

Report an Absence from a Course/Activity

1. Go to <https://u3abentleigh.org.au/> website
2. Click on **LOGIN** -> **Existing Member Login** menu item (top right of the page)
3. 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.

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)

My Membership

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](#).

Member Number	Member Type
5409	Tutor Member
Membership Active	Membership Expiry
Yes	31 Dec 2021

6. Click on **My Absences** in the Menu on the left

My Absences

Submit Absences

Select Courses / activity
T21403: Test Course 3

Select Reason *
Holiday

Start Date *
23/09/2021

Finish Date *
23/09/2021

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

Courses / activity	Courses / activity Code	Start Date	Finish Date	Reason
Test Course 3	T21403	23 Sep 2021	23 Sep 2021	Holiday

Notes

When a member (or office on behalf of the member) reports an absence, an email will be sent to the member, the tutor / leader, the Course Coordinator and the administrator.

If you (the member) need to make a change to your reported absence, please advise Course Coordinator with the details. Members/tutors are not able to update absence data.

Course Coordinator is responsible for updating a member's absences.

The member can view their reported absences at any time by selecting **My Absences**.