

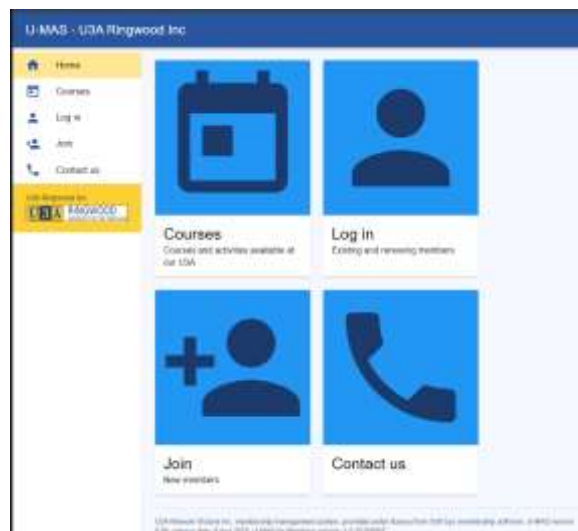


## Report an Absence from a Course/Activity

**NOTE:**

- **Members are able to report their own absences by logging into UMAS**
- **Members/tutors are not able to remove the member from an absence**
- **Course Coordinator is responsible for removing member absences**

1. Go to [www.u3aringwood.org.au](http://www.u3aringwood.org.au) website and click on **Member Login** on the right hand side of the screen menu
2. The following page appears



Tip. You can use a Tablet or a Smartphone. The display will adjust to screen size. However, if you have shaky fingers stick to Tablet/Laptop/PC.

3. Click on Login

4. Login using Member No (or email address) and Password.

Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

5. After successful login you will see My Membership details (incomplete screen shown)

**My Membership**

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your [PASSWORD](#) and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number 17147	Member Type Full Member
Membership Active No	Membership Expiry 28 Feb 2019

First name \*  
Manny

Surname \*  
TEST

Preferred name:

Street \*  
2060 My Road

Suburb \*  
LALOR

Postcode \*  
3075

State \*  
VIC

6. Click on My Absences in the Menu on the left

**My Absences**

**Submit Absences**

Select Course \*  
All Courses

Select Reason \*  
Other

Start Date \*  
23/08/2020

Finish Date \*  
23/08/2020

SUBMIT

7. Select the Course or All Courses applicable
8. Select Reason for the absence. This is optional and the default is "Other"
9. Select the date range applicable
10. Click Submit and the absence will be recorded
11. Once an Absence is recorded it will be displayed on the same page under Current Absences

## Current Absences

Course	Course Code	Start Date	Finish Date	Reason
Office Use Only	20ZZZ14	23 Aug 2020	31 Oct 2020	Holiday

### Notes

- When a member (or office on behalf of the member) reports an absence an email will be sent to the member (if you have an email), the tutor / leader (if they have an email), the Course Coordinator and the administrator.
- If you (the member) needs to make a change to your reported absence, please advise Course Coordinator with the details.
- The member can view their reported absences at any time by selecting “List current absences”