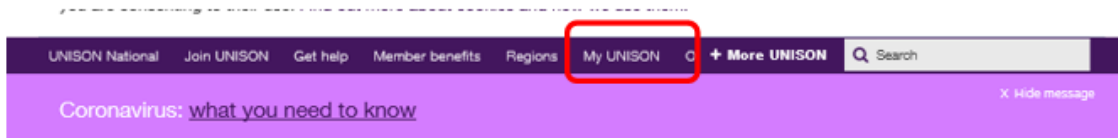


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How does a member register to My UNISON?

1. Go to <https://www.unison.org.uk> UNISON website and click on **My UNISON**



2. Member needs to register (this only needs to be done once) so they click on **Register Now**

My UNISON

Share



Print / Translate



My UNISON allows you to manage and update your personal details with UNISON.

Login now

Already have a My UNISON username and password?

[Just go to My UNISON to login](#)

Registration for UNISON members

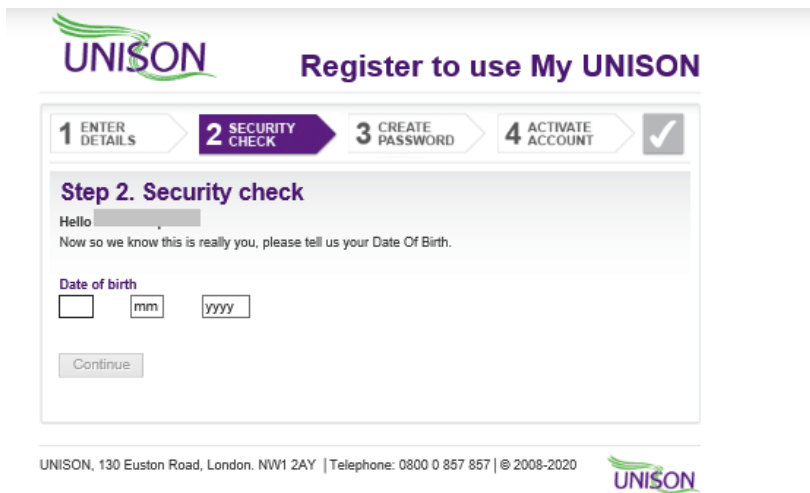
Members will need their UNISON membership number to register with My UNISON. You can find this in the welcome pack you received when you joined UNISON or on your membership card or phone UNISONdirect on 0800 0 857 857.

[Register now](#)

3. Member need to enter their **membership number, surname** and **answer random question correctly**

The screenshot shows the UNISON registration process. At the top, there are links for 'UNISON homepage' and 'Terms Of Use'. The main header features the UNISON logo and the text 'Register to use My UNISON'. Below this is a progress bar with four steps: 1. ENTER DETAILS (highlighted), 2. SECURITY CHECK, 3. CREATE PASSWORD, and 4. ACTIVATE ACCOUNT. The 'Step 1. Enter details' section contains three input fields: 'Membership number (4 to 8 digit number)', 'Surname', and 'Question :'. The question is 'If Simon is seven and Thomas is 12, who is the older boy?'. Below the question is a note: 'If you're not sure how to answer the question, please use the refresh button on your browser to get a different question.' There is also a prompt: 'Please Enter your answer to the question above.' and a 'Submit Details' button. At the bottom of the page, the contact information is: 'UNISON, 130 Euston Road, London. NW1 2AY | Telephone: 0800 0 857 857 | © 2008-2020' and the UNISON logo.

