

Renewing your membership online

First Renewal using our Beacon system

Current members of Beeston u3a are encouraged to renew their membership online. On your first renewal, you will need to register on the Portal for a membership account. This means that in future years, you will be able to access the system by using your email address and a chosen password. However, this needs to be set up first using the five original pieces of information that you will have been emailed. I.e. your membership number, forename, surname, post code and email address.

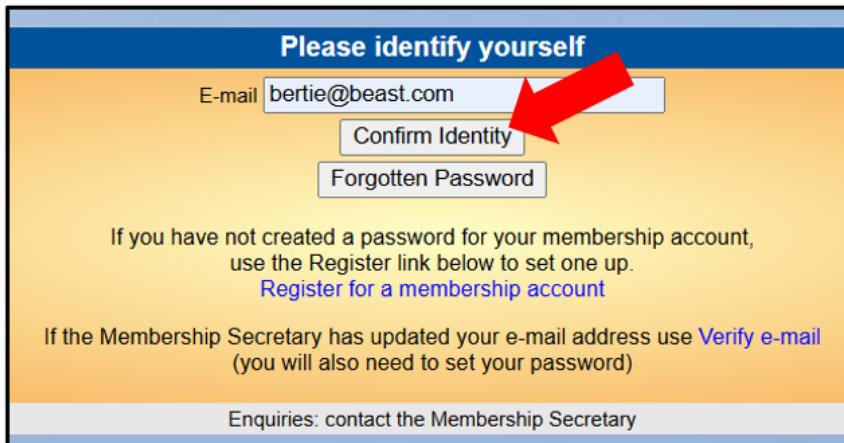
You can access the members' portal by following the following link:

<https://www.u3abeacon.org.uk/u3aportal.php?u3a=111&sc=HVMN>

Registering to use the Portal

The first time you access the Portal you will need to register as follows:

1. Enter your email address and press **Confirm Identity**:



The screenshot shows a registration form titled 'Please identify yourself'. At the top, there is an 'E-mail' input field containing 'bertie@beast.com'. Below the input field is a 'Confirm Identity' button, which is highlighted with a red arrow. There is also a 'Forgotten Password' link. Below the input field, there is a message: 'If you have not created a password for your membership account, use the Register link below to set one up.' followed by a 'Register for a membership account' link. At the bottom of the form, there is a message: 'If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)' and an 'Enquiries: contact the Membership Secretary' link.

If your email address is not recognised you will need to contact your Membership Secretary to check the email address held on the system.

If your email address is shared with another u3a member who has previously registered for an account, refer to section c) below.

2. Type in your Membership number, Forename (or Familiar Name), Surname, Post Code and Email Address, then press **Confirm Identity**:

Register for a membership account and password

Membership number	666	All fields must be completed
Forename	Bertie	
Surname	Beast	
Postcode	DM4 3GH	
E-mail	bertie@beast.com	

Confirm Identity

Enquiries: contact the Membership Secretary



After correctly entering the required 5 pieces of data you will be asked to create a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character. Enter your password in the 2 boxes and press **Update Account**:

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 bertie@beast.com

Password 

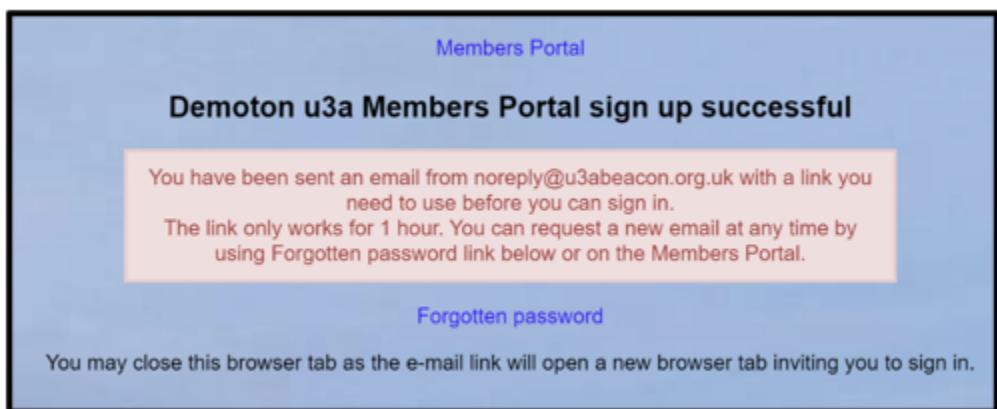
Confirm Password 

Update Account

You will be 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 on the Members Portal.



3. 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.

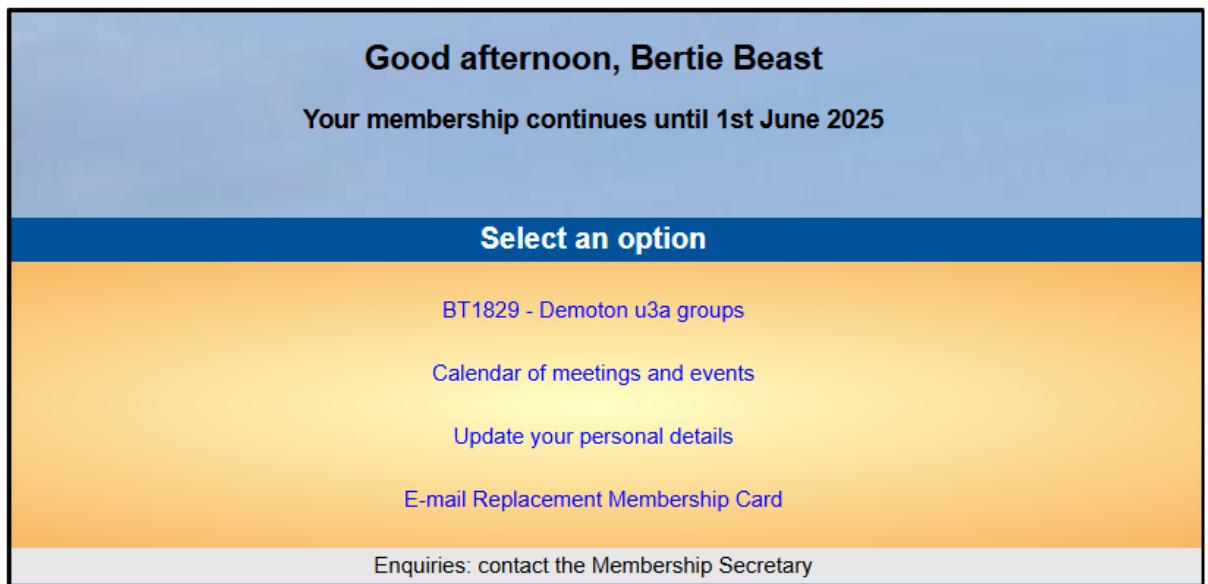
*Note: The confirmation email will expire after 1 hour, although you can return to the Members Portal sign-in page and press **Forgotten Password** to request a new confirmation email.*

4. After clicking the link in the email, enter your password and 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 your Membership Secretary.*

5. After a successful sign-in you will be taken to the Members Portal Home page. The menu choices that you see on the Home screen may vary between different u3as.



c) Members that share an Email Address & Password

Shared email address

When 2 members share an email address, the 1st member may register as described above. However, when the 2nd member wishes to register, they must click the **Register for a membership account** link rather than pressing the **Confirm Identity** button:

