

Guide to UJEB website registration

Registering for a new term is quite easy on our new website. It requires you to create an account once. From then on, every term, every year, all you do is log in and all your details are there, making the process streamlined and easy. The first time, the process is a little longer but that is just to create an account (username and password to login) and verify all the details.

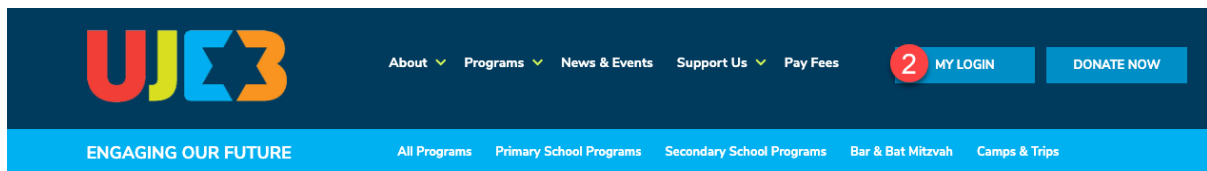
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Part 1 - Creating an account - required

1. Click on the link to the new [UJEB website](#)
2. Click on My Login on the top bar
3. Click on Register (in the future you can use your email and password to login on this page)



Login to UJEB

Email

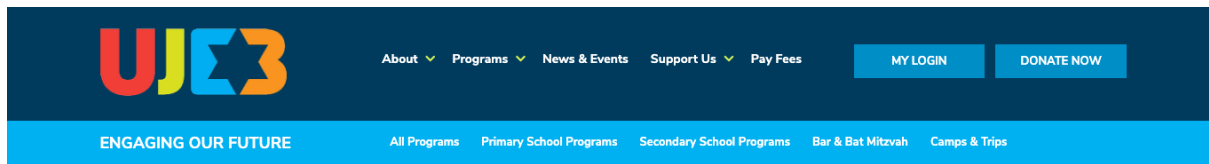
Password

Remember Me

3 Register
Lost your password?



- You will be taken to the My Family Account page.



4 My Family Account

CONTACT INFORMATION

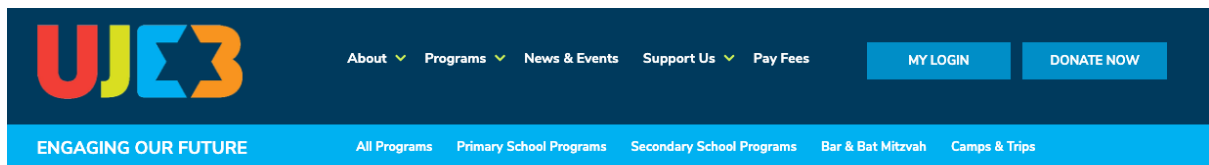
Parent/Guardian *

5

Prefix First Last

Email *

- Add parent / guardian details then add contact details
- If appropriate check the box “add another parent” and fill in details for second parent / guardian
- Review your details and submit



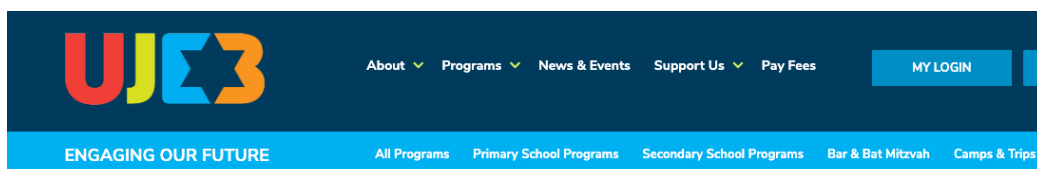
Home Phone

OTHER DETAILS

- 6 Would you like to add another parent's details?

7 SUBMIT

- You will be taken to a new page. It will ask you to check your email to confirm your username and password.



8 Thank you


Thank you for registering with UJEB.


