INITIAL SETUP OF YOUR MEMBERS PORTAL ACCOUNT

The Members Portal is on a website called Beacon and is different to the publicly accessible Lancaster & Morecambe u3a site. It is where you can access features and information that are only available to members of Lancaster & Morecambe u3a and manage your personal details.

Once you have joined our u3a and provided the necessary personal details you can create a personal account to gain access to Beacon.

Be Prepared

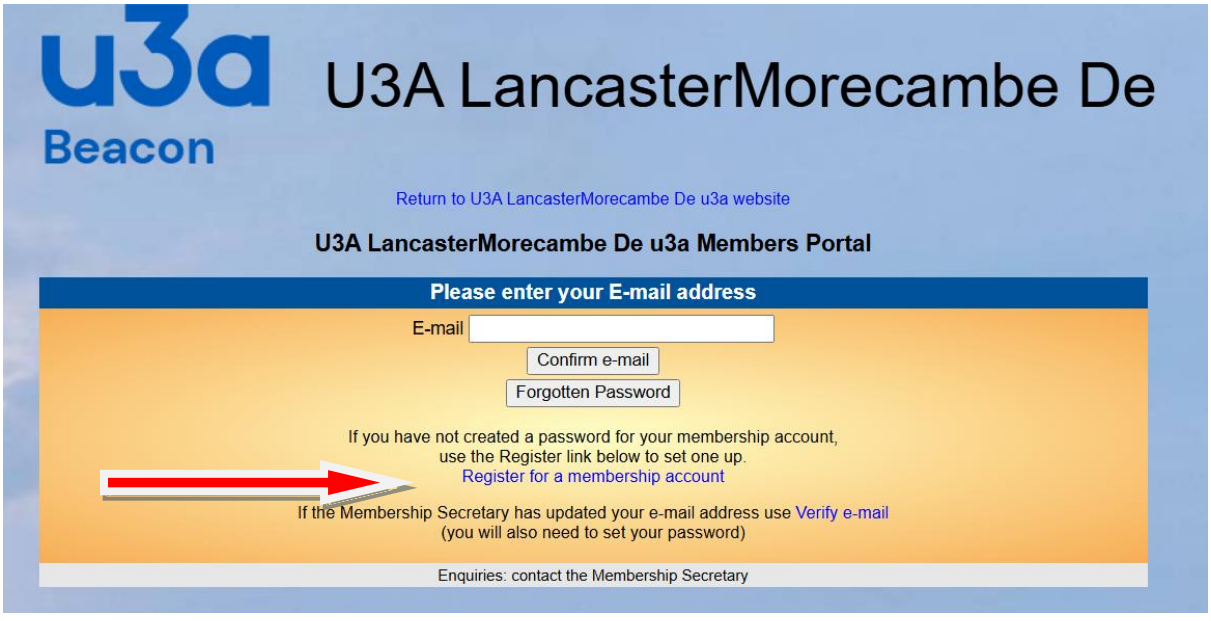
To register for Portal access you will need to enter your Membership number, your name, email address and postcode. To preserve your privacy and security, you need to enter the exact details you used on joining our u3a. Capitals, spaces, names etc. should match our membership record. For example: If you told us your name is Sue, please don't use Susan or sue to try to create your account.

If the required pieces of data match a member record 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.

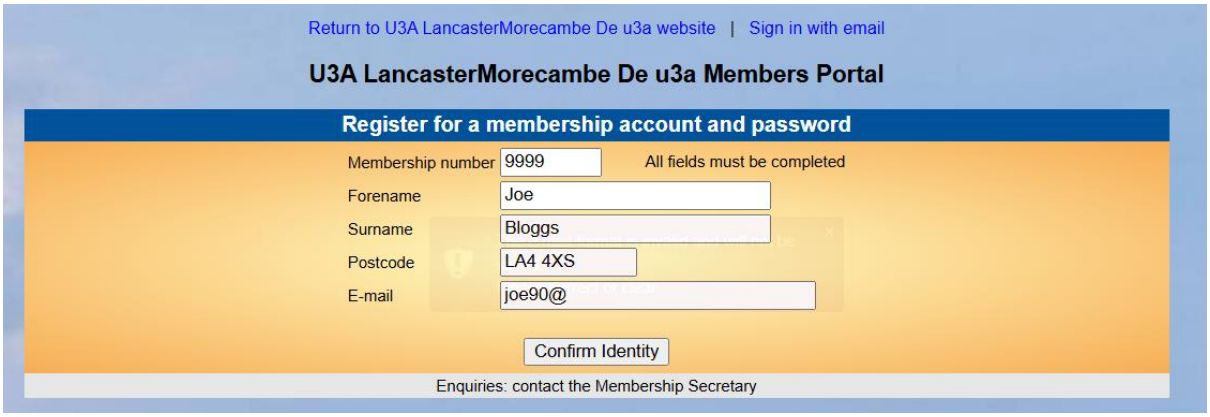
Step by Step Guide

1. Click on https://u3abeacon.org.uk/u3aportal.php?u3a=117&sc=THJZ to access the Members Portal. There are also links on our website - search for the Lancaster and Morecambe u3a website and follow the link on it to Members Portal.

