

Getting started with Beacon – A HOW TO guide for group leaders in bite-sized steps

PARTS 1 and 2: Authenticating yourself in Beacon and first steps

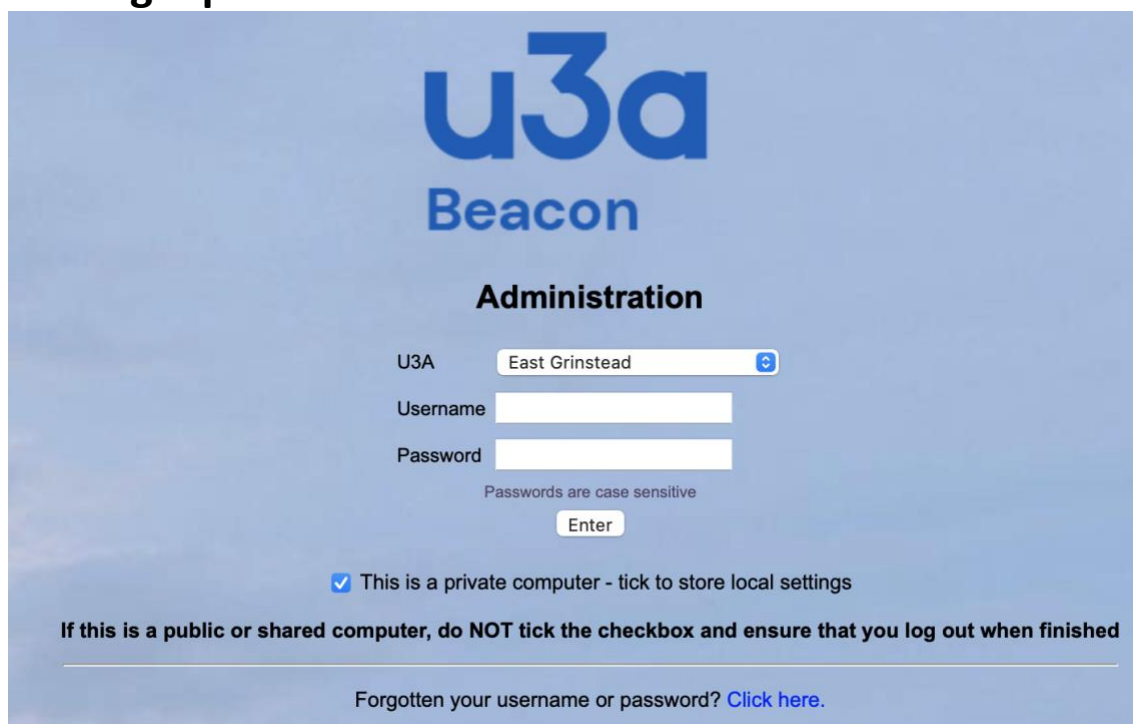
As soon as you receive confirmation that your Beacon ID has been set up you should log in to change your temporary password and set a memorable word. You need to browse to this id:

<https://u3abeacon.org.uk/password.php> You will have been given temporary password and a System User ID.

Here is the process for a System User called memtest logging in for the first time.

The temporary password assigned was **3gob7V%\$**

The login panel looks like this:



The screenshot shows the 'u3a Beacon Administration' login interface. At the top is the 'u3a Beacon' logo. Below it is the title 'Administration'. There is a dropdown menu for 'U3A' with 'East Grinstead' selected. Below that are input fields for 'Username' and 'Password'. A note states 'Passwords are case sensitive'. There is an 'Enter' button. Below the login fields is a checkbox labeled 'This is a private computer - tick to store local settings', which is checked. At the bottom, there is a warning: 'If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished'. At the very bottom, there is a link: 'Forgotten your username or password? [Click here.](#)'

