



## ... Register for the Members Portal – just done once

• *You only need to do this the first time that you use the Portal*

• *If you have forgotten your password, don't use the procedure here; instead see the separate sheet [how to ... reset your Portal password]*

1. Have ready the following information which you should have received by email:

Membership number

Forename

Surname

Postcode

Email

2. Go to the Portal website at:

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

or by using the link in the email

• *this website address will be used later when you access the Portal, so you might like to save or bookmark it, to avoid having to type it in future*

3. Enter your email address and select [Confirm Identity]

• *if your email address does not match that held on our u3a records, you will be asked to check your email address and try again*

• *if it is still not recognised you will need to contact the Membership Secretary to check the email address held on the system*

If there are 2 members who share an email address, the first member should follow this procedure.

When the second member wishes to register, they should enter the email address, but should then select

[Register for a membership account].

From then on, the process is the same for both members.

4. Enter the information exactly as in the email. Ensure there are no spaces before any of the entries and that there is just a single space after the first 4 characters in the postcode. Use upper and lower case exactly as in the email. The system is quite fussy, so make sure you enter the information accurately.

- *this is the information that we currently hold on our secure database. If any of it is incorrect, please continue to use it for now, then let us know the changes that should be made. Send them to: [membership@wimborneu3a.org.uk](mailto:membership@wimborneu3a.org.uk); alternatively once you are fully registered you can use the Portal to update your details*
- *iPads will sometimes automatically enter a space before the first character – this must be corrected if it occurs.*

The screenshot shows the 'Wimborne u3a Members Portal' registration page. It has a blue header with the title. Below it is a blue bar with the text 'Register for a membership account and password'. The form area is orange and contains fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note says 'All fields must be completed'. At the bottom, there is a red circle around a button labeled 'Confirm Identity'. Below the form, it says 'Enquiries: [membership@wimborneu3a.org.uk](mailto:membership@wimborneu3a.org.uk) or contact the Membership Secretary'.

Select [Confirm Identity]  
You now need to choose and enter (twice) a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character.

- *note that if 2 members are registering using the same email address, the passwords should be different, so that the system can keep the records separate.*

The screenshot shows the 'Wimborne u3a Members Portal' password creation screen. It has a blue header with the title. Below it is a blue bar with the text 'You must choose a password to continue.'. The main area is orange and contains instructions: 'In future you will only need to login with your email address and password. In order to proceed with login you must first choose a password. Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & \*'. There are input fields for 'Set password for email address', 'Password', and 'Confirm Password'. At the bottom, there is a red circle around a button labeled 'Update Account'. Below the form, it says 'You will be sent an email from [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.'

5. Select [Update Account]

You will see a message confirming that that you have been sent an email with a link and that you can close this browser window.

The screenshot shows a blue box with the title 'Wimborne u3a Members Portal sign up successful'. Inside, it says 'You have been sent an email from [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password link below or on the Members Portal.' Below this is a blue link 'Forgotten password'. At the bottom, it says 'You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.'

The screenshot shows an email from 'noreply@u3abeacon.org.uk' with the subject 'Wimborne u3a Beacon password confirmation'. The body of the email says: 'Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen. you have just registered for the Members Portal of Wimborne u3a. Your email address needs confirmation. Please confirm using this link: [link] If you experience difficulty, please contact your administrator.'

An email will be sent to your registered email address

- *If the email doesn't arrive within a few minutes, check your Spam folder.*

6. Select the link in the email
- *the link in the email will expire after 1 hour, although [Forgotten password] can be used to request a replacement email.*

You will be taken back to the log-in screen where there will be a message to say that your email address has been verified.

7. Now, and in future, use the [Access the Members Portal] procedure, described on the separate sheet.

The screenshot shows the 'Wimborne u3a Members Portal' login screen. It has a blue header with the title. Below it is a green box with the text 'Your email address has been verified. You can now use it to login to the members portal.'. Below this is a blue bar with the text 'Please identify yourself'. There is an input field for 'E-mail' and two buttons: 'Confirm Identity' and 'Forgotten Password'. Below the buttons, it says 'If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account'. Below that, it says 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, it says 'Enquiries: [membership@wimborneu3a.org.uk](mailto:membership@wimborneu3a.org.uk) or contact the Membership Secretary'.