

# Membership Registry

## Usage Guide NSTU Reps



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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](mailto: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.

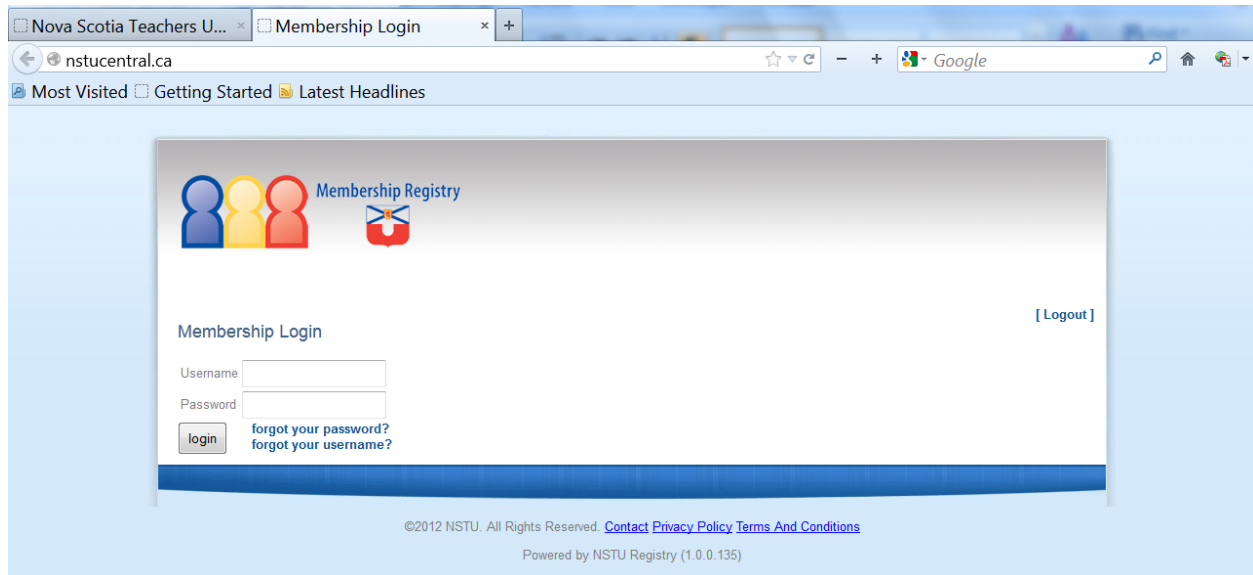
Membership figures are pulled from the Registry on December 1<sup>st</sup> and March 1<sup>st</sup> each year. NSTU representatives are responsible for ensuring the accuracy of the site information within the Membership Registry. All site updates should be completed at least one week prior to each of 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

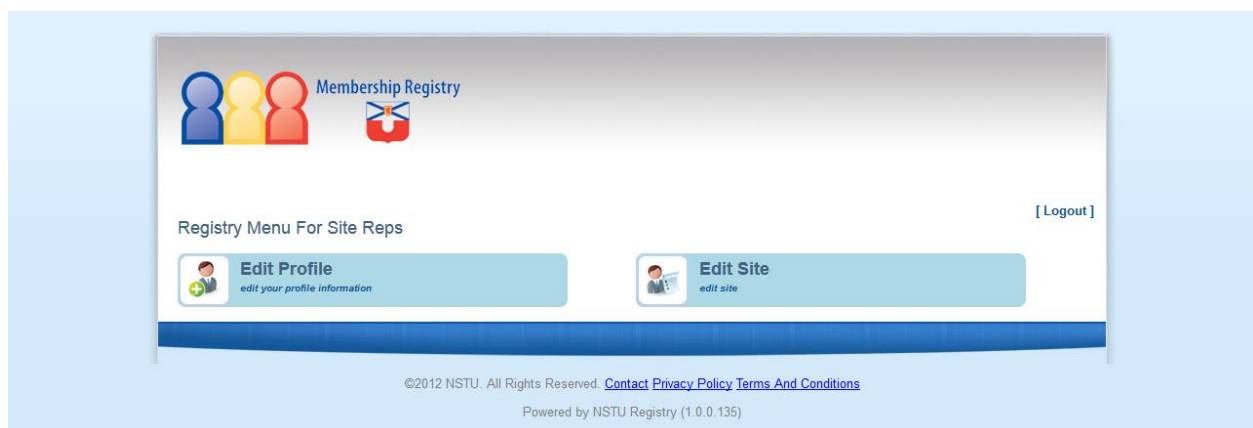
- 1) Proceed to the NSTU website ([www.nstu.ca](http://www.nstu.ca)). Access to the Membership Registry is available by clicking on the icon () located at the top of the homepage or through the Membership Registry page which is located under the menu item “The NSTU” submenu item “Membership.”
- 2) The 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](http://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:

The screenshot shows the 'Membership Registry' interface for 'Test Site No 1'. At the top, there are three colored person icons (blue, yellow, red) and the text 'Membership Registry'. A '[ Logout ]' link is in the top right. Below the header, the title 'Membership List For Test Site No 1' is displayed. A navigation bar contains a 'Go To Home' link. A 'Save' button is present. Below it, there is a checkbox for 'Submit Completed Information'. The main section is titled 'Members:' and includes a search bar with the placeholder '(Start typing to search)' and an 'Add' button. To the right of the search bar is a checkbox for 'Display Active Employment Status Only'. Below this is a table with three columns: 'Professional #', 'Username', and 'Name'. The table lists three members: 123456 (jfictitious, Fictitious, Johnnie), 123456789 (jamestest222, test, test), and 1234567 (regtest1, Test, Damien). Each member has a 'Current Employment Status' dropdown menu set to 'Active' and a 'Retired' checkbox.

