

HOW TO REGISTER FOR THE U3A MEMBERS PORTAL

Before you start, you will need your membership number!

If you don't have this, please contact the membership secretary on hawkwellvillageu3a2@outlook.com

Click on this link (or copy & paste the link into your browser, eg Google Chrome, Microsoft Edge).

<https://u3abeacon.org.uk/u3aportal.php?u3a=251&sc=QWMT>



You will reach a screen that asks you to **Confirm Identity**. Ignore that and click on "Register for a Membership Account".

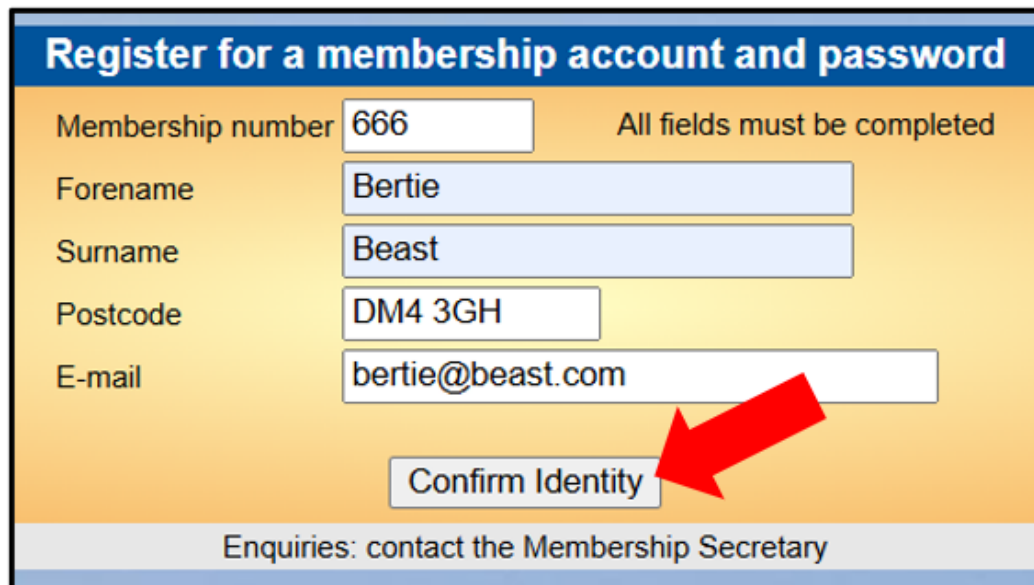


The screenshot shows the Hawkwell Village u3a Members Portal registration page. At the top, there is a link to "Return to Hawkwell Village u3a website". Below this is the title "Hawkwell Village u3a Members Portal" and a section header "Please identify yourself". There is an "E-mail" input field, a "Confirm Identity" button, and a "Forgotten Password" button. A message states: "If you have not created a password for your membership account, use the Register link below to set one up." Below this message is a blue link "Register for a membership account" with a red arrow pointing to it. Another message states: "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 footer with the text "Enquiries: hawkwellvillageu3a2@outlook.com or contact the Membership Secretary".

You will get taken to another screen "**Register for a membership account and password**".

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

Note: The details entered have to exactly match those held on our system, otherwise you will be prompted to try again or contact your Membership Secretary. If that happens, email the membership secretary on the address given above.



Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: contact the Membership Secretary

Your next screen will ask you to create a password. This will need to be between 10 and 72 characters, **including at least one** upper case and one lower case letter, and one number. You may also choose to use the special characters shown on screen for extra security. Enter your password in the 2 boxes and press Update Account. It's worth making a note of your password as you will probably forget it by the next renewal date!