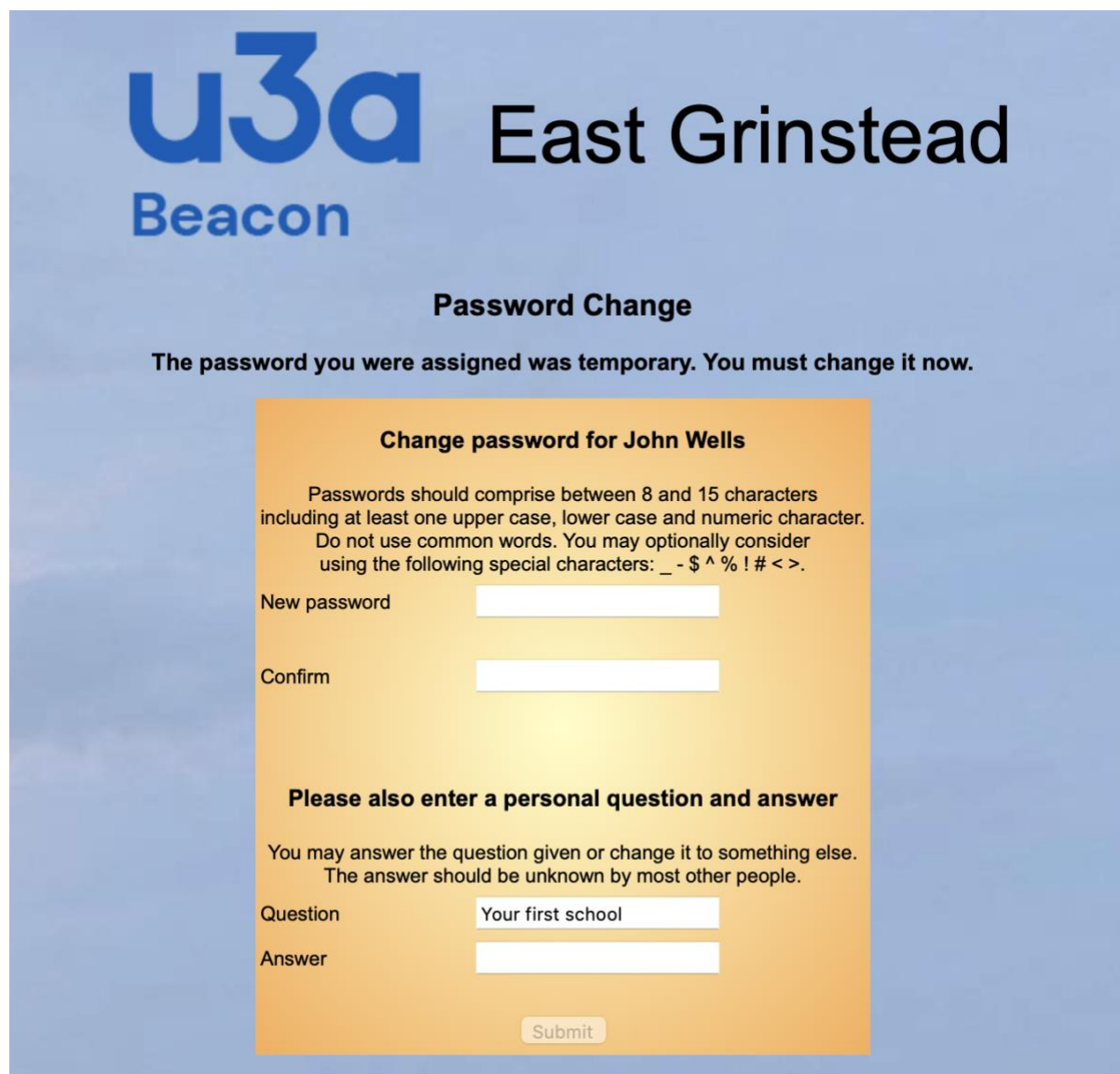
Get it right when you login

On logging in, take care to enter your credentials correctly. If you make an error your login will be rejected. If you do this three times you will be temporarily BLOCKED for 15 minutes before you can reattempt the login process. You will see at the bottom of the above panel that you can attempt to reset your ID yourself. If you click on "[Click here](#)" you will be taken through the reset process

Setting a permanent password and memorable name

You will see that you are able to apply online for a new temporary password and can then repeat the process. You will find the panel overleaf displayed as soon as you login successfully and are requested to set a permanent password and memorable name. If you forget it, you can attempt to reset it, but if all else fails, simply contact itsupport@eastgrinsteadu3a.co.uk for an immediate fix.

