



Your trusted partner in diabetes care

# Access to member's area on ADEA website

User Manual

March 2014

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## **1 Purpose**

The purpose of this user manual is to provide step-by-step instructions for ADEA members to access the Member's area on the ADEA website.

## **2 Background**

ADEA launched its new website at the Annual Scientific Meeting in August 2013. The new website allows members to have better access to exclusive information and their profile. ADEA members are encouraged to update their profile on a regular basis to ensure its currency and accuracy of the terms of their membership and their credentialing status.

### 3 Log in to ADEA Members' area

1. Open Internet browser, i.e. Internet Explorer, Firefox, Chrome, Opera, Safari, etc. ADEA recommend you to use the latest version of your Internet browser to ensure the best display of the ADEA website. If you have difficulties downloading and installing the latest version of an Internet browser, please contact your IT department.
2. Browse [www.adea.com.au](http://www.adea.com.au)
3. Click "[Click here to login](#)" link on the top right corner of the home page

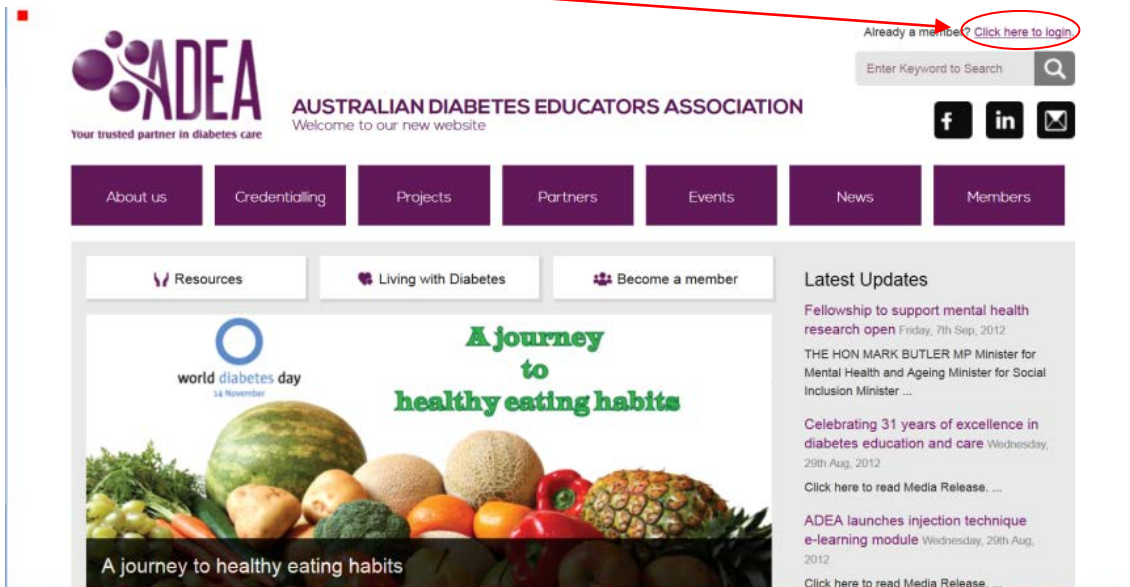


Figure 1 - Home page [www.adea.com.au](http://www.adea.com.au)

4. Complete your log in details
  - 4.1. Type your **Username**: ADEAXXXXXX (with XXXXXX being your six digit ADEA membership number)
  - 4.2. Type your **Password** or click on “**Forgot your password**” link if required and follow the prompt to retrieve your password.
  - 4.3. Tick “**Remember me**” box if you are using your own computer. Do not select this option if you are browsing from a public computer.
  - 4.4. Click on “**Log in**” button