A confirmation email has been sent to the registered email account. Please check and confirm your email.

This email will contain your username and password for the site and a direct link to log you into the site and continue your registration.

Part 2 - Receive password and login - required

1. Go to your email. (e.g. Outlook, Mail, Gmail etc..). You will find an email from UJEB with your username, password and a link to the website. If you haven't received the email, please check your junk mail folder.
2. Click on the link to login into the website.

 United Jewish Education Board
to me ▾



1 Hi

Welcome and thank you for registering with UJEB.

You can find your login details here:
Username
Password:

2 The following is an active link that logs you in into the site directly:
https://www.ujeb.org.au/user-profile/?autologin_code=2Y2e8nshj1MOCnJh1

Thank you.
UJEB Team.

3. You will be taken to your “My Account” page which contains both parent and student details.

My Account

Contact Details

[Update Profile](#)[Logout](#)

3

Title	Mr.
First Name	
Last Name	
Address [Update]	3162 Australia

Student Details

Name	Age	Year	School
[Update]			
[Update]			
[Update]			

[\[Add New Student \]](#)

4. If you would like to reset your password please click on forgot password on the login page. If you are having trouble please see the following document. [Guide to UJEB Website Accounts - Reset your password](#)

Part 3 - Review your details – required

1. The details you are seeing are coming directly from our database. Please help us to ensure that our records are correct and check all the details by clicking 'update' next to each child and make changes if necessary.
2. Add new students if your child appears to be missing or this is your child's first-time enrolling.

My Account

Contact Details

[Update Profile](#)[Logout](#)

Title	Mr.
First Name	
Last Name	
Address [Update]	3162 Australia

Student Details

Name	Age	Year	School
[Update]			
1 [Update]			
[Update]			
2 [Add New Student]			

3. When you hit 'update' next to each child's name, it will take you to the registration page to check the child's details. If your school is not listed please choose 'other school not listed'.
4. Please click submit after you have reviewed / corrected all details. This will take you back to My Account screen.
5. Repeat Part 4 for additional children. When you finish checking details for each child, you are ready to register your child/ren for term 2 programs.

Registration

3

STUDENT DETAILS

Last Name *

First Name *

Hebrew Name

Gender *

Date of Birth *

School *

Other school *

Year Level *

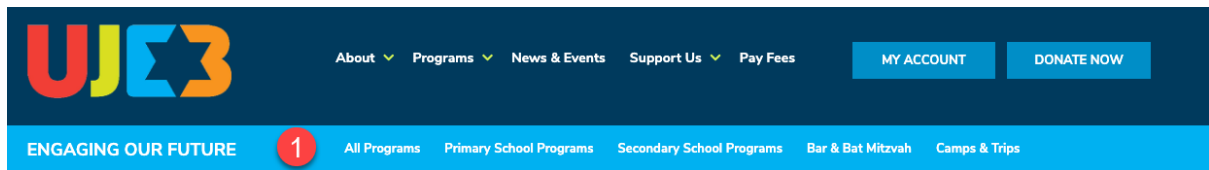
Please note below if there is anything further you would like us to know about your child. Please also tell us more about your child's learning needs.

