

MGEU

# THE SOURCE FOR WORKPLACE REPS

Manitoba  
Government  
and General  
Employees'  
Union

# Getting Started



## WHAT IS THE SOURCE?

THE SOURCE is an online membership information tool, 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 To create your account, scan the QR code on the right, or go to **thesource.mgeu.ca**. 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, found on your MGEU membership card.
- 3 At **Registration**, you'll be asked to provide your member ID number, first/last name, and your username (email address). You should use your personal email address, not your work email address. Choose a strong password (min. 6 characters) and hit the **REGISTER** button to send a verification email. Check your email account for a message and click the link to return to THE SOURCE. Enter in your username (email address) and your password, then hit **LOGIN** to proceed.
- 4 **Multifactor Authentication:** Each time you log in to THE SOURCE, you will be asked to send a security code to your mobile phone or email address. Choose your preference on where to send this code and tap **SEND CODE**. Once you receive the 6-digit code, enter it into the **Code** field and tap **SUBMIT**.
- 5 You're now logged in. To make it easier to return to THE SOURCE in the future, we recommend creating a bookmark in your browser or adding a shortcut on your mobile device home screen.

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.

Sign In

Username\*

Password\*

LOGIN

Remember Me

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 form fields: Member ID, First Name, Last Name, Username (Email Address), Password, Confirm Password, Register button.

Select a Phone/Email

jsm\*\*\*\*\*@gma\*\*\*\*

204\*\*\*\*\*55

SEND CODE

Enter the Code

Please enter the Code that was sent to jsm\*\*\*\*\*@gma\*\*\*\*

Code \*

SUBMIT

Review the next page to learn more about navigating the site.

# 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
Called By	Janet Kehler, Staff Representative

### 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	<a href="#">Cancel my Registration</a>
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.

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 4M6		
Work Phone	(204) 982-6438	Home Phone		Cell Phone	(204) 222-6438

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.

