

BEACON MEMBERS PORTAL

The logging in process has been simplified with effect from 18th April 2023.

The first time that you log in after 18th April 2023 you will need to register for a new Members Portal account. ***Do not enter an email address or password initially.*** Click on **Sign In with membership details**

Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**

- If you can't remember your Membership number, it is shown on your Membership Card, or in the email telling you about this change.
- The details entered ***must exactly match*** those held by your u3a. If in doubt, check your Membership Card or contact your Membership Secretary.

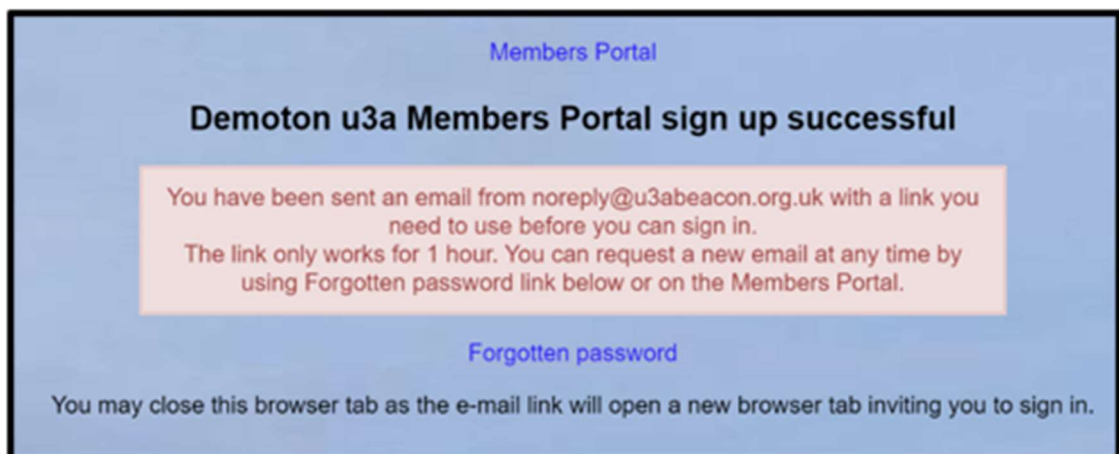
After entering the required 5 pieces of data and pressing **Confirm Identify** you will be asked to create a password of between 10 and 72 characters including at least one upper case, lower case and numeric character.

Enter and confirm your password and press **Update Account**



The screenshot shows a web form titled "Demoton u3a Members Portal" with a blue header. Below the header is a blue bar with the text "You must choose a password to continue." The main content area has an orange background and contains the following text: "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: ! @ # \$ % ^ & *". Below this text, it says "Set password for email address" followed by the email address "aeme.bunting@beacon.u3a.org.uk". There are two input fields: "Password" and "Confirm Password". At the bottom right, there is a button labeled "Update Account" with a large red arrow pointing to it from the right.

You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser.



The screenshot shows a confirmation screen titled "Members Portal" in blue text. The main heading is "Demoton u3a Members Portal sign up successful". Below this, a pink box contains the text: "You have been sent an email from 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 the pink box, the text "Forgotten password" is displayed in blue. 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."

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

The confirmation email will expire after 1 hour, although **Forgotten Password** can be used to request a new confirmation email.

Clicking the link in the email will take you back to the log-in screen where there will be a message to say that your email address has been verified.