4

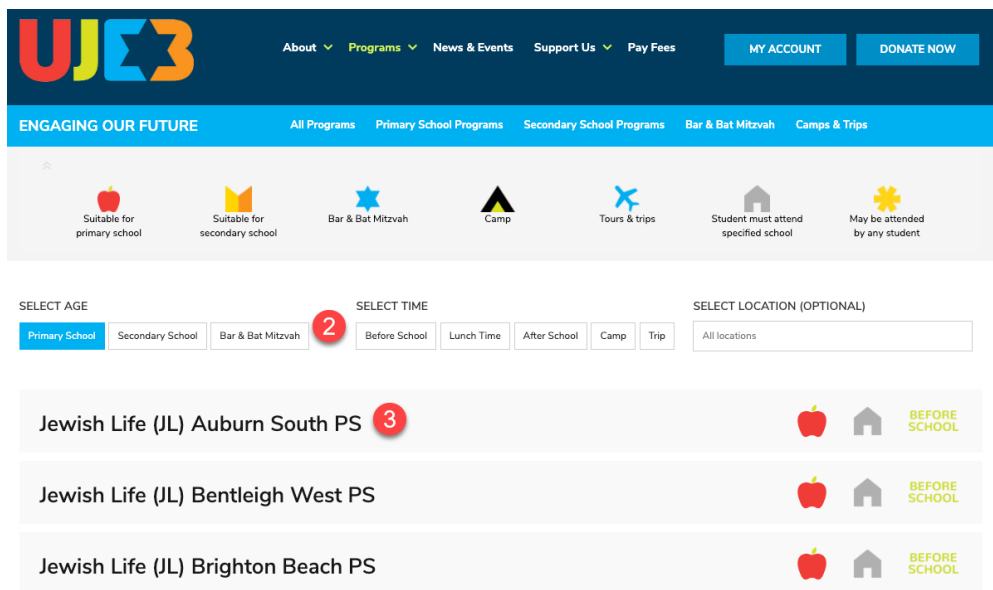
SUBMIT

Part 4 - Registering your children for programs – required

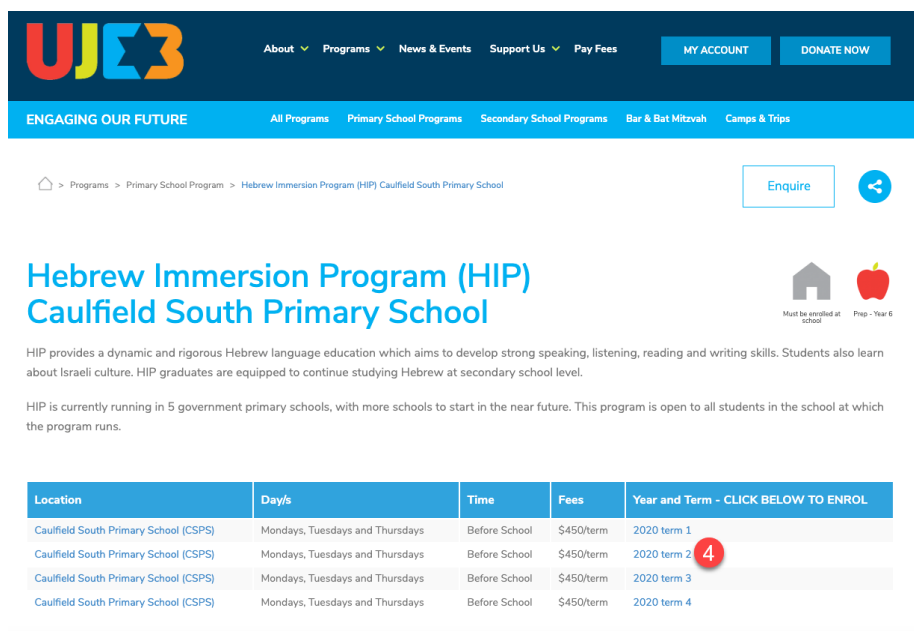
1. Click on the program from the light blue menu bar into which you wish to enrol your child eg primary school programs. This will take you to the programs menu.



2. Choose the program from the list. You can use the filters to narrow down your search
3. Click on the program



4. Choose the term to enrol in by clicking on the blue link. This will take you to the User Profile screen. This is where you enrol your child in a program.



5. Select the student/s you wish to register. To select multiple students for this program use Ctrl+Click

Part 5 - Making your payment - required

1. Fill in the details and enter your payment details and click 'Submit'.
2. You will now see a confirmation page - you will not receive an email confirmation. You can also see the confirmed registered programs on your "My Account" page towards the bottom of that page.