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

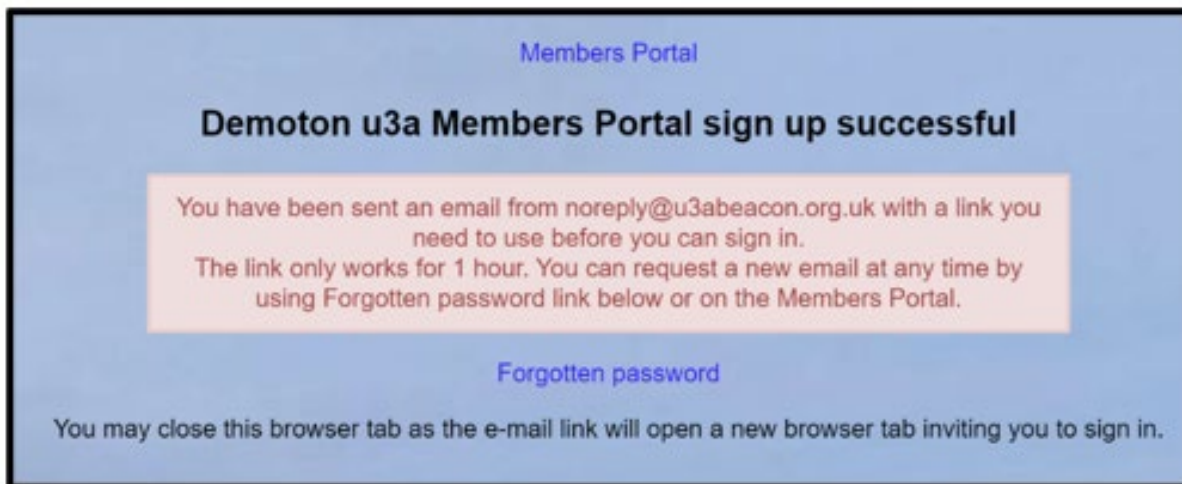
Password

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.

You will see the following screen confirming that you have been sent an email with a link. You can close this browser window, and then click the link in the email when it arrives. This will open a new screen.

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.*

After clicking the link in the email, enter your password and press Confirm Identity:



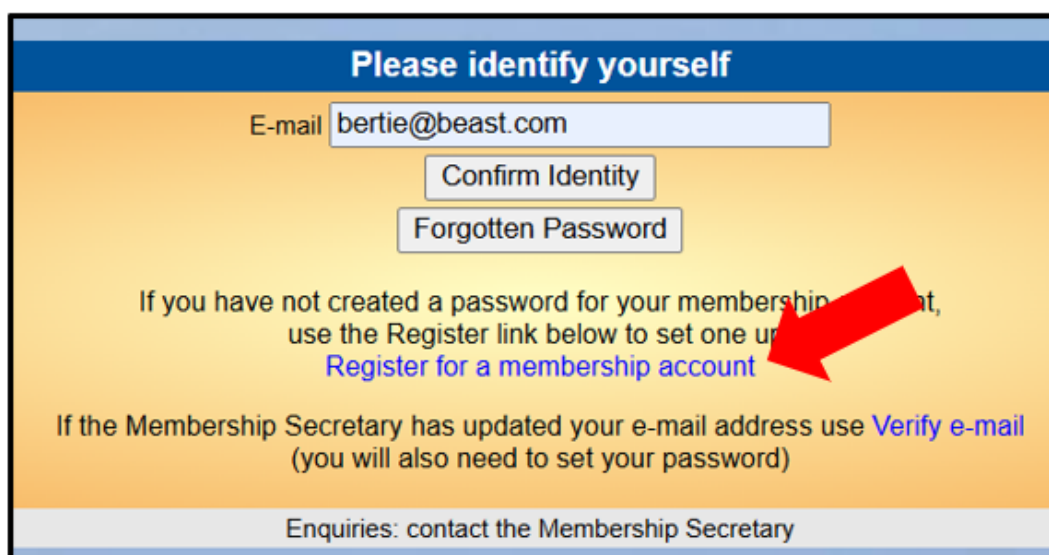
After a successful sign-in you will be taken to the Members Portal Home page. From there you will be able to carry out your renewal.

If you have any problems with this process, please contact the membership secretary on hawkwellvillageu3a2@outlook.com or the technical officer on technical@hvu3a.onmicrosoft.com

Please now look at the How To Renew Your Membership Online document.

Members that share an Email Address & Password

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



The screenshot shows a web page with a blue header containing the text "Please identify yourself". Below the header is a light orange background. At the top of this area, there is a text input field labeled "E-mail" containing the text "bertie@beast.com". Below the input field are two buttons: "Confirm Identity" and "Forgotten Password". Further down, there is a paragraph of text: "If you have not created a password for your membership account, use the Register link below to set one up". Below this paragraph is a blue link that says "Register for a membership account". A large red arrow points from the right side of the page towards this link. Below the link is another paragraph: "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 of the page, there is a grey footer with the text "Enquiries: contact the Membership Secretary".

The set-up then follows the same process as for the first member. When 2 registered members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list:

Please identify yourself

Select member you want to proceed with 

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

We suggest that members with the same email use different passwords for extra security when registering to use the Members Portal.

You are now ready to renew your membership online – please see our guide “**How to Renew Your Membership Online**”