Demoton u3a Members Portal

Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail

Password

Confirm Identity ←

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.
[Sign In with membership details](#)

After entering your email address & password, press **Confirm Identity**

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

[Logout and return to Demoton u3a website](#)

Demoton u3a Members Portal

Good Morning, Bertie Beast

Your membership continues until 1st June 2023

Select an option

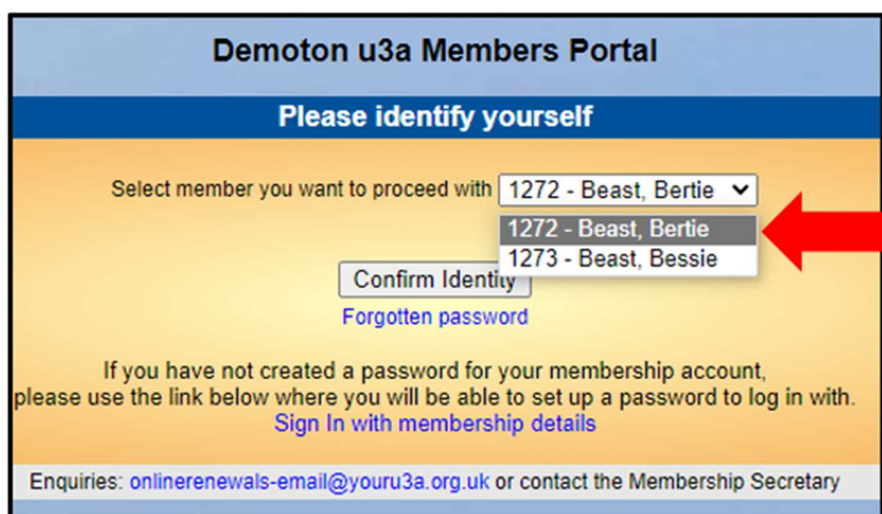
[Demoton u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

Members that share an Email Address & Password

When 2 members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list

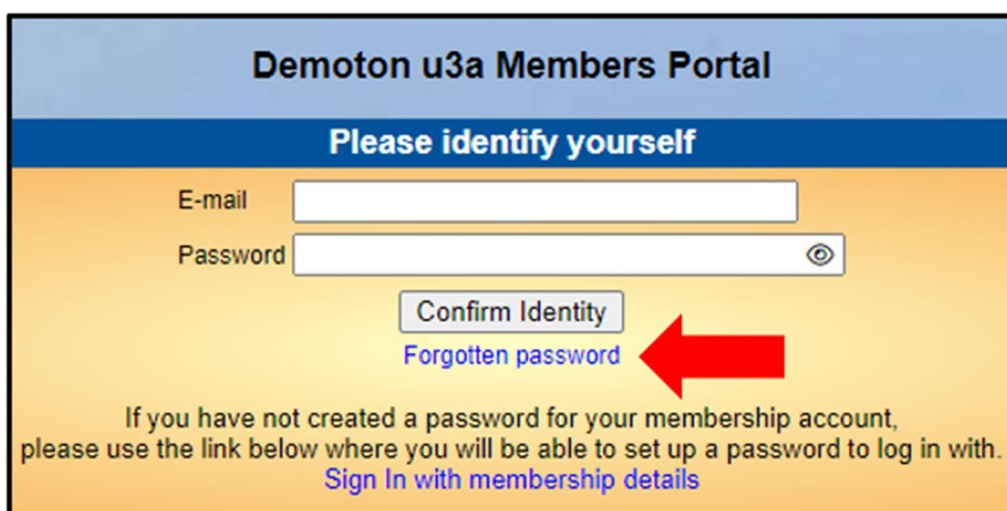


The screenshot shows the 'Demoton u3a Members Portal' login page. The header is blue with the text 'Demoton u3a Members Portal'. Below it is a blue bar with 'Please identify yourself'. The main area is yellow and contains the text 'Select member you want to proceed with' followed by a dropdown menu. The dropdown menu is open, showing three options: '1272 - Beast, Bertie', '1272 - Beast, Bertie', and '1273 - Beast, Bessie'. A red arrow points to the dropdown menu. Below the dropdown menu are two buttons: 'Confirm Identity' and 'Forgotten password'. At the bottom of the yellow area, there is a link: 'If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with. Sign In with membership details'. At the very bottom, there is a footer with the text: 'Enquiries: onlinerenewals-email@youru3a.org.uk or contact the Membership Secretary'.

Note: it is not good practice to share a password from a security point of view, so it is recommended that when 2 members share an email address, they use different passwords when registering to use the Members Portal.

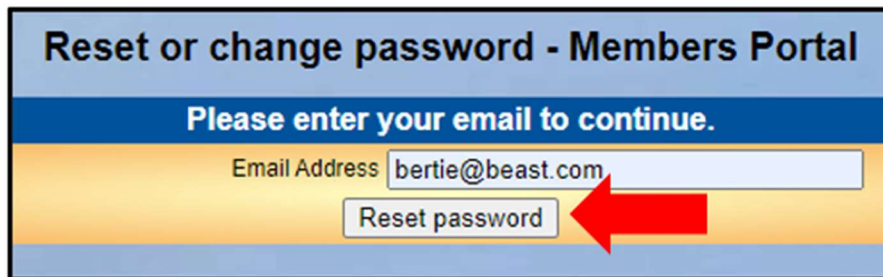
Changing your Password

If you forget your password or wish to change it, click the **Forgotten password** link on the log-in page



The screenshot shows the 'Demoton u3a Members Portal' login page. The header is blue with the text 'Demoton u3a Members Portal'. Below it is a blue bar with 'Please identify yourself'. The main area is yellow and contains the text 'E-mail' followed by a text input field. Below that is the text 'Password' followed by a password input field with an eye icon. Below the password field are two buttons: 'Confirm Identity' and 'Forgotten password'. A red arrow points to the 'Forgotten password' link. At the bottom of the yellow area, there is a link: 'If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with. Sign In with membership details'.

You will see the following screen.
Enter your email address and click **Reset Password**



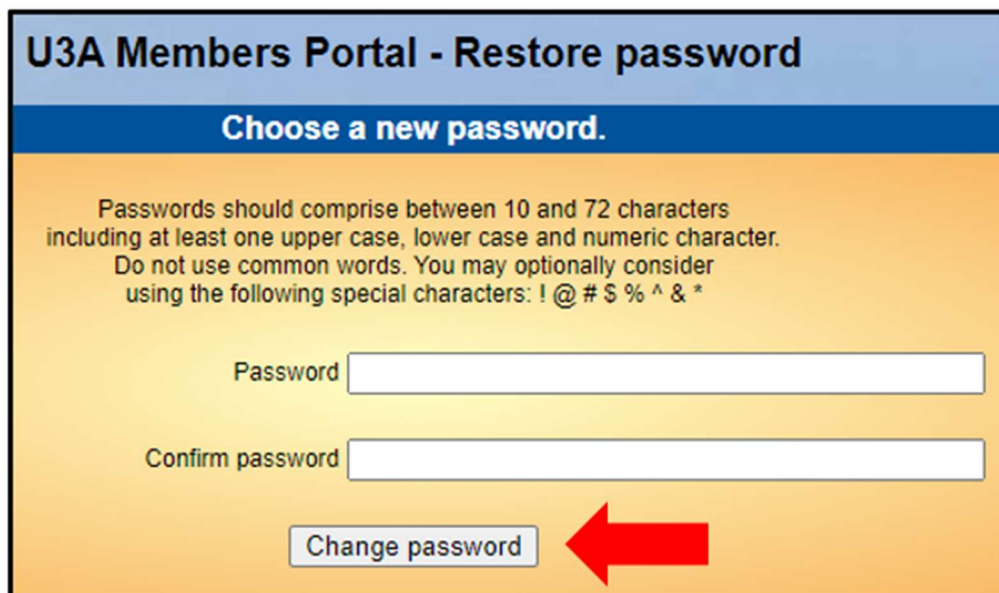
Reset or change password - Members Portal

Please enter your email to continue.

Email Address

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**



U3A Members Portal - Restore password

Choose a new 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: ! @ # \$ % ^ & *

Password

Confirm password