



Information about NEU Members is supplied strictly in accordance with the NEU privacy policy.

The information is for the confidential use of authorised NEU workplace representatives, authorised NEU District or Branch officers, and authorised NEU staff, in accordance with the NEU's privacy policy.

For further details see <https://neu.org.uk/neu-privacy-policy>

The data must not be copied or passed to third parties.

STEP ONE

To start using the membership system you will need to register via this link <https://my.neu.org.uk> to set your password.



STEP TWO

Use the link <https://secure.neu.org.uk/neu-wrap-staff/> to login into the membership site.

Username:
Password:

Please enter your username (NEU membership number) and the password you set up in step one.



STEP THREE

Committee position

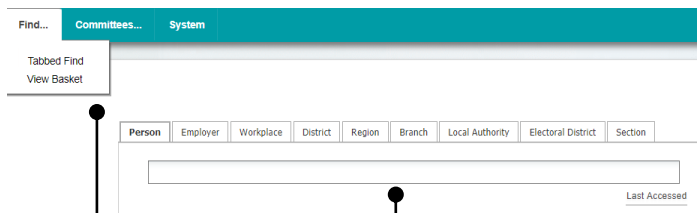
If you have more than one role please ensure Workplace Rep is selected by clicking the committees tab.

Then select the relevant role.



STEP FOUR

This is the main screen you will see once you have successfully logged into the system.

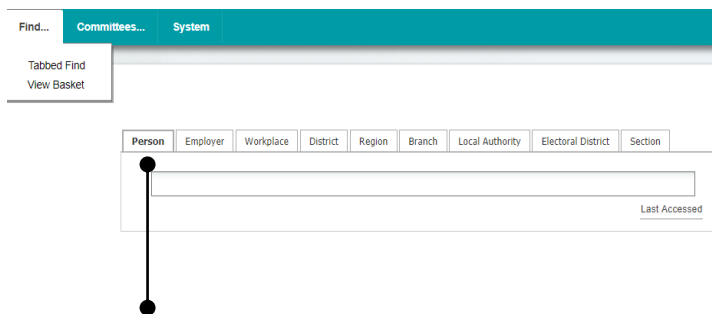


Once logged in, the page defaults to a simple search page (called Tabbed Find) where you can look up a members in your workplace.

Please note: that only Person and Workplace searches will work for your role.

Look-up a member

To find a person select the person tab.



The easiest way to find a member in your workplace is to start typing their name into the search bar. This will auto populate with possible matches for your workplace.

[To view a member record, please click here](#)



The workplace

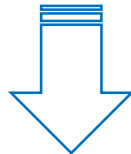
Within the Tabbed Find screen you see the workplaces Tab. This is defaulted to your workplace.

Find... Committees... System

Tabbed Find
View Basket

Person	Employer	Workplace	District	Region	Branch	Local Authority	Electoral District	Section
--------	----------	-----------	----------	--------	--------	-----------------	--------------------	---------

Last Accessed



The workplace list

In this view you will be able to see the members name, membership number, type, status, town, postcode and invalid home address.

Active Members

Member No.	Mail Name	Membership Type	Status	Town	Postcode	Invalid Home Add
N0934078	Mrs K Testrecord11	Standard	Active		BT19 1YN	
N0934077	Mr M Testrecord12	Standard	Active		BS3 1PT	
N0934076	Miss B Testrecord13	Standard	Active		B45 9UE	
N0934075	Miss N Testrecord14	Standard	Active		B44 9AN	
N0934074	Miss V Testrecord15	Standard	Active		B44 8JE	
N0934073	Mrs B Testrecord16	Standard	Active		B44 8HA	
N0934072	Mrs L Testrecord17	Standard	Active		B38 8AG	
N0934071	Ms J Testrecord18	Standard	Active		AL1 5NF	
N0934070	Mr C Testrecord19	Support	Active		AL1 4AP	
N0934069	Mrs B Testrecord20	Support	Active		AL1 1PU	
N0934322	Miss M 32Testrecord	Standard	Active		BS3 1PT	
N0934321	Mrs C 33Testrecord	Standard	Active		AB55 6SJ	
N0934320	Mr M 34Testrecord	Standard	Active		B45 9UE	
N0934319	Miss K 35Testrecord	Standard	Active		B44 9AN	
N0934318	Mr S 36Testrecord	Standard	Active		SE26 7RD	
N0934317	Mr L 37Testrecord	Standard	Active		AL1 5NF	
N0934316	Mrs R 38Testrecord	Standard	Active		B38 8AG	
N0934315	Mrs C 39Testrecord	Standard	Active		B44 8HA	
N0934314	Mr P 40Testrecord	Support	Active		B44 8JE	

