ACCESS ONA MEMBER LEARNING GUIDE

OCTOBER 2026

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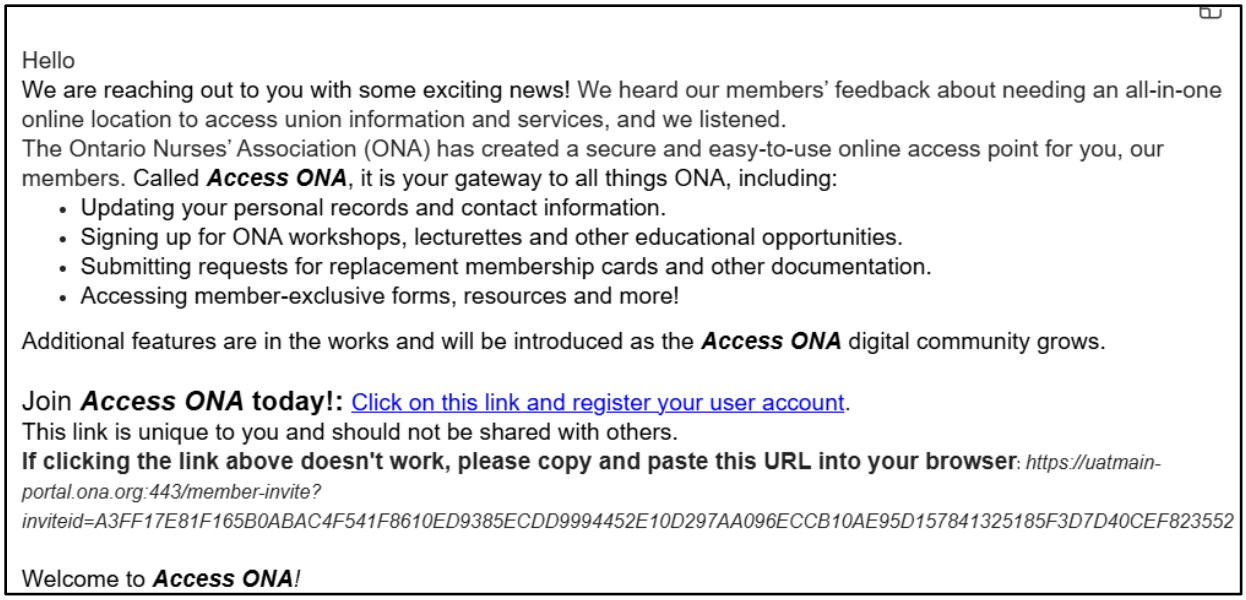
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SECTION 1: REGISTERING FOR ACCESS ONA

Access ONA is our online member portal, which provides a one-stop shop for ONA communications and resources, plus access to your information. As an ONA member, you will receive an email inviting you to Access ONA.

To register for Access ONA:

1. Open the email sent with respect to registration for Access ONA, then click the **Accept invitation** link found in the email:



Hello
We are reaching out to you with some exciting news! We heard our members' feedback about needing an all-in-one online location to access union information and services, and we listened.
The Ontario Nurses' Association (ONA) has created a secure and easy-to-use online access point for you, our members. Called ***Access ONA***, it is your gateway to all things ONA, including:

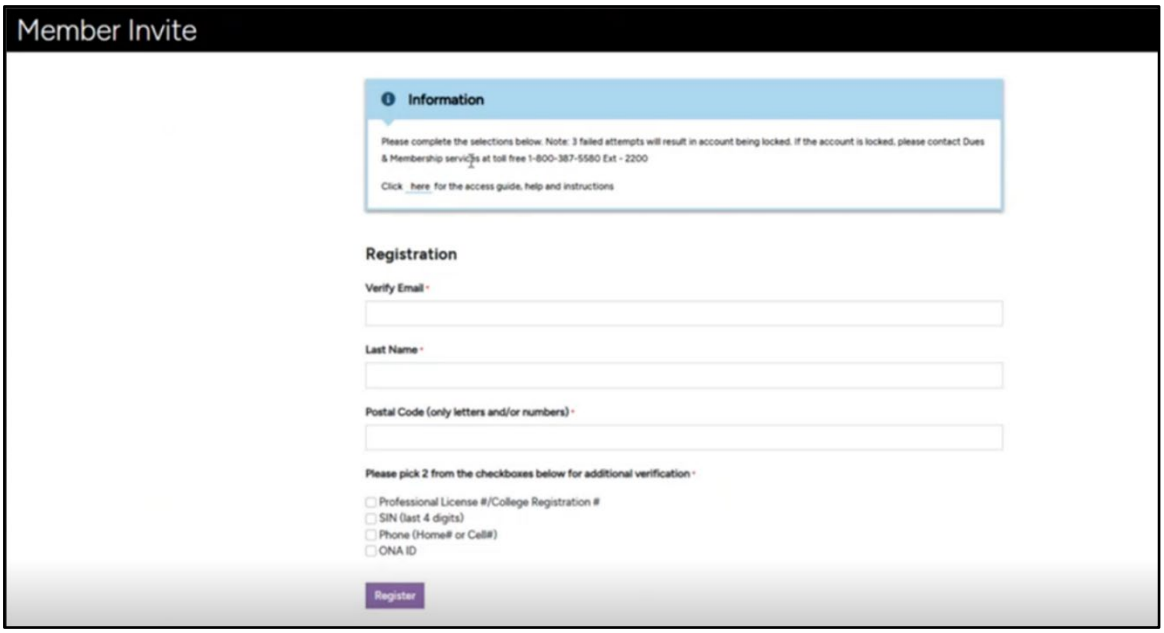
- Updating your personal records and contact information.
- Signing up for ONA workshops, lecturettes and other educational opportunities.
- Submitting requests for replacement membership cards and other documentation.
- Accessing member-exclusive forms, resources and more!

Additional features are in the works and will be introduced as the ***Access ONA*** digital community grows.

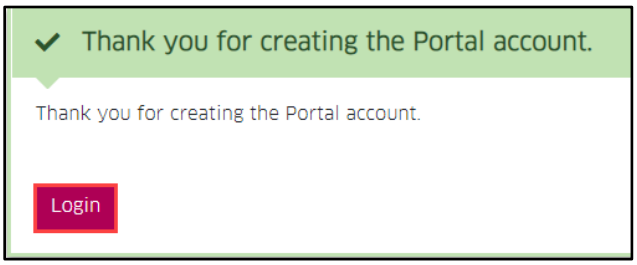
Join ***Access ONA*** **today!:** Click on this link and register your user account.
This link is unique to you and should not be shared with others.
If clicking the link above doesn't work, please copy and paste this URL into your browser: *https://uatmain-portal.ona.org:443/member-invite?inviteid=A3FF17E81F165B0ABAC4F541F8610ED9385ECDD9994452E10D297AA096ECCB10AE95D157841325185F3D7D40CEF823552*

Welcome to ***Access ONA***!

2. Complete the registration component as outlined below (fields with a red Asterisk are mandatory fields), then click **Register**:



