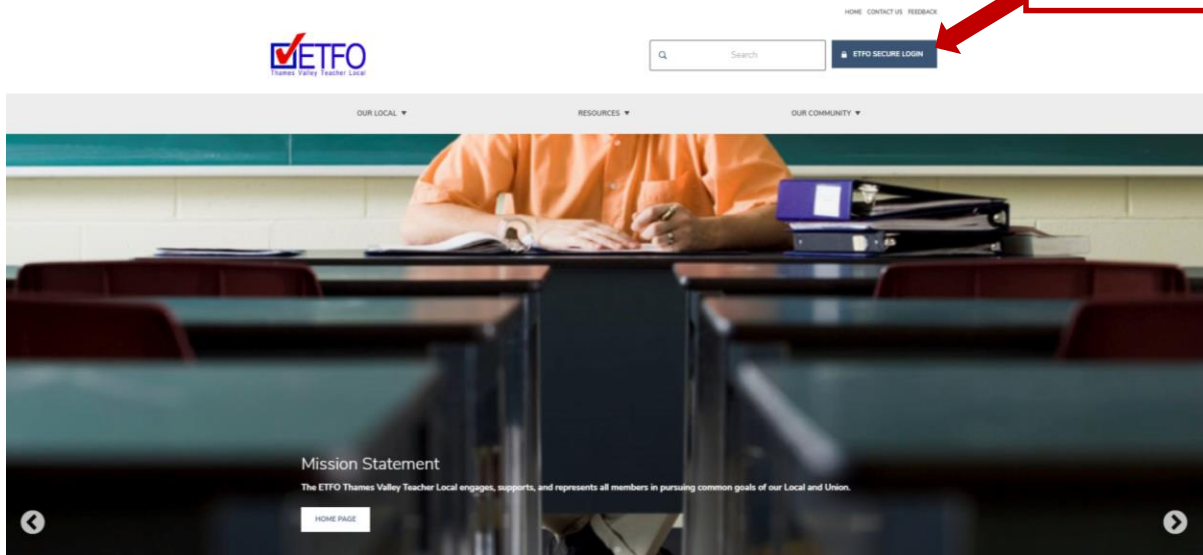


ETFO Thames Valley Teacher Local's Website www.etfothamesvalley.com

Log into ETFO Secure Services

- ▶ Click on **ETFO Secure Login**.

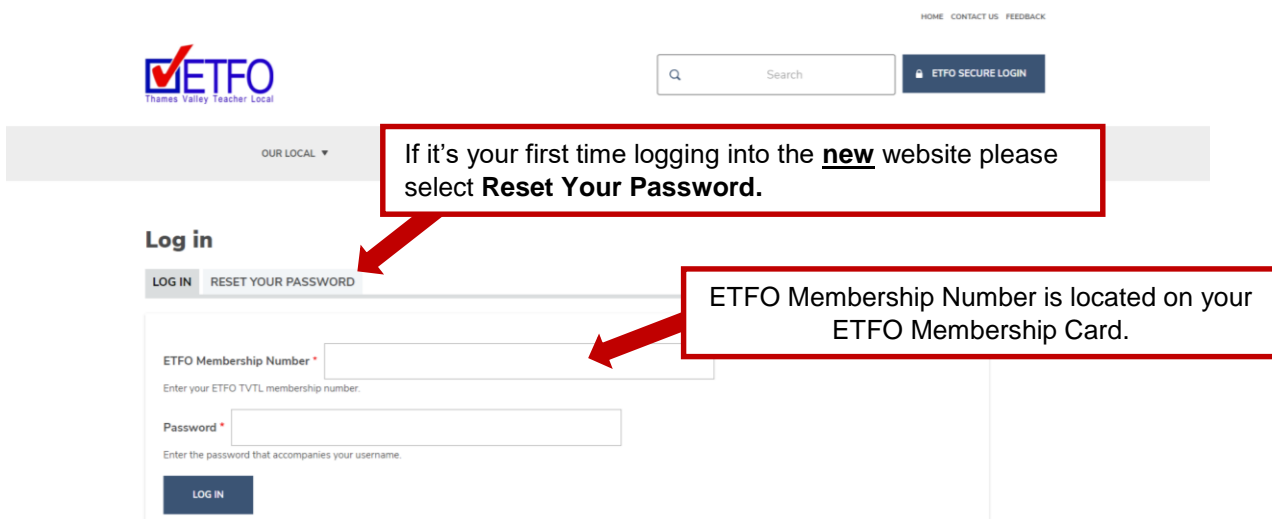
ETFO Secure Login



- ▶ Enter your **ETFO Membership Number** (membership number is located on your ETFO Membership Card)
- ▶ Enter your password

First Time Logging into New ETFO Local's Website

If it's your first time logging into the new website please select **Reset Your Password**.

