



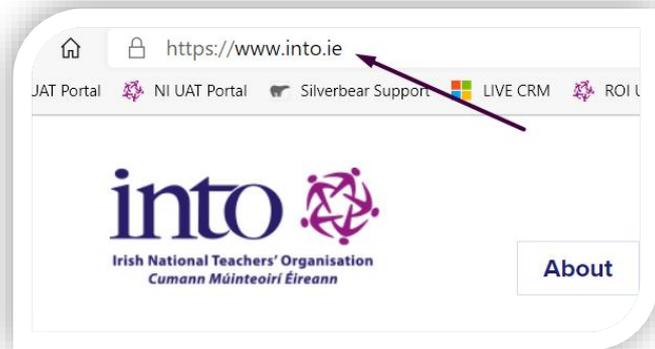
INTO Staff Representatives Portal How To Guide

Contents

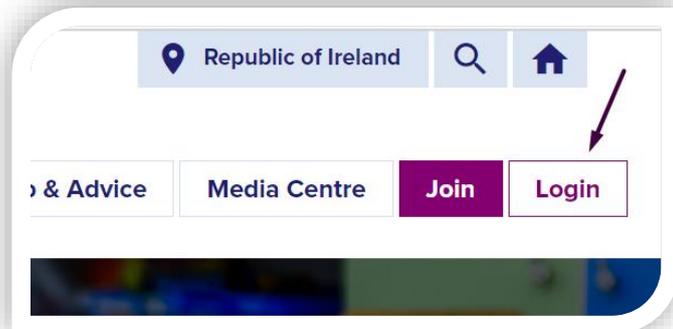
How To Log into the INTO Portal	2
How to Update the INTO Portal with you as Staff Representative.....	3
How To view a list of members in your school	5
How To Message the INTO members in your school.....	6

How To Log into the INTO Portal

1. Go to www.into.ie

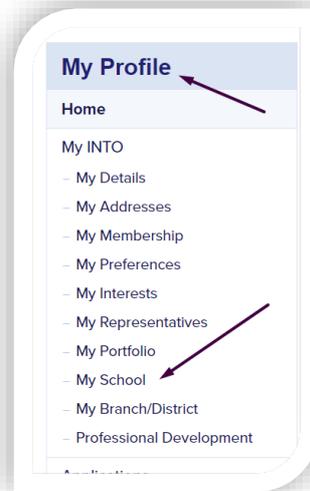


2. Click on Login & Enter your login details



How to Update the INTO Portal with you as Staff Representative

1. Click on My Profile and then My School



2. You will then see the following information about your school:

My School:

Please find details below of your school information held by INTO. If you need to update your school, please [click here](#) to fill in the Change of School Application

School Name	School Roll No	School Type	EA Region	Address	Town/City	County	
ABBEEY GRAMMAR SCHOOL	5420059	Secondary (Grammar) School	Southern	77 Ashgrove Road	NEWRY	DOWN	View and Update Staff/School Rep or Principal

3. Click on View and Update Staff/School Rep or Principal to view those details.

Current staff details held for your school

School Name
ABBEEY GRAMMAR SCHOOL

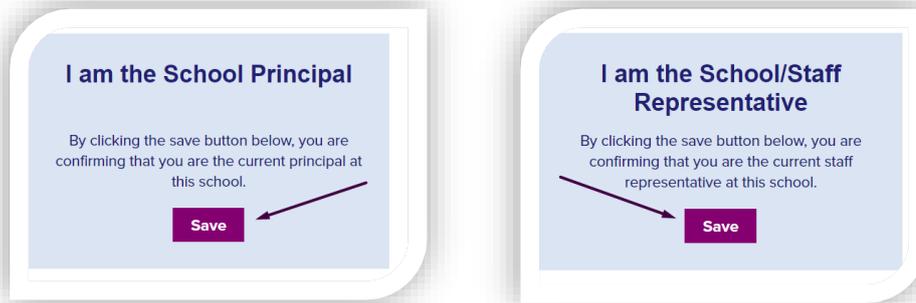
Principal
Test One NI

Vice Principal
Alberta_0411 Alberta_0411

Staff Representative
Alan O Gorman

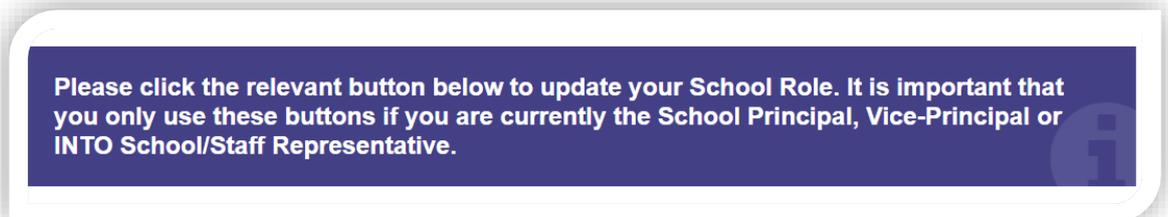
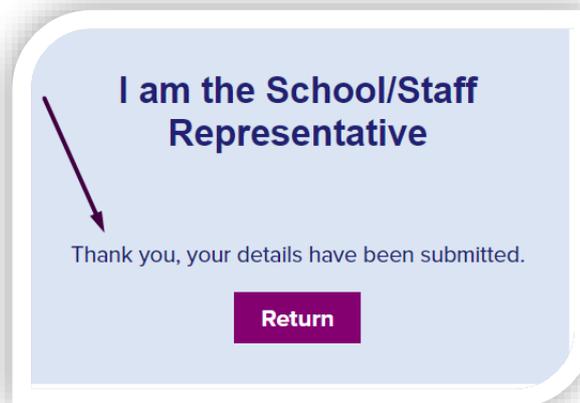
Additional Representative
Alberta_0411 Alberta_0411

4. You will see the buttons to update the various school roles:



5. Click on Save to make yourself the Staff rep or Principal.

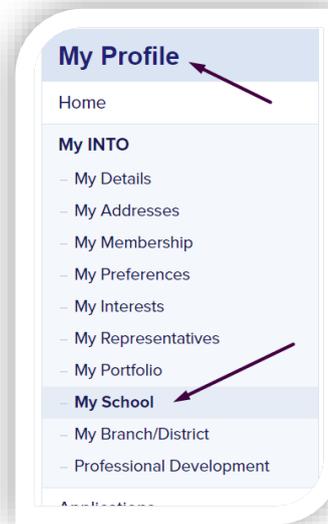
Please note that clicking on SAVE will immediately change this record. You should not click on Save if you are not the current staff rep or principal in the school.



6. For assistance with ROI issues please email ballots@into.ie

How To view a list of members in your school

1. Click on My Profile and then My School



2. You will see the following information:

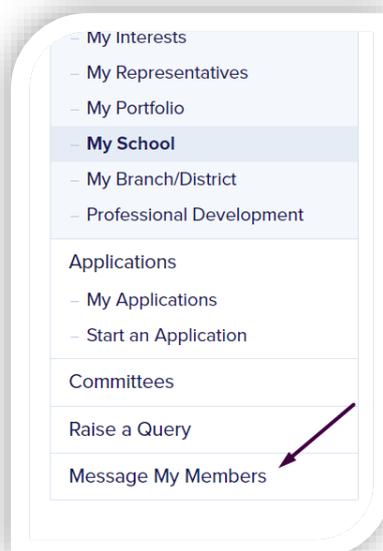
A screenshot of the 'School Members' page. The page title is 'School Members'. Below the title is a note: 'This module is visible to Staff Reps only - Below you can see a list of members for your school:'. A table follows with columns: Name, Membership Category, Payroll No, Date Joined, and Address Preference. The table lists 12 members. At the bottom left, there is a purple button labeled 'Download Members'. On the right side, there is a sidebar menu with 'My School' selected, and other options like 'My Branch/District', 'Professional Development', 'Applications', 'Committees', 'Raise a Query', and 'Message My Members'. Red arrows point to the 'School Members' title, the 'Download Members' button, and the 'My School' sidebar item.