Professional #	Username	Name	Current Employment Status	Retired
123456	jfictitious	Fictitious, Johnnie	Active	<input type="checkbox"/>
123456789	jamestest222	test, test	Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>

## 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.

This screenshot shows the same 'Membership Registry' interface as the previous one, but with the 'Current Employment Status' dropdown menu for the first member (123456) open. The dropdown list includes the following options: N/A, Active, Job Share, Leave of Absence, Deferred Leave, Permanent Part-time, Full Time Study, Paid Sick Leave, Unpaid Sick Leave, Maternity Leave, Parental Leave, Substitute, Secondment, In-Province Teacher Exchange, Leave For Injury On Duty, NSCC Auxiliary, NSCC Term, Inactive, New Site, and Unknown. The 'Active' option is currently selected. The 'Retired' checkbox remains unchecked.

Professional #	Username	Name	Current Employment Status	Retired
123456	jfictitious	Fictitious, Johnnie	Active	<input type="checkbox"/>
123456789	jamestest222	test, test	Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>

## 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.)

The screenshot shows the 'Membership Registry' interface. At the top, there are three colored person icons (blue, yellow, red) and a mail icon. Below them is the title 'Membership Registry'. On the right, there is a '[ Logout ]' link. The main heading is 'Membership List For Test Site No 1'. Below this is a 'Navigation' section with a 'Go To Home' link. There is a 'Save' button and a checkbox for 'Submit Completed Information'. The 'Members:' section has a search bar with the placeholder '(Start typing to search)', an 'Add' button, and a checkbox for 'Display Active Employment Status Only'. Below this is a table with columns: 'Professional #', 'Username', 'Name', 'Current Employment Status', and 'Retired'. The table contains three rows of data. The first row has '123456', 'fictitious', 'Fictitious, Johnnie', and 'New Site' in the 'Current Employment Status' column. The 'Retired' column has a checkbox. The second row has '123456789', 'jamestest222 test, test', 'Active', and 'Retired' in the 'Current Employment Status' column. The 'Retired' column has a checkbox. The third row has '1234567', 'regtest1', 'Test, Damien', and 'Active', with 'Retired' in the 'Current Employment Status' column and a checkbox in the 'Retired' column.

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	New Site	<input type="checkbox"/>
123456789	jamestest222 test, test		Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>

This screenshot is similar to the previous one, but the 'New Site' dropdown menu is open, showing a search bar with the placeholder '(type to search)' and a list of suggestions: 'Lock', 'Lockeport Elementary School - undefined', 'Lockeport Regional High School - undefined', and 'Lockview High School - undefined'. The 'Retired' column has a checkbox.

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	New Site	<input type="checkbox"/>
123456789	jamestest222 test, test		Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>



Membership Registry

[Logout]

Membership List For Test Site No 1

Navigation  
Go To [Home](#)

☐ Submit Completed Information

Members:

(Start typing to search)   ☐ Display Active Employment Status Only

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	New Site	Retired <input type="checkbox"/> <a href="#">Lockview High School</a>
123456789	jamestest222	test, test	Active	Retired <input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	Retired <input type="checkbox"/>

## 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.

'. The search field is now empty."/>

Membership Registry

[Logout]

Membership List For Test Site No 1

Navigation  
Go To [Home](#)

☐ Submit Completed Information

Members:

(Start typing to search)   ☐ Display Active Employment Status Only

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	New Site	Retired <input type="checkbox"/>
123456789	jamestest222	test, test	Active	Retired <input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	Retired <input type="checkbox"/>

[\[ Logout \]](#)

## Membership List For Test Site No 1

Navigation

Go To [Home](#)

☐ Submit Completed Information

### Members:

(Start typing to search)   ☐ Display Active Employment Status Only

Professional #	Username	Name	Current Employment Status	
123456	fictitious	Fictitious, Johnnie	Active	Retired <input type="checkbox"/>
123456789	jamestest222	test, test	Active	Retired <input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	Retired <input type="checkbox"/>

[\[ Logout \]](#)

## Membership List For Test Site No 1

Navigation

Go To [Home](#)

☐ Submit Completed Information

### Members:

(Start typing to search)   ☐ Display Active Employment Status Only

Professional #	Username	Name	Current Employment Status	
123456	fictitious	Fictitious, Johnnie	Active	Retired <input type="checkbox"/>
123456789	jamestest222	test, test	Active	Retired <input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	Retired <input type="checkbox"/>
123457	fictitiousj	Fictitious, Jane	Active	Retired <input type="checkbox"/>

Membership Registry

Membership List For Test Site No 1 [Logout]

Navigation  
Go To [Home](#)

☐ Submit Completed Information

**Members:**

(Start typing to search)   ☐ Display Active Employment Status Only

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	Active	<input type="checkbox"/>
123457	fictitiousj	Fictitious, Jane	Active	<input type="checkbox"/>
123456789	jamestest222	test, test	Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>

## 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.”)

Membership Registry

Membership List For Test Site No 1 [Logout]

Navigation  
Go To [Home](#)

☐ Submit Completed Information

**Members:**

(Start typing to search)   ☐ Display Active Employment Status Only

no match found

Professional #	Username	Name	Current Employment Status	Retired
123456	fictitious	Fictitious, Johnnie	Active	<input type="checkbox"/>
123457	fictitiousj	Fictitious, Jane	Active	<input type="checkbox"/>
123456789	jamestest222	test, test	Active	<input type="checkbox"/>
1234567	regtest1	Test, Damien	Active	<input type="checkbox"/>

## **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.

## **SUBMIT**

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

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