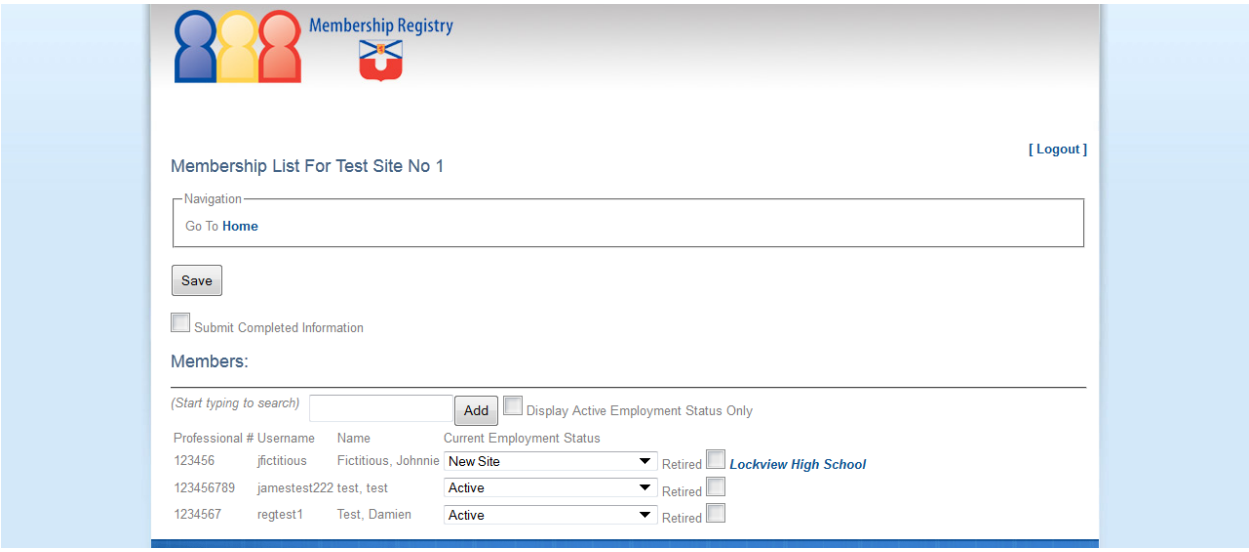


Employment Status – New Site

If you select "New Site" from the dropdown list another field will appear. Once you begin to type a site name into the field it will present you with options. Click on the name of the site and it will pop into the field. (See the next three screenshots.)

