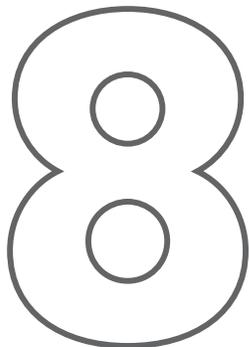


# Creating a **UNANET** account in



**easy steps**

United Nurses of Alberta provides a free UNA email account and data management system access to all members. To access UNA email, forums, and DMS Web, follow these instructions:

If you require assistance creating a login ID, please visit [help.una.ca](http://help.una.ca) or contact UNA's Information Systems Department at [systems@una.ca](mailto:systems@una.ca)



- 1** Ensure you have a United Nurses of Alberta membership card for the current year. Older cards do not include the information needed to create an account. Please verify that you have the correct card before contacting UNA for assistance.
- 2** Download the UNA mobile app either from your app store or from [www.una.ca/unanet](http://www.una.ca/unanet)
- 3** Open the app.
- 4** Tap on the DMS tab located in the app's menu (bottom left corner for iOS and drop-down menu with three horizontal lines in top left corner for Android)
- 5** Tap "Activate Your Account"
- 6** Tap "Scan Member Card QR Code"
- 7** Tap "OK" to allow the app to access your device's camera
- 8** Use your camera to scan the QR code on your membership card.



**CONGRATULATIONS!** You have activated your UNANet account. You may now log in to the UNA App. You can access your UNA email account at [mail.una.ca](http://mail.una.ca) or on your phone using your regular email app. To set this up, access the instructions at [help.una.ca](http://help.una.ca). Forums can be accessed at [forums.una.ca](http://forums.una.ca). Your password is the PIN on the back of your membership card, unless you have changed your password.

You can and should change your UNANet password. Your password will be the same across DMS, forums, and email.

You may also access DMS, forums, and your UNA email on your computer at <https://www.una.ca/unanet>