3. Click **Login** if you wish to advance to the login screen for Access ONA:

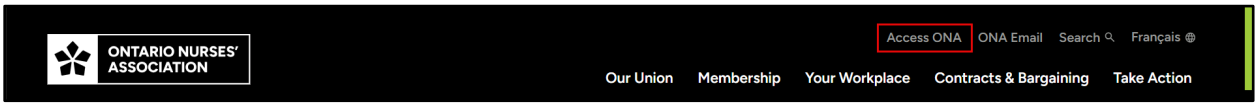


SECTION 2: LOGGING INTO ACCESS ONA

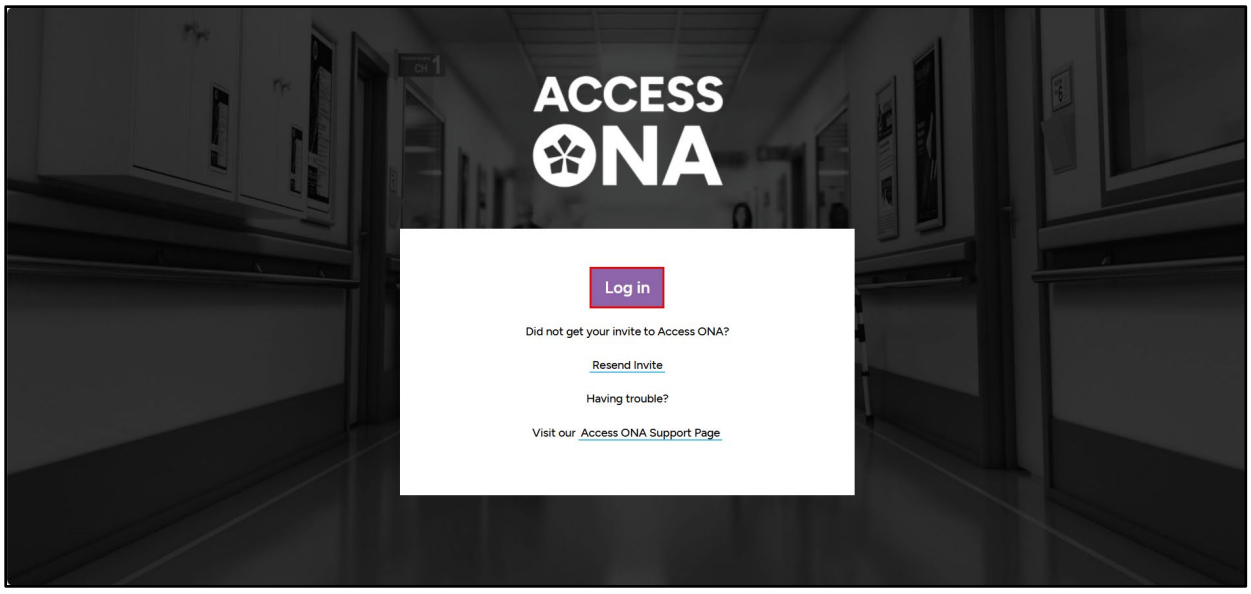
To login to Access ONA (Section 1 of this *Learning Guide* relating to **Registration** must be completed prior to first-time login):

1. Launch the ONA website (ona.org)

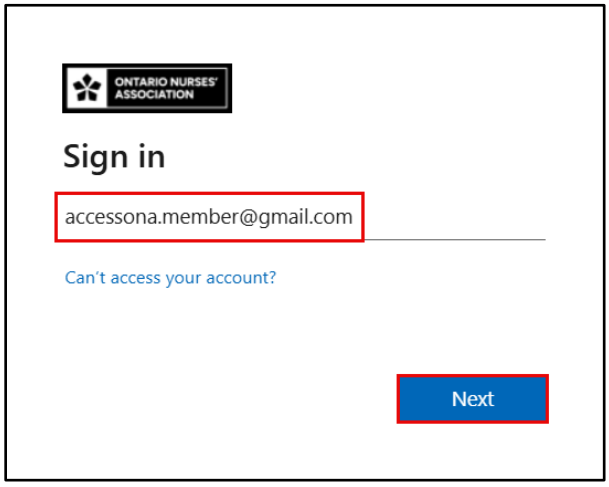
2. Click **Access ONA** at the upper-right corner of the screen:



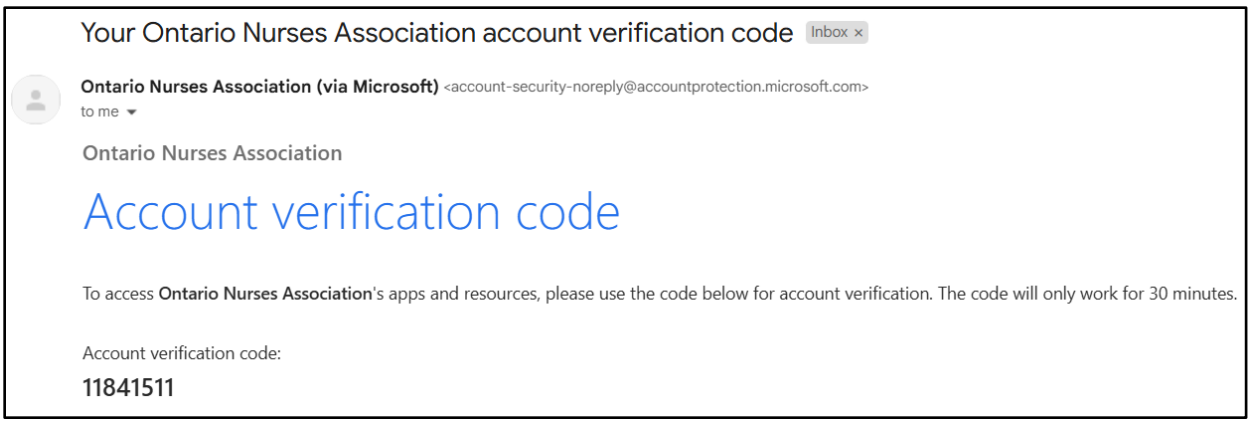
3. Click **Log in**:



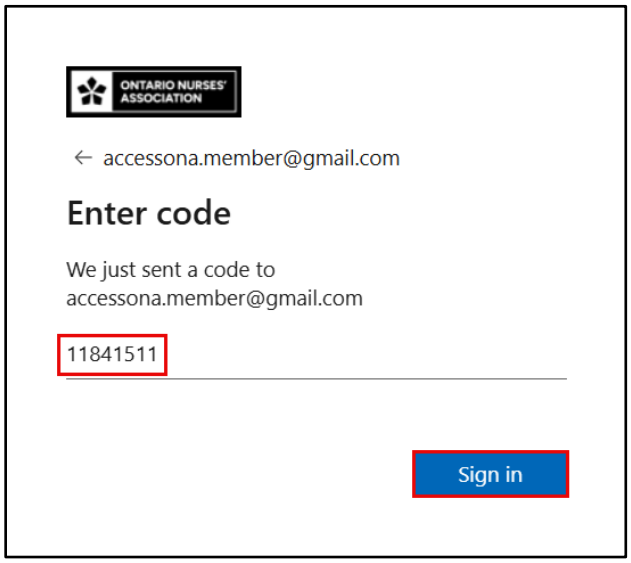
4. Enter your personal email, then click **Next**:



5. Check your personal email for the verification code email:

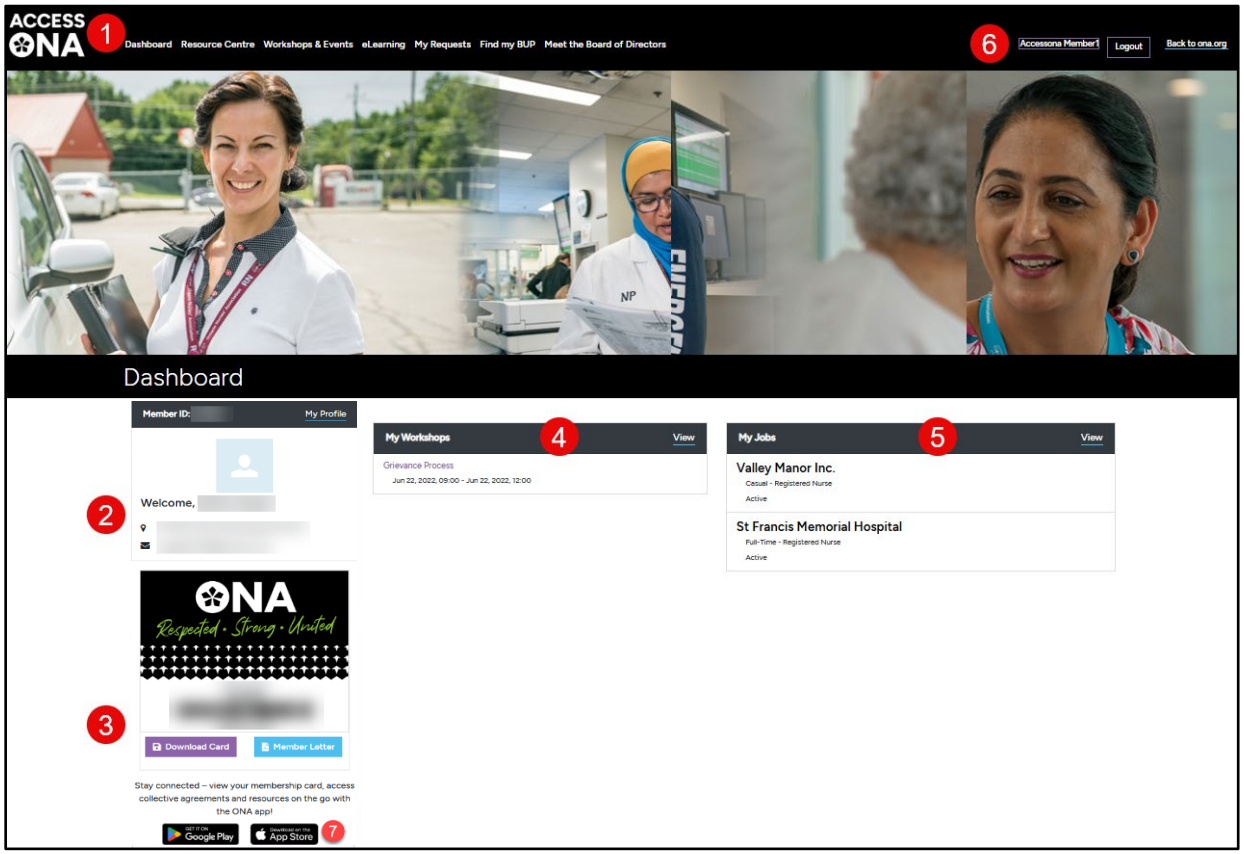


6. Return to the login screen, enter the 8-digit verification code, then click **Sign in**:

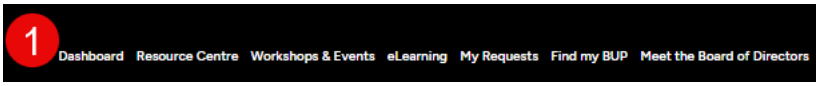


Section 3: Access ONA Dashboard

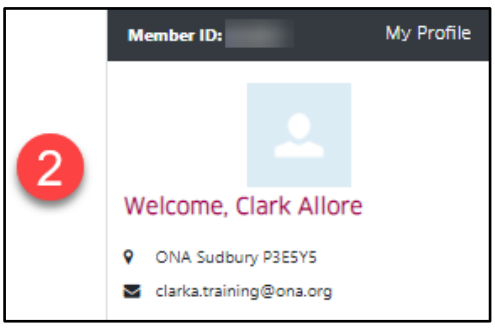
The **Dashboard** is the landing page for Access ONA, and is comprised of the following areas:



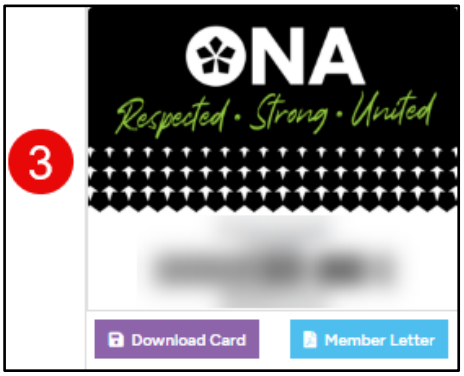
1. Used to navigate to the **Dashboard**, **Resource Centre**, **Workshops & Events**, **eLearning**, **My Requests**, **Find My BUP**, and **Meet the Board of Directors**



2. Displays information pertaining to the logged-in member



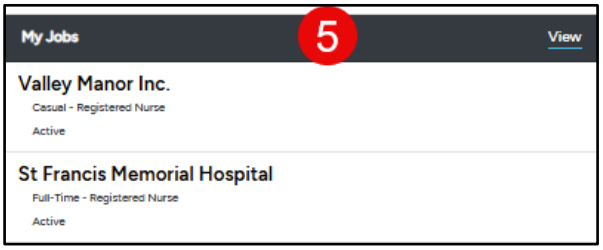
3. Displays the Member Card, as well as options to **Download Card** and view the **Member Letter**; the membership card and letter options are visible to "Bona fide" members only



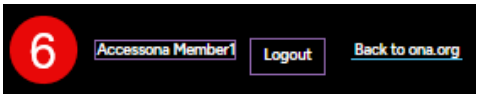
4. **My Workshops** lists upcoming registered workshops; clicking **View** will list both upcoming, as well as past registered/attended workshops



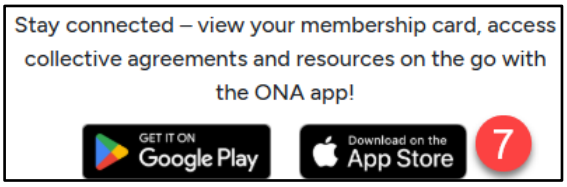
5. **My Jobs** lists the active jobs of the logged-in member; clicking **View Jobs** allows for editing



6. Clicking the member name navigates to the member's profile; **Logout** logs the member out of the system; **Back to ona.org** navigates to the ONA website



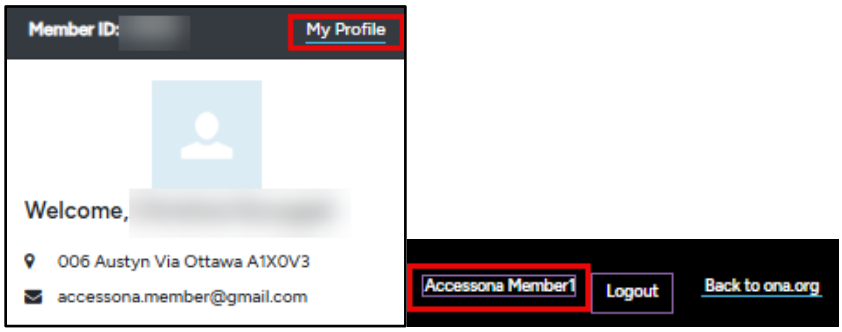
7. Offers a link to download the ONA app, either by *Google Play* (Android) or the *App Store* (iPhone)



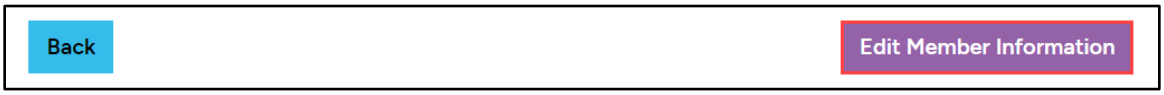
Section 4: Updating Personal Information

Access ONA offers the ability for a member to edit their own contact and banking information.

1. Click either **My Profile** at the left of the screen, or the member name at the upper-right corner of the screen:



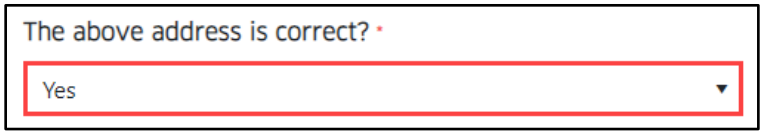
2. Click **Edit Member Information**:



3. For editing an address, start by clicking the **Something doesn't look correct, I want to edit the address** checkbox. The best practice for entering an address update is to start entering the new address in the **Address Complete** field, then select the address that appears – this will complete all the address fields (minus the RR/PO/STN field, which needs to be entered manually if needed):



