

# Intranet and Email access Walk through

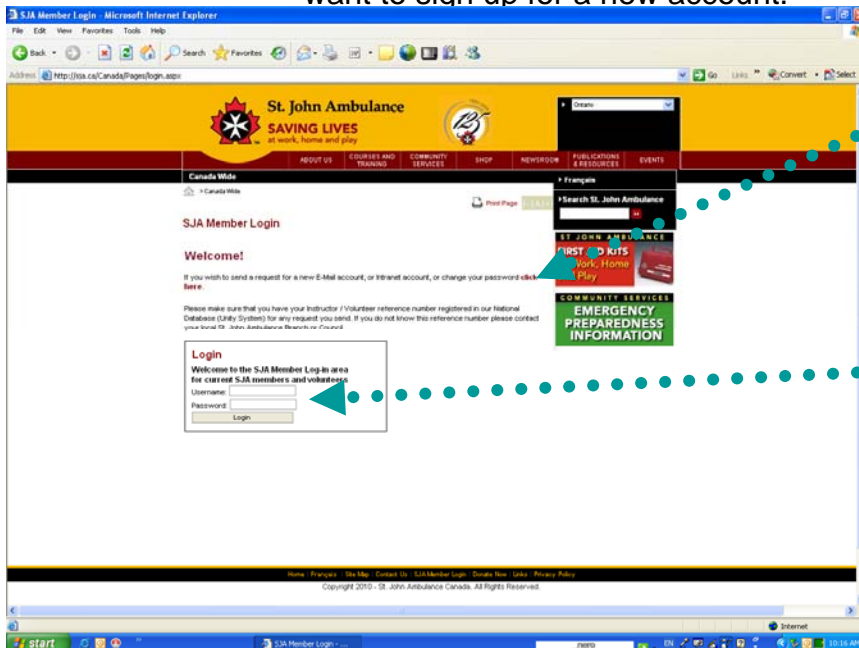
The first thing to do is get to the St. John Ontario landing page on the website, you do this by going to <http://www.sja.ca/Pages/default.aspx> and choosing Ontario from the Region pull down. Once you have done this you will come out on this page:



Click Here

On this page you will click on the “**SJA Member Login**” tab which will take you to the next page you will need to see.

After you have clicked on the link you will be taken to the login page. This is the page you will also use if you already have an existing account or if you want to sign up for a new account.



Click here if you need to set up a new account.

Fill in fields if you already have a Username and Password.

If you already have a Username and password you are done and now in the Intranet for SJA, if not and you hit the “**click here**” link you will be taken to this page.

**Choose the access you want.**

**Fill in all fields.**

**Your current email.**

**You must choose.**

**Submit it.**

Once you choose the access you want email, Intranet or Email and Intranet you will need to fill in all the fields with your personal information. You will need to fill in the fields exactly as they are entered into Unity otherwise your access will not be granted, so update your contact information with your Branch before you begin and get your Unity ref# from them. After you click submit you will see this screen.

Once you see this screen that means your information has been received, if all the fields equal what is in Unity in 48 hours you will receive an email with your access or will be told of the reason for the failure of your application.