

Logging In to the Members' Portal and Submitting a Career Break Application

Please go to the NI home page for INTO

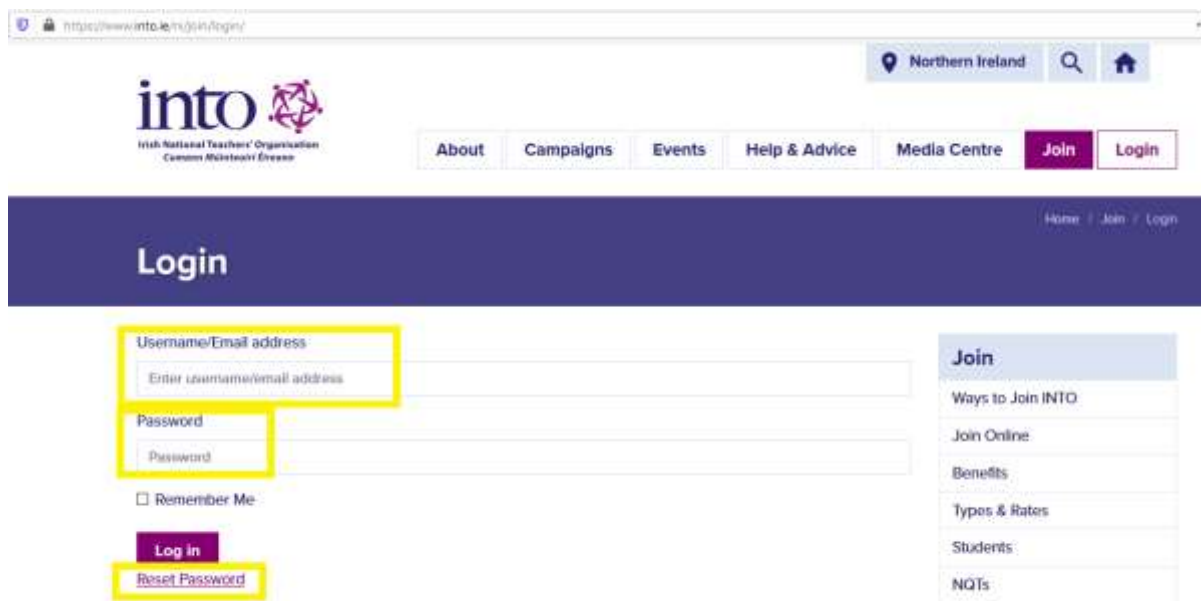
www.into.ie/ni

In top right hand corner of home page click on Login

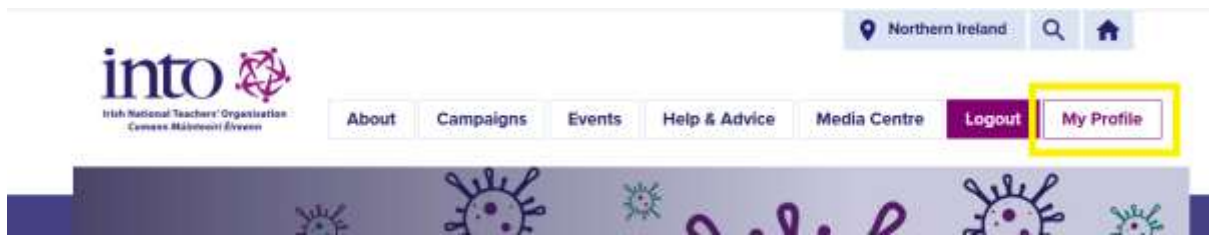


Your username will be your email address in full

If you have any issues with your password please use the reset password option



After logging in you will see My Profile in the top right hand corner of home page, please click on this



On your personal profile page please scroll down to “Applications” to begin applying for Career Break membership

Applying to join the INTO should take you no more than 10 minutes.

Please note that any fields marked with an * are mandatory.
We will also ask for information that helps us ensure the integrity of your membership record.

- Apply to move to Career Break Membership...

