



... access the Members Portal to:

- check your group allocations
- update your personal details

• *The first time that you do this you need to set up your password for the Portal; see the separate sheet [how to ... register for the Members Portal].*

• *If you have previously set up your password, but have forgotten it, see the separate sheet [how to ... reset your Portal password]*

• *Once you have your password, each time you wish to access the Portal, follow the notes here.*

• *To renew your membership and join groups, see the separate sheet [how to ... renew membership and join groups]*

1. Go to the Portal website at:

<https://u3abeacon.org.uk/u3aportal.php?u3a=166&sc=MQOI>

- *you may have saved or bookmarked this website address*

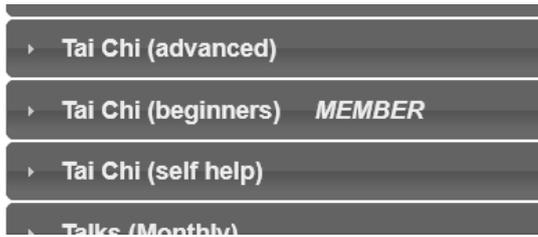
2. Enter your email address then select [Confirm Identity]

3. Now enter your password and again select [Confirm Identity]

4. After a successful sign-in you will be taken to the Members Portal Home page

You now have 2 choices:

5. To view all our groups, select [[Wimborne u3a groups](#)] and you will see a list of all our groups in alphabetical order
- you can scroll up and down the list



To the right of each of your groups will appear: MEMBER, WAITING, or LEADER as appropriate

You can select any group name to show that group's details (including whether it is currently full)



6. If you want to update any of your details (address, phone, email, etc), select [[Update your personal details](#)] Make any changes to the information shown, then select [[Update Personal Details](#)]

7. When you have finished, you can select [[Return to Wimborne u3a](#)] to visit our website, or just close your browser; there is no need to log off.