Instructions for become a member of the Students' Union

- 1. Go to IT services, via <u>https://uon.saasiteu.com/</u>
- 2. To sign in, click on 'Sign in with UoN ADFS', as shown:

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| User Name Password Password | University of Northampton |
|-----------------------------|---|
| Login | University of Northampton |
| Sign in with UoN ADFS | Service Desk |
| Forgot Password? | |
| | To learn more about our innovative IT Service Management solutions, visit our website at <u>lvanti</u> |
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3. When you are logged in, click on 'Log a Ticket', as shown:

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| ≡ | VoN Service Desk | | | Self Service Mobile - |
| â | C Students, Don't miss | out! Students' Union Opt-in available here! Go to 'Log | a Ticket' and Cli | 6 |
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| Ь | Knowledge Base | Log a Ticket | My Requests | |
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| \$ | Have questions? | Got boln with LION Sorvices | Chack the status of your res | |
| م | We have answers. Help articles, tips, and resources to help you manage a | Log your Incidents and Requests here. | Review the status of your submitted incidents and service requests. | |
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4. This will take you to the option to become a member of the SU. Click on the image that says 'Students' Union Opt In', as shown:



5. A button will then appear, click on 'request', as shown:



6. The following page will appear – make sure to tick the box next to 'check to opt in', then click 'review and submit', as shown:



- 7. You will then need to one more time click 'submit' for your request to go through.
- 8. You will receive an email confirmation to state your request has gone through. Once this is your request has been completed, you will receive an additional email to notify you of this.