

Registering Interest in UNISON Courses Online

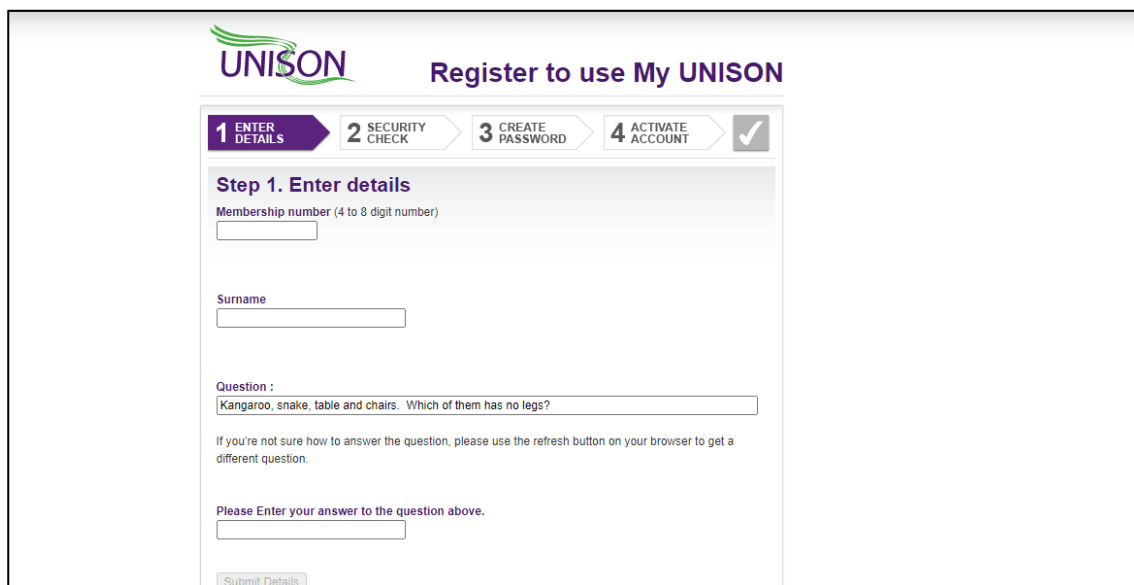
To access online registration of interest in UNISON's activist training please follow the directions below.

If you have any difficulty creating or accessing a MyUNISON account, please get in touch with UNISONdirect for assistance on 0800 0857 857 or via their online form at

<https://www.unison.org.uk/get-help/online-enquiries/>

If you experience any difficulties with submitting a registration once logged in to MyUNISON let us know at L.Organising@unison.co.uk

1. If you don't yet have a MyUNISON account, you'll need to create one by visiting <https://registration.unison.org.uk/registrationstep1.aspx> and following the instructions.



The screenshot shows the UNISON registration process. At the top, the UNISON logo is on the left, and the text "Register to use My UNISON" is on the right. Below this is a progress bar with four steps: 1. ENTER DETAILS (highlighted in purple), 2. SECURITY CHECK, 3. CREATE PASSWORD, and 4. ACTIVATE ACCOUNT (with a checkmark). The main content area is titled "Step 1. Enter details" and contains the following fields:

- Membership number (4 to 8 digit number):
- Surname:
- Question: Kangaroo, snake, table and chairs. Which of them has no legs?
- A note: "If you're not sure how to answer the question, please use the refresh button on your browser to get a different question."
- Please Enter your answer to the question above.
- Submit Details button

If you already have an account just skip to step 2.