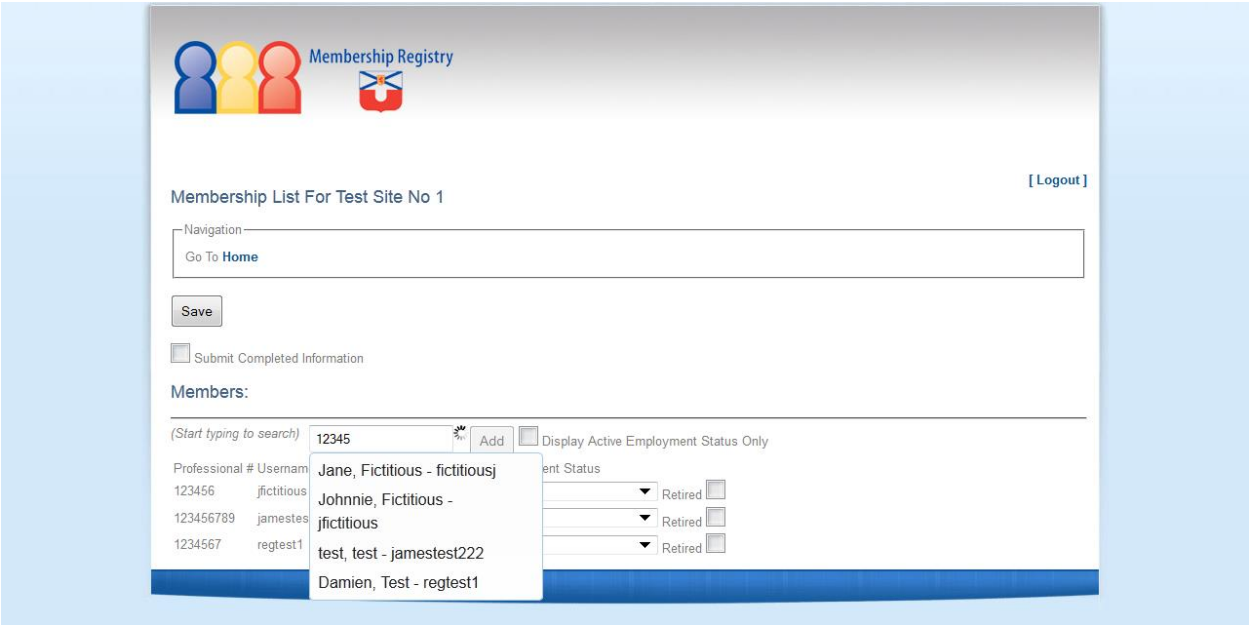


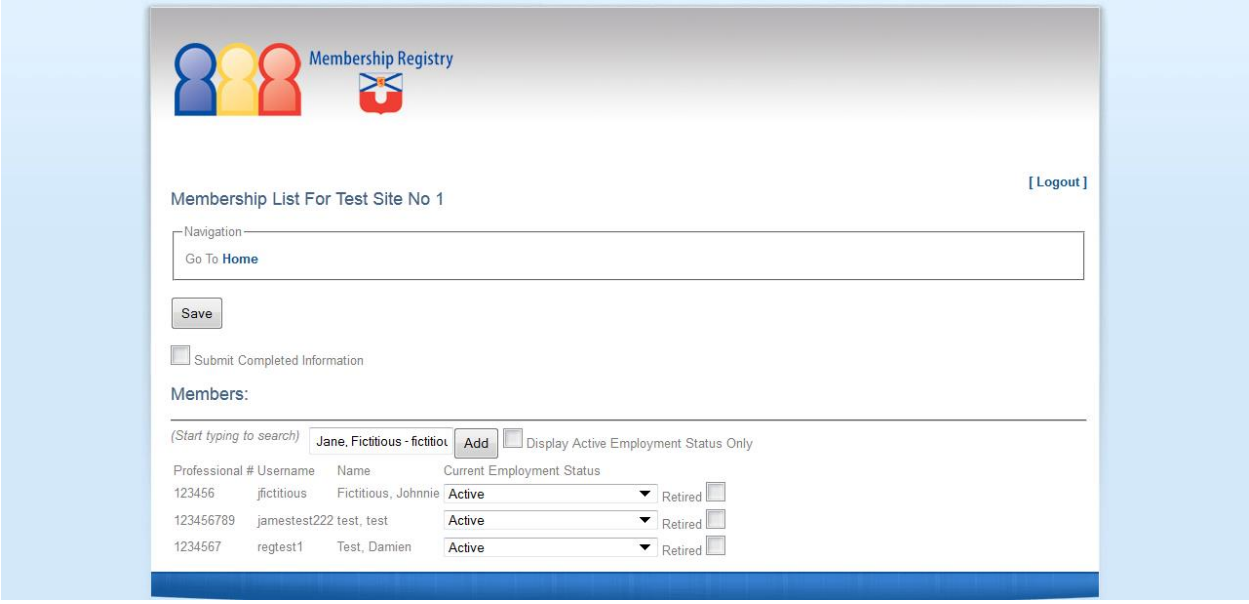


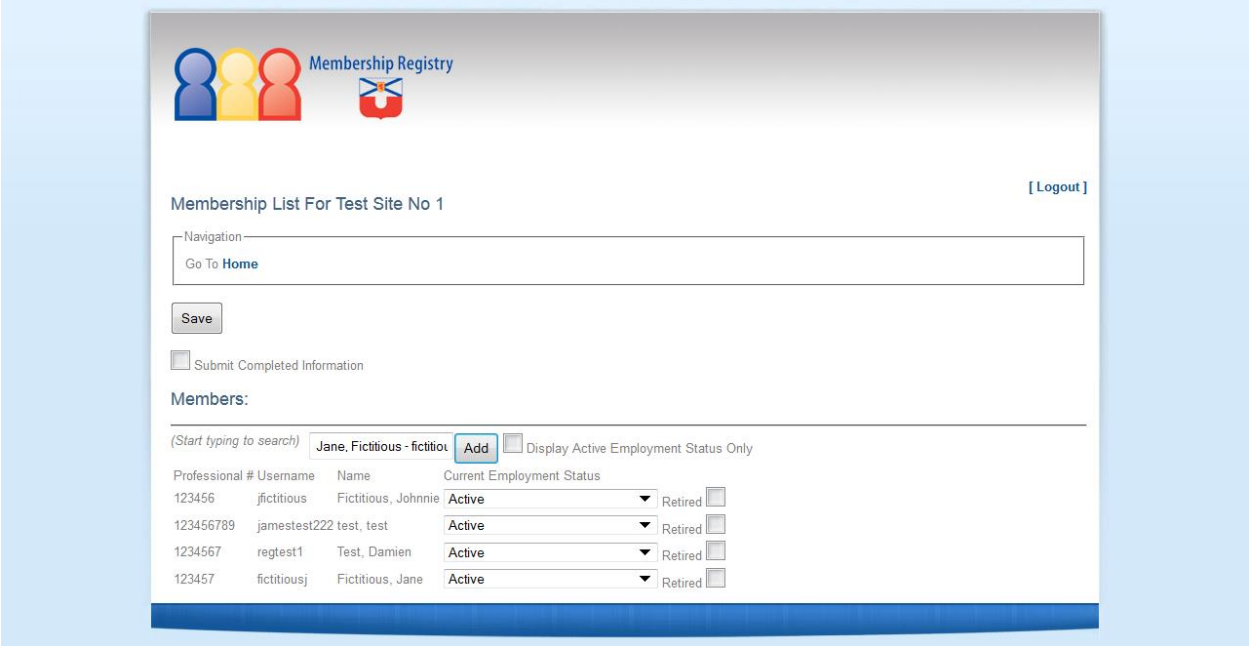


Missing from Site

If a member is missing from the site enter their professional or NSCC employee number into the field above the list that says “start typing to search”. The system will present you with a list of names which will narrow down to a single name once all the digits have been input. (In the case of NSCC Employee numbers the Registry may provide more than one choice if the number you are inputting is part of another Employee number – for example NSCC #329 is within #5329 or #83296). When you see the name to be input, select it. Once it replaces the number in the box select “Add”. This will add the member to the bottom of the list. (Note: Once any changes are saved the name will move to the appropriate spot alphabetically.) See the next four screenshots.




