How to Guide
For first time users
You will be prompted to select your role.

- If you are a Student select Student.
- If you are a Staff member select Staff.

Login with your Pheme Login account by entering your Student/Staff ID and password and select Log In.
You will be prompted to accept Involvio’s Terms of Service and Privacy Policy.
Select Accept & Continue.

You will be taken to the UWA Welcome Page.
Select Next.

The New User checklist allows you to Setup Your Profile. Here you can:
- Add a profile photo and cover photo (visible to other users).
- Add ‘About Me’ description.
- Connect Social Media Accounts.
Once your user profile is completed select *Continue*. You will then be taken back to the main checklist screen. Select *Answer Welcome Survey*.

Please answer all questions in this short survey. This information will be used to personalise and tailor your experience. Once all answers are completed, select *Submit*.

You will be taken back to the main checklist screen.

You can Select *Connect Your Calendar* to add an existing Google Calendar.
New connections will show under My Connections.

These can be managed at a later stage under the User Profile settings.

You will be taken back to the main checklist screen. Select Done.
Once the checklist has been completed you will be taken to the main dashboard where you can view events, post in discussion forums and use all of the helpful campus resources.