4. Ensure **Yes** is selected in **The above address is correct?** drop-down:



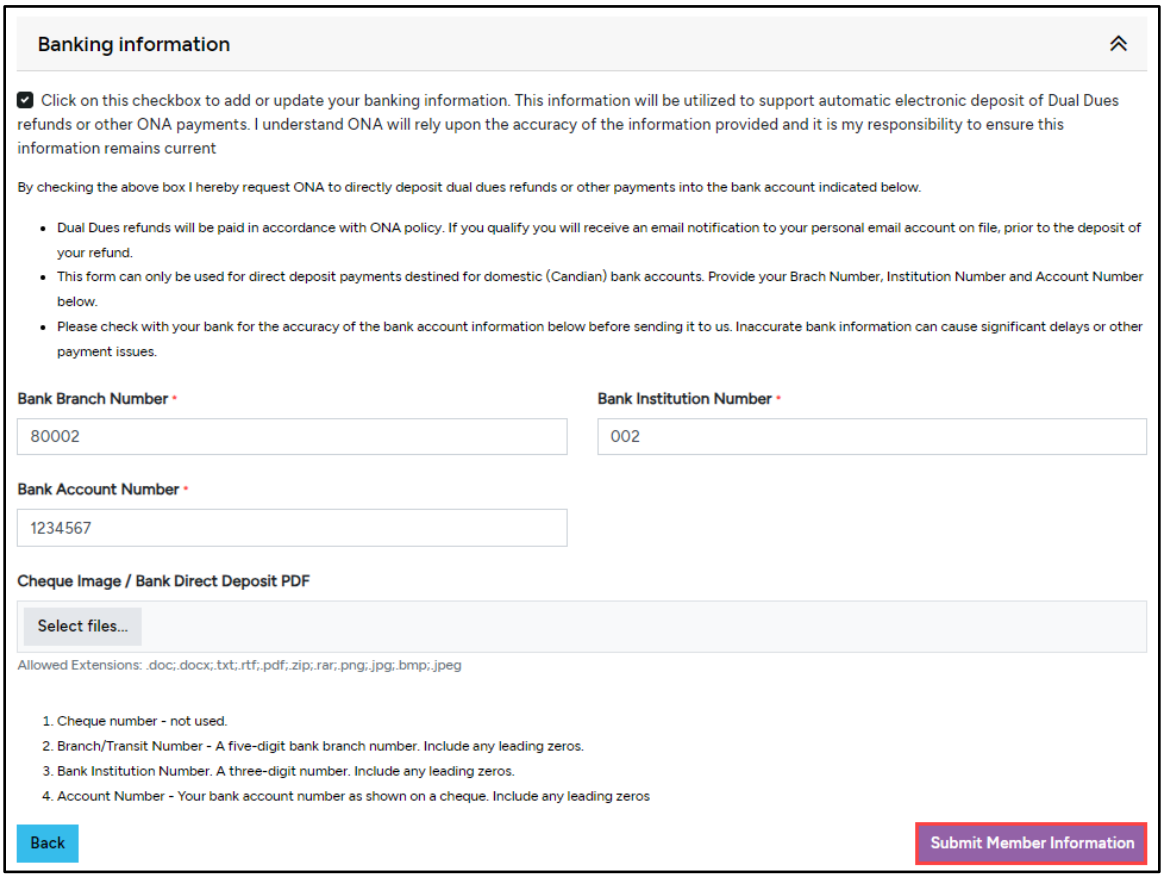
5. Click **Submit Member Information**:



Note

Some addresses may not display in the **Address Complete** field, in which case, the address would need to be manually entered.

To update banking information, click the **Banking Information** bar, then click the checkbox, enter your banking information in the fields denoted with a red Asterix, then click **Submit Member Information**:



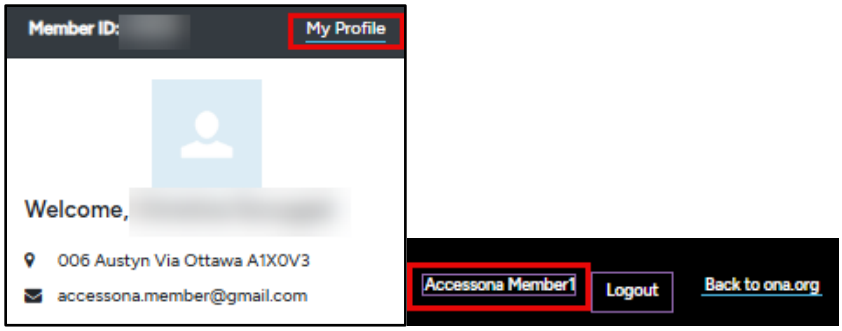
Note

The Member is the only person who can view or make changes to banking information on a Member's Profile.

ONA Benefit Insurance Offerings

To change your ONA Benefit Insurance Offerings:

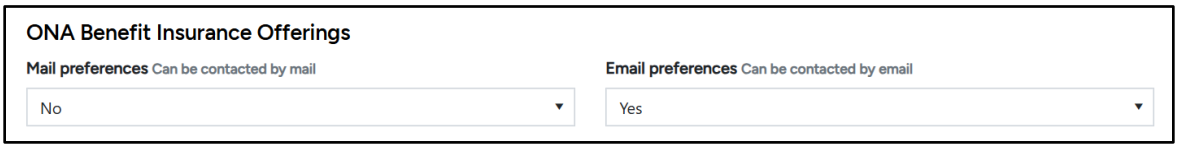
1. From the *Dashboard*, click either **My Profile** at the left of the screen, or the member name at the upper-right corner of the screen:



2. Click **Edit Member Information**:



3. Scroll down to the *ONA Benefit Insurance Offerings* section, then make the applicable changes:

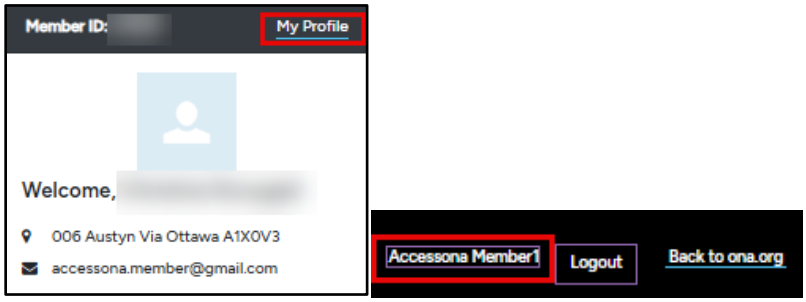


4. Click **Submit Member Information**. You will then see a confirmation screen appear.

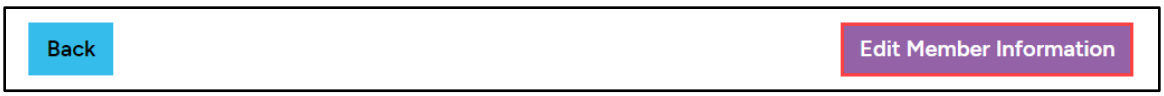
Retiree Enrollment

To complete the Retiree Enrollment process:

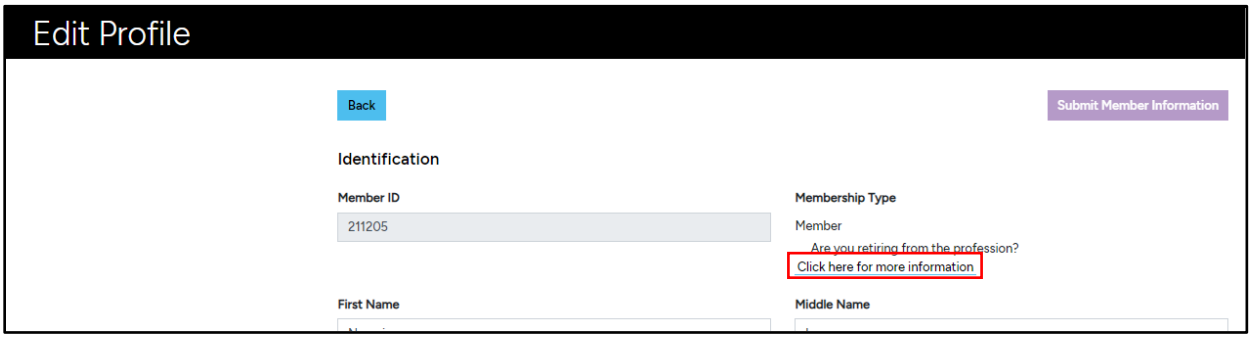
5. From the *Dashboard*, click either **My Profile** at the left of the screen, or the member name at the upper-right corner of the screen:



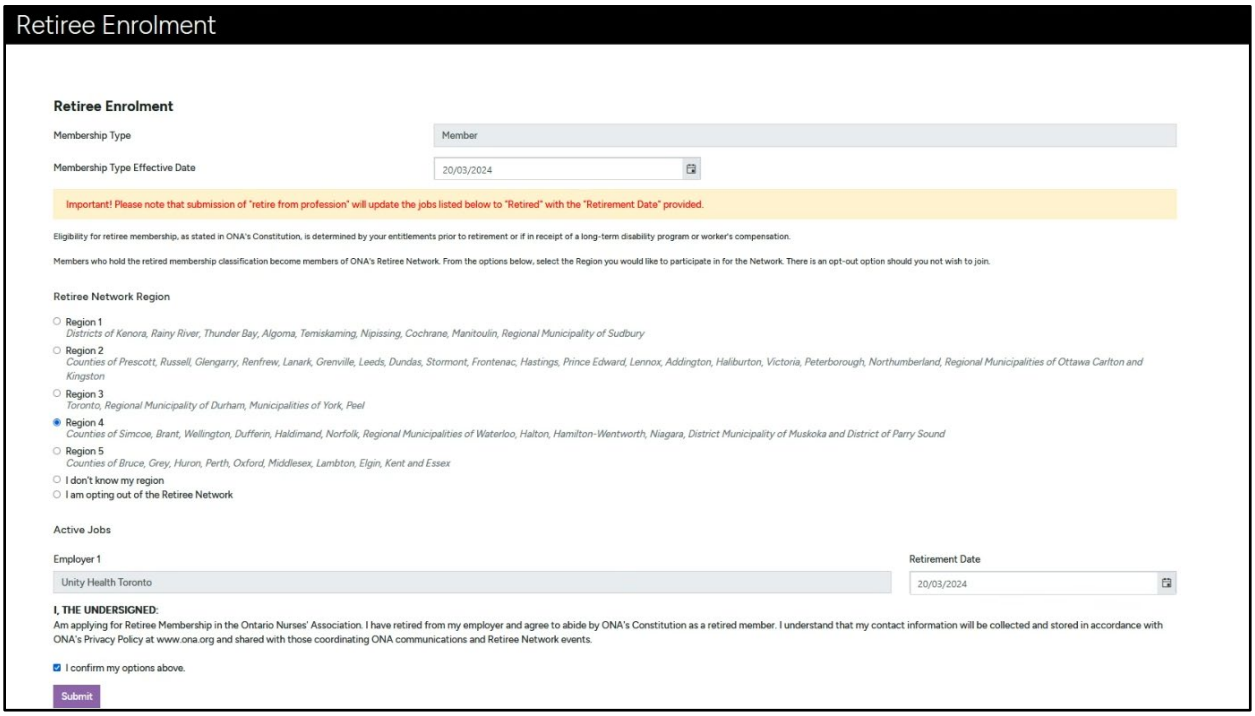
6. Click **Edit Member Information**:



7. Select **Click here for more information** under "*Are you retiring from the profession?*":



8. Complete the *Retiree Enrollment*, entering the **Membership Type Effective Date**, **Retiree Network Region** and the Retirement Date; click the *I confirm my options above* checkbox, then click **Submit**:



Once submitted, a *Thank You* message will appear, reiterating the timeline of 5 business days for the change to display in Access ONA. Once the change has been accepted, the *Membership Type* will then display the retired information in the Profile page:



Section 5: Updating Personal Job Details

Access ONA offers the ability for a member to edit their own job details, which includes information such as Business Phone, Job Status and Leave Status.

1. From the Dashboard, click **View Jobs** on the My Jobs card:



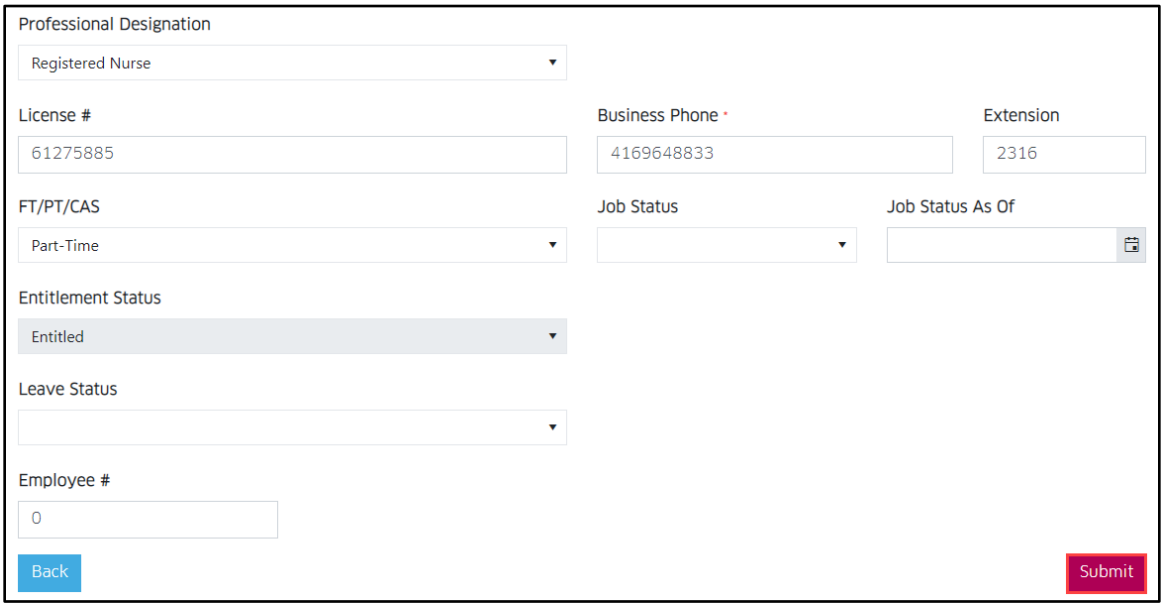
2. Click **View & Edit Job Details** for the Bargaining Unit:



3. Click **Edit Member Job**:



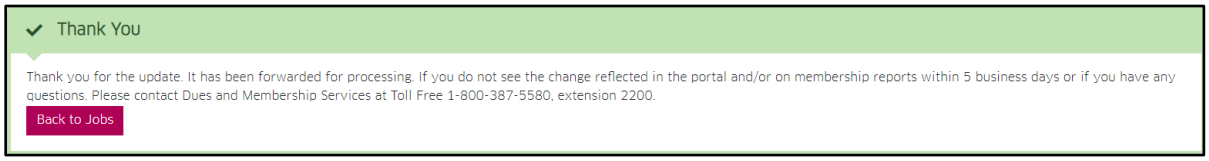
4. Once updates are made on the Job Details screen, click **Submit**:



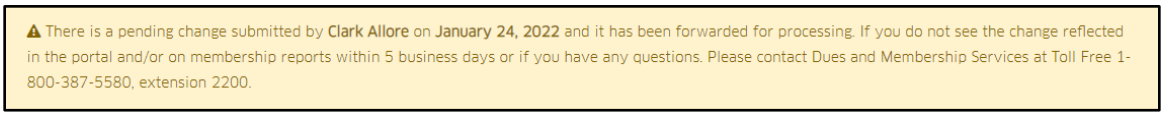
Note

Common fields that are updated on this screen include **Job Status**, **Leave Status** and **FT/PT/CAS**. Changes in Job Status and Leave Status will result in the appearance of additional fields – **Job Status Date** and **Leave Status Effective** – that will need to be completed prior to submission.

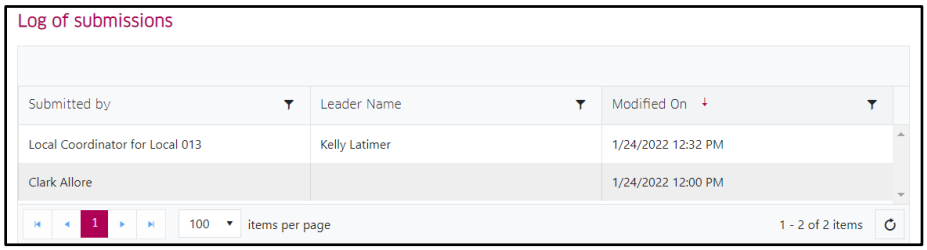
A confirmation message will appear, stating the timeframe changes will reflect in the system:



When Profile or Job Details changes are submitted, prior to Dues & Membership processing, there will also be a message at the top of the Profile screen:

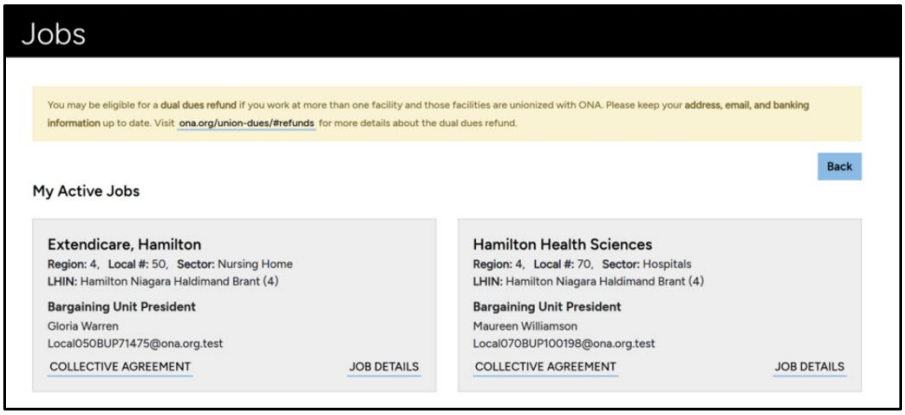


Since Local and Bargaining Unit leaders or approved individuals may also provide updates to your record, all change submissions are captured in the **Log of submissions** area on those screens:



Dual Dues Refund

If you work more than one *Active Jobs*, you will see a message with a link that will take you to the refund process:



Section 6: Viewing Collective Agreements

To view your Collective Agreement in Access ONA:

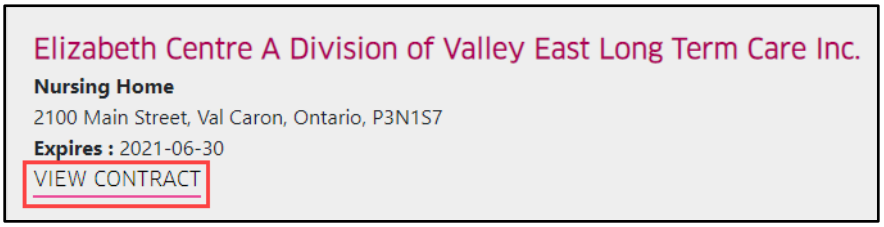
1. Starting from the Dashboard, click the Bargaining Unit name on the My Jobs card:



2. Click **View Collective Agreement**:



3. Click **View Contract**:



4. Select an Agreement to view on-screen:



Section 7: Workshops & Events

In Access ONA, a member can:

- View all upcoming Workshops
- View all Workshop and eLearning History
- Register for a Workshop
- Cancel a registered Workshop
- View all upcoming and past Workshops attended
- View and download a Workshop Certificate

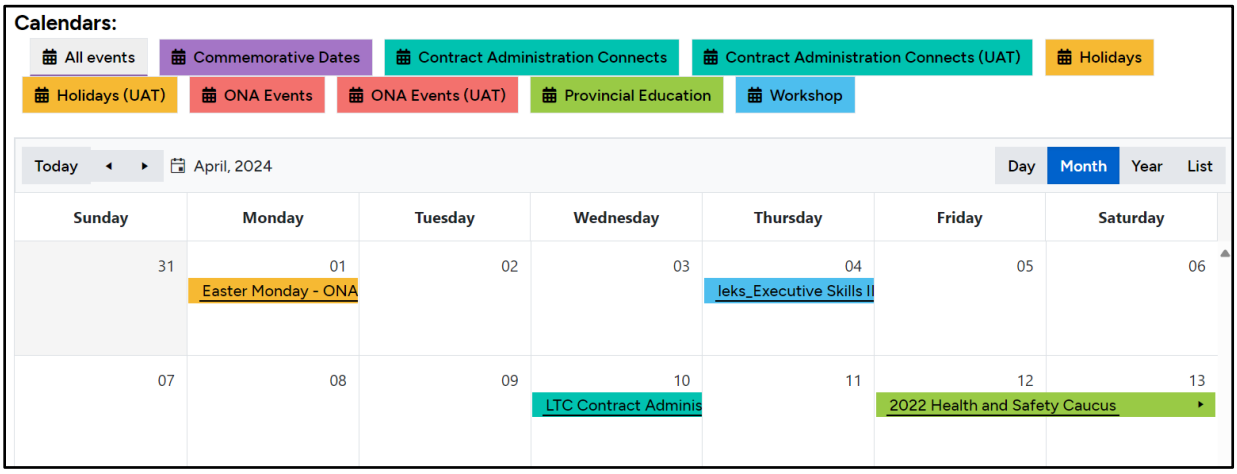
Viewing the Workshop Calendar

To view the Workshop calendar, click **Workshop & Events** at the top of the Access ONA screen:



When viewing the calendar, there are a number of viewing functions available:

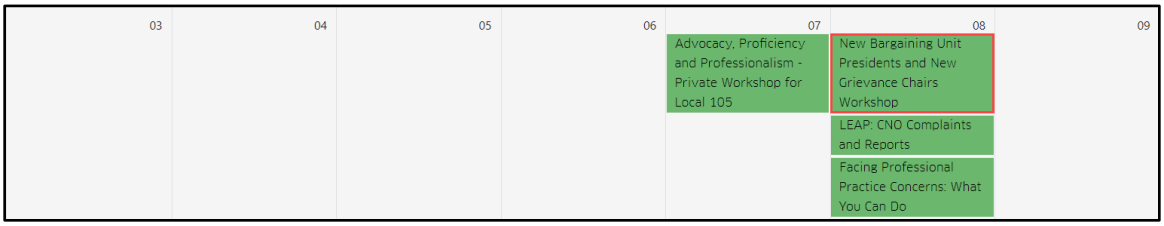
1. Type of event: **Commemorative Dates**, **Contract Administration Connects**, **Holidays**, **ONA Events**, **Provincial Education** or **Workshop**
2. By selecting **Workshop**, *Filters* are available by **Region** and **Name**
3. Left and right arrows to toggle between days, months or years
4. Changing the view to **Day**, **Month, Year** or **List** (Month is the default calendar view)



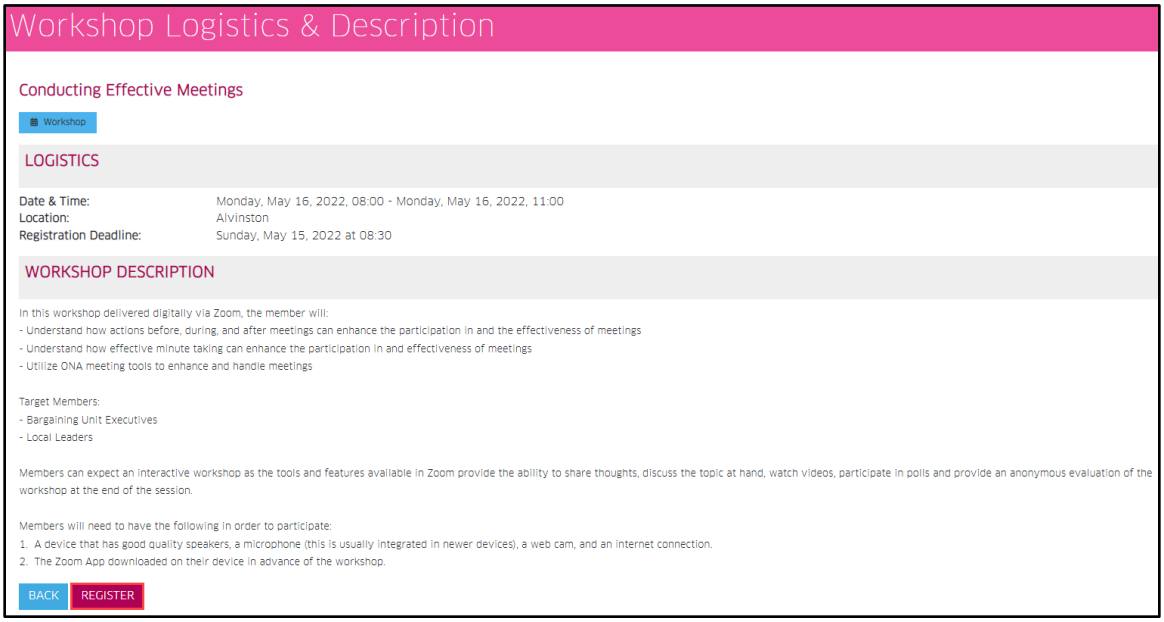
Registering For a Workshop

To register for a Workshop:

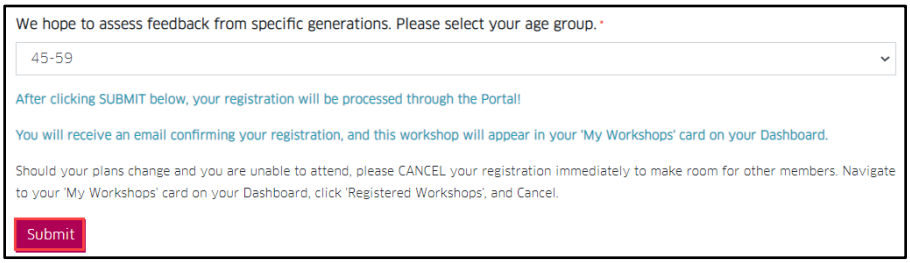
1. Select the Workshop in the calendar you wish to register for:



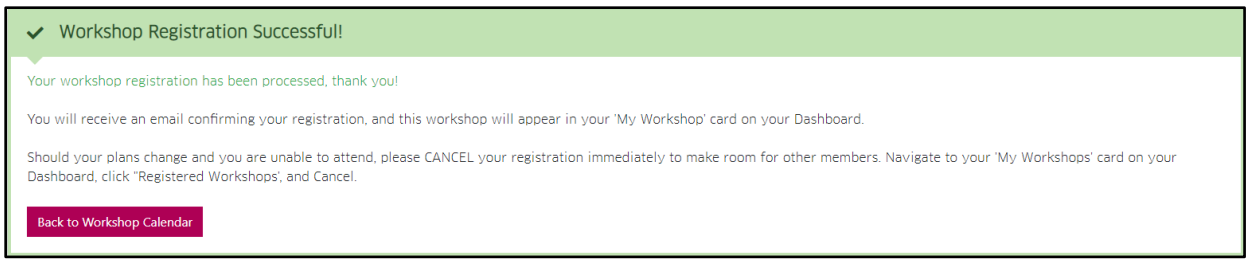
2. On the Workshop Logistics & Description screen, click **Register**:



3. Click and select in the age group drop-down, then select **Submit**:



Once successfully registered, this message will appear, as well as a confirmation email:

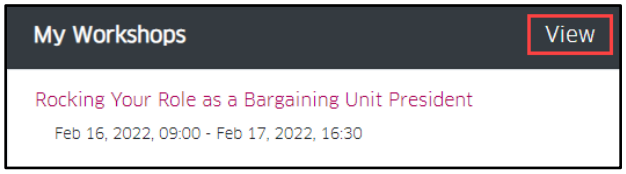


The Workshop also appears on your Dashboard under the **My Workshops** card.

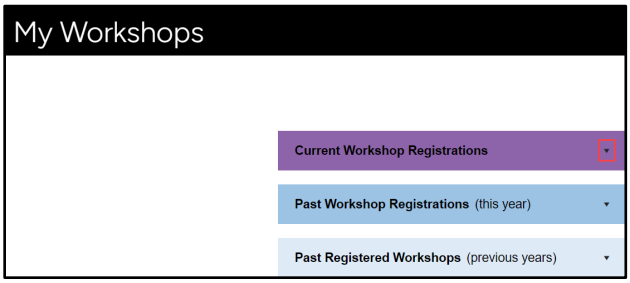
Canceling a Registered Workshop

If a registered Workshop needs to be canceled:

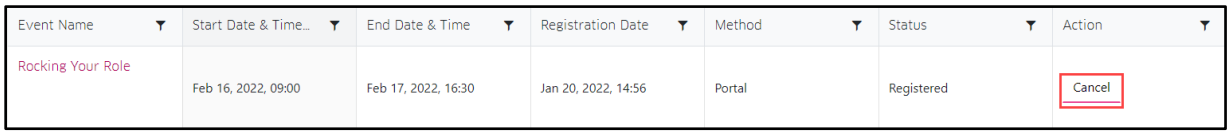
1. Find the My Workshops card on the Dashboard, then click **View**:



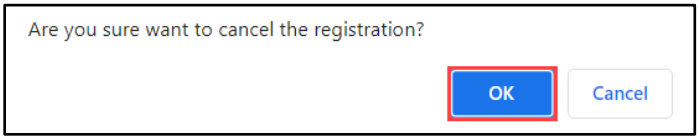
2. Click the down-arrow for **Current Workshop Registrations**:



3. Select the **Cancel** option of the Workshop you wish to cancel:



4. Click **OK** to confirm:

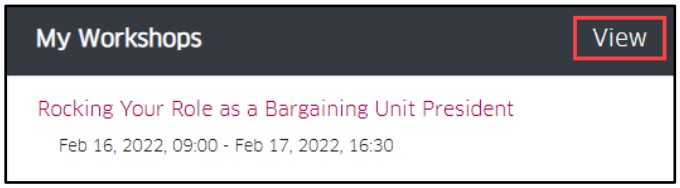


A confirmation email will be sent confirming the cancelation.

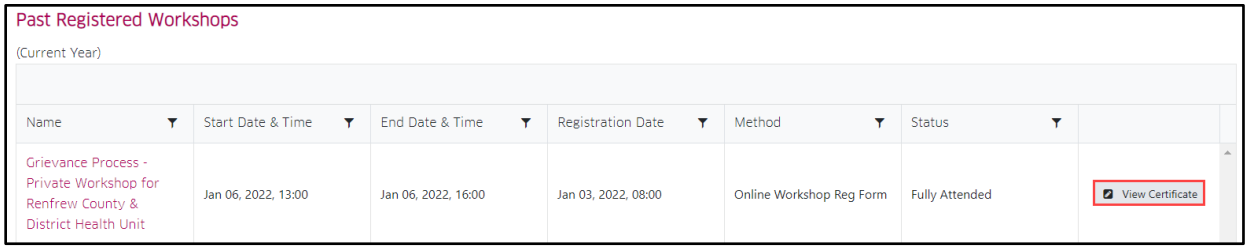
Viewing & Downloading a Workshop Certificate

Once a Workshop has been completed in the current year, you have the ability in Access ONA to view and download the Workshop Certificate.

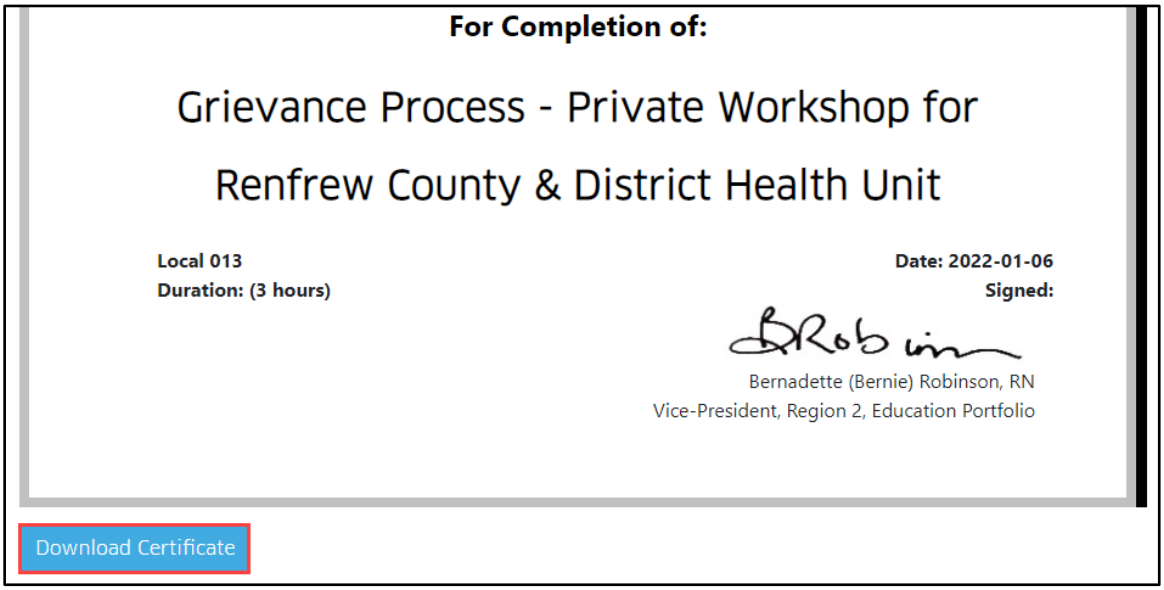
1. Find the My Workshops card on the Dashboard, then click **View**:



2. Scroll down to the **Past Registered Workshops** section, then select the **View Certificate** option for the certificate you wish to view:



3. Click **Download Certificate** at the bottom of the window:



The Workshop Certificate will save to your **Downloads** folder on your computer as a PDF, where you can then view and print if needed.

Viewing Workshop & eLearning History in My Education

1. On the *Dashboard*, click **My Education**:



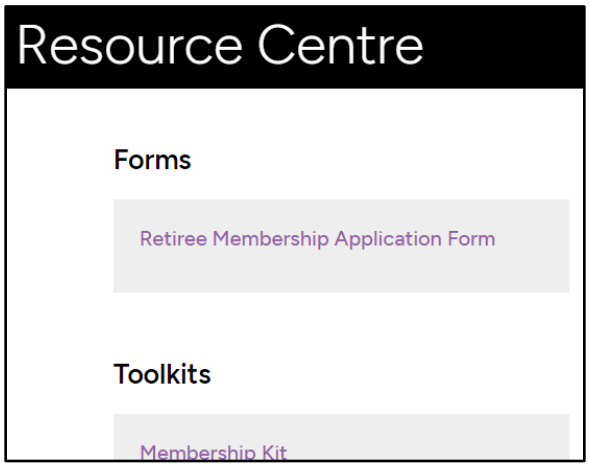
2. Click **eLearning History**:



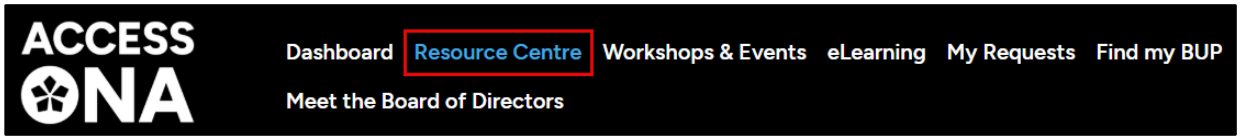
Your Workshop and eLearning history will be displayed in the grid.