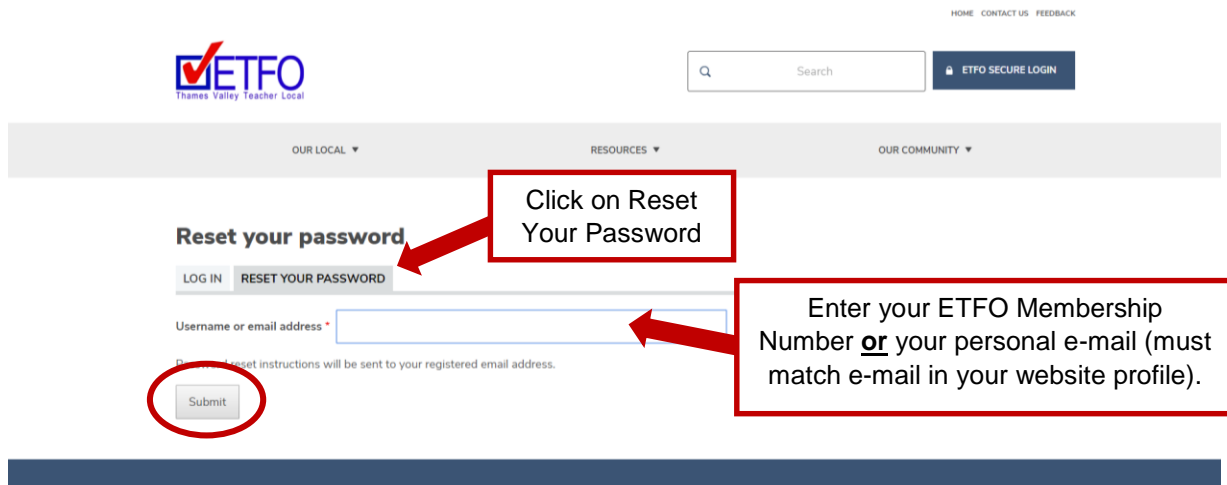


The screenshot shows the ETFO website login page. At the top right, there are links for HOME, CONTACT US, and FEEDBACK. Below these is a search bar and a blue button labeled 'ETFO SECURE LOGIN'. The main content area features a 'Log in' section with two tabs: 'LOG IN' and 'RESET YOUR PASSWORD'. A red arrow points from a text box labeled 'If it's your first time logging into the new website please select **Reset Your Password**.' to the 'RESET YOUR PASSWORD' tab. Below the tabs are two input fields: 'ETFO Membership Number' and 'Password'. A red arrow points from a text box labeled 'ETFO Membership Number is located on your ETFO Membership Card.' to the 'ETFO Membership Number' input field. Below the input fields is a blue 'LOG IN' button.

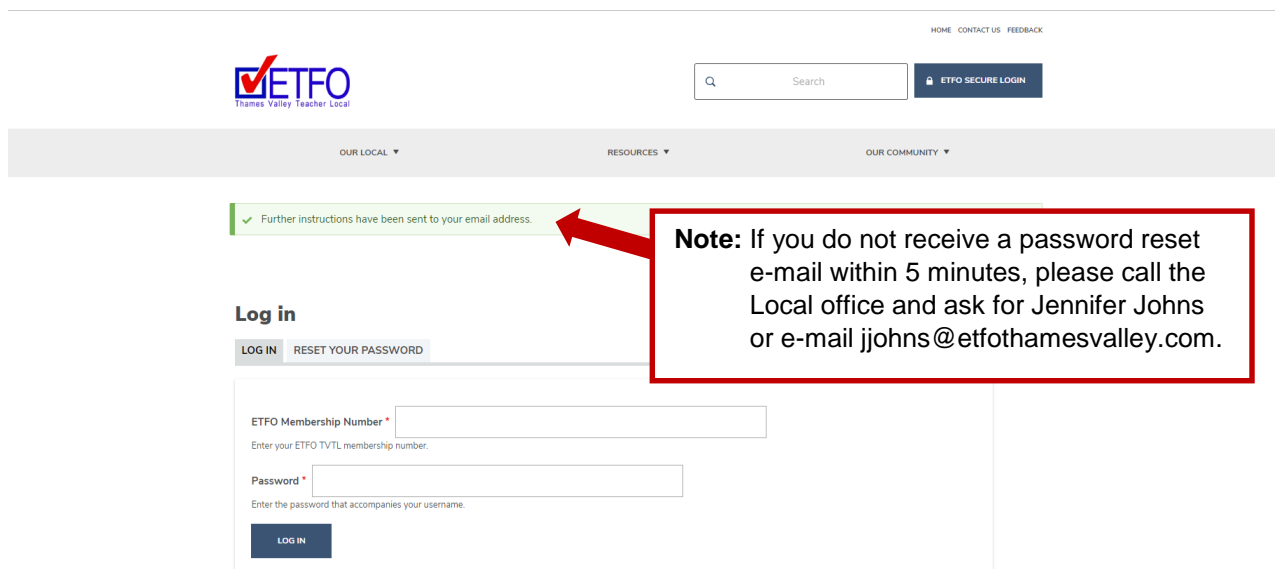
Reset your Password

(If you are logging into the **new** website for the first time **or** have forgotten your password)

