

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.

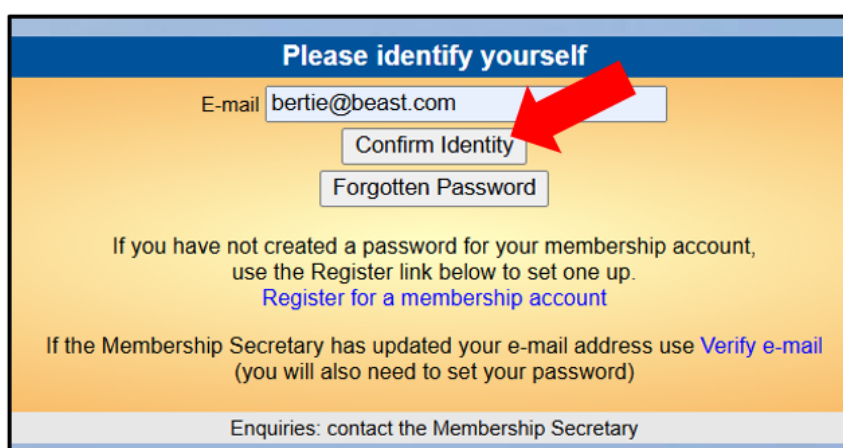
You can access the members' portal by following the following link:

<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**:



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 All fields must be completed

Forename

Surname

Postcode

E-mail

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: ! @ # \$ % ^ & *

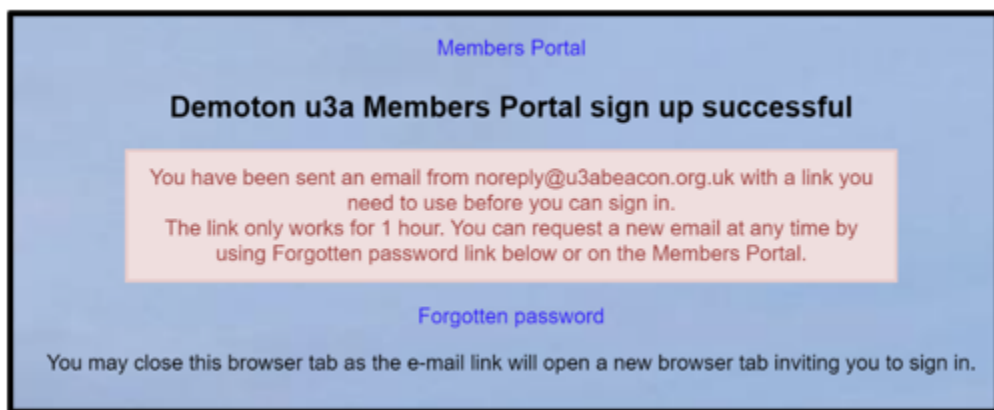
Set password for email address bertie@beast.com

Password

Confirm Password

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**:

A screenshot of a login page titled "Please identify yourself" with a blue header. The main content area has a yellow background. It features a "Password" label next to a text input field with a masked password "....." and a toggle icon. Below the input field are two buttons: "Confirm Identity" and "Forgotten Password". A red arrow points to the "Confirm Identity" button. Below the buttons, there is text: "If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account". Below this, it says: "If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)". At the bottom, there is a grey bar with the text "Enquiries: contact the Membership Secretary".

*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.

Good afternoon, Bertie Beast

Your membership continues until 1st June 2025

Select an option

[BT1829 - Demoton u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[E-mail Replacement Membership Card](#)

Enquiries: contact the Membership Secretary

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:

Please identify yourself

E-mail

If you have not created a password for your membership account, use the Register link below to set one up
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary