## 1) Log into the INTO Portal

(If you have not already registered for the portal, please contact <u>portal@into.ie</u> to request your unique link. Please include your name and payroll number when you email us)

National Teachers' Organisation	About	Campaigns	Events	Help & Advice	Media Centre	Join L
Cumann Múinteoirí Éireann	About	Campaigns	Events	Theip & Advice	media Centre	
Login						
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Username/Email addre	ess					
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2) Select 'My Profile'



3) On the 'My Profile' page, Select 'My Preferences'

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101 101 101 101 10	ITO. Below you ca		1.2001.01.8.6.	INTO details				My Profile	
Please find detail	s below of your sch	ool information he	id by INTO:					Home	
School Name	School Roll No	School Type	Address		Town/City	County		My INTO - My Details - My Addresses	
Below you can fin	d details of your IN	TO branch:						My Preferences	1
Branch Branc Name Code		Leas- Chathaoirleach	Organiser	Secretary	Branch E-Mail	of	umber I lembers	My Representativ     My Portfolio     My School     My Branch/Distric	
Below you can fin	d details of your C	entral Executive C	ommittee repr	esentative:				Branch Information - Branch Allocation - Schools	

4) On the 'My Preferences' page, the InTouch Consent is located on the bottom

		Home
By consenting to bulk emails, you will receive vital updates on a nore general information on topics of interest to teachers. INTC essential to union operations.	My INTO	
		- My Details
If you DO NOT wish to receive bulk messages, you may opt out	t below.	- My Addresses
do not wish to receive Bulk E-mail from the INTO		- My Preferences
		<ul> <li>My Representatives</li> </ul>
do not wish to receive Bulk SMS from the INTO		- My Portfolio
		- My School
NTO e-newsletter		<ul> <li>My Branch/District</li> </ul>
		Branch Information
The INTO issues a weekly e-newsletter every Tuesday that cont	- Branch Allocations	
for members. It is preferable to select a personal email address	to receive this rather than using a school one.	- Schools
f you DO NOT wish to receive the INTO weekly e-newsletter, p	- Branch Members	
		- Dialicit Mellibers
do not wish to receive the weekly e-newsletters from the INTC		District Information
Please note that the INTO reserves the right to send official con	respondence to you should the need arise,	<ul> <li>District Allocations</li> </ul>
including but not limited to ballots, official agreements, and/or in	mportant announcements from the union.	Applications
		- My Applications
InTouch Consent		- Start an Application
Your membership with the INTO gives you access to receive ou	r periodic Intouch Magazine for free	
		Raise a Query
If you <b>DO NOT</b> wish to receive a hard copy of the InTouch maga still allows you to view the magazines on the INTO website.	Active Elections	
	1.01	Congress Motions
do not wish to receive a hard copy of the InTouch Magazine fro	om the	
NTO		Conference Bookings
		Message My Members

5) Tick the box to state you do not want to receive an Intouch Magazine hard copy. Once the box is ticked, select save

InTouch Consent
Your membership with the INTO gives you access to receive our periodic Intouch Magazine for free.
If you <b>DO NOT</b> wish to receive a hard copy of the InTouch magazine, please opt out by ticking the box. This option still allows you to view the magazines on the INTO website.
I do not wish to receive a hard copy of the InTouch Magazine from the INTO
Save

If you have any queries in relation to accessing the member portal please contact INTO at <u>portal@into.ie</u> for assistance.

February 2022