

# QUICK GUIDE FOR NTEU MEMBERS

## DISCOVER the new NTEU.org

The NTEU web site was redesigned and reimagined with NTEU members in mind. The site has news, resources, and information that you will only find here and it is exclusive to you. Check out the clean interface and intuitive navigation and see why you will want to return again and again. Some of the new features are explained in this guide but you will find many more items and sections to love as you explore the site.

### Home Page

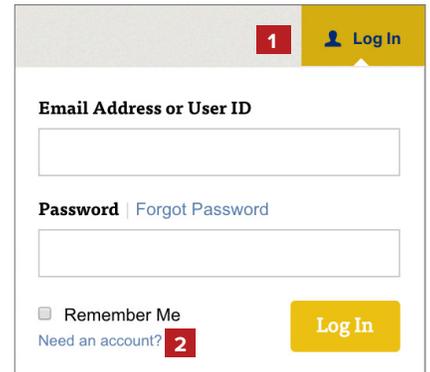
The home page is packed with news and features. Top news is featured in the initial box; a brand-new blog—A Day’s Work—is below that. A new and easily accessible legislative action center is on the right. Scroll down to see the latest NTEU news releases and photos of members.

### Log-in

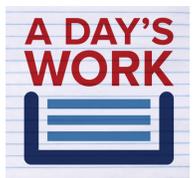
This opens the door to your content.

- 1 Go to the yellow log-in box in the top right corner. If you already have a user id and password, they will continue to work.
- 2 Need to register? Under the yellow log-in box, click on Need an account?

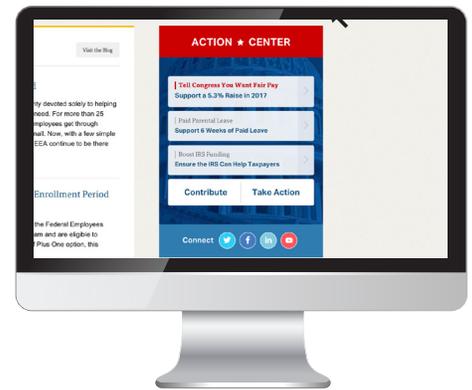
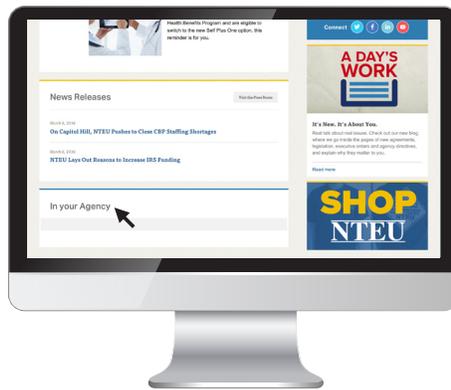
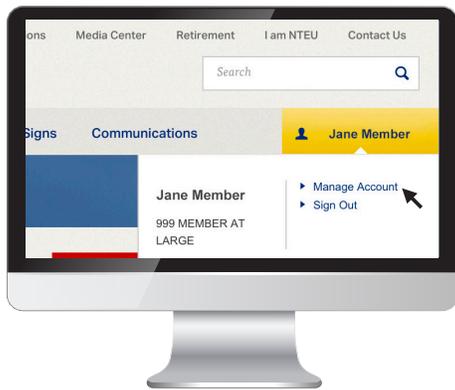
You will need your NTEU member ID number and the last four digits of your Social Security number. That’s it! Within minutes you will have access to NTEU member-only sections.



## EXPLORE a World of Content

 <h3>Member’s Page</h3>	 <h3>Member Benefits</h3>	 <h3>A Day’s Work</h3>
<ul style="list-style-type: none"> <li>Logging in takes you right here</li> <li>Page is personalized for you</li> <li>Agency-specific news</li> <li>Member-only blog posts</li> <li>Bargaining information</li> <li>Your NTEU contract</li> </ul>	<ul style="list-style-type: none"> <li>Explore money-saving benefits</li> <li>Access codes and restricted links</li> <li>Save money, protect your family</li> </ul>	<ul style="list-style-type: none"> <li>NTEU’s new blog</li> <li>Inside look at issues</li> <li>Member-only content</li> <li>Searchable by topic</li> <li>Focuses on you</li> </ul> 
 <h3>Legislative Action Center</h3>	 <h3>Publications</h3>	 <h3>Media Center</h3>
<ul style="list-style-type: none"> <li>Upgraded interface</li> <li>Action alerts</li> <li>Priority issues</li> <li>Easy-to-use tools</li> <li>Make your voice heard</li> </ul> 	<p><b>Knowledge is power</b></p> <ul style="list-style-type: none"> <li>Explore the breadth of NTEU publications</li> <li>NTEU Bulletin, e-Bulletin, Status Call, Political Insider</li> <li>Sign up for electronic newsletters</li> <li>Read current and back issues</li> </ul>	<p><b>Love the news? So do we.</b></p> <ul style="list-style-type: none"> <li>See top stories and headlines</li> <li>Read NTEU releases</li> <li>Follow us on Twitter</li> </ul> 

# How Do I...



Update my contact information?	Find my contract?	Take legislative action?
<ol style="list-style-type: none"> <li>1. Click on the yellow box at the top right after you log in.</li> <li>2. Scroll over box so it expands</li> <li>3. Click on 'Manage Account'</li> <li>4. Check and correct your contact information</li> </ol>	<ol style="list-style-type: none"> <li>1. Log in to the website in the yellow box at the top right</li> <li>2. You will automatically go to the "My NTEU" page</li> <li>3. Scroll down to "In Your Agency"</li> <li>4. Your contract will be there as a "Quick Link"</li> </ol>	<ol style="list-style-type: none"> <li>1. On most pages there is an Action Center box on the right</li> <li>2. Top three alerts are featured</li> <li>3. Click and go directly to that alert</li> <li>4. See all alerts by clicking on the 'Take Action' button in the bottom left of the Action Center box</li> </ol>

## **BUILD** a Stronger Future

Stay in the know with the NTEU website by following breaking news, taking action and getting engaged.