

MGEU

Manitoba
Government
and General
Employees'
Union

THE SOURCE FOR WORKPLACE REPS

Getting Started



WHAT IS THE SOURCE?

THE SOURCE is an online membership information tool. It was designed exclusively to provide elected MGEU workplace representatives (i.e. Local Presidents, Chief Stewards, Vice-Presidents, Stewards, Members-at-Large and Safety and Health Reps) with the information they need to figure out what's happening in their union and help them grow in their role.

THE SOURCE is connected to the MGEU database in order to help workplace reps submit their expenses to the union, register for events, stay on top of their training opportunities, and keep tabs on what's happening in their MGEU Local, Area, and Component.

Have a question?

Don't know your member ID number?

Contact us...

MGEU Resource Centre
204-982-6438
(toll-free 1-866-982-6438)
resourcecentre@mgeu.ca
MGEU.ca

- 1 Scan the QR code below, or go to **thesource.mgeu.ca** to sign in. A quick link to THE SOURCE can also be found on the MGEU.ca home page.



- 2 As a first time user, click the **Sign Up Now** button. You'll need your 5 or 6-digit MGEU member ID number, which you can find on your MGEU membership card.
- 3 On the **Registration** page you'll be asked to provide your member ID number as well as your first and last name. Your username should be a personal e-mail address, not your email address from work. Choose a strong password (minimum 6 characters) and hit the **Register** button.

Make it easy to return to THE SOURCE -- we recommend creating a bookmark or adding a shortcut on your mobile device home screen.

- 4 You'll be automatically logged in and directed to THE SOURCE home screen. See next page for how to navigate the site.



Welcome to THE SOURCE

In this area just for MGEU Workplace Reps, you can look through Local meeting minutes, check out your union education opportunities, submit your expenses online, and even register for MGEU events.

The Source works best with [Internet Explorer](#) version 9 or later, [Firefox](#), [Chrome](#) or [Safari](#). Some functionality may be missing in earlier versions of Internet Explorer.

Sign In

Username*

Password*

LOGIN

☐ Remember Me

[Forgot your username?](#)

[Forgot your password?](#)

First Time Here?

SIGN UP NOW

Make sure you have your MGEU Membership Card ready; you'll need your membership number to get started.

Registration

Please fill in all of the fields below to register. Your Home Email will be your username. As part of the registration process, we will send you a link to confirm your email address.

Who are you?

Member ID*

First Name*

Last Name*

Create a new account

Home Email*

Confirm Home Email*

Password*

No Password Entered

Confirm Password*

REGISTER

QUESTIONS ABOUT THE SOURCE?

Q - Why does THE SOURCE require me to log-in?

A - Because the information displayed on the site is personalized to you, it must be kept secure and password-protected.

Q - What kinds of things am I going to be able to do on this site that I can't already do on the MGEU website?

A - There's a lot going on in THE SOURCE which allows elected reps to interact with their union in a whole new way. For instance, members can submit their union expenses and register for events/courses online.

Q - Can I still do things the old-fashioned way?

A - Yes. You can still use phone, fax or mail to submit expenses or register for events. However, going online has its advantages. For example, member expense claims can be processed quicker by submitting them through THE SOURCE.

Q - Can any MGEU member sign up for THE SOURCE?

A - The site is only available to those who hold an elected position in the union.

WHAT YOU'LL FIND IN THE SOURCE

1 Meetings

See the meetings that you're invited to attend – like Local meetings and Area Council meetings.

Home Page My Profile Make Changes > Courses/Events > Education Documents Forms > Board Meetings Contacts

Corrections Bargaining Committee

Dates	11/08/2013 9:00 AM - 4:30 PM
Location	MGEU Office - Wild Room 5th Floor - 275 Broadway Winnipeg, Manitoba Bargaining Committee
Type	
Agenda	Call to order Adoption of agenda Adoption of previous minutes New Business: Review Bargaining Proposals Adjournment Janet Kehler, Staff Representative
Called By	

2 Courses/Events

Registered Events shows what you've already signed up for, while **Available Events** shows you events you are eligible to attend, such as union education courses. **Event History** shows courses and events you've previously attended.

Home Page My Profile Make Changes > Courses/Events > Education Documents Forms > Board Meetings Contacts

Registered Events

[Hide registered events](#)

We Are the MGEU

Dates	12/12/2019 9:00 AM - 12/13/2019 4:30 PM	Cancel my Registration
Registration Date	09/10/2019	
Location	MGEU Office - Portage la Prairie 214 Saskatchewan Ave E Portage la Prairie MB R1N 0K9	
Type	Course - Steward Training	
Role	Participant	

Course Description: A broad overview of the MGEU, including • Who we are: diversity of MGEU membership • What we believe: core values • What we do: primary functions • Roles of active members, elected leadership and staff • Communication...

Available Events

3 Documents

Minutes from your Local meetings, Board of Directors' meetings, your Collective Agreement and more are under the **Documents** tab.

Home Page My Profile Make Changes > Courses/Events > Education Documents Forms > Meetings Contacts

- Local
- Area Council
- Component Executive
- Standing Committee
- Collective Agreements

4 Expenses

Submitting union expense claims is fast and easy.

Go to the **Forms** tab and select the **Expense Claim Form**. Fill in all appropriate fields. Some fields require attached receipts - you can scan and attach files (.pdf or .jpeg format), fax them in, or mail them.

Once you hit **Submit** you'll receive a confirmation message on your screen and an e-mail containing a reference number. List this number on all receipts submitted by fax or mail.

Home Page My Profile Make Changes > Courses/Events > Education Documents Forms > Board Meetings Contacts

Expense Claim Form (PDF)

[Downloadable Forms](#)

Reference Number: 220837-021 [Need help filling out the form? Click Here](#)

Personal

First Name*	Winter	Last Name*	May	Email	winter.may@gmail.com
Address Line 1		c/o MGEU, 601 - 275 Broadway		Address Line 2	
City	Winnipeg	Postal/Zip Code	R3C 4M5		
Work Phone	(204) 982-5438	Home Phone		Cell Phone	(204) 222-5438

Meeting Expense

All expense claims to be submitted within 3 months of being incurred.

Start Date*		Start Time*	
End Date*		End Time*	
Meeting Name*			
Location*			
Travel			
Airfare		Taxi/Fare	
KM Rate		Kilometers	
Lodging			
Did you require overnight accommodations? No			
Overnight (Enter the number of nights)			
Per Diem			
Meals (Enter number of meals for each)			
Breakfast		Lunch	
Dinner			
Child/Elder Care			
Other			
Description		Amount	
Notes			

[ADD ANOTHER EXPENSE](#) [DONE ADDING EXPENSES](#)