



... reset your Portal password

- *Follow the notes here if you have previously set up your Members Portal password, but have forgotten it*
- *If you have not set up the password, see the separate sheet [how to ... register for the Members Portal]*

1. Go to the Portal website at:
<https://u3abeacon.org.uk/u3aportal.php?u3a=166&sc=MQOI>
 - *you may have saved or bookmarked this website address*
 - *you can scan this QR code to go straight there:*



2. Do not enter your email address; just select [Forgotten Password]

Wimborne u3a Members Portal

Please identify yourself

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: membership@wimborneu3a.org.uk or contact the Membership Secretary

3. Now enter your email address and select [Reset password]

Reset or change password - Members Portal

Please enter your email to continue.

Email Address

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.

4. You should receive an email asking you to select a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

- *the link only works for an hour; after that you would need to start the process again*

5. Selecting the link in the email will take you to a screen where you enter your new password (twice), before selecting [Change password]

- *check the rules about suitable passwords – they are quite fussy*

Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen.

XXX, you have just requested a password reset for the Members Portal of Wimborne u3a. Your email address needs confirmation. To reset your password, please, use this link: XXX
 If you experience difficulty, please contact membership@wimborneu3a.org.uk

6. You should then see a confirmation message and are ready to access the Portal as normal – see the separate sheet [\[how to ... access the Members Portal\]](#)

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: ! @ # \$ % ^ & *

Password

Confirm password

Your password address has been updated. You can now use it to login to the members portal.