4. Then click **Submit Details**
5. Member will be asked for **Date of Birth** (this must be recorded on RMS/WARMS)



6. Click on **Continue**
7. Member then need to **create password** to access My UNISON



8. Click on **Create password**

MY UNISON FAQ's

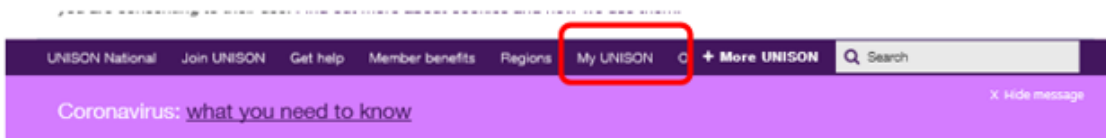
9. Member can enter **email address** if they want but not essential
10. Members are asked to set up a **Security question** in case they need to change their password. This is an additional security check.
11. Once they click on **I agree, please activate my account** the member has completed the registration

The screenshot shows the 'Step 4. Activate account' page of the UNISON registration process. At the top, the UNISON logo is on the left, and the title 'Register to use My UNISON' is on the right. Below the title is a progress bar with four steps: 1 ENTER DETAILS, 2 SECURITY CHECK, 3 CREATE PASSWORD, and 4 ACTIVATE ACCOUNT (highlighted in purple with a checkmark icon). The main content area is titled 'Step 4. Activate account' and includes the text 'Thanks, we're almost there...'. It contains several form fields: 'Work email address (optional)' (text input), 'Personal Email address (optional)' (text input), 'Preferred email address' (dropdown menu), 'Security question' (dropdown menu with the option 'Which teacher do you remember most?'), and 'Answer to security question' (text input). At the bottom, there is a disclaimer: 'By activating your account, you are agreeing with UNISON's [terms of use](#).' Below this are two buttons: 'I agree, please activate my account' and 'OR [Cancel and exit without activating account](#)'. The footer of the page contains the text 'UNISON, 130 Euston Road, London. NW1 2AY | Telephone: 0800 0 857 857 | © 2008-2020' and the UNISON logo on the right.

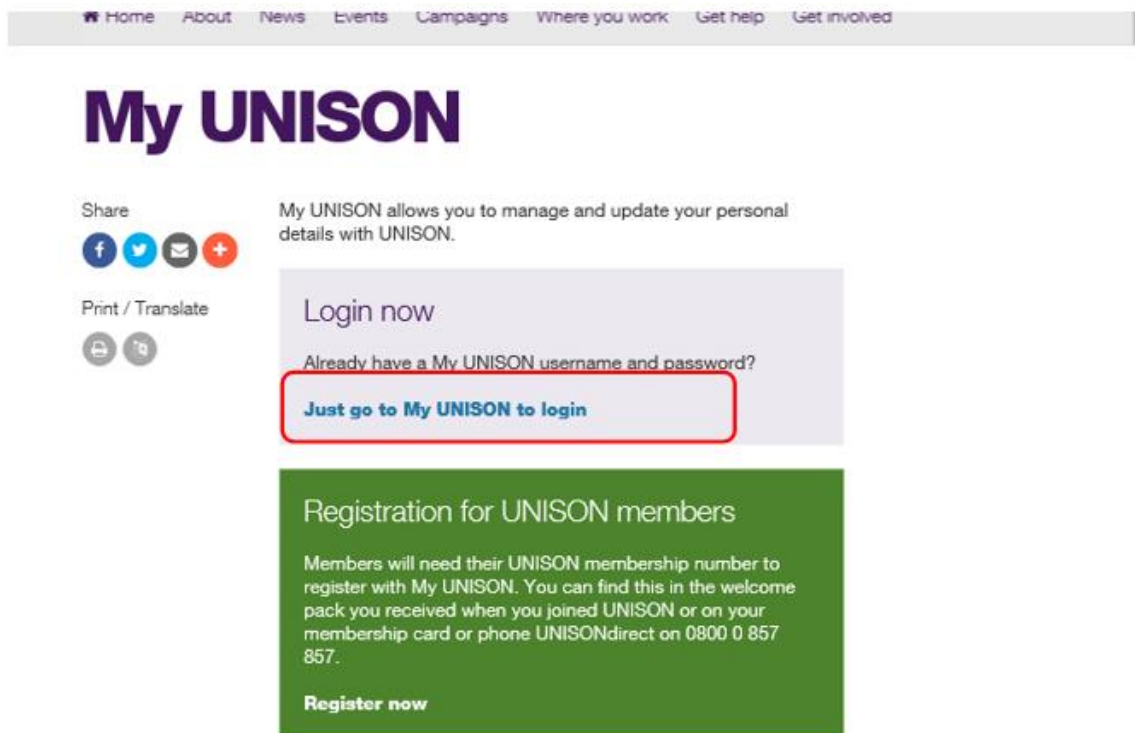
12. Member can then log on to My UNISON

How does a member log into My UNISON?

