

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 <u>www.uofn.edu</u> 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



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.



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.)

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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.

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	Foundations	for Counse	elling Ministry &	Field Assignment	
	_		(FIJI-LAUT-PTC)		
	Personal Transformation Centre Youth With A Mission Lautoka				
	School Session #1				
	Phase	Part	Start Date	End Date	
	CHC 262 - Foundations	Class Phase	2008-07-04	2008-09-26	
	tor Counselling Ministry CHC 263 - Foundations				
	for Counselling Ministry	Field Assignment	2008-09-27	2008-12-19	
	Field Assignment	lioolgiilliolli			
	School Session #2				
	Phase	Part	Start Date	End Date	
	CHC 262 - Foundations	Class Dhase			
	for Counselling Ministry	Class Phase			
	CHC 263 - Foundations for Counselling Ministry	Field			
	Field Assignment	Assignment			
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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.

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You will receive a red warning message and confirmation screen.

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UofN A-Form System						
Are y	ou sure you want to DELETE the following					
School /Course /Seminar?						
Name:	Foundations for Counseling Ministry					
indine.						
UofN Info:	This is a registered UofN school/seminar! Deleting it will remove this course from the UofN.edu website as well as the YWAM.org website until you re-enter/re-list it on the website again.					
	You can re-list your registered school/seminar on the UofN.edu website by recreating a school profile and selecting the correct UofN course code. This can be done at any time during the current UofN Catalog period for which your FORM A course registration remains valid.					
Special Focus						
Code	FCM					
Beginning Month	Jul					
Length	24 wks					
Language (s)	Eng					
City	Lautoka					
Country	FIJI					
Outreach Location						
Info last updated:	8/19/2008					
	Yes No					

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!