The Password Change panel



The screenshot shows the 'u3a Beacon' logo in the top left. To its right is the text 'East Grinstead'. Below this, the title 'Password Change' is centered. A message states: 'The password you were assigned was temporary. You must change it now.' Below this is a yellow box titled 'Change password for John Wells'. Inside this box, instructions for password creation are given: 'Passwords should comprise between 8 and 15 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 two input fields: 'New password' and 'Confirm'. Below these, a section titled 'Please also enter a personal question and answer' provides instructions: 'You may answer the question given or change it to something else. The answer should be unknown by most other people.' There are two input fields: 'Question' (with the text 'Your first school' inside) and 'Answer'. A 'Submit' button is at the bottom of the yellow box.

Follow the instructions on the panel. Note the rules for the new password:

- It MUST be between 8 and 15 characters long
- It MUST contain at least one each of a NUMBER, a LOWER CASE character and
- It MAY also contain any of the special character from _ - \$ ^ % ! # < > .

Finding your way around Beacon

Using Beacon is simple, but there are a few quirks to note. You will soon realise that if something is marked in [blue text](#) you are able to edit it but not if it is in black. This is not great news if you suffer from any form of colour blindness! But you will soon realise how to do things.

Going back to the home page – and logging out

On every page you will find a “home” button – shown simply as “[home](#)” in [blue text](#) – always at the top of the screen but frequently also at the bottom. One click on “[home](#)” takes you back to the main menu, where you have the additional option of “[logout](#)”.

Automatic logout

You can change the auto-logout time in your “[Personal Preferences](#)”, to be found in the righthand column. However, you will always be subject to an auto-logout at 20 minutes if the app detects no action after that time. Take care if you are in the middle of writing a long email in Beacon!



Once logged in this is your MAIN MENU

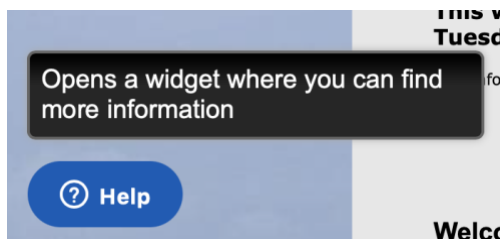
As a group leader you can use everything that is shown [\(in blue!\)](#) under the columns labelled GROUPS and MISC.

You also have access to the three items shown below the line.

Hovering for help

As you move your cursor across the screen, HELP text will show up for each option – **in white on a black background**. (Note that you CANNOT click on this box – it is informational only)

But at the bottom left of the main screen – omitted for clarity is a HELP widget



The Help widget is the main gateway into help from TAT. One tick takes you to a “Zendesk” search panel.

Using Beacon as a GL – [Groups](#) and [Venues](#)