- ▶ Click on **Reset Your Password**
- ▶ Enter your **ETFO Membership Number** or your **Personal E-mail Address** (e-mail address needs to match the e-mail address in your ETFO Thames Valley Teacher Local website's personal profile)
- ▶ Click on **Submit**



- ▶ A Password reset instructions will be sent to your e-mail address with a link to reset your password (follow instructions in the e-mail to reset your password)
- ▶ Click on **Save** located at the bottom of the screen once you have changed entered your new password



Updating Personal Profile

Please review your Personal Profile and confirm all information is up to date.

- ▶ Click on **Edit**
- ▶ Change your password (if you have not already done so)
- ▶ Review personal e-mail
- ▶ Click on **Save**

Click edit to review e-mail address and change password

Welcome (Member's Name)

VIEW EDIT GENERAL PROFILE

Current password

Required if you want to change the Email address or Password below. [Reset your password](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Locale settings

Time zone UTC

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

- ▶ Click on **General Profile**
- ▶ Update the following sections:
 - Contact Information
 - Mailing Address
 - Name
 - Professional Information
- ▶ Click on **Save**

Click General Profile Update the following sections:

- Contact Information
- Mailing Address
- Name
- Professional Information

Click on **Save** before exiting General Profile (located at the bottom of the screen).

Create General Profile

VIEW EDIT GENERAL PROFILE

Contact Information

Home Phone Number

Unlisted

Mailing Address

Forward Mailing to My Home Address

Address Line 1

Address Line 2

City

Province

Save

- ▶ Click on **I Confirm That My Profile Information is Correct**

Welcome (Member's Name)

VIEW EDIT GENERAL PROFILE

Ensure your information is up to date! Please click on edit to view your profile. Once you have done that, please click the button below to verify your profile is correct.

I CONFIRM THAT MY PROFILE INFORMATION IS CORRECT

Click to confirm once you have reviewed and updated your profile.

ETFO Secure Services – Events / Workshops Registration

- ▶ **My Registrations** – Is a list of all workshops/events/meetings that you have successfully registered for.
- ▶ **Professional Learning** – Will list all available ½ day release ETFO Professional Learning Workshops and Self-Directed (registration link provided)
- ▶ **Upcoming Events** – Will list all available evening Workshops and Meetings (registration link provided)

Welcome (Member's Name)

VIEW EDIT GENERAL PROFILE

My Registrations

SEE ALL REGISTRATIONS

Professional Learning

Coming Soon

Upcoming Events

Workplace Stewards' Meeting
Wednesday October 03, 2018
Type: Meeting

Secured Services

Collective Agreement
Collective Bargaining

If you are registered for any Workshops, Events or Meetings they will be listed in this section.

List of all upcoming ETFO Professional Workshop, Evening Workshops, Meetings etc.

Click on name of Workshop/Meeting to view information and to register.

OUR LOCAL

RESOURCES

OUR COMMUNITY

Workplace Stewards' Meeting

Event Date: 2018-10-24

Event Type: Meeting

Event Start Time: 05:00 pm

Location: ETFO Thames Valley Teacher Local

Registration

Dietary Restrictions

Please let us know if you have any Food Allergies or Dietary Restrictions

Register

To Register:

- Enter any dietary restrictions (if required)
- Click on Register

- ▶ Once you click on Register you will see a screen stating your registration is complete with instructions to confirm your registration under **"My Registration"** in your personal profile.

✓ Registration has been created.

Registration

VIEW EDIT IDENTITIES

Your registration is complete!

To cancel registration or change a selection please call the ETFO Thames Valley Teacher Local (519-474-3150) and ask for Jennifer Johns.

Thank you for registering. Please check your [personal profile](#) under "My Registration" to confirm your registration.

Click on **"personal profile"** hyperlink to view your registrations.

Welcome (Member's Name)

VIEW EDIT GENERAL PROFILE

My Registrations

Professional Learning

Upcoming Events

Secured Services

Name of Meeting

Wednesday October 24, 2018

Event - Meeting

SEE ALL REGISTRATIONS

Coming Soon

Workplace Stewards' Meeting

Wednesday October 03, 2018

Type: Meeting

Location: ETFO Thames Valley Teacher Local

Office

Event Time: 05:00 pm

Collective Agreement

Collective Bargaining

Constitution and By-Laws

Minutes

Your Registration will appear under "My Registration."

- ▶ Click on **Logout** located at the top right of the screen