

Renewing Membership - Dundee u3a

The signing in process has been simplified with effect from April 2023.

A video showing the process can be viewed at

The first time that you access the Portal you will need to register for a Members Portal account. This is a one-off requirement - thereafter signing in will be by entering your email address and a password.

There are detailed instructions, including a video, that explain more about this in Section b) below.

After registering you will be able to do the following:

- Renew and pay for your Membership
- View and update your Personal Details.
- Order a replacement Membership Card

Registering to use the Portal

The first time that you access the Members Portal you will need to go through a short registration process. This video <https://youtu.be/hyL8kayX5hA> gives background and context to the topic which is also described below:

Before you start make sure you have your membership number to hand - it is shown on your Membership Card, or contact the Membership Secretary (du3amemsec@gmail.com)

You will see the following screen. Do not enter an email address or password initially. Click Sign In with membership details

Beacon
Return to Dundee u3a website

Dundee u3a Members Portal

Please identify yourself

E-mail

Password

[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.
[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

Beacon
Return to Dundee u3a website | Sign in with email

Dundee u3a Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Confirm Identity

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

All boxes must be completed;
Forename and Surname must start with a capital letter, the rest must be lowercase;
There must be no spaces or blank characters after your names;
There must be a space in the middle of the postcode.

- If you can't remember your Membership number it is shown on your Membership Card, or contact the Membership Secretary.
- The details entered have to exactly match that held by Dundee u3a. If in doubt, check your Membership Card or contact the Membership Secretary.
- If you have previously supplied a familiar name (e.g. Ted, Liz), that is also accepted as a Forename.
- If you are unable to log in to the Members Portal, contact the Beacon Administrator Dave Barrett - du3abeacon@gmail.com

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**

Dundee u3a Members Portal

You must choose a password to continue.

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: ! @ # \$ % ^ & *

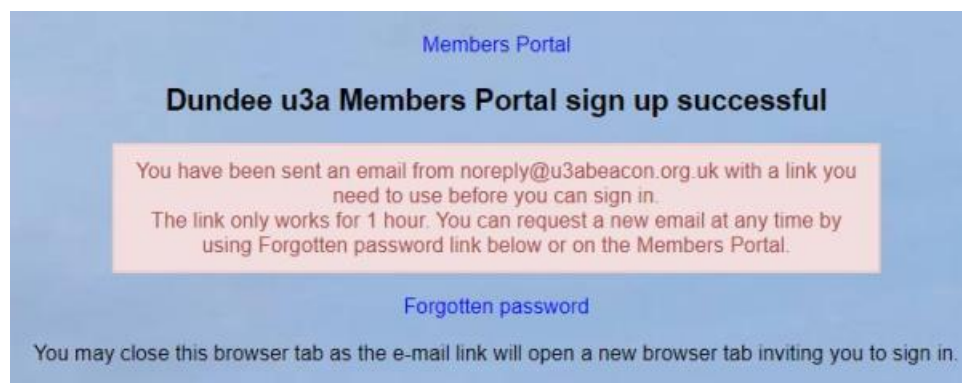
Set password for email address du3avicechair@gmail.com

Password

Confirm Password

Update Account

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.



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

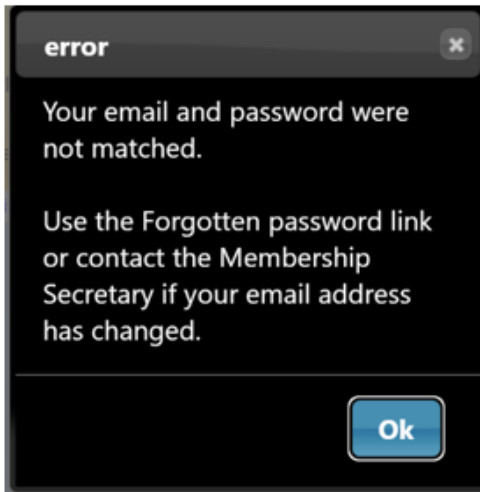
The confirmation email will expire after 1 hour, although Forgotten Password can be used to request a new confirmation email.

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.

After entering your email address & password, press Confirm Identity

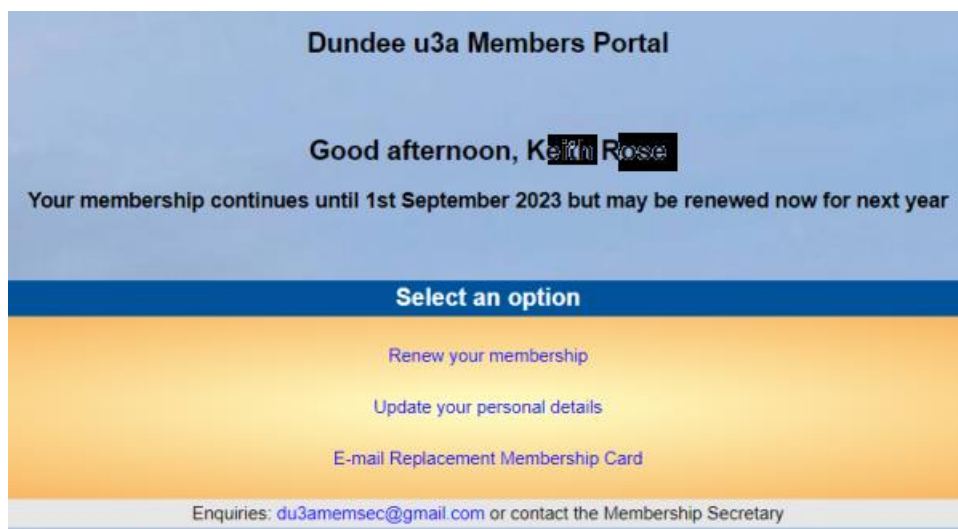


If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact the Membership Secretary.



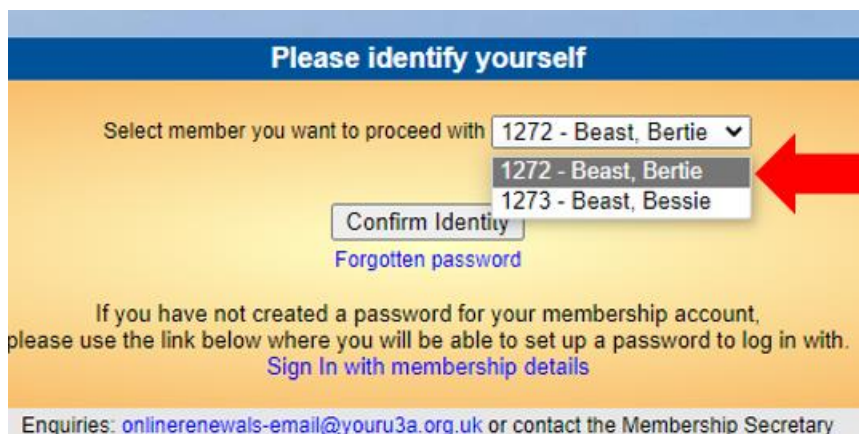
After a successful sign-in you will be taken to the Members Portal Home page.

If you log in during July or August you will see the following screen – note the first line invites you to renew. Once you have renewed this line will not appear again until next year.



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



It is recommended that when 2 members share an email address, they use different passwords when registering to use the Members Portal.