Career Break

Please note that a Career Break membership costs £30 for the school year and will expire on 1st September.

My Profile
Home
My INTO <ul style="list-style-type: none">- My Details- My Addresses- My Preferences- My Portfolio- My School- My Branch/District
Branch Information <ul style="list-style-type: none">- Branch Allocations- Schools- Branch Members
Applications <ul style="list-style-type: none">- Start a New Application- My In Progress Applications
Events <ul style="list-style-type: none">- Event Details
Raise a Query
Active Elections
Congress/Northern Conference Motions
Conference Bookings

Please check and submit your contact details

Career Break

INTO Career Break membership is available at a rate of £30 sterling per year to cover the period from September 1st to August 31st in any given year.

Career Break membership is required for teachers to retain membership of the INTO and ensure entitlement to the same services and benefits as ordinary members during their career break.

Title*
<input type="text"/>
First Name(s)
<input type="text"/>
Surname*
<input type="text"/>

Home address line 1*
<input type="text"/>
Home address line 2
<input type="text"/>
Home address line 3
<input type="text"/>
Home address town/city*
<input type="text"/>
Home address county
<input type="text"/>
Home address eircode/postcode
<input type="text"/>
Home address country
<input type="text"/>

Do you want INTO to continue using the above address while you are on career break?

- Yes - please continue to use this address
 No - please use a different address

Current Contact Details

Mobile number*
<input type="text"/>
Preferred Email Address
<input type="text"/>

Are the above contact details up to date?

- Yes
 No

[Return](#)

[Submit](#)

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The system will bring up a screen to say cart is locked, hit Next

Please Note. This cart is locked (cannot be changed) as you currently have an Application Payment in progress

Basket Address Details Confirmation

Items

Career Break

Next

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Enter your billing address and hit Next
System will pop up a message to advise address is loading

Please Note. This cart is locked (cannot be changed) as you currently have an Application Payment in progress

Basket Address Details Confirmation

Billing Address

Payment online is by Credit Card. Please enter the Name and Address for the Credit Card you will be using.

Select Address	Select an address to auto complete. ▼
Title	▼
First Name	
Last Name	
Zip / Postal Code	
Address Name	
Address Line 1	
Address Line 2	
Address Line 3	
City / Town	
County	
Country	▼

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Next

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On the next screen you will be asked to confirm the details you have entered
Hit Confirm, message will appear on screen to say system is processing your order

Please Note. This cart is locked (cannot be changed) as you currently have an Application Payment in progress

Basket Address Details Confirmation

Billing Address

Shipping Address

Review your order

Career Break

Order Summary

Cart Net: £30.00
Shipping: £0.00
Sub Total: £30.00
Vat: £0.00
Total: £30.00

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Confirm

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A new screen will appear, for you to select the card type you wish to pay with

The screenshot shows a payment selection interface for INTO. On the left, the INTO logo is displayed above the text "Irish National Teachers' Organisation" and "Order description: Web Shop Purchase". Below this, it states "To pay £30.00". The main area is titled "How do you want to pay?" and lists five payment options: VISA Visa, VISA Visa Debit, VISA Visa Electron, MasterCard, and Debit MasterCard. Each option has a right-pointing arrow. A "Cancel" link is at the bottom left. A green bar at the bottom right contains the text "Your payment is secured by sage pay".

Enter your card details and the system will process your payment

The screenshot shows a card details entry form for INTO. On the left, the INTO logo is displayed above the text "Irish National Teachers' Organisation" and "Order description: Web Shop Purchase". Below this, it states "To pay £30.00". The main area is titled "Your card details" and contains four input fields: "Name" (with a person icon), "Card" (with a card icon and a masked number "0000 0000 0000 0000"), "Expiry" (with a calendar icon and a "MM / YY" format), and "CVC" (with a shield icon and a "3" digit indicator). A "Back" link is at the bottom left, and a green "Confirm card details" button is at the bottom right.

INTO will receive a notification of payment and send you confirmation of this.