1. Go to <https://www.unison.org.uk> UNISON website and click on **My UNISON**



2. Click on **Just go to MY UNISON to login**



- Member then needs to enter **membership number** and the **password** (they set up in the registration process)

- When the member logs in they need to click on the **My Details** icon



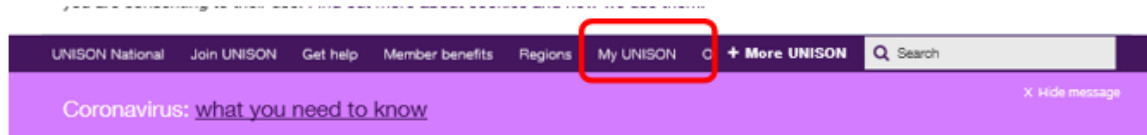
[My Details](#)

Update your details

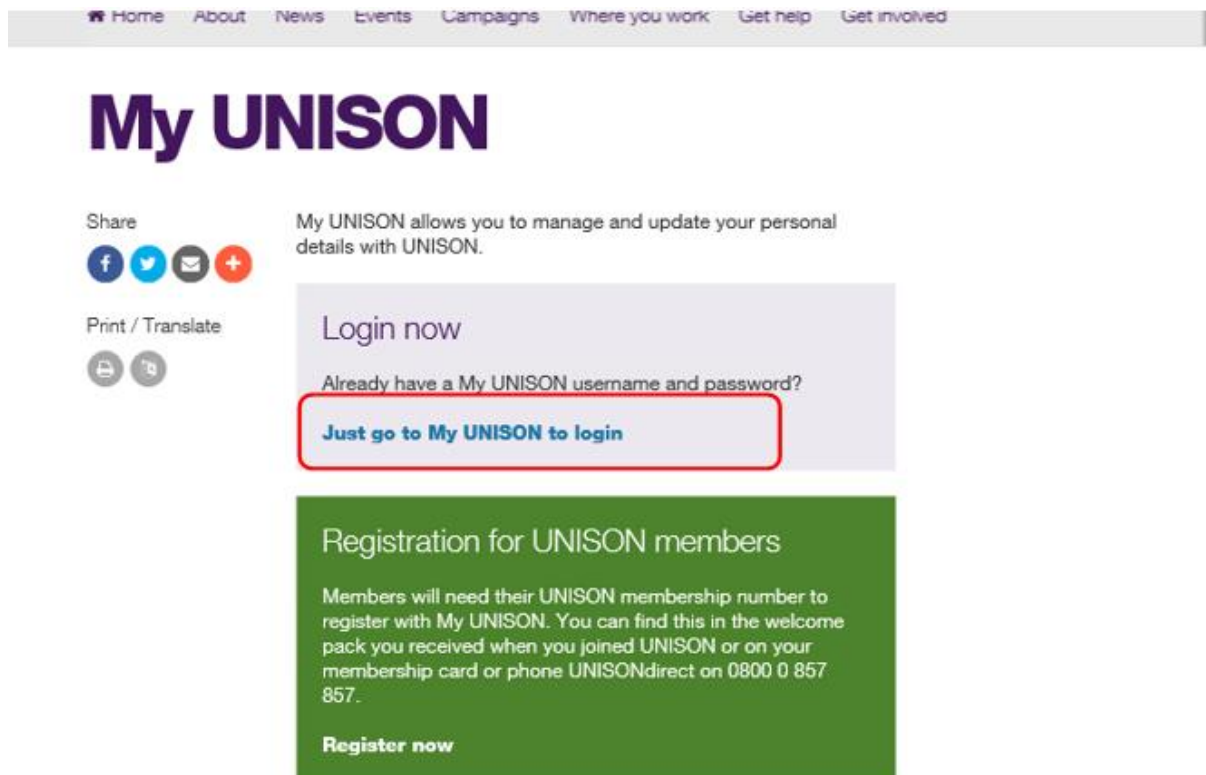
Use this application to update your personal details

How does member change My UNISON password?

