EAS - Members

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UNIT GOAL   To understand the process of using EAS for members:

UNIT OBJECTIVE   Upon completion of this unit, you should be able to -

- Login to EAS
- Navigate through the web site
- View/Update details
- Register for a job
- Modify a job registration
- Change password

CONTEXT

EAS – Members is an online tool designed to provide members with increased flexibility in viewing and updating their membership details. EAS is also designed to provide a job registration tool that allows members to record their classification and qualifications and convey their eligibility for work that may be available.

<u>Login to EAS – Members</u>

• Enter your member number, surname and password into the relevant fields and press the LOG ON button.

If you are not financial, you will be shown the following screen.

Field Descriptions (Logon Screen)

|	
Member No:	The member's unique membership identification number.
Surname:	The member's surname.
Password:	The member's password.

Navigating through the web site

The web site is split up into separate functions, as listed by the Main Menu.
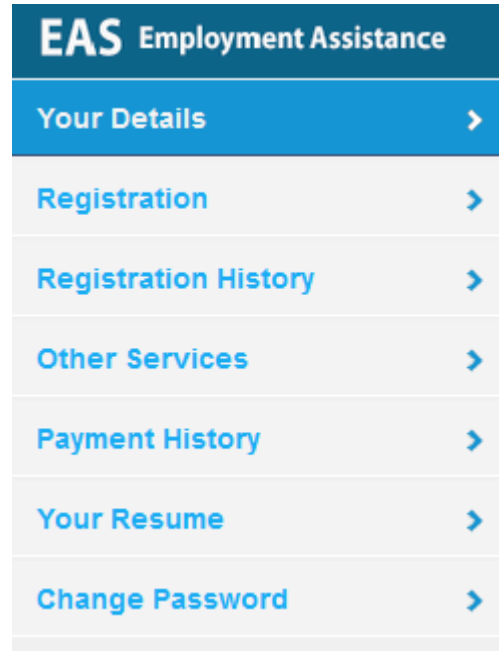
To move to one of these functions, select the menu item that you require. The relevant page should then load.

To log off click your surname in the top right corner of the page and then select Log Off
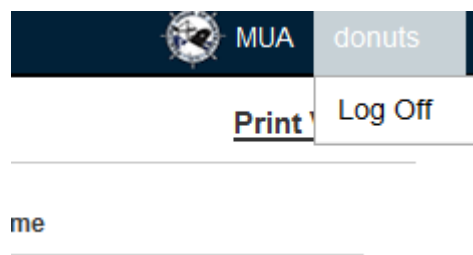
Your details

The default page when you log in will be the 'your details' screen.

This screen is designed to give you an overview of all of your EAS and membership information.

This screen has information on the following areas:

Personal Details: Contains information on such things as your name, gender and DOB.

Contact Details: Contains information on phone numbers, address details and other contact information.

Qualifications:

If you have registered your information for a job, then this section of the page will list all of the qualifications that you have registered.

NOTE: If you select the update button above this list then EAS will automatically take you to the Qualifications screen so that you can modify this information.

Availability:

If you have registered your information for a job, then this section of the page will list all of your availability information.

NOTE: If you select the update button above this list then EAS will automatically take you to the Availability screen so that you can modify this information.

Qualifications	Update	Availability	Update
Certificate Of Safety Training : End Date: 15/01/2014		Date Last Worked To : 31/07/2013	
COP as Chief IR : End Date: 20/02/2014		When Does Your Leave Expire : 01/10/2013	
		Date available for work : 03/10/2013	

Cancel   Save

Updating your details

If you want to change some of your personal / contact details just change the text in the relevant field. Fields that have an arrow next to them represent a list for you to select from. When you are finished making changes press save.