Name	Membership Category	Payroll No	Date Joined	Address Preference
Test Testing	Voluntary Grammar	223344	22/06/2020	Home
Test One NI	Ordinary		31/08/2020	Home
Owen Lee	Voluntary Grammar	097326	05/06/2003	Home
New Member Test Two	Ordinary		25/11/2020	Home
Neill Down	Voluntary Grammar	102024	28/11/2011	Home
Joe King	Voluntary Grammar	101829	15/07/2007	Home
Ita Mellonn	Ordinary	567893	31/08/2020	Home
Arran Niland	Voluntary Grammar	999941	31/12/1899	Home
Ann Serr	Voluntary Grammar	092960	24/09/2007	Home
Alison Wunderrland	Voluntary Grammar	999904	31/12/1899	Home
Alberta_0411 Alberta_0411	Honorary		04/11/2020	Home

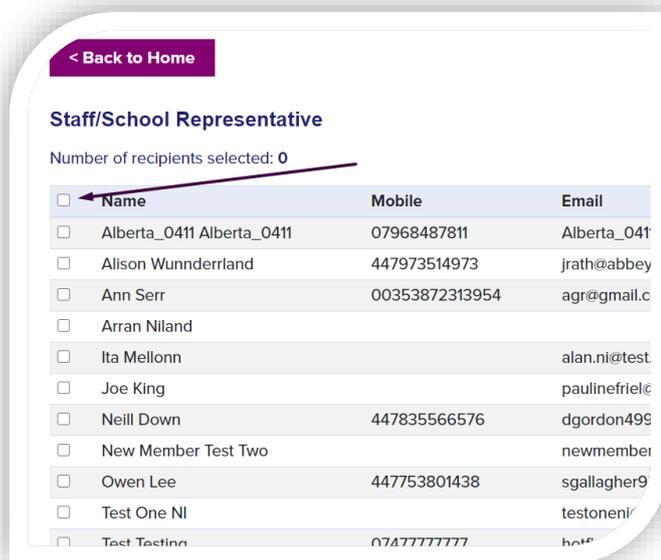
- List of INTO members in your school
- Note Address Preference for where the members ballot is posted to. Standard is to the school and Home is to their home address.
- You can download your list of members to Excel

How To Message the INTO members in your school

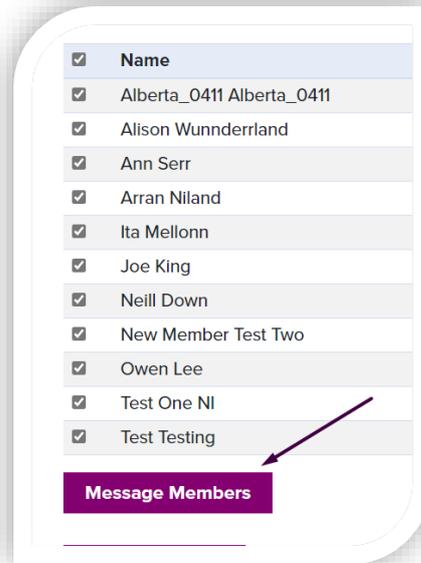
1. Click on Message My Members



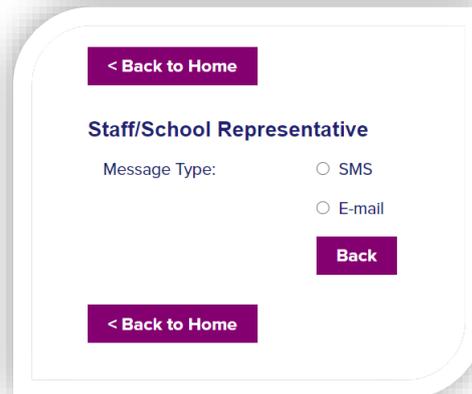
2. You will see this page. Click on the box beside "Name" to select all members.



3. Click on Message Members



4. Select SMS or E-Mail



5. For SMS, enter your SMS text keeping within the 480 character limit.

Note 103 characters are already used for consents and opt-outs

Click on Confirm and Send

Staff/School Representative

Message Type: SMS
 E-mail

SMS Subject: MY SCHOOL

SMS Body:

Character count: 103/480 (including opt out message not shown).

Confirm Back

6. For Email, enter the subject, email body and attach documents if you need to. Click on Confirm and then Send

Staff/School Representative

Message Type: SMS
 E-mail

Reply To:

Email Title:

Email Body:

CC To Me:

Attachments: Choose File No file chosen

Confirm Back

For assistance with ROI issues please email ballots@into.ie