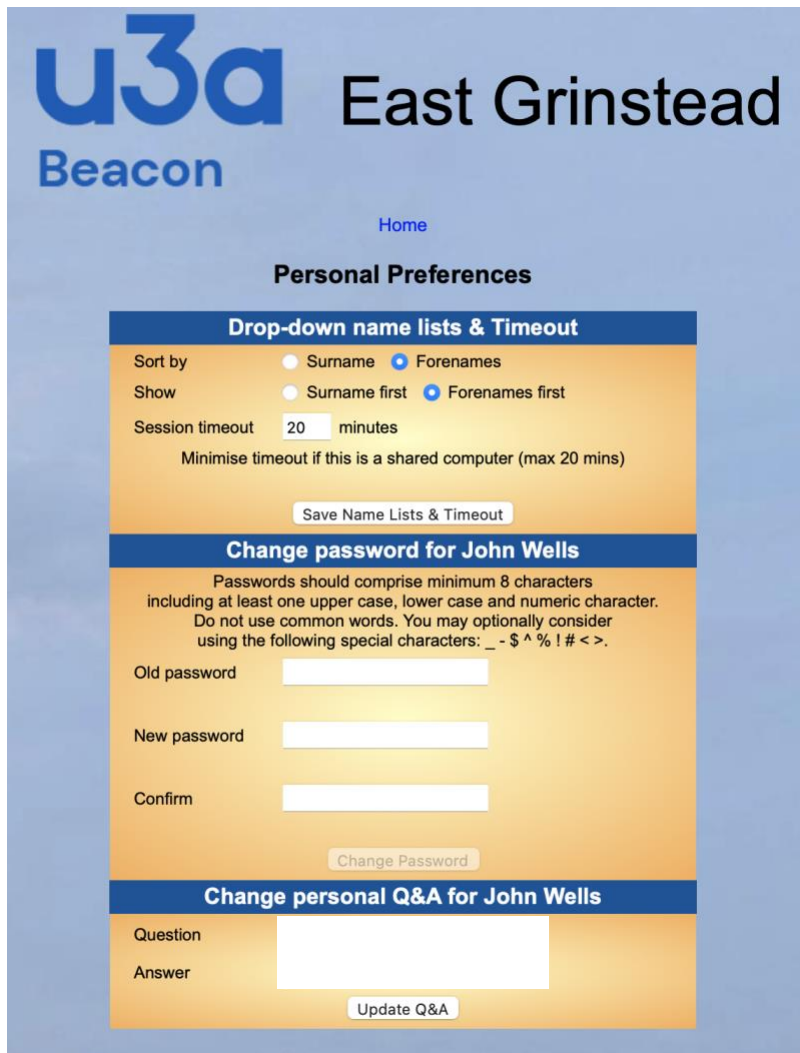
Under the GROUPS heading you will see four options. As a GL you can access

- your own [group\(s\)](#)
- all of the available rentable [venues](#)
- [Faculties](#) and
- [Calendar](#).

We are not so far using **CALENDAR**, as there is a lot of duplication with our website. We will develop this in due course. Neither are we using **FACULTIES**, which is a way of grouping interest groups under different headings.

MISC - Your personal preferences - and email delivery

(Email is dealt with in PART 4)



The screenshot shows the 'u3a Beacon East Grinstead' website interface. At the top, there is a navigation bar with the 'u3a Beacon' logo and the text 'East Grinstead'. Below this is a 'Home' link. The main content area is titled 'Personal Preferences' and contains three sections:

- Drop-down name lists & Timeout:** This section allows users to configure their name lists and session timeout. It includes radio buttons for 'Surname' and 'Forenames' (selected), and 'Surname first' and 'Forenames first' (selected). A session timeout of '20 minutes' is set, with a note to 'Minimise timeout if this is a shared computer (max 20 mins)'. A 'Save Name Lists & Timeout' button is at the bottom.
- Change password for John Wells:** This section provides instructions on password requirements (minimum 8 characters, including upper case, lower case, and numeric character, and not using common words). It includes fields for 'Old password', 'New password', and 'Confirm', along with a 'Change Password' button.
- Change personal Q&A for John Wells:** This section allows users to update their personal Q&A. It includes fields for 'Question' and 'Answer', and an 'Update Q&A' button.

The panel above appears if you select “Personal preferences”

This needs no further explanation. But if you change any of the preferences you must remember to SAVE them where arrowed. Similarly, any change of password details or your personal Q&A need saving before you leave the screen. Otherwise clicking on “Home” takes you back to the main menu.

You have now completed PARTS 1 and 2

Go to HOME and LOGOUT. You are now back at the Beacon login screen

Now use your browser BACK button to return to the page of links

Next step: PART 3 - Finding your way around Groups Please continue with “Getting started with Beacon – PART 3”

Beacon for East Grinstead u3a – PARTS 1 and 2