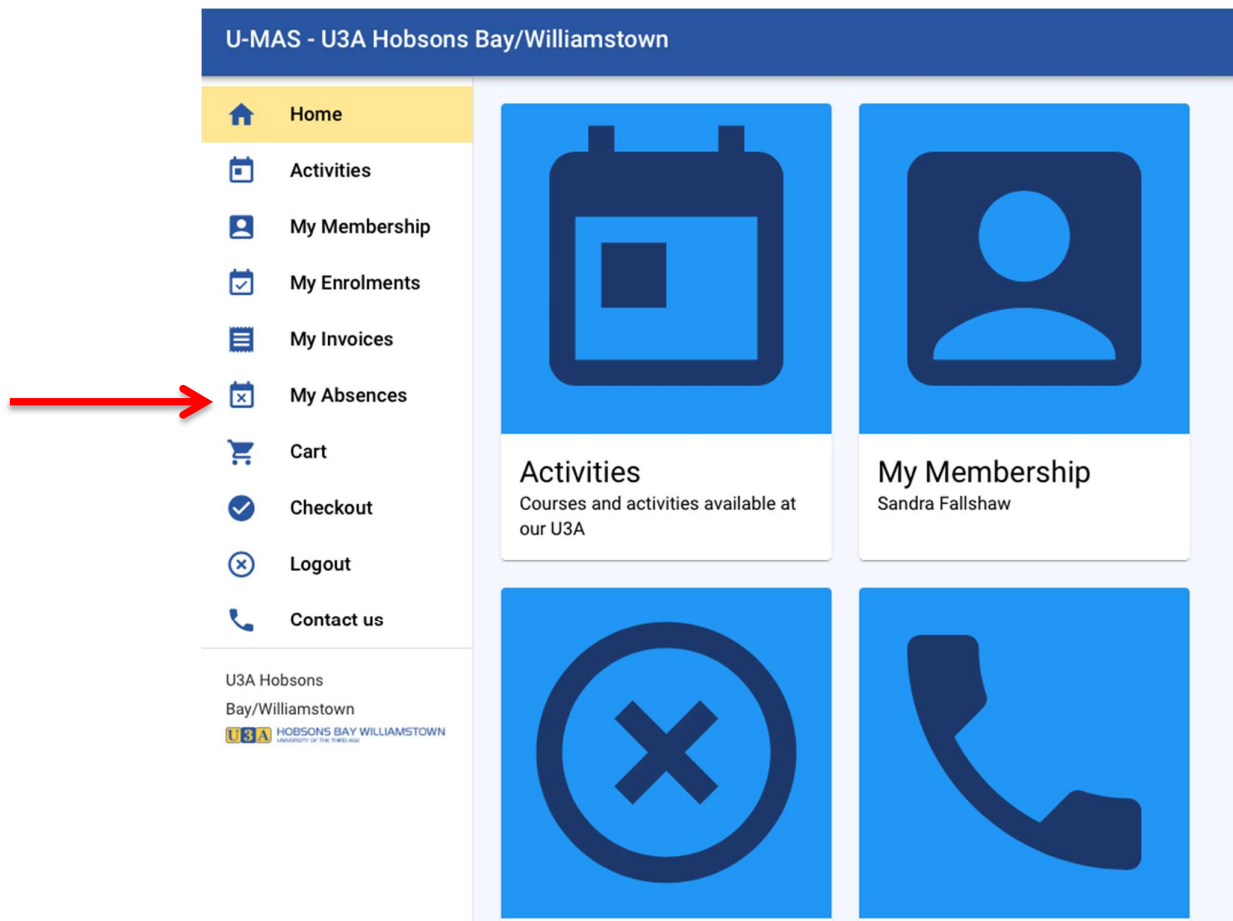USING ABSENCE MANAGEMENT IN UMAS

This new feature in UMAS, Absence Manager, allows members to electronically advise the U3A admin staff, and the course Convener, of their absence from a Course or Courses and the reason.

To register your Absence you can use the screen for Users for Admin.

For Users

Log into UMAS for Members. Add your Member No/Email address and Password.

At the Home Screen on the top left of the Menu you will find the Item **My Absences.**

Click on this menu item and complete the details.

The System defaults to All Activities, but you can select an individual course also. Select the reason from the drop down menu. Add the date/dates you will be absent. **Submit**

For Admin

Log into UMAS and select Admin. Add your Member No/Email address and Password.

At the Home Screen on the top left of the Menu you will find the Item **Report Absence.**

Click on this menu item and enter the dates you will be absent. Click on the drop down menu **Choose a Course/Events.** Note you can select one course, or all in which you are enrolled.
Click on the **Submit** tab.

You can list all current absences, and/or Remove an absence date range if your details change.

THE UNIVERSITY OF THE THIRD AGE

Home
Report Absence
View Member Details
Edit Member Details
View or select Activities
Add Activities
Search Members

Absent Management for Sandi Fallshaw

Member	Course code	Course name	Reason	Start Date	Finish Date
1161	234CAA03	Current Affairs	Holiday	02/11/2023	02/11/2023

Return to Absence Management

Close to member details

Absent Delete Management for Sandi Fallshaw

Member	Course code	Reason	Start Date	Finish Date	
1161	234CAA03	Holiday	02/11/2023	02/11/2023	Delete

Close

An email will be sent to the Convener and UMAS Admin.