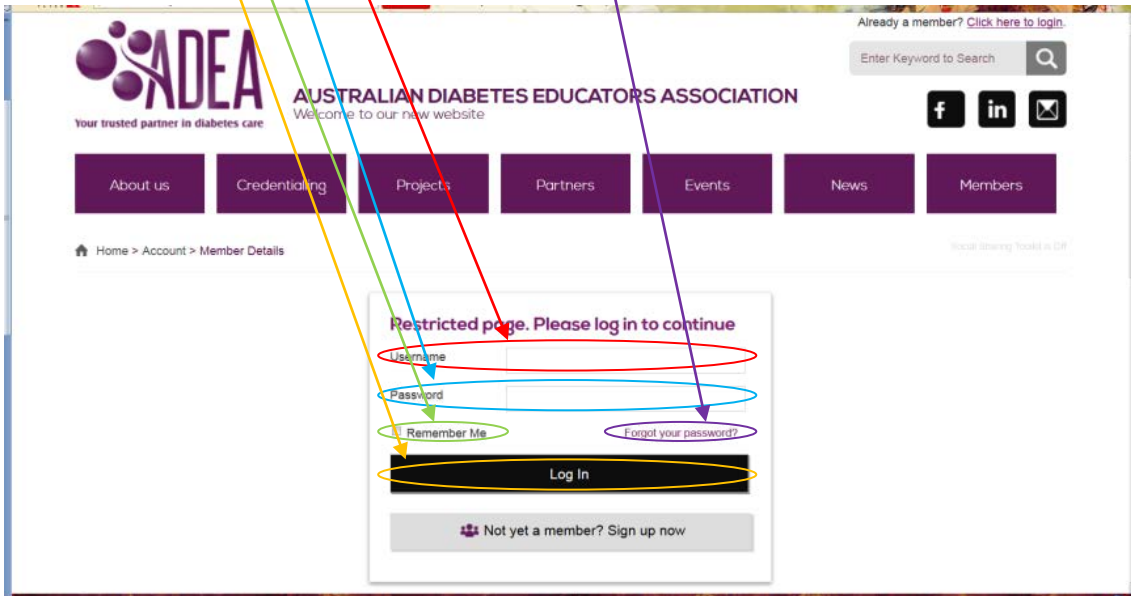


Figure 2 - Log in interface

## 4 Explore your dashboard

Welcome, [Go to your Dashboard] [Logout]

Enter Keyword to Search

f in

About us Credentialling Projects Partners Events News Members

Home > Account > Member Details

Member Dashboard

- Name: Mrs Bronwyn Hei
- Membership No: ADEA101915
- CDE No: ADEA-CDE0002
- Member Types:
  - Full member
  - CDE member
  - Branch - Overseas
- Membership Status: Standard
- Address: ACT, Australia
- Work Address: ACT, Australia
- Email: bronwynh@manaiaapho.co.nz
- Subscribe to Newsletter: Yes
- Home Phone: 006494335919
- Work Phone: 006421810827
- Diabetes Qualification: Show
- Area of Specialty: Show
- Role at Work: Show

My Menu

- My Dashboard
- Edit My Profile
- Change Password
- View Account Activity
- My Clinics
- Logout

Notices

Member pages

Jobs

**Edit Profile »**

Figure 3 - Dashboard interface

Once logged in, please check if your details are correct.

### 4.1 Update your profile

To edit your profile, click “**Edit Profile**” button.

1. Update your details as appropriate
2. Select “Yes” to “Subscribe to newsletter” to receive weekly ADEA E-newsletter
3. Click on “Next” button to move to the next tab
4. Click on “Save” button once completed editing