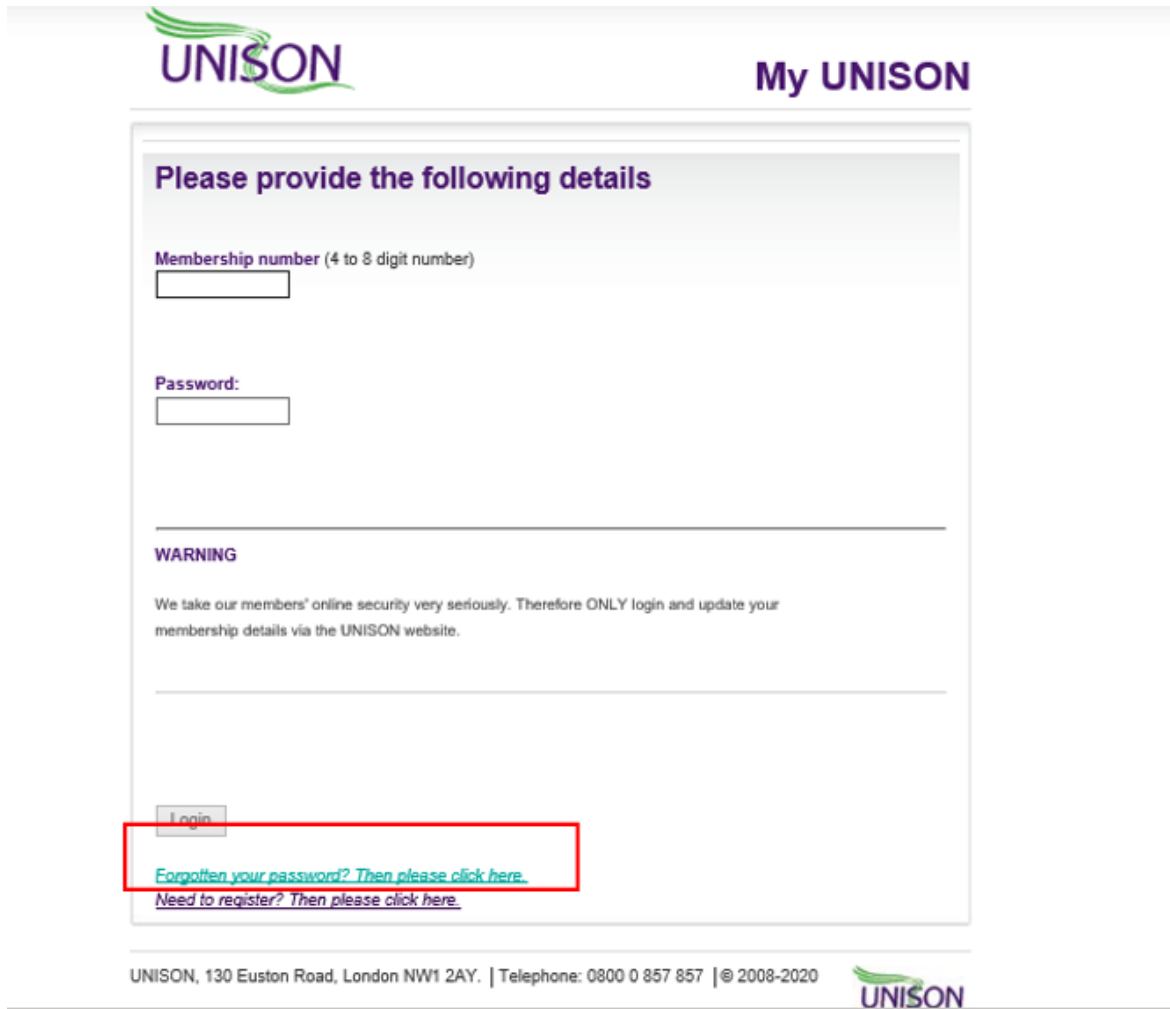
1. Go to <https://www.unison.org.uk> UNISON website and click on My UNISON



2. Click on **Just go to MY UNISON to login**



3. Member needs to click on **Forgotten your password** link



UNISON My UNISON

Please provide the following details


Membership number (4 to 8 digit number)

Password:

WARNING

We take our members' online security very seriously. Therefore ONLY login and update your membership details via the UNISON website.

[Forgotten your password? Then please click here.](#)
[Need to register? Then please click here.](#)

UNISON, 130 Euston Road, London NW1 2AY. | Telephone: 0800 0 857 857 | © 2008-2020 

4. Member needs to enter **Membership Number** and the **answer the random question**.

The screenshot shows the 'Reset your password' process on the UNISON website. At the top left is the UNISON logo. To its right is the heading 'Reset your password'. Below this is a progress bar with four steps: 1. ENTER DETAILS (highlighted in purple), 2. SECURITY CHECK, 3. VERIFY IDENTITY, and 4. CREATE NEW PASSWORD (with a checkmark icon). The main content area is titled 'Step 1. Enter details'. It contains a 'Membership Number' label above an empty text input field. Below that is a 'Question :' label above another empty text input field containing the text: 'Sand, seven, fourteen, Spain. Which of these words does not begin with 's'?'. Underneath the question is a note: 'If you're not sure how to answer the question, please use the refresh button on your browser to get a different question.' This is followed by the label 'Please Enter your answer to the question above' above a third empty text input field. At the bottom of the form is a 'Submit Details' button. At the very bottom of the page, there is a footer with the text: 'UNISON, 130 Euston Road, London. NW1 2AY | Telephone: 0800 0 857 857 | © 2008-2020' and the UNISON logo on the right.

5. Member will then need to answer the **security question** (that the member setup in registration)



Reset your password

1 ENTER DETAILS 2 SECURITY CHECK 3 VERIFY IDENTITY 4 CREATE NEW PASSWORD ✓

Step 2. Security check

When you created your account you selected the security question shown below. Now please tell us the answer.

Security question
What town or city were you born in?

Answer to security question

6. Member then needs to add **Date of Birth**



Reset your password

1 ENTER
DETAILS

2 SECURITY
CHECK

3 VERIFY
IDENTITY

4 CREATE NEW
PASSWORD



Step 3. Verify identity

Hello Carolyn Petrie...

Now so we know this is really you, please tell us your Date Of Birth.

Date of birth (4 to 8 digit number)

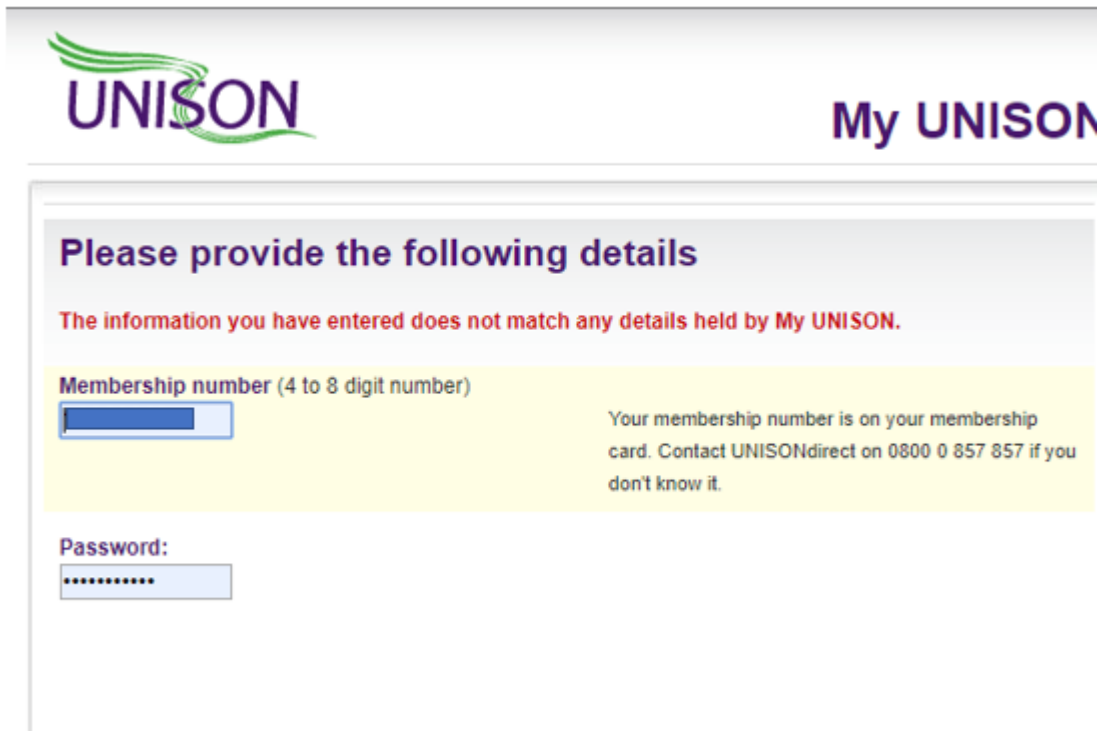
Continue


7. Then member can set up a new password

The screenshot shows the UNISON website's password reset process. At the top, there is a navigation bar with 'UNISON homepage | Terms Of Use'. Below this is the UNISON logo and the heading 'Reset your password'. A progress bar indicates four steps: 1. ENTER DETAILS, 2. SECURITY CHECK, 3. VERIFY IDENTITY, and 4. CREATE NEW PASSWORD. Step 4 is currently active and highlighted in purple. Below the progress bar, the heading 'Step 4. Create new password' is displayed, followed by the instruction: 'Now please create your new password to use when logging into My UNISON.' There are two input fields: 'Enter a new password' and 'Re-enter the new password'. A 'Create password' button is located at the bottom of the form.

Information entered does not match details held by My UNISON

If a member getting the following message, ask them to confirm whether they have registered for My UNISON



 **My UNISON**

Please provide the following details

The information you have entered does not match any details held by My UNISON.

Membership number (4 to 8 digit number)

Your membership number is on your membership card. Contact UNISONdirect on 0800 0 857 857 if you don't know it.

Password:

Entering Bank details using My Details

1. Member logs into My UNISON
2. Select My Details
3. Within My Details Home, scroll down to Direct Debit Payment Details and select Change my bank details (Screen shot below)

4. Enter the bank details and press submit



My Details

[My Details home](#)

Personal details

[UNISON details](#)

[UNISON courses](#)

[My courses](#)

[Expenses](#)

[Help](#)

[Contact](#)

[Info. about me](#)

Change Payment Method to Direct Debit

Membership No. 15048527

Sort code *

Account Number *

Name of Account Holder(s) *

[Cancel and return to personal details](#)

Your direct debit will be taken from your nominated bank account on the 1st of each month

Amount to be debited £ 5.30 per month

If you have any queries or concerns about the amount you currently pay, or the date that payments are taken, please contact our Call Centre UNISON Direct on freephone 0800 085 7857

Instructions we will pass on to your bank or building society

Please pay UNISON Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee (see below). I understand that this Instruction may remain with UNISON and if so details will be passed electronically to my Bank/Building Society.

Direct debit information

The organisation name which will appear on your bank statement against the Direct Debit will be UNISON. All communications associated with the Direct Debit will be sent to your membership address.



The Direct Debit Guarantee This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to

Get active!

[Find out more about becoming involved in your union here »](#)