A screen will appear asking you to enter your email. Until you have registered as below, **DO NOT ENTER YOUR EMAIL**. Instead click on **Register for a membership account**



On the next screen enter your details



NB If you were previously a member of our u3a but your membership lapsed you must use your new Membership Number.

Click on **Confirm Identity**. If the details you entered match your membership record you will be asked to create a password.

1. On the next screen enter your chosen password, confirm it and click on **Update Account**

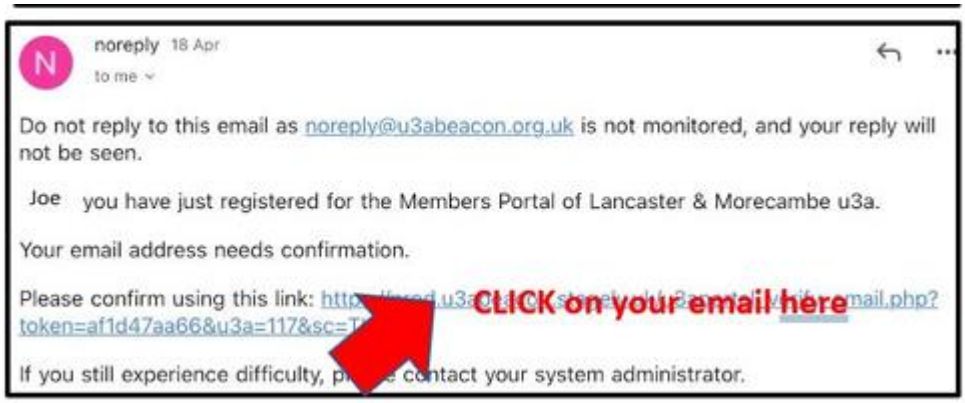


You will see a screen confirming that you have been sent an email with a link and that you can close this browser window.

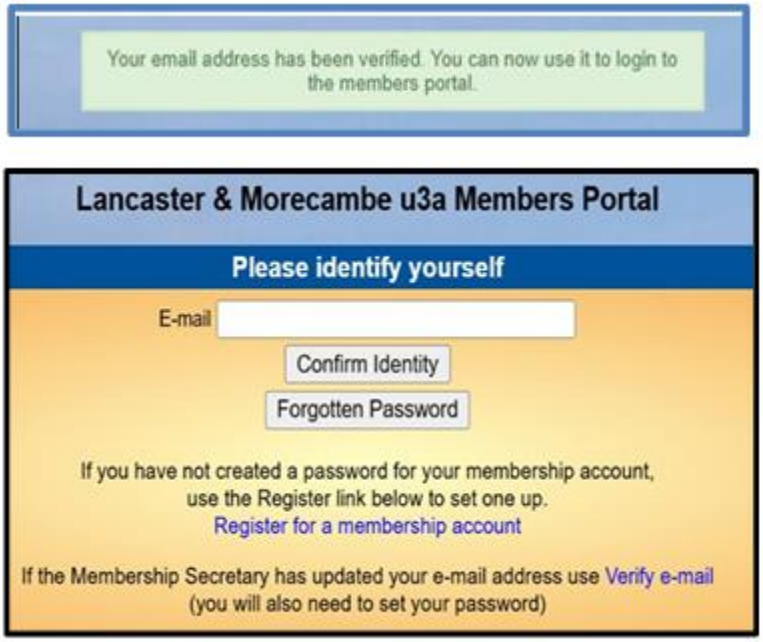


DO NOT MISS THIS NEXT STEP: Open your email account and check for your confirmation email. It may take a little while to arrive so please wait for it to arrive. If it is not there in 10 minutes, check your spam/junk folder.

In the email there is a link to confirm your email address is valid. Click on this link. **This link is only valid for an hour**. If you can't confirm your identity within that time you can return to the Members Portal screen, click Forgotten password and ask for a new link



Clicking the link in the email will take you to the Members Portal logon screen where there will be a message to say that your email address has been verified. Enter your password to complete the setup and you will be taken to the Members Portal Home page.



You can now, and in future, use the logon screen to log in to the Members Portal by entering your email address then clicking “Confirm Identity”. Followed by entering your password and clicking “Confirm Password

Shared email address

When 2 members share an email address, if both members want to register they must both complete the process described above as it requires their unique Membership numbers.

If the same password is also shared, once registered Portal access offers a drop down box to let them select the appropriate membership record.