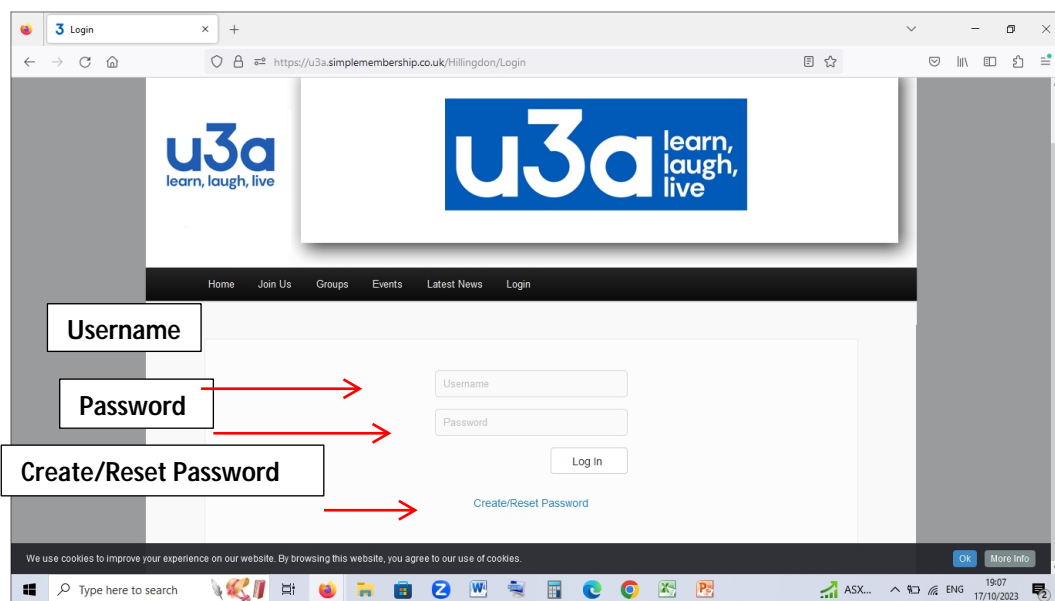# How to Login to Hu3a 'Simple' System

Dear Hu3a Member,

If you have not logged in and created a password in 'Simple' previously, we are providing you with the following instructions to help you do that:

To Login to Hu3a **'Simple'** System, you first need to visit the following website: **https://u3a.simplemembership.co.uk/Hillingdon/Login**

On the website page that appears below, you will need to enter your **Username** and **Password** in the designated text boxes in order to Login, by following the instructions we have set out below:

1) Your **Username** is your Surname followed by the Initial of your First Name, e.g. **SmithT** *(for Tina Smith)* **or** you can use your **Membership Number** e.g. **1561**. *We suggest that you use your membership number, as we think it is easier.*

2) After you enter your **Username** in the first box, you need to enter your **Password** in the box below that. To do this, you need to click on **Create/Reset Password** link by scrolling further down the page. When you do this, an email will be sent to your personal email address asking you to reset your password: Check your email **Inbox** and open the message; then
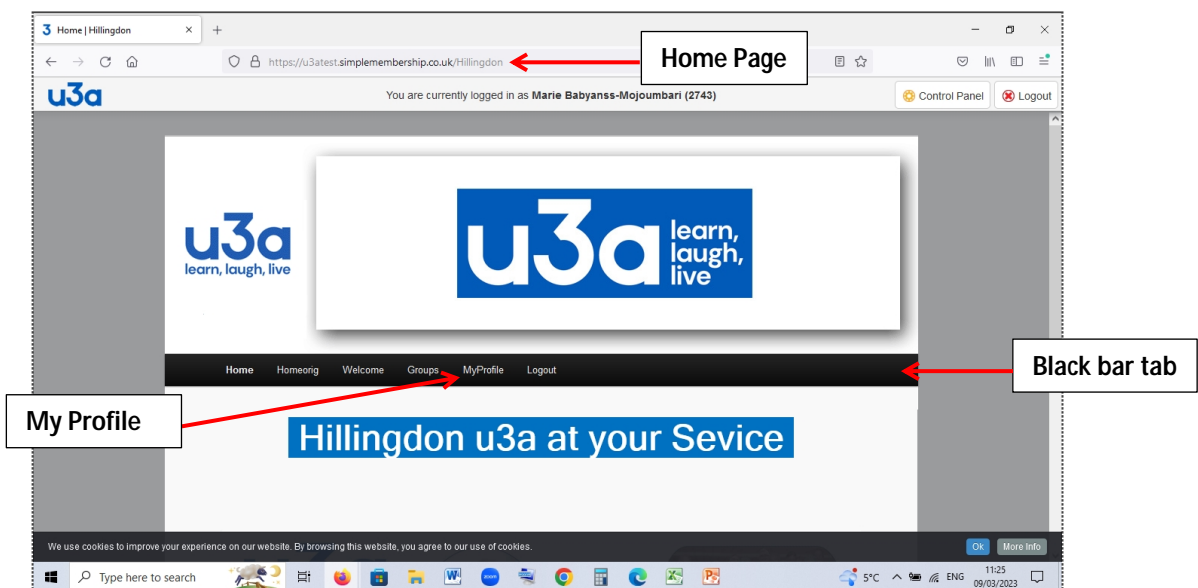
click on '**Click here to reset your password'** link in the message, and follow the secure password requirements for creating your password.

P.S.
If your account has been locked out, it is because of too many invalid login attempts. Please contact the Membership Secretary at members@hu3a.org.uk to have your account unlocked.

When you finish creating your password, make sure that you make a note of it, as you would need to remember and enter it correctly each time you Login to 'Simple'**.**

3) Then go back to the Login page in '**Simple'**. Your **Username** will still be there as you have already entered it; to enter the **Password** you have created, click on: '**Renew Password'** link further down the page; enter the **Password**, and then re-type the Password where required. Then click on '**Store New Password'**, to go the 'Simple' Home Page.

4) Now that you have Logged In to '**Simple'** Home Page, click on **'My Profile'** tab, on the **black bar tab** shown below.

5) After you click on '**My Profile'**, you will notice a set of 5 new **White tabs** appearing below the black bar tab. Click on the first tab, the **'Personal Details'** tab shown in the screenshot that follows to check/update your personal information. When you make any changes, you need to click on the **'Save'** button, otherwise the changes you make will not be saved.

P.S.

Now that you know your **Username** and **Password,** you may **Login** at any time in the future to update your personal information; you would just need to enter your **Username** and **Password** in the designated boxes, and click on the **Login** button.

6) If you want to explore this page further, click on the **'Groups'** tab, as shown below, to see which Hu3a Groups you belong to (see the group list on the left). The **green check** sign/s on the right indicate that you are the **Group Leader** of those groups, and the **cross** sign/s in red indicate you are a **Member** of that Group. *If you find a discrepancy there, please let the Group Leader of that Group, or the Groups Co-ordinator know.*

We hope you find these instructions helpful.

Hillingdon u3a