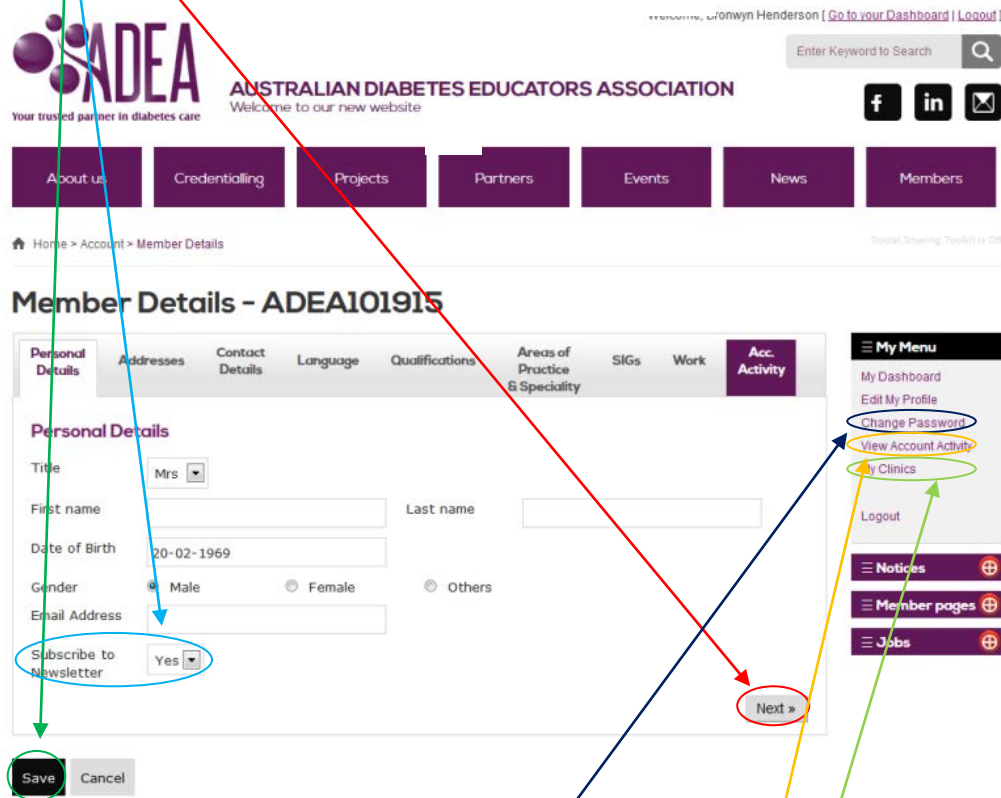


Figure 4 - Edit profile interface

## 4.2 Change password

To change your password, click on “Change password” link. Password must be at least 6 characters long. It is recommended that you update your password regularly and keep it in a safe place.

## 4.3 Download invoices

To download invoices or review your membership status, click on “View account activity” link

## 4.4 Find a CDE

To add your details to the “Find a CDE” database, click on “My Clinics”. Please note that this feature is only available to current ADEA members with a valid CDE status.

1. Click on “Add new clinic” button
2. Complete details as appropriate
3. Click on “Submit” button once completed

## Clinic Details

Clinic Name \*

Clinic Visibility Status

Public Viewable

Visual

Text

**B** *I* ABC U

|

Path: p

Consultation Types \*

- |   |  |
|---|--|
| <input type="checkbox"/> Diabetes self management education | <input type="checkbox"/> Dietetics                       |
| <input type="checkbox"/> Education for health professionals | <input type="checkbox"/> Group consultation              |
| <input type="checkbox"/> Home visits                        | <input type="checkbox"/> in Languages other than English |
| <input type="checkbox"/> Individual consultation            | <input type="checkbox"/> Insulin initiation              |
| <input type="checkbox"/> Insulin pumps                      | <input type="checkbox"/> Medicine review                 |
| <input type="checkbox"/> Nursing                            | <input type="checkbox"/> Nursing-home visits             |
| <input type="checkbox"/> Podiatry                           | <input type="checkbox"/> Other                           |

Area of Practice \*

- |   |  |
|---|--|
| <input type="checkbox"/> Children & adolescents | <input type="checkbox"/> Gestational diabetes  |
| <input type="checkbox"/> Pre diabetes           | <input type="checkbox"/> Pregnancy in diabetes |
| <input type="checkbox"/> Type 1 diabetes        | <input type="checkbox"/> Type 2 diabetes       |

My service delivery in languages other than English

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Arabic     | <input type="checkbox"/> Assyrian   |
| <input type="checkbox"/> Cantonese  | <input type="checkbox"/> Croatian   |
| <input type="checkbox"/> French     | <input type="checkbox"/> German     |
| <input type="checkbox"/> Greek      | <input type="checkbox"/> Hindi      |
| <input type="checkbox"/> Indonesian | <input type="checkbox"/> Italian    |
| <input type="checkbox"/> Korean     | <input type="checkbox"/> Macedonian |

### My Menu

- My Dashboard
- Edit My Profile
- Change Password
- View Account Activity
- My Clinics
- Logout

### Notices

### Member pages

### Jobs

Figure 5 - Add a new clinic interface



## 5 Explore ADEA Member's area

The screenshot shows the ADEA website interface. At the top left is the ADEA logo with the tagline "Your trusted partner in diabetes care". To the right, it says "AUSTRALIAN DIABETES EDUCATORS ASSOCIATION" and "Welcome to our new website". There is a search bar and social media icons for Facebook, LinkedIn, and Twitter. A navigation menu is visible with tabs for "About us", "Credentiailling", "Projects", "Partners", "Events", "News", and "Members". The "Members" tab is active, showing a dropdown menu with options: "Branches", "Governance", "The Australian Diabetes Educators Publication", "E-learning courses", "Lifelong learning", "Credentiailled Diabetes Educators", "ADEA Committees", "Board Section", "Your ADEA", "Expressions of interest", "Resolution AGM 2012", "Nominations", "Reports and discussion papers", "Resources", "Our guidelines and reports", and "Government Reform to Education Expenses". Below the navigation menu is a banner for "world diabetes day" on 14 November, featuring a collage of fruits and vegetables. The banner text reads "A journey to healthy eating habits" and "Do you have an appetite for creativity? There are two categories for you to select from: Innovative teaching and Best recipe." Below the banner is a "Find a CDE" search form with fields for "Postcode/Suburb", "Suburb / Postcode", "Within 10KM", and a "Find" button. To the right of the search form are logos for "NDSS National Diabetes Services Scheme" and "Diabetes AUSTRALIA". Below these logos is the text: "The National Diabetes Services Scheme (NDSS) is an initiative of the Australian Government administered by Diabetes Australia."

