



## ... reset your Portal password

- *Follow the notes here if you have previously set up your Members Portal password, but have forgotten it*
- *If you have not set up the password, see the separate sheet [how to ... register for the Members Portal]*

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. Do not enter your email address;  
just select [Forgotten Password]

3. Now enter your email address and select [Reset password]

4. You should receive an email asking you to select a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.
  - *the link only works for an hour; after that you would need to start the process again*

Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen.

XXX, you have just requested a password reset for the Members Portal of Wimborne u3a. Your email address needs confirmation. To reset your password, please, use this link: XXX

If you experience difficulty, please contact membership@wimborneu3a.org.uk

5. Selecting the link in the email will take you to a screen where you enter your new password (twice), before selecting [Change password]
  - *check the rules about suitable passwords – they are quite fussy*

6. You should then see a confirmation message and are ready to access the Portal as normal – see the separate sheet [how to ... access the Members Portal]

Your password address has been updated. You can now use it to login to the members portal.