

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 below 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)

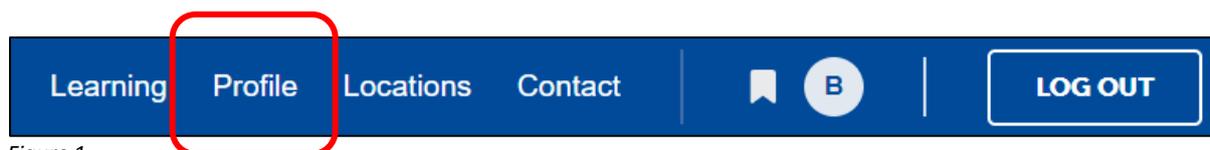


Figure 1

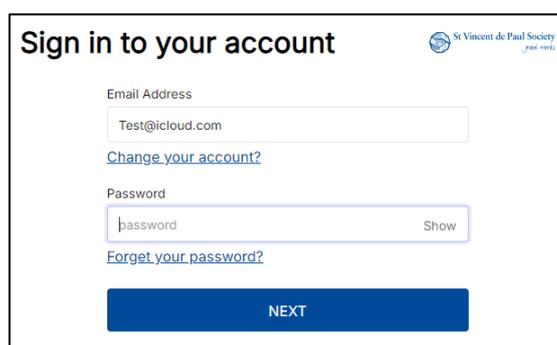
A screenshot of a 'Sign in to your account' form. At the top right is the St Vincent de Paul Society logo. The form has two input fields: 'Email Address' with 'Test@icloud.com' entered, and 'Password' with 'password' entered. Below the email field is a blue link 'Change your account?'. Below the password field is a 'Show' button and a blue link 'Forget your password?'. At the bottom is a large blue button labeled 'NEXT'.

Figure 2

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

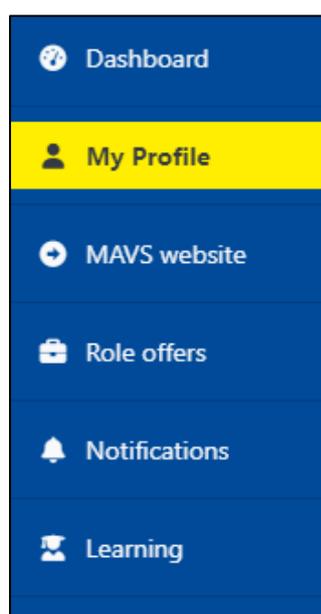


Figure 3

Dashboard: you can view your active member and/or volunteer position/roles

My Profile: you can access and update your 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 document, contact us at mavs.support@vinnies.org.au for assistance or speak with your local regional office staff.