Page 1 of 1

1 - 19 of 19 | Per page: 20

Show All Members



NEU committee (workplace)

The NEU committee tab shows members holding rep positions in the workplace.

Details	Members	NEU Committee
---------	---------	----------------------

Activity List

NEU Workplace Rep

NEU Workplace Rep	Number	Start date	End date
Mr D Smith	N0896080	05/10/2018	

Workplace Health and Safety Rep

Workplace Health and Safety Rep	Number	Start date	End date
Mr D Smith	N0896080	05/10/2018	

Workplace Learning Rep

Workplace Learning Rep	Number	Start date	End date
Mr D Smith	N0896080	31/01/2019	



The members record

The member's details will display information in portlets which are relevant to the Union membership.

The **personal and profile tabs** have the following information contained within specific portlets:

- (Branch / Employer / Lapsed status / District / Workplace / College / Posts / Region / This person / Contacts / Member status)

The screenshot displays a grid of portlets for a member record. On the left side, there are five portlets: 'Branch' (showing 'ANOTHER TEST BRANCH (BR000002 - Direct Branch Link)'), 'Employer' (showing 'Cumbria County Council'), 'Lapsed Status' (showing 'Record N0896080 is currently active'), 'District' (showing 'Manual district'), and 'Workplace' (showing 'Supply agency'). On the right side, there are five portlets: 'Posts' (listing various roles like 'NEU Health and Safety Rep'), 'Region' (showing 'England (NEU) (code: RE101)'), 'This Person' (showing 'Mr Dave Smith (N0896080)'), 'Contacts' (showing 'No email addresses set' and 'No phone numbers set'), and 'College' (showing 'College'). Each portlet has a small icon in the top right corner for expand, collapse, or close.

Please note: When you first log in not all the portlets will be displayed.

These portlets can be customised and added according to your preferences by clicking the customise button in the top left-hand corner of the portal. You will then be able to add these options to the personal or profile tabs.

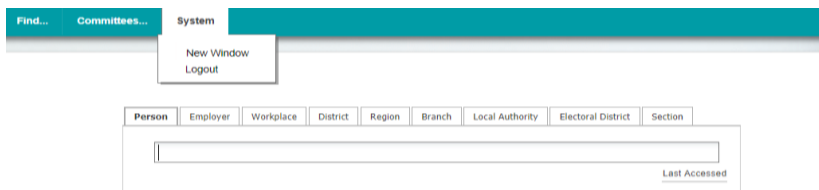
The screenshot shows a customisation interface with two tabs: 'Content' and 'Layout'. Below the tabs is a grid of 'Add' buttons for various portlets: 'This person', 'Employer', 'College', 'Posts', 'Lapsed status', 'Branch', 'District', 'Workplace', 'Region', 'Contacts', and 'Member Status'.

[Take me back to page 2](#)

They can easily be removed through clicking X in the top right-hand corner of the portlets. The system will remember your preference next time you log in.



To log out, use the system tab in the green bar at the top.



Remember to logout when you have finished

Basic security steps

As with all web-based applications there are elements of risks. Please take care to ensure all windows are closed on exit or if leaving the device for any length of time.

After every use please remember to log out using the 'Logout' tab and close all open windows.

A new window is opened at each selection of a member or workplace.

Logout only closes the main window; all other opened windows must be closed individually.

At the top of each new tab/window there is a link 'Return to main screen' which can be used to close the window. It is good practice to follow this process.

For more information:

- If you require help or have any questions, please email msds@neu.org.uk