Figure 6 - Access to member's area

Once logged in, you can access an exclusive area with information for ADEA members only, including the webpages below:

- [Branches](#)
  - [ACT branch](#)
    - [ACT archives](#)
  - [NSW branch](#)
    - [NSW archives](#)
  - [VIC branch](#)
    - [VIC archives](#)
  - [TAS branch](#)
    - [TAS archives](#)
  - [WA branch](#)
    - [WA archives](#)
  - [QLD branch](#)
    - [QLD archives](#)
  - [NT branch](#)
  - [SA branch](#)
    - [SA archives](#)
  - [Networking Terms of Reference](#)
- [Credentiailled Diabetes Educators](#)

- [Credentialed Diabetes Educator Style Guide](#)
  - [Insurance for Credentialed Diabetes Educators](#)
- [E-learning courses](#)
- [Governance](#)
- [Lifelong learning](#)
  - [Education events with credentialling points](#)
  - [HbA1c – Reporting the new way](#)
- [The Australian Diabetes Educator \(ADE\) Publication](#)
  - [ADE archive](#)
  - [Member contributions](#)
  - [Publishing tips](#)
- [Your ADEA](#)
  - [Expressions of interest](#)
  - [Resolution AGM 2012](#)
  - [Nominations](#)
  - [Reports and discussion papers](#)
  - [Resources](#)
  - [Our guidelines and reports](#)
  - [Government Reform to Education Expenses](#)

## 6 Renew membership status

One month prior to the expiry date of your membership, a notification will be displayed as soon as you log in to your dashboard. Notification is also delivered as an email to your nominated email address.

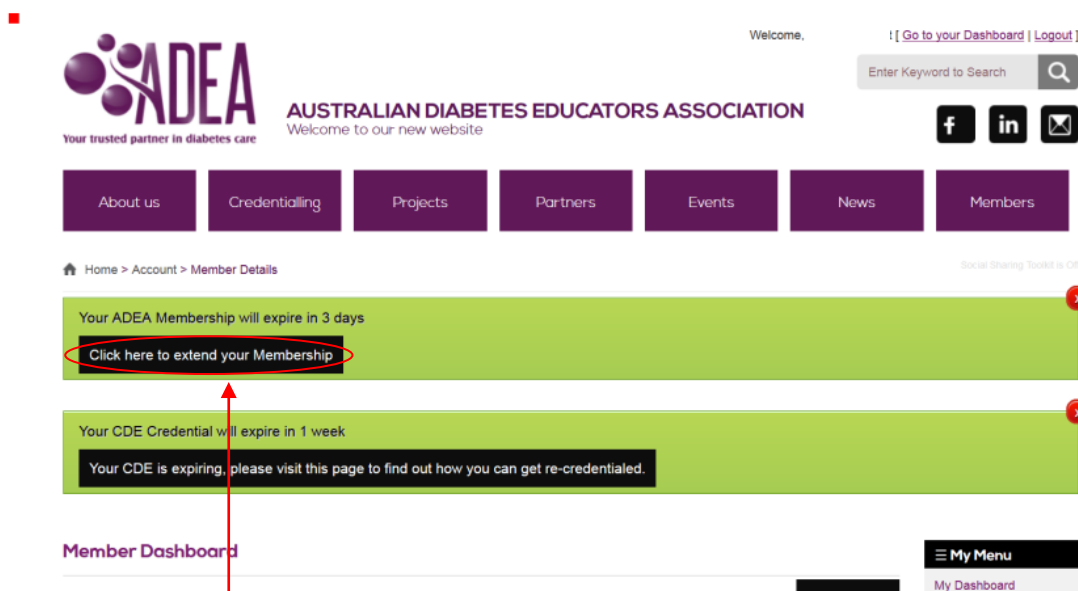


Figure 7 - Dashboard interface with notifications

Simply click on “[Click here to extend your Membership](#)” button and follow the prompt to renew your membership. A receipt will be delivered to your email address after payment has gone through so please ensure your email address is up-to-date. You can also download the invoice by visiting your dashboard and click on “View Account Activity” link.

