CILT INTERNATIONAL

Electronic Membership Application System (EMAS)

GETTING STARTED

Access:

To access the EMAS, you must open any standard web browser (Internet Explorer, Netscape, Safari, Opera etc...) and enter the following web address:

www.ciltemas.com

Login:

When the system loads, it will display a login screen, requesting a username and a password before access can be granted. You will have already received your Section's login details. If you did not receive any login details, or you forget the details in the future, you will need to contact the Director General in order to have your details changed.

This login is only for Section officials. No CILT member is to be given these details and the recommended maximum of officials to have access is 3.

Starting Out:

Upon logging in for the first time, you may want to spend a little while getting yourself familiar with the layout of the system, and where buttons and/or links are for certain items. This will make it easier for you later on.

MEMBERSHIP

Registering an Application:

Take a look at the navigational menu on the left hand side, and under the heading "Membership", click on "Register New Application".

When the screen appears, you will notice a number of prompts and boxes. Listed below is a description of each one, with details what needs to be entered.

Membership ID:	*This number will be automatically created for the application, nothing to do here.*
Full Name:	*There are 3 boxes. The first is for the applicant's title, ie: Mr, Mrs, Ms, Miss, Dr etc... The second is for the forename, and the last for the surname,*
Date of Birth:	*Again, there are 3 boxes. The first 2 are drop-down boxes. Enter the applicant's date of birth in the format DD MM YYYY.*

Local Section:	*This will already be filled in for you, as you can only register an application to your own Section.*
Grade Requested:	*This is a drop-down box. Select the grade the applicant is applying for.*
Current Job Title:	*Enter the applicant's current job title, as it is on their application form.*
Time in Position:	*Enter the applicant's time in current position, as it appears on their application form.*
Job Details:	*Enter the details of the applicant's current job, as it appears on their application form and/or CV. You need to enter the employer and job responsibilities here as available.*
Employment History:	*Enter the details of the applicants past work experience. Limit this to the last three (3) relevant positions. Enter as much detail as is available, and include employer, job title, time in position and responsibilities.*
Education:	*Enter the details of the applicant's education history. This could include A Levels, Diplomas, Degrees, Institute Qualifications, Other Professional Qualifications etc…*
Confirmation Statements:	*Read carefully through both the confirmation statements and enter your surname to acknowledge them.*

Now check all the details that you have entered, and click on "Register this Application".

If you receive an error message at this point, go through and double check the application for any missing fields.

If the application is all present and correct, the system will display a confirmation message along with the reference number that the application has been assigned. Please use this number for any correspondence regarding that application.

Search/View Applications:

To search through the applications from your Section, click on "Search Applications" under the "Membership" heading on the navigation menu to the left.

The system will display a screen with "Search By", "Search In" and "Search Term". You can search by ID Reference Number, Firstname or Surname. Select the item you wish to use to search against using the drop-down box next to "Search By". "Search In" will already be completed for you stating your Section. Now enter what you need to search for in the box next to "Search Term". When you have done this, click on "Search Database".

The system will now either display a list of records it has found, or display an error message stating that it could not find any records matching the entered criteria.

Look down the list of application found and, when you find the application that you require, click on "View Record" next to the appropriate record.

The system will now display the application record for that applicant. This screen will summarise the details of the applicant, along with a finance screen displaying if the applicant owes any fees, and details of the applications status (If it has been assessed, if so when and the outcome).

View Assessment Panel Results:

To view the results of the International Assessment Panel, click on "View Results by Panel Date" under the "Membership" heading on the navigation menu to the left.

You should now see a drop-down box containing the dates of the previous International Assessment Panel Meetings, with the latest meeting at the top. Select the date you wish to view and click on "View Results for Date".

The next screen with either be an error message if no applications for your Section were assessed on that date, or a list of the assessed applications with details of their assessment. Click on "View Record" next to any application to view the application record as in **"Search/View Applications"**.

View Outstanding Applications:

To view any applications that have been submitted, but have not yet been assessed, click on "View Outstanding Applications", under the "Membership" heading on the navigation menu to the left.

The system will display a list of applications awaiting assessment, or an error message if all applications have been assessed already.

View Financial Dues:

To view any outstanding assessment fees for your Section, click on "View Financial Dues", under the "Membership" heading on the navigation menu to the left.

This screen will display a financial statement of any outstanding application fees. If there are outstanding fee's here, *please ensure that they are paid as soon as possible.*

INFORMATION

Included in the EMAS system is a section for you to access necessary information and documents relating to your Section.

Membership Applications Fees, Application Forms, current editions of CILT World and much more will be included in this area for your download.

<u>HELP</u>

If any more help with the system is required, or there is something you do not understand, please contact Adam Prickett (adam.prickett@ciltinternational.org) who will be able to assist you further.

If you have any comments or suggestions on the system, we would like to hear them in order that we can make this system better and more relevant for you.