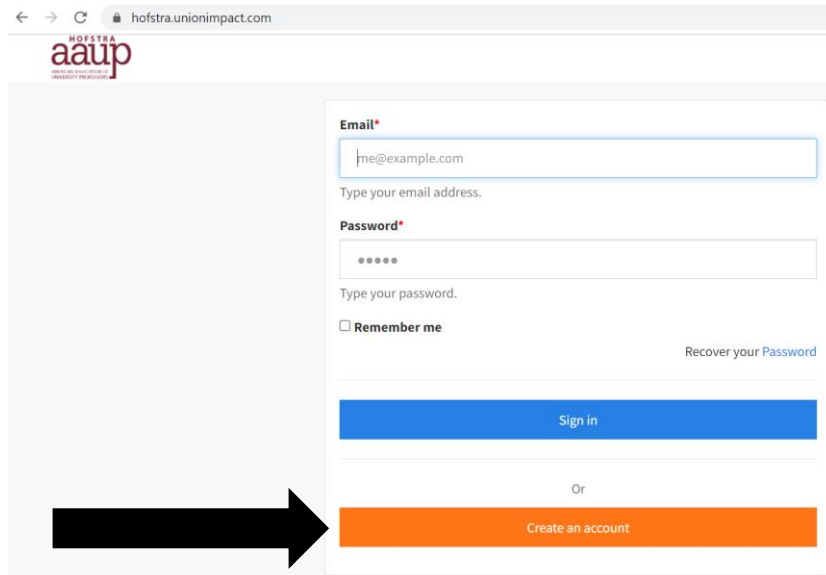


Instructions on how to sign up for Hofstra AAUP on Union Impact

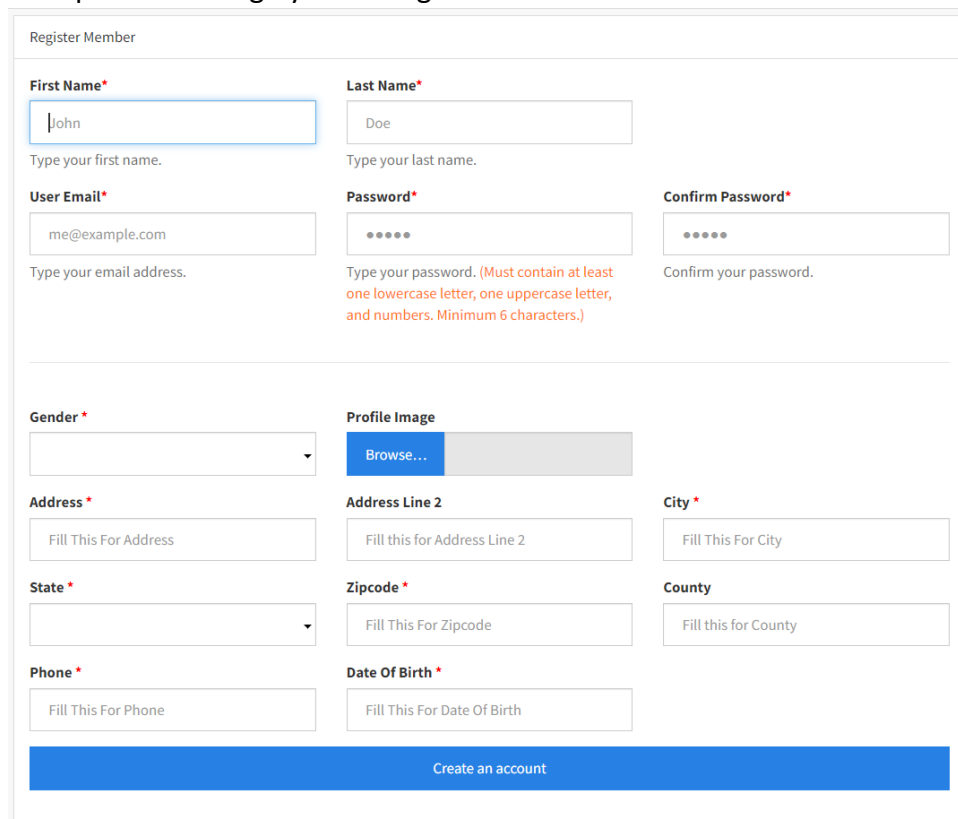
1. Open a web browser and go to Hofstra.unionimpact.com
2. Click on “Create an Account”



The screenshot shows the Hofstra AAUP login page. The browser address bar displays 'hofstra.unionimpact.com'. The page features a login form with the following elements:

- Email***: A text input field containing 'me@example.com'.
- Password***: A password input field with masked characters '*****'.
- Remember me**: A checkbox.
- Recover your Password**: A link.
- Sign in**: A blue button.
- Or**: A separator text.
- Create an account**: An orange button, which is highlighted by a large black arrow.

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 with 'John'.
- Last Name***: Text input field with 'Doe'.
- User Email***: Text input field with 'me@example.com'.
- Password***: Password input field with masked characters '*****'. Below the field, it says: '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, it says: 'Confirm your password.'
- Gender***: A dropdown menu.
- Profile Image**: A section with a 'Browse...' button and a placeholder image.
- 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 blue button at the bottom.

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.