### Please note:

- For ADEA members without CDE status:
  - There is a three-month grace period for you to renew your membership.
  - If you renew your membership after the three-month grace period, a joining fee will be applied.
- For ADEA members with CDE status:
  - The three-month grace period will not be available. You must keep your membership up-to-date.
  - Your CDE status is not valid without having a current financial ADEA membership. Failure to renew your membership will result in ADEA notifying Medicare and the National Diabetes Service Scheme of your lapsed credentialling status.
  - If your clinics are listed in “[Find a CDE](#)” database, your clinics details will not be displayed without a current financial ADEA membership.
- If you are experiencing financial hardship, you can apply for a suspension of membership for up to a twelve-month period. For more information please visit the [Suspension of membership for up to 12 months](#) webpage.

## 7 Renew CDE status

For ADEA full members with CDE status only, three months prior to the expiry date of your CDE status, a notification will be displayed as soon as you log in to your dashboard. Please click on “**Your CDE is expiring, please visit this page to find out how you can get re-credentialed**” button to download the Re-credentiaing application form.

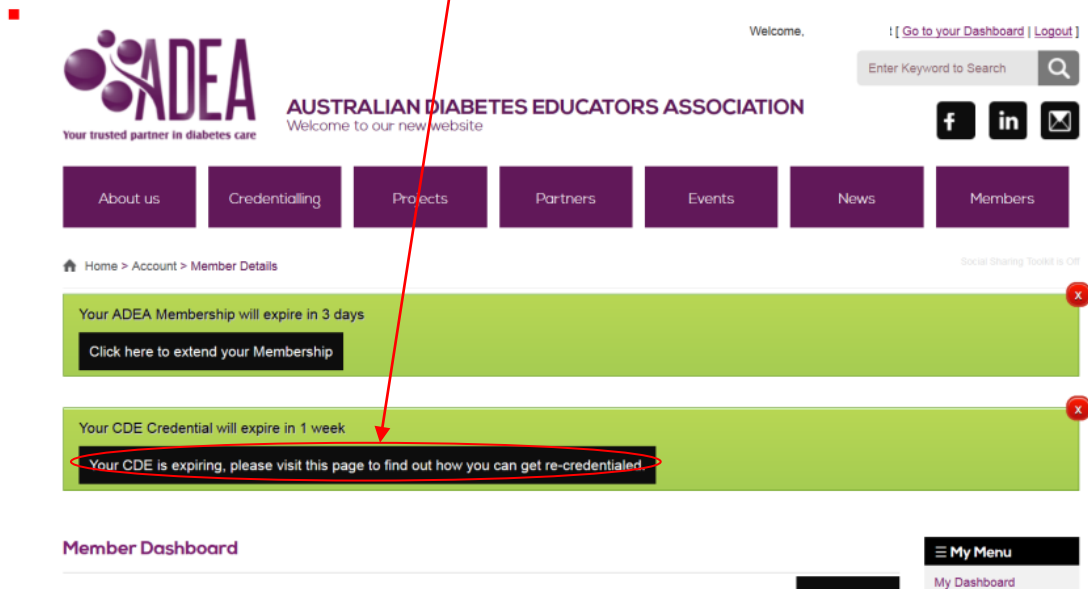


Figure 8 - Dashboard interface with notifications

## 8 Explore the site map

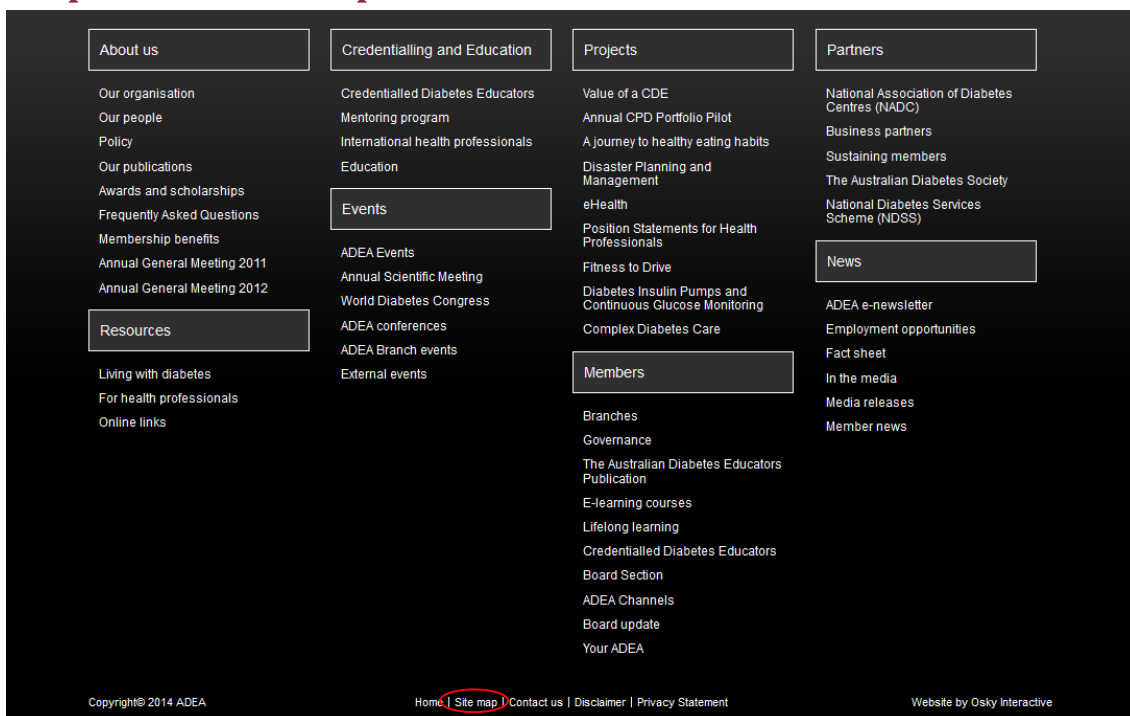


Figure 9 - Sitemap interface

There are many ways for you to navigate around the ADEA website, one of which is to explore the site map located at the bottom of every webpage.

A more detailed site map is available via the “Site map” link. This webpage lists all pages on the ADEA website that you can navigate easily.

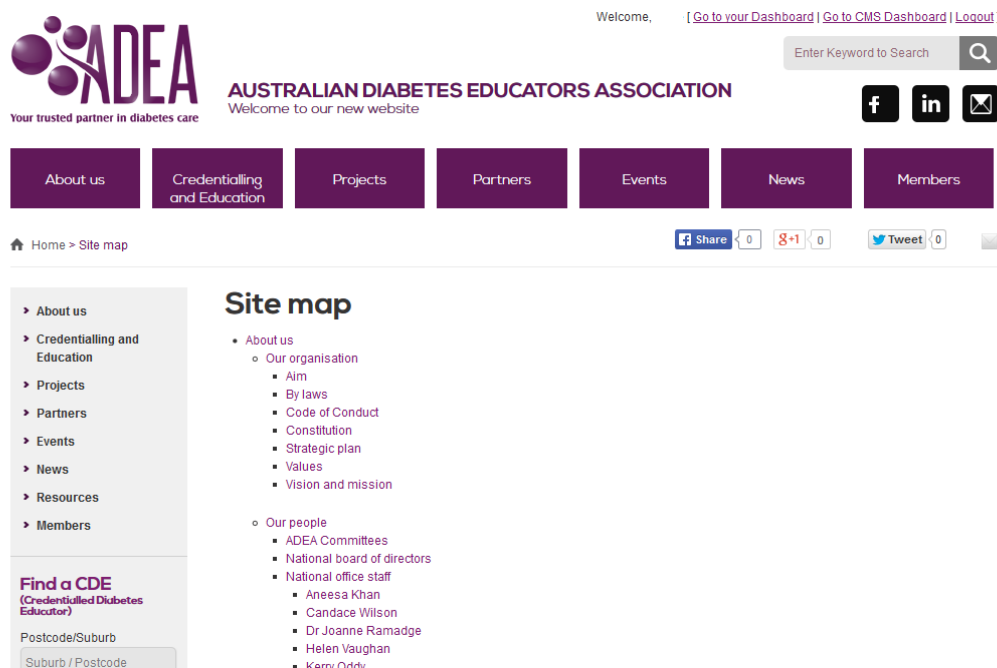


Figure 10 - Detailed site map interface

## 9 Contact details

For information about your membership status and your online profile, please contact the Administration Officer at [admin@adea.com.au](mailto:admin@adea.com.au) or 02 6173 1001.

For information about the ADEA Credentialling Program or your CDE status, please contact the Education & Credentialling Officer at [cde@adea.com.au](mailto:cde@adea.com.au) or 02 6173 1006.