Membership Registry
[Logout]
Membership List For Test Site No 1
Navigation
Go To Home
Save
Submit Completed Information
Members:
(Start typing to search)
Jane, Fictitious - fictitiou
Add
Display Active Employment Status Only
Professional # Username Name Current Employment Status
123456 jfictitious Fictitious, Johnnie Active Retired
123456789 jamestest222 test, test Active Retired
1234567 regtest1 Test, Damien Active Retired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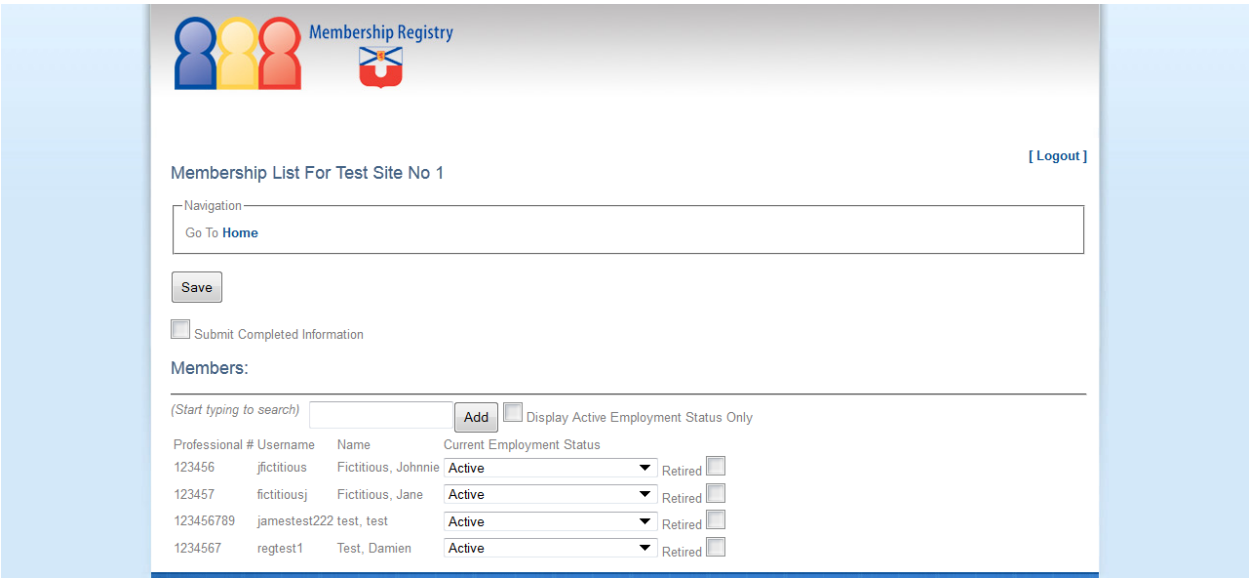
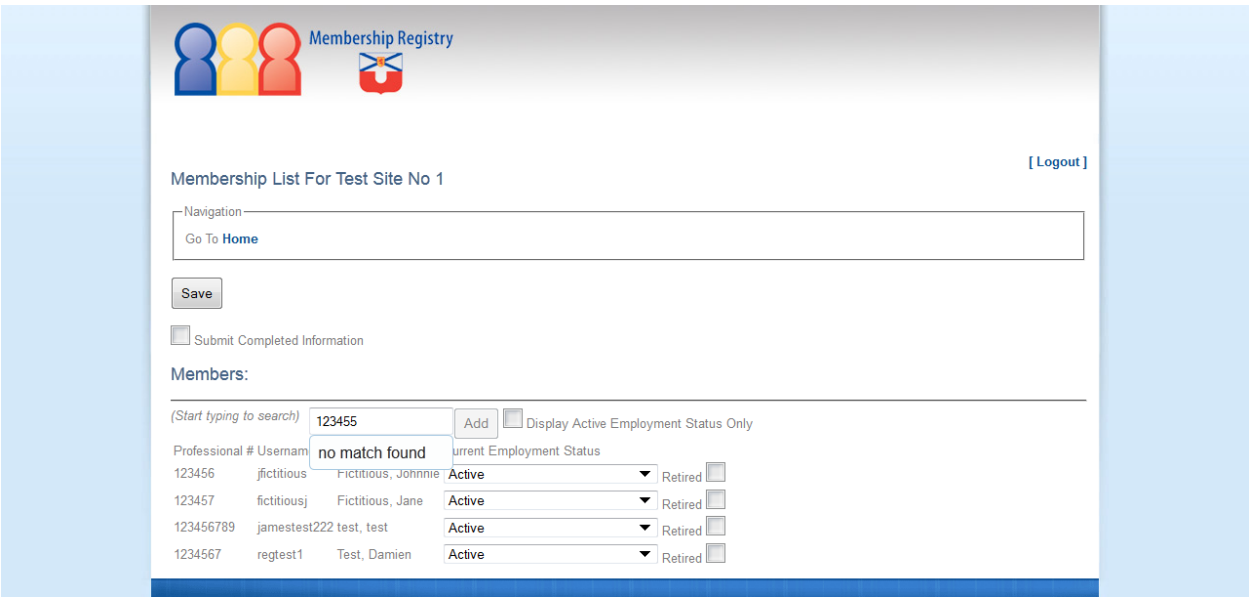
Display Active Employment Status Only
Professional # Username Name Current Employment Status
123456 jfictitious Fictitious, Johnnie Active Retired
123456789 jamestest222 test, test Active Retired
1234567 regtest1 Test, Damien Active Retired
123457 fictitiousj Fictitious, Jane Active Retired



Missing from Site – Not in the System

If the member is NOT in the system you will receive the message "no match found". If this occurs please ensure that the member completes a "Membership Information" form and submit it to Central Office so that we may input them into the system. Once they have been entered they will automatically appear on your site. **Until the member completes and submits the "Membership Information" form, that person will not be included in the membership database and; therefore, not in the Local's membership numbers.** (NOTE: "Membership Information" forms may now be completed and submitted electronically. The forms are available on the NSTU website on the Membership Registry page, or under the menu item "Communications" – submenu item "Online Forms.")



SAVING CHANGES

In order to save any changes, you must click the “Save” button at the top of the page. Once this button has been clicked, any updates that have been made are saved.

SUBMITTING COMPLETED INFORMATION

When you are satisfied that all the necessary changes have been made to the list simply select the box for “submit completed information” then click the “Save” button.

Note: Additional changes may still be made after both these steps.