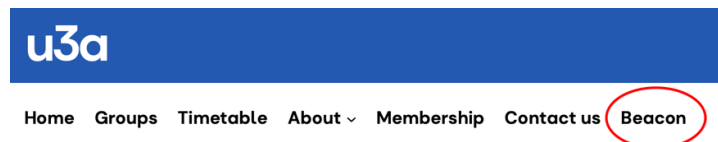


