



# Selecting Classes Online for the Term

## Contents

1. Login into MyU3A via the U3A Wagga Wagga website .....	2
2. Member Login .....	2
3. Membership Status 2022 .....	2
4. Update Profile .....	2
5. Enrolling in a Class .....	3
6. Printing your Class selections .....	4
7. Apologising for an Absence from a Class .....	4

# 1. Login into MyU3A via the U3A Wagga Wagga website

Open the U3A Wagga Wagga website by clicking tapping [U3A Wagga Wagga – Courses and Activities \(u3anet.org.au\)](http://u3anet.org.au)

Click/tap “**Member Login**” button to bring up the Online Member Services box



# 2. Member Login

Enter your **Member ID** (number) and **Password** (text and number)

Select the **Log in** button

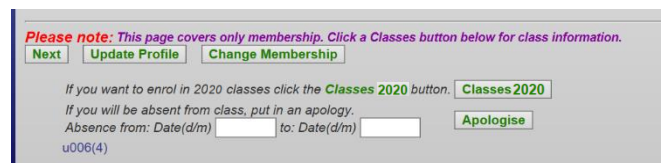


If you forget your password, click the **Forgot Password/Id** button. Fill in your email address and you will be emailed your password within a few minutes. Check your email for the new password.

# 3. Membership Status 2022

There are 5 options buttons available to you throughout the Term

- Next** Takes you to the Member Summary Page
- Update Profile** To change your personal information
- Change Membership** To change from Full to Honorary
- Classes 2022** Select the classes button
- Apologise** If you are unable to attend a class



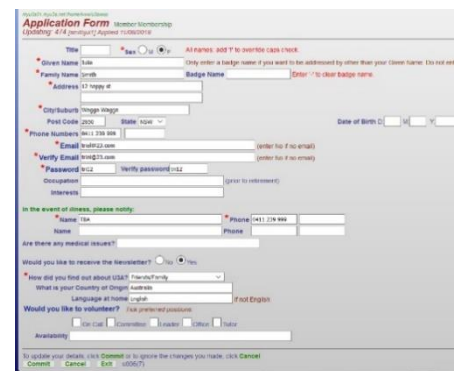
# 4. Update Profile

Update or check your personal information select **Update Profile** button to open the Application Form

## Application Form

Check and update your information:

- address
- telephone numbers
- email address
- change password** (your choice)
- your emergency contact details in case of illness or a problem at a U3A site.



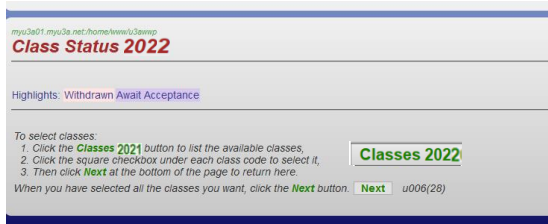
When complete select the **Commit** button at the bottom of the page

You will return to the **Membership Status 2022** page.

## 5. Enrolling in a Class

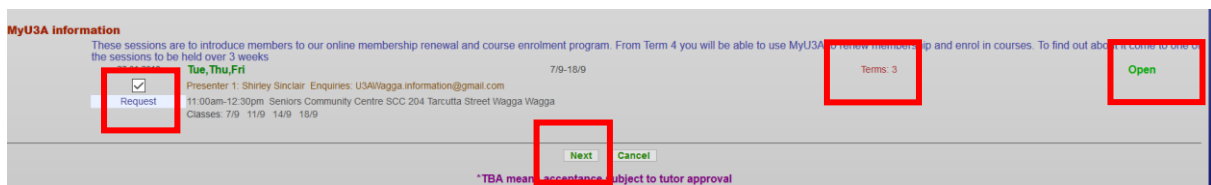
Select button


Read the information and on the **Class Status 2022** page



Select **Classes 2022** again

Select the classes you wish to enrol in by clicking or tapping the box next to the description to activate a tick (✓). If the status of the class says **Full**, you can still apply but will be placed on the waitlist.



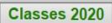

**PLEASE NOTE** When finished choosing classes, scroll to the bottom of the page and **SELECT** **Next** 

The **Class Status 2022** page provides a list of your classes.

If finished enrolling, accept these classes by selecting

**Next** 

### Withdrawing from a class at this stage

1. Click/tap the the class from which you wish to withdraw, and a tick appears
2. **Select a reason** from the drop down box
3. Select **Delete Class** 
4. Select **Next** 

You return to the **Membership Status 2022**

You can check your profile and/or add more classes, if finished select

**Next** 

## 6. Printing your Class selections

On the **Membership Summary 2022** page you have the option to **Print**

**Success!**  
 **Please print this page as your record** (if you have a printer).  
Record your member ID and password so you can come back here at any time.

Or you can take a screenshot or save as a PDF

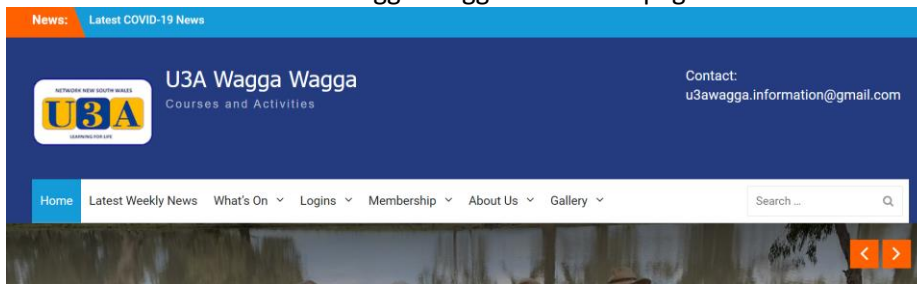
Choose

If you would like to revise anything about your profile or your classes, click **Back**

Or

If you have completed all you need to do, click **Exit**

You will be returned to the Wagga Wagga U3A home page. You can now close out of the page.



## 7. Apologising for an Absence from a Class

- Member Login (See Section 1 and 2)
- At the bottom of the page there is an area where absence is recorded.

If you will be absent from class, put in an apology.  
Absence from: Date(d/m)  to: Date(d/m)

- Enter Start and End Date of your absence in a day/month from (e.g.5/3-6/3) and then click/tap
- Classes you are enrolled in for the given date range will be shown and a tick placed against the dates. If you wish to attend some of the classes within the selected date range, untick those dates.

myu3a01.myu3a.net/home/www/u3awwp

**Apologise**

Class	Course	From: 20/09/2018 To: 28/09/2018
24-01 At the Movies		<input checked="" type="checkbox"/> 21/09
33-01 Presenters and Coordinators		<input checked="" type="checkbox"/> 25/09

You are apologising for these dates.  
If you DO NOT wish to apologise for one or more of these dates, untick those date(s).

u006(22)

- Once you are satisfied with your selections click  button.