



Youth With A Mission - University of the Nations

To: YWAM/UofN School Leaders & Staff, Registrars, Training Directors and Base Leaders

From: YWAM/UofN International Records

Date: February 5, 2010

How to update your registered UofN School Calendar on the UofN.edu website

This document will help you to update the calendar information listed on the website www.uofn.edu for the registered UofN schools of your location.

The school listing system will also allow you to put in your dates for several schools in advance.

This information can only appear IF YOU ADD IT! Otherwise it will appear in the website www.uofn.edu as "TBA" (to be announced). Don't miss this free advertisement opportunity for your schools.

To get started use your internet browser and navigate to: <https://update.ywam.org/uofn/AF>

University of the Nations
A-Form Registration System

Username: info@intlcom.org
password: *****

Remember Password?

Submit Clear
Forgot Password?
Create new Account

English

Enter your username (your e-mail address) and password. This is the same login/password you used when you registered your Form A online.

If you have forgotten your password you can request it by clicking the 'Forgot Password?' link.

If you need to create a new account, click on the 'Create new Account' link.

Once you have successfully logged in you should see below.

UofN A-Form System - Microsoft Internet Explorer

Address: https://www.ywam.org/secure/uofn/af/

UofN A-Form System Admin Home

System Status

Schools: 2
Registrations: 0
Expired: 0
Unregistered: 2

AForm Status

Approved: 0
Declined: 0
In Process: 0
Incomplete: 0
Needs Fixing: 0

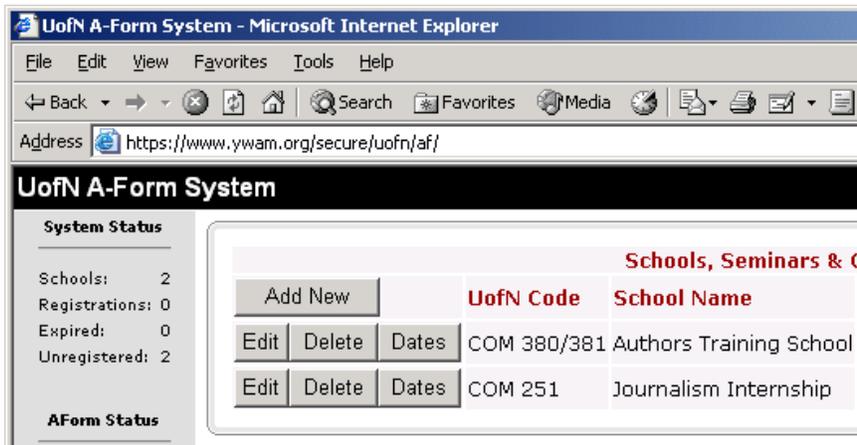
Welcome to the University of the Nations Maintenance Page!

Your Access Level is: 1 - BASE ADMINISTRATOR
You are logged in as: info@intlcom.org

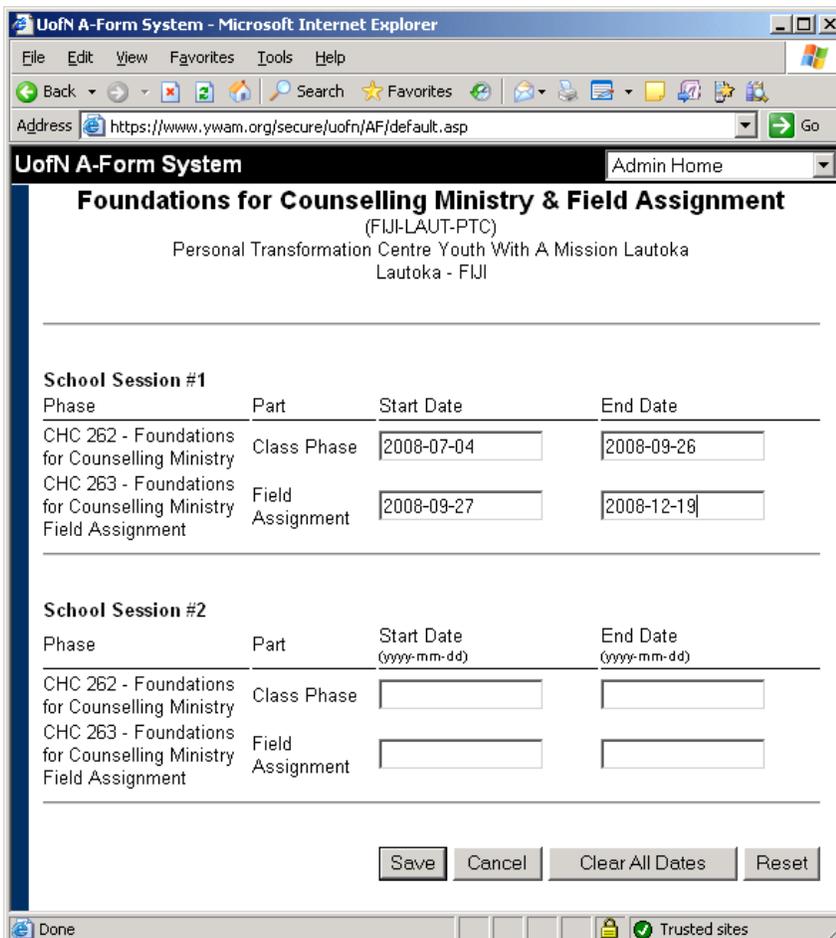
Current Form(s) Status:

Your options are:
[Begin Form A Registration](#)
[View Saved \(Incomplete\) Forms](#)

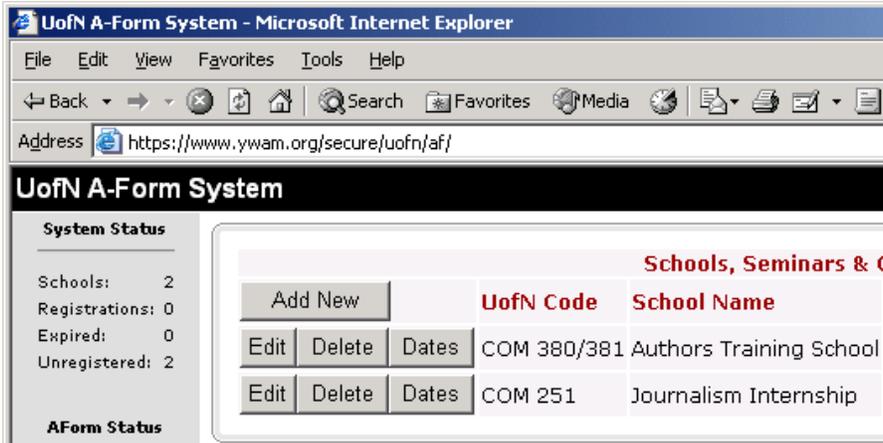
Now click on the **'Schools'** link at the top of the left hand navigation section. This will display a list of all your UoFN registered schools. From here you can update the school start dates for each school. (Note: The **'Schools'** link will not work if you do not have any schools already entered into your location profile.)



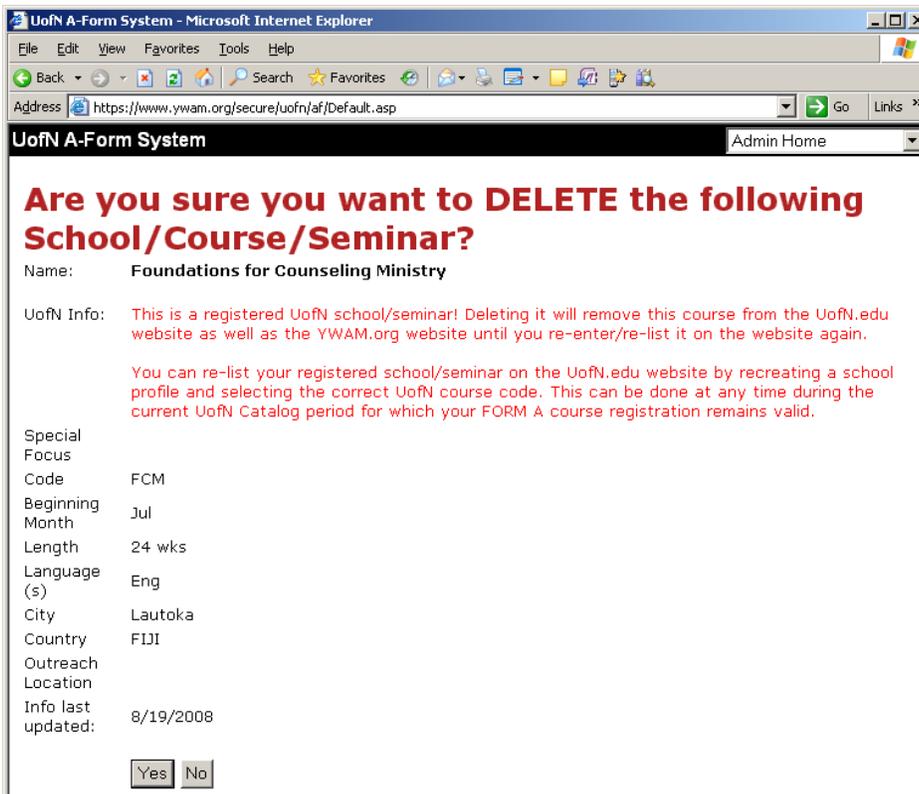
The data system will let you enter one set of dates. Enter the dates using the displayed format of YYYY-MM-DD. When you are finished, click the **'Save'** button and **repeat the steps to enter the next set of dates for the next school at your location.**



If your location is no longer running a school and you want to remove it from the list of courses on the UofN.edu website then you can 'Delete' the school from the website listing.



You will receive a red warning message and confirmation screen.



Please Note: Deleting a school does **NOT** remove or change the FORM A course registration status for the school. The UofN course registration is valid for the 3 year UofN Catalog period and will remain registered for the entire Catalog time period.

If you want to re-list a previously deleted school then simply 'create a new school' and select the correct UofN course code and save your changes. You will then need to enter new course dates and the course/school will reappear in the UofN website course listings.

Thank you for updating the calendar information
for your UofN registered courses!