

# Initial setup of your Members Portal account

Members can log into our detailed on-line diary and group details through our [Members Portal](#). This also can be accessed through a link at the bottom of the "Groups" page of our [Website](#)

1. The first time that you log on, Click on **"Register for a membership account"**.
2. You will then be required to identify yourself by providing your Membership number, Name, Postcode and email address.
3. **Details are case sensitive and must exactly match those held in our membership records.** As in the example shown here, Forename and Surname must begin with upper case followed by lower case characters. Email address is lower case.
4. Then click on **"Confirm Identity"**.
5. **Create a password** of at least 10 characters including a minimum of one upper case, lower case and numeric character.
6. Click on **"Update Account"**
7. You will see this screen confirming that you have been sent an email with a link and that **you can close this browser window.**
8. You should receive an email from **noreply@u3abeacon.org.uk** asking you to **CLICK A LINK** to confirm your identity. **DO NOT MISS THIS STEP.** If no email arrives within a few minutes, check your Spam folder.
9. **Clicking the link in the email will take you to a new logon screen** where there will be a message to say that your email address has been verified. The confirmation email will expire after 1 hour. However, clicking **Forgotten Password** can be used to request a new confirmation email.
10. **You can now, and in future, use the logon screen to log in to the Members Portal by entering your email address and Password, then clicking "Confirm Identity"**.

Lancaster & Morecambe u3a Members Portal

Please identify yourself

E-mail

Password

Confirm Identity

Forgotten Password

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)

Lancaster & Morecambe U3A Members Portal

Please identify yourself

Membership number  9999 All fields must be completed

Forename  Joseph

Surname  Bloggs

Postcode  LA1 9XX

E-mail  jbloggs@anyemail.com

Confirm Identity

Password

Confirm Password

Update Account

You have been 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 link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

noreply 18 Apr to me

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

Joe you have just registered for the Members Portal of Lancaster & Morecambe u3a.

Your email address needs confirmation.

Please confirm using this link: [http://www.u3abeacon.org.uk/3aportal/verify\\_email.php?token=af1d47aa66&u3a=117&sc=T...](http://www.u3abeacon.org.uk/3aportal/verify_email.php?token=af1d47aa66&u3a=117&sc=T...)

If you still experience difficulty, please contact your system administrator.

Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail  jbloggs@anyemail.com

Password

Confirm Identity

Forgotten password

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.

[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)