Field Descriptions Your Details

Personal Details:	
Title:	The member's title.
Gender:	The member's gender.
Name:	Given Name 1.
Last Name:	The member's surname.
Preferred Name:	A preferred given name, if applicable.
Birth Date:	The Date of Birth. You can use the blue calendar shortcut

Contact Details:	
Home Number:	The members home telephone number
Work Number:	The members work telephone number
Mobile:	The members fax number
No Sms:	Checked = Do not Receive SMS.
	Un-Checked = Receive SMS
Home E-Mail:	The members home email address.
Work E-Mail:	The members work email address.
Mail Preference:	Select your preference as to which address your correspondence is mailed to. The following values are valid:
	No Mail: Do not receive any correspondence.
	Members Address: Have correspondence sent to your home address.
	Establishment Address: Correspondence sent to your employer.
	Site Address: Have correspondence sent to your site.
E-Mail Preference:	Select your preference as to which address your Email correspondence is sent to. The following values are valid:
	None: Do not receive any email correspondence.
	Home: Have corro sent to your home email address.
	Work: Corro sent to your work email address.
	Both: Have corro sent to both your home and work email address.
EAS Notification Preference:	None: Do not receive any EAS Notifications.
	SMS: Have EAS Notifications sent via SMS to your mobile phone
	Email Home: Have EAS Notifications sent to your home email address.
	Email Work: have EAS Notifications sent to your work email address.
	Email Home and Work: Have EAS Notifications sent to both your home and work email address.
Postal/Street Address:	Address 1, 2, 3
	Suburb
	State
	Postcode

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Note: If you need to update any information that is not available on this screen, please contact your branch to have this corrected.

Buttons:

Postal Address: This button will display your postal address details

Street Address: This button will display your street address details

Save: This button will save any changes that you have made.

Cancel: This button will cancel any changes that have not been saved.

Print Version Button: This button allows you to print out all of the information on this page (assuming you have a printer connected).

Job Registration/Modification

Registering for a job

To register for a job select the "Registration" menu item. If you are currently registered for a job this screen will be pre-populated with your current registration information.

Register for a job

Area of Employment

I am an unemployed financial member of the Maritime Union of Australia seeking employment through EAS.
I confirm that the information provided to the Union "Employment Assistance Scheme" is accurate and that I currently hold all qualifications associated with my chosen classification and I have exhausted my leave.

☐ I accept the terms and conditions   Cancel   Register

From the list you need to select your area of employment. When you have selected an area the screen should populate with a list of qualifications on one tab and fields related to availability on the second tab. You may also have a field to enter a classification, depending on the area of employment selected:

Register for a job

Area of Employment

Seafarers

Classification

Qualification   **Availability**

	Qualification ID	**Expiry Date**
Certificate Of Safety Training		
COP as Chief IR		
COP as IR		
COR as Able Seaman		
COR as Engine Room Rating		
STCW 95 Certificate		
Dogman		
Crane Driver		

The above is an example of the text displayed when Seafarer is selected.

When you are on this screen you will be shown a list of eligible qualifications. Each area of employment will have different qualifications.

To register against a qualification either tick the box to the left, type in a qualification ID and/or an expiry date.

If you do not want to type in the date manually (it must be in the following format (dd/mm/yyyy), click on the blue calendar on your qualification row to display calendar.

The date selection window.

Attachments are required for each selected qualification. To upload an attachment select , pick the relevant file and select OK.

The following file types are supported:

- .doc   Microsoft Word documents
- .docx   Microsoft Word documents
- .jpg   Image file
- .jpeg   Image file
- .png   Image file

You can register against more than one qualification at a time.

To enter information relating to your availability click on the Availability tab:

Area of Employment

Seafarers ⌄

Classification

⌄

Qualification   **Availability**

☐ Date Last Worked From   [🗓]

☐ Date Last Worked To   [🗓]

☑ When Does Your Leave Expire   [🗓]

☑ Date available for work   [🗓]

I am an unemployed financial member of the Maritime Union of Australia seeking employment through EAS.
I confirm that the information provided to the Union "Employment Assistance Scheme" is accurate and that I currently hold all
qualifications associated with my chosen classification and I have exhausted my leave.

☐ I accept the terms and conditions   Cancel   **Register**

The availability screen:

The availability screen will ask questions related to when you are eligible to be selected for a job.

