

FirstClass Tips and Tricks

UNANet provides all UNA members with communication and data management tools. FirstClass is the delivery system for all online communication among United Nurses of Alberta members, UNA staff, and others. Being able to use this application efficiently helps you stay informed. The following topics are based on questions from UNA members.

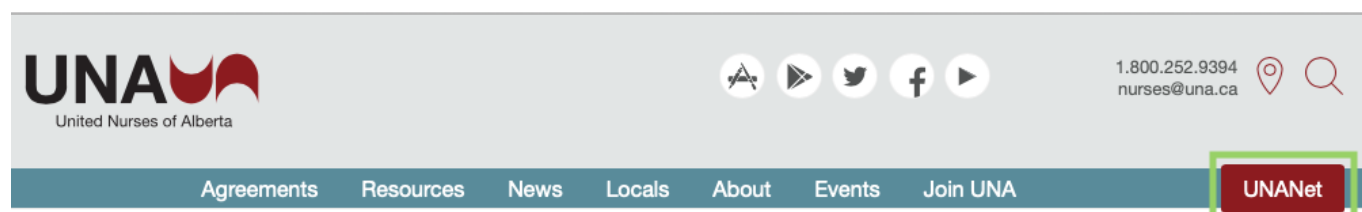
UNANet Account Information

Who qualifies for a UNANet Account?

1. Any member of **UNA** in good standing.

What must one do to get a FirstClass account? There are two methods:

2. Be a **UNA** member.
3. Have access to a computer with online access.
4. Go to the UNA Website at **una.ca**
5. Click the red **UNANet** button in the upper right hand corner of the page.



Method One

1. Once you are in the UNA website ...
2. Find the yellow **Activate my account** button and click to open the application form.



UNANet is available to all UNA Members

UNA strives to keep its members connected through effective communication. We recognize informed and empowered members are the key to success and strength.

UNA operates UNANet, a secure internal network, for communications and record keeping. As a UNA member, you are entitled to a free UNANet account, providing access to FirstClass forums, your own UNA email account and the Data Management System (DMS Web) for updating personal information, and submitting expense claims and forms. UNANet's FirstClass forums are used by nurses to discuss everything from nursing practice issues to detailed questions about UNA's collective agreements.

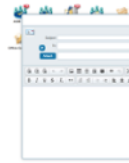
DMS Web



- Edit personal info
- Sign up for workshops
- Submit Expense Claims
- Submit LOA Requests
- Perform Local Admin tasks

[Go to DMS Web](#)

FirstClass



- Email from your @una.ca account
- Participate in Discussions
- View Documents & Resources

[Go to FirstClass Web Enhanced](#)

DMS Web and FirstClass Help

Visit [UNA's DMS Web and FirstClass online manual](#) to learn how to:

- File an Expense Claim
- Request an LOA
- Register for an Event
- View your personal information
- Download your UNA T4

Help me Login



UNA prints new membership cards every year. If you're having problems logging into DMS Web or FirstClass you will need *the most current* membership card.

I have a card

[Activate my account](#)

[Reset Password](#)

I don't have a card

[Request a Card](#)

[Become a Member](#)

NOTE* Your password is the same for both FirstClass and DMS Web.




3. Complete the required fields in the registration form and then click **Submit**.

Activate Your UNANet Account

With an account, you have access to DMS Web and FirstClass.

Important: you *must* have an active Membership with UNA in order to receive an account.


Your 2019 Membership card is required in order to complete this form.

Name	<input type="text" value="Jane Doe"/>
Local	<input type="text" value="72"/>
UNA Member ID	<input type="text" value="0000"/> (from your current UNA Membership Card)
UNA PIN	<input type="text" value="*****"/> (from your current UNA Membership Card)
Personal E-mail	<input type="text" value="jane.doe@gmail.com"/>  It cannot be an Employer address (eg. jdoe@cha.ab.ca).
<input type="button" value="Submit"/>	

Method Two


1. From the UNA webpage click the **Go to DMS Web**.

Agreements Resources News Locals About Events Join UNA **UNANet**




UNANet is available to all UNA Members. What is UNANet?

DMS Web



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You can also still use the classic FirstClass interface.

2. Click on **Activate Your Account**.

United Nurses of Alberta - DMS Web

Welcome to DMS Web, UNA's online resource for Members, Employers, and Staff.

Visit the [public UNA website](#) for news and information.

Username

Password

Reminder: passwords are case sensitive!

I am a

[Activate Your Account](#)

[Forgot Password?](#)


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Local	<input type="text" value="72"/>
UNA Member ID	<input type="text" value="0000"/> (from your current UNA Membership Card)
UNA PIN	<input type="text" value="*****"/> (from your current UNA Membership Card)
Personal E-mail	<input type="text" value="jane.doe@gmail.com"/>  It cannot be an Employer address (eg. jdoe@cha.ab.ca).
<input type="button" value="Submit"/>	

Make NOTE of your user name and password.

The ID and password combination works in FirstClass and the DMS web.

The Account is immediately available for your use upon submitting the form.