

MEMBER GUIDE FOR REPORTING ABSENCE FROM CLASSES USING OUR ONLINE MEMBERSHIP SYSTEM (UMAS)

1. Access UMAS via our website <https://u3anunawading.com.au/> and click where it says “**Click here for Member enrolments**” on the top right-hand corner of the screen.
2. Login with your Member Number and Password.
3. Select “**Report Absence**” from left hand menu.
4. Select the date range for the absence.

Absent date from: Absent date to: [select absence dates range](#)

5. Choose the course from which you will be absent from the “Choose a Course” pulldown list. If you will be absent from all your courses during the same date range select “All”.

Choose a Course:
 ▼
[select the course from which you will be absent](#)

6. Choose a reason for the absence. (“Holiday”, “Illness” or “Other”)
7. Select “Submit” and the absence will be recorded.
8. To review your absences at any time, click on “**List current absences**” in the Absence Management screen.
9. Logout

Notes:

When you enter an absence an email will be sent to you (if you have an email), the Class Leaders (if they have an email), and the Course Administrator.

If you need to make a change to your reported absence, including removing an absence, please advise the Course Administrator with the details (coursesec@u3anunawading.org.au). (Members and Leaders cannot make changes once entered).