

# INTO Portal

## How to login

Visit [www.into.ie](http://www.into.ie) and find the *Login* button at the top right of the page.

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### Click on login

Click *Login* if you are already registered or *Join* to set up an account.

Help & Advice

Media Centre

Join

Login

Home / Join / Login

### Login

Username/Email address

Enter username/email address

Password

Password

☐ Remember Me

Log in

[Reset Password](#)

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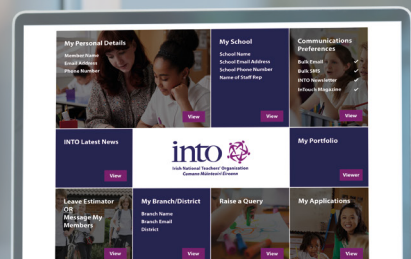
### Enter username and password

Enter your username/email address and password, click *Login*.

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### The dashboard

You will now see the dashboard. See overleaf for more information.



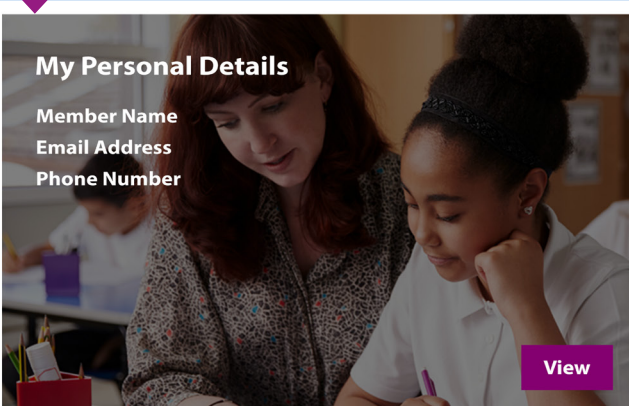
# The dashboard

This is the screen you will see when you login to the Portal. The options available will vary depending on whether you are a member or a Staff Representative.

## My Personal Details

Make sure your personal information is up to date.

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## My School

Staff Reps will also be able to view a list of INTO members in their school.

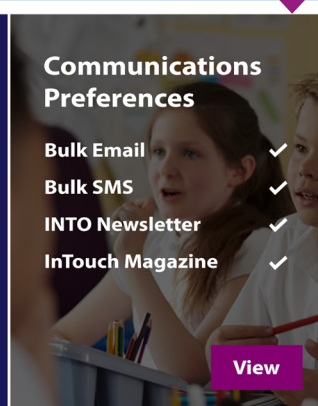
2



## Communication Preferences

Update your preferences to receive bulk messages from Staff Reps, Branch and District Officers.

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## INTO Latest News

View



## My Portfolio

Viewer

## Leave Estimator OR Message My Members

View

## My Branch/District

Branch Name  
Branch Email  
District

View

## Raise a Query

View

## My Applications

View

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## Leave Estimator OR Message My Members

Members will see the *Leave Estimator*. Staff Reps will see a *Message My Members* tile which can be used to contact INTO members in their school.

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## Raise a Query

Contact the query line for information on a range of topics relating to conditions of employment and professional matters.

Need help? Email [portal@into.ie](mailto:portal@into.ie).