When you have entered all information regarding your qualifications and availability tick the "I accept the terms and conditions" button, once reading the disclaimer, and seect register. You will then be taken to the Your Details age.

To cancel the registration at any time prior to selecting the register button select the cancel button.

Modifying a registration

To modify a registration after you have registered, click on the Registration menu item. The fields will automatically be populated with your current registration information. You can update any of the fields in the qualifications and availability tab. You can also download previously uploaded attachments by selecting

Get Attachment

When all necessary changes have been made tick the "I accept the terms and conditions"button, once reading the disclaimer, and select register. You will then be taken to the Your Details age.

To cancel modifying a registration at any time prior to clicking the register button click the cancel button.

Registration History

This screen shows your current and past job registration information.

Registration History **Print Version**

Current job registration: Seafarers - Availability

	Value	Start Date	End Date
Date Last Worked To	31/07/2013		
Date available for work	03/10/2013		
When Does Your Leave Expire	01/10/2013		

Current job registration: Seafarers - Classification

	Value	Start Date	End Date
Deck Hand	Yes		

Current job registration: Seafarers - Qualification

	Value	Qualification ID	Start Date	End Date
COP as Chief IR	Yes	1234445		20/02/2014
Certificate Of Safety Training	Yes	4563465ty		16/10/2013

Print Version Button:

This button allows you to print out all of the information on this page (assuming you have a printer connected).

Other Services

This screen displays links to other sites that may be useful.

Other Services

Description

Maritime Super
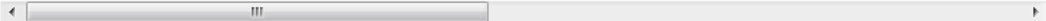
Maritime Union of Australia Website

Payment History

This screen displays a record of your membership financial history.

Payment History

Date	Balance	Amount Receipt	Receipt Date	Transaction Type	Remit From	Remit To	Billed To
22/03/2013	$0.00		02/05/2013	Direct Debit Dues	02/05/2013	15/05/2013	04/03/2013
21/03/2013	$0.00		18/04/2013	Direct Debit Dues	18/04/2013	01/05/2013	04/03/2013
21/03/2013	$0.00		04/04/2013	Direct Debit Dues	04/04/2013	17/04/2013	04/03/2013
21/03/2013	$0.00		21/03/2013	Direct Debit Dues	21/03/2013	03/04/2013	04/03/2013
21/03/2013	$0.00		07/03/2013	Direct Debit Dues	07/03/2013	20/03/2013	04/03/2013

Print Version Button:

This button allows you to print out all of the information on this page (assuming you have a printer connected).

Your Resume

This screen allows you to create and upload a resume. At least one entry for each section must be made.

You can enter additional entries for each section by clicking the grey plus button for the relevant section.

You can remove additional entries for each section by clicking the red cross button for the relevant section.

Print Version

Personal Statement   **+**

Work Experience   **+**

Company Name, Dates of Employment   [   ]   ✖

Job Title, description, responsibilities   [   ]

Education   **+**

School Name - School City, State   [   ]   ✖

Dates of attendance   [   ]

Subjects undertaken   [   ]

Certification & Licenses   **+**

List employment, academic or other achievements

[   ]   ✖

Achievements / Awards   **+**

List employment, academic or other achievements

[   ]   ✖

References   **+**

[   ]   ✖

Cancel   Save

Field Descriptions Resume

Personal Statement	The Members personal statement
Work Experience	Company name, Dates of employment

	Job title, description, responsibilities.
Education:	School Name – School city, State
	Dates of attendance
	Subjects undertaken
Certification & licenses	List employment, academic or other achievements
Achievements/Awards	List employment, academic or other achievements
References	Members personal statement

Buttons:

Save:	This button will save any changes that you have made.
Cancel:	This button will cancel any changes that have not been saved.
Print Version Button:	This button allows you to print out all of the information on this page (assuming you have a printer connected).

Change password

This screen allows you to change your password. Passwords must be at least 6 characters long.

When you have entered in your old and new passwords click save.

Field Descriptions: Change Password

Old password:	The current password for EAS
New Password:	The new password that you want.
Confirm password:	The same as the new password. To verify it is typed the same.