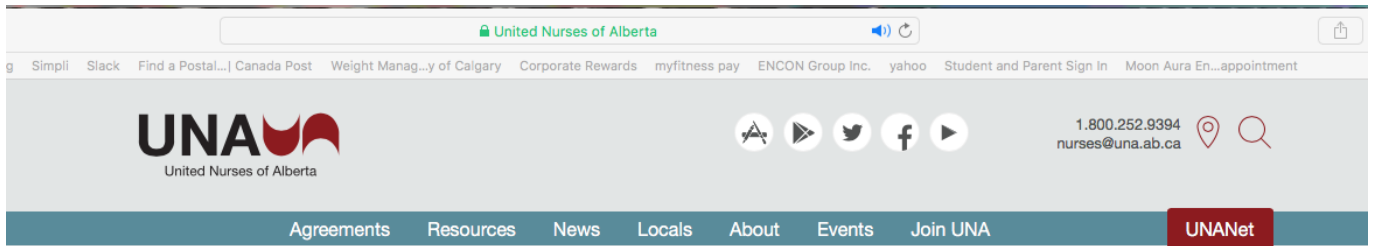


Go to the **UNA** website and click on **Go to FirstClass Web Enhanced**.




### 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

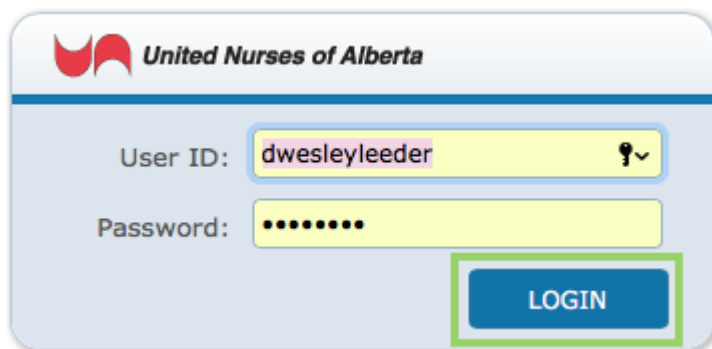


- Email from your @una.ab.ca account
- Participate in Discussions
- View Documents & Resources

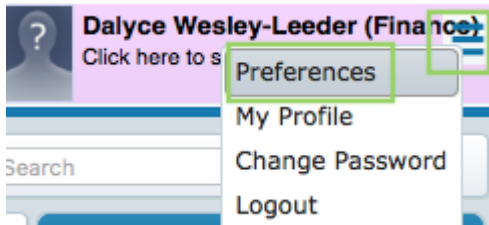
You can also still use the classic FirstClass interface.

[Go to FirstClass Web Enhanced](#)

When the **Login** screen opens, enter your **User ID** and **Password**, (same as the one you use for **FirstClass**). Click on **LOGIN**.



FirstClass web version will open. In top right-hand corner there will be **3 horizontal lines**. Click on them to open the menu and click on **Preferences**.



When the **Preferences** screen opens, click on **Messaging**. Change **Local mail** and **Internet mail** to **Yes** and in **Reply text** type in your Out of Office Message.