2. Go to <https://my.unison.org.uk/> to access the MyUNISON login screen. Enter your membership number and password.



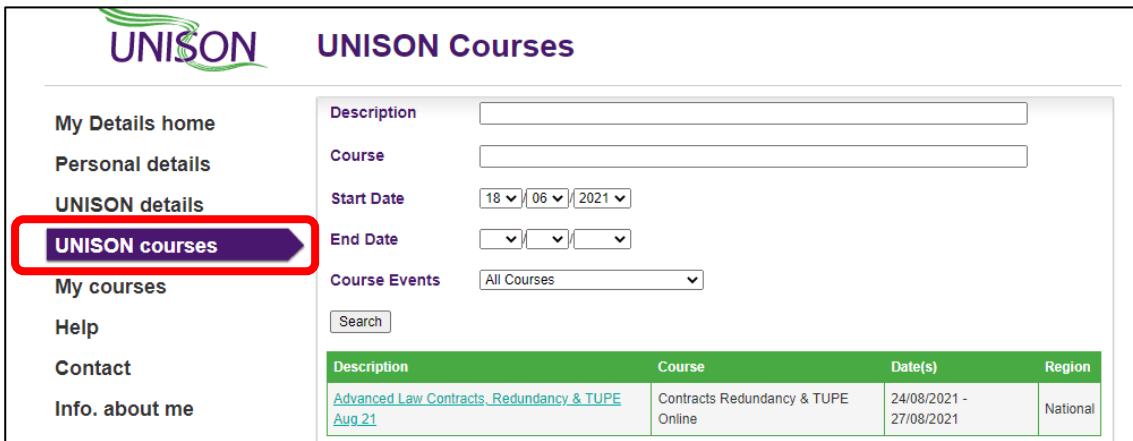
The screenshot shows the My UNISON login screen. At the top, the UNISON logo is on the left, and the text "My UNISON" is on the right. Below this is a box titled "Please provide the following details" containing the following fields:

- Membership number (4 to 8 digit number):
- Password:
- A "WARNING" section with the text: "We take our members' online security very seriously. Therefore ONLY login and update your membership details via the UNISON website."

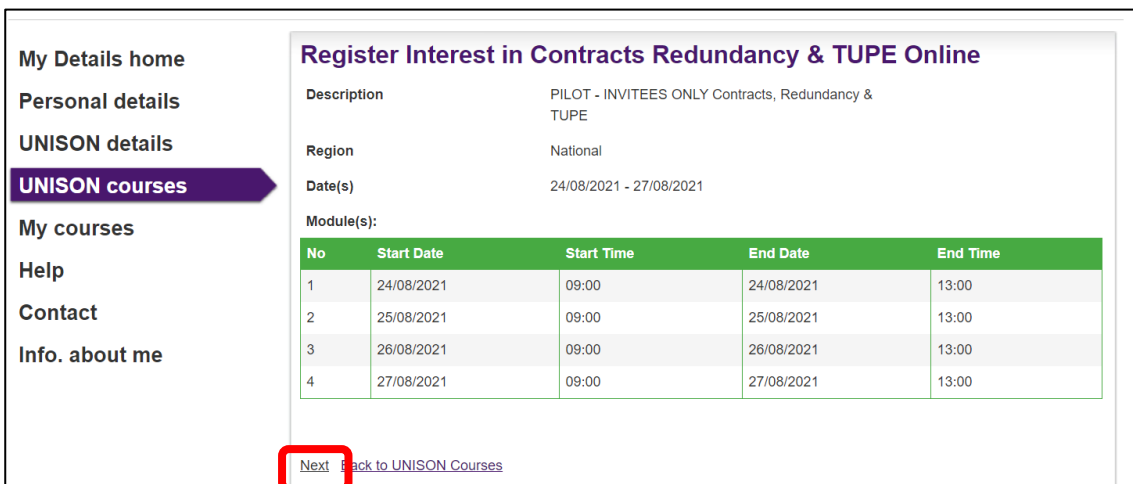
- If you are a WARMS, MCT or OCS user you will then see a home screen with various tabs, the ones you see depends on which systems you have access to. Select 'My Details' to go to your membership records, from which you'll be able to access available courses.



- When you have logged in click on the UNISON courses tab on the menu at the top left of the screen.
- You can search for a course using the fields provided or click on the course you're interested in if it's already displayed in the table.



- Once you click on the course link the details page will appear with details of the course times, or modules where it is a multi-session course.



- Click Next which will take you to the My Course Requirements page to let us know if you have any special requirements

When you've completed this section click on **Complete registration interest**

- Your registration of interest will be passed to your branch for approval and an automated confirmation email sent to the preferred email address set up on your membership records (you can check this under **Personal details**)

Please take this opportunity to check the Personal Details section of your records to make sure it is complete and up to date. **If your contact details aren't up to date, we won't be able to get in touch with you to offer you a place on the course.**

- Once you've registered your interest in a course it will appear under **My courses** alongside its status (whether it's been approved by branch and/or your place confirmed by the organisers)

- You'll receive an email with an update when your branch either approves or disapproves your application, followed by joining instructions should you have a place on the course.

If you experience any difficulty using the system or have any questions, please get in touch with us at L.Organising@unison.co.uk