SECTION 8: RESOURCE CENTRE

The **Resource Centre** in Access ONA is an area that contains a links to Retiree Membership Benefits and the Membership Kit:



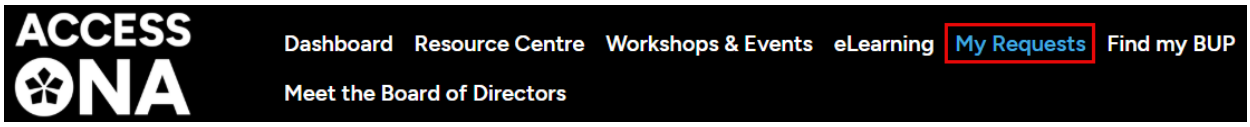
To access the Resource Centre, click **Resource Centre** at the top of the Dashboard:



Section 9: My Requests

My Requests in Access ONA is an area that contains a form for members to request a CRA Letter and/or Membership Card.

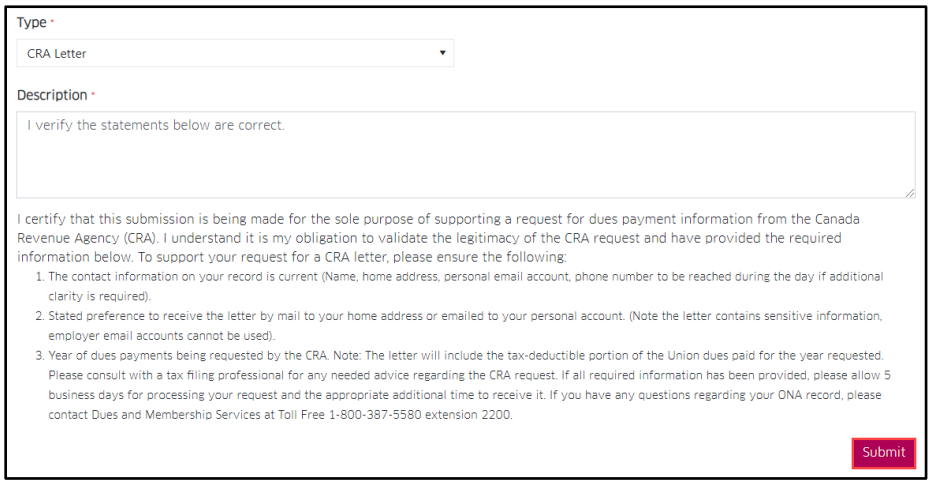
1. Click **My Requests**:



2. Click **New Request**:



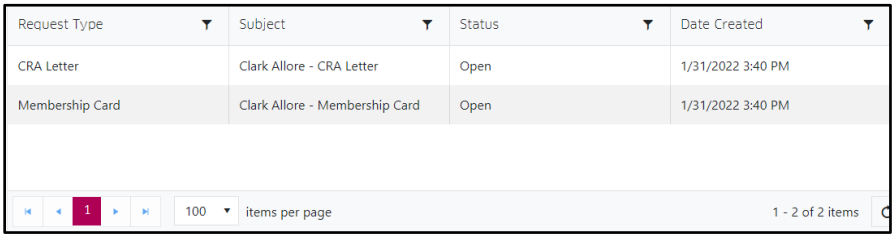
3. Select a request **Type**, add a **Description**, then click **Submit**:



Note

Use the **Description** field to verify all expectations are met with respect to the Request.

Once a request has been made, it is added to the grid on the **My Requests** screen:

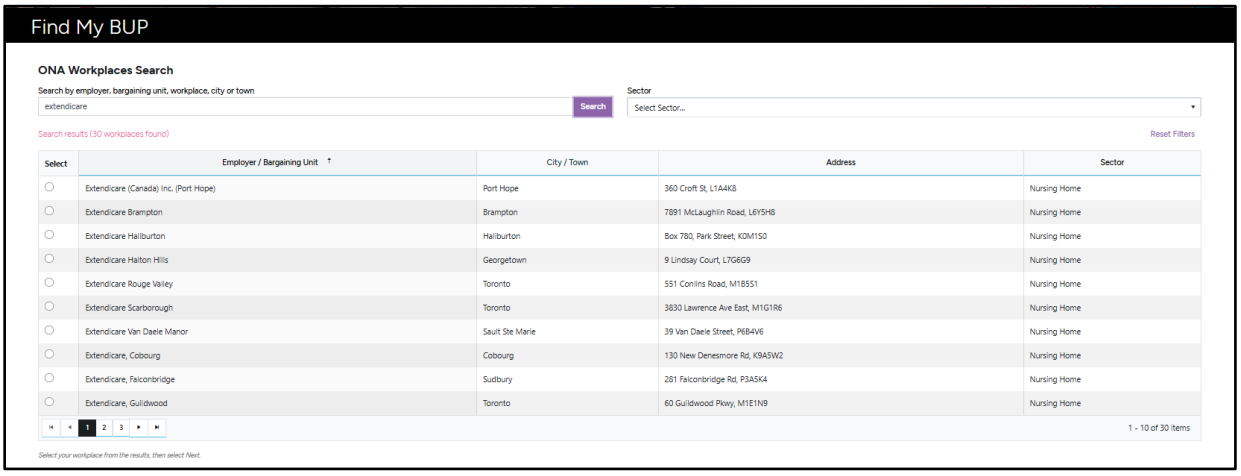


SECTION 10: FIND MY BUP

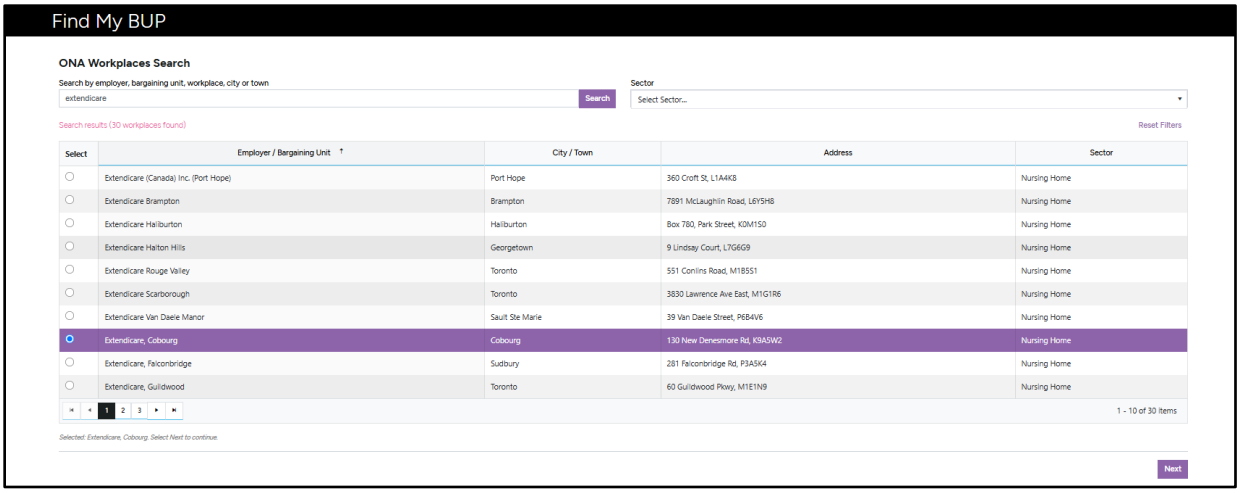
Find My BUP in Access ONA is an area that allows you to search for and message your Bargaining Unit President.

1. Click **Find My BUP** at the top of the screen.

2. Search for the Employer:



3. Select the Employer, then click **Next**:



4. Complete the *Send A Message* screen, then click **Send** to send a message to your Bargaining Unit President:

