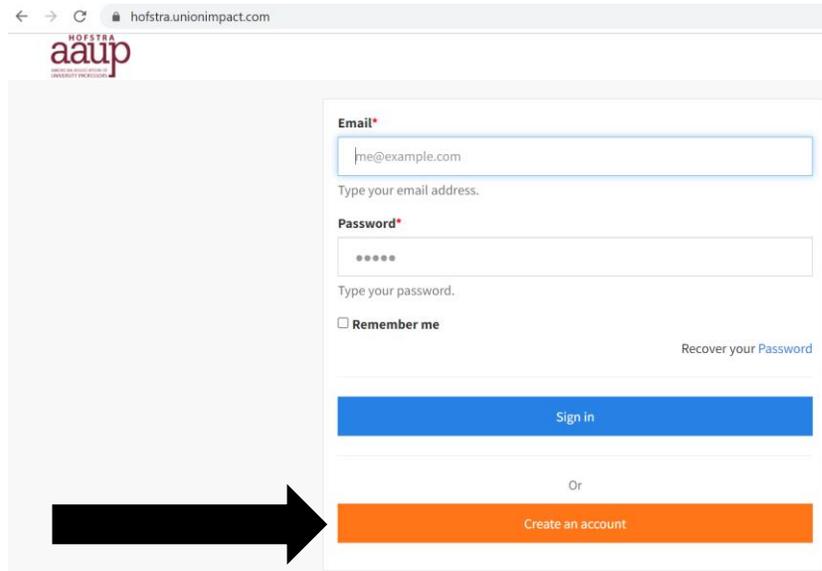


Instructions on how to sign up for Hofstra AAUP on Union Impact

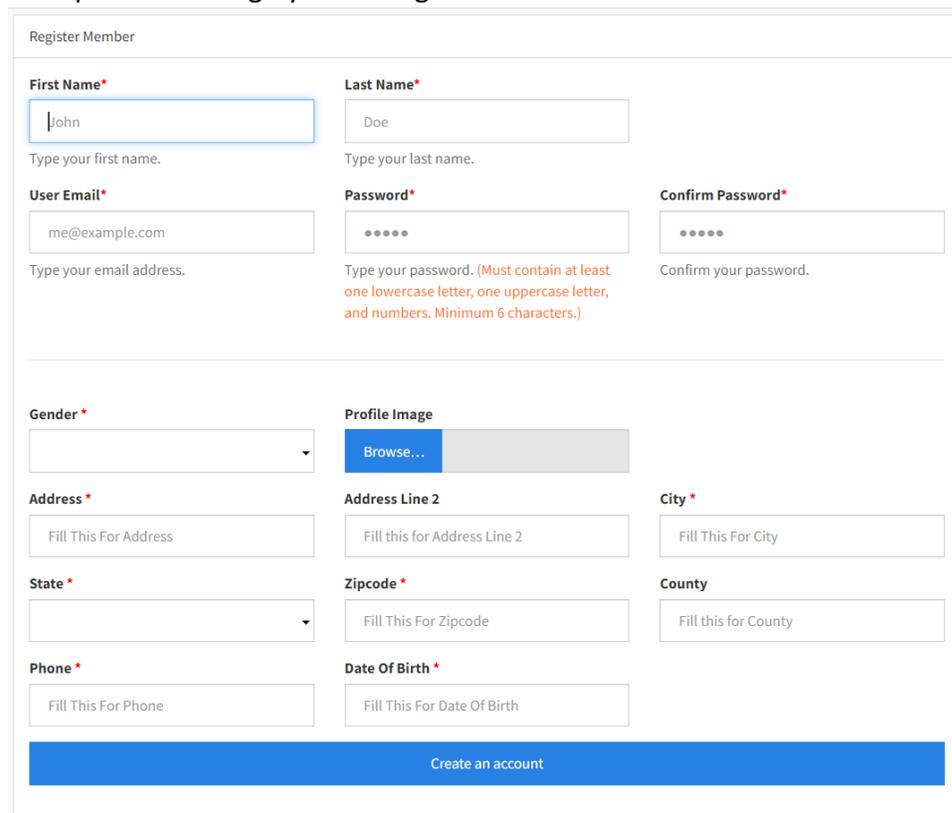
1. Open a web browser and go to Hofstra.unionimpact.com
2. Click on “Create an Account”



The screenshot shows the Hofstra AAUP login page. The browser address bar displays 'hofstra.unionimpact.com'. The page features the Hofstra AAUP logo in the top left. The main content area contains a login form with the following elements:

- Email***: A text input field containing 'me@example.com' with the placeholder text 'Type your email address.'
- Password***: A password input field with masked characters '.....' and the placeholder text 'Type your password.'
- Remember me**: A checkbox for remembering the user.
- [Recover your Password](#): A link for password recovery.
- Sign in**: A blue button for logging in.
- Or**: A separator text.
- Create an account**: An orange button for registration, which is highlighted by a large black arrow pointing from the left.

3. Fill in the information spaces – be sure to use your full name and your personal mailing address (i.e., where you want election ballots mailed, NOT your campus address). You should also use the email address through which you want to receive Hofstra AAUP notices. Pictures are optional but highly encouraged!



The screenshot shows the 'Register Member' form with the following fields and sections:

- First Name***: Text input field containing 'John'.
- Last Name***: Text input field containing 'Doe'.
- User Email***: Text input field containing 'me@example.com'.
- Password***: Password input field with masked characters '.....'. Below the field is the instruction: 'Type your password. (Must contain at least one lowercase letter, one uppercase letter, and numbers. Minimum 6 characters.)'
- Confirm Password***: Password input field with masked characters '.....'. Below the field is the instruction: 'Confirm your password.'
- Gender***: A dropdown menu.
- Profile Image**: A section with a 'Browse...' button and a greyed-out image area.
- Address***: Text input field with placeholder 'Fill This For Address'.
- Address Line 2**: Text input field with placeholder 'Fill this for Address Line 2'.
- City***: Text input field with placeholder 'Fill This For City'.
- State***: A dropdown menu.
- Zipcode***: Text input field with placeholder 'Fill This For Zipcode'.
- County**: Text input field with placeholder 'Fill this for County'.
- Phone***: Text input field with placeholder 'Fill This For Phone'.
- Date Of Birth***: Text input field with placeholder 'Fill This For Date Of Birth'.
- Create an account**: A large blue button at the bottom of the form.

4. Once you click the blue “Create an Account” button, you will receive an email from noreply@hofstra.unionimpact.com confirming that your account has been created. However, you cannot use your account until the office administrator links your account to your membership status in our database. This prevents non-members from getting access to the union site.
5. The office staff will be linking and activating accounts twice weekly (typically Tuesdays and Thursdays). You will receive a second email from Union Impact once your account has been linked to your membership profile and is available for use.