

What to do if you have forgotten your Member's Portal Password

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



Enter your email address and click Reset Password

ortal	Reset or change password - Member
	Please enter your email to continue.
	Email Address bertie@beast.com
	Reset password
	Email Address bertie@beast.com Reset password

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** Make a note of your new 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: ! @ # \$ % ^ & *	
Confirm password	
Change password	_

If you want to change your email address

If you wish to change your email address, ask the Membership Secretary to update your details on the system.

You will be sent an email with a link. You will need to click on the link to verify you have the correct email address. Your password will remain unchanged.