

Accessing your Profile and Menu options

Once you have logged into your account you will see extra options on the top blue ribbon for **Learning** and your **Profile** (Fig. 1).

To access your profile, please follow the following steps:

1. Please click on the **Profile** option (Fig. 1) located on the top blue ribbon.
2. You will be asked to enter your email address under the **Sign in to your account** menu (Fig. 2).
3. Enter your password and press **Next** (Fig. 2).

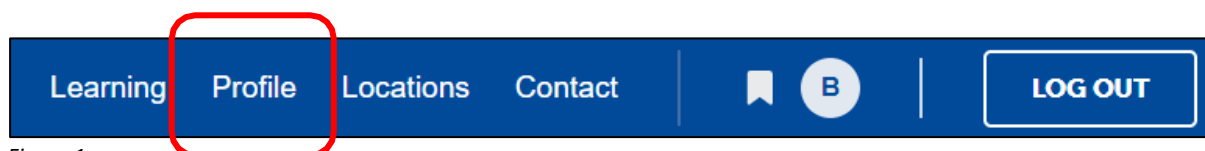


Figure 1

A white rectangular form titled 'Sign in to your account' in bold black text. In the top right corner is the 'St Vincent de Paul Society' logo. The form contains two input fields: 'Email Address' with the text 'Test@icloud.com' and a link 'Change your account?' below it; and 'Password' with the text 'password' and a 'Show' link to its right. Below the password field is a link 'Forget your password?'. At the bottom of the form is a blue rectangular button with the text 'NEXT' in white capital letters.

Figure 2

You should now be on your Profile page and have the menu on the left which includes the options below (Fig. 3):

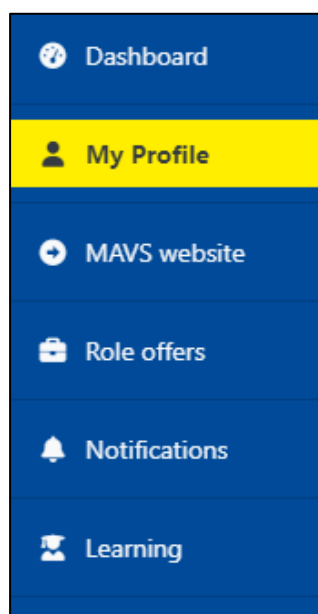


Figure 3

Dashboard:

You can view your active member and/or volunteer position/roles

My Profile:

You can access and update your personal information i.e. address, emergency contact details and fill in Working with Children Check details. If you wish to update your email address or mobile, please do so by emailing mavs.support@vinnies.org.au.

MAVS Website: A quick link back to the MAVS Website.

You can access resources, news articles, and events.

Role Offers:

Seek and apply for other opportunities available within the Society.

Learning:

Access to complete Learning modules, including compliance learning.

If you are having difficulty creating your account, please see the **Frequently Ask Questions (FAQ)** document, contact us at mavs.support@vinnies.org.au for assistance or speak with your local regional office staff.