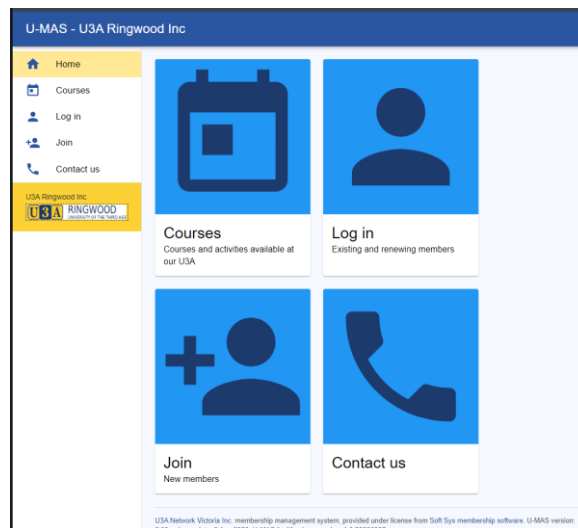


Report an Absence from a Course/Activity

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 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

Log in

Member no. or email address *

Password *

SUBMIT

Help links

[? Forgot password? Reset password](#)

[? Not a member yet? Join up](#)

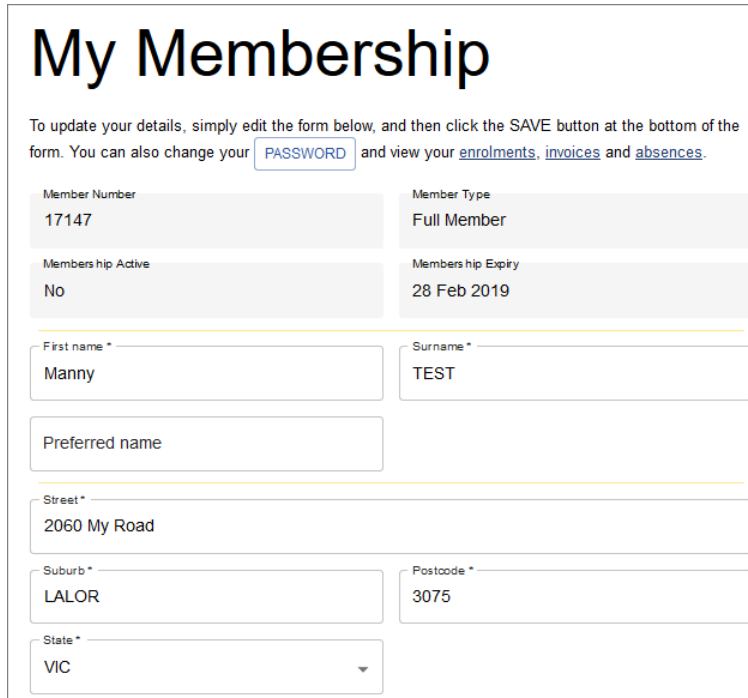
[? Forgot member number? Retrieve member number](#)

[? Forgot all login details? Retrieve member details](#)

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

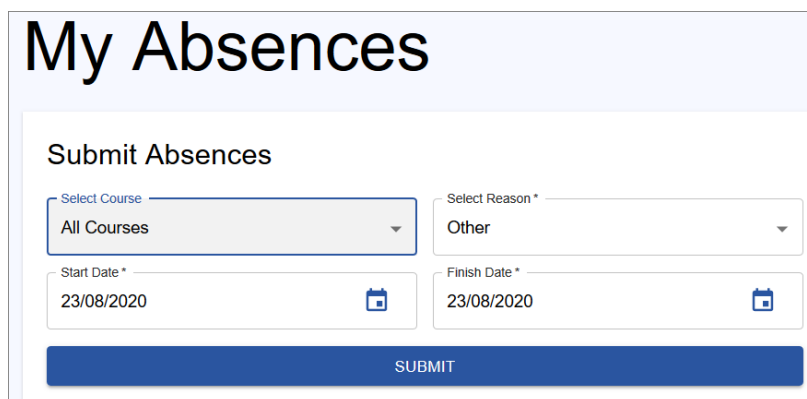
Tip. If you are sharing a device with a family member and autofill is on you will have to over-ride to enter a password for the person who is not the primary user.

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

A screenshot of the 'My Membership' form. The title 'My Membership' is at the top. Below it is a paragraph: '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](#).' The form contains several input fields: 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), and State (VIC).

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

A screenshot of the 'My Absences' form. The title 'My Absences' is at the top. Below it is a section titled 'Submit Absences'. The form contains several input fields: Select Course (All Courses), Select Reason (Other), Start Date (23/08/2020), and Finish Date (23/08/2020). There is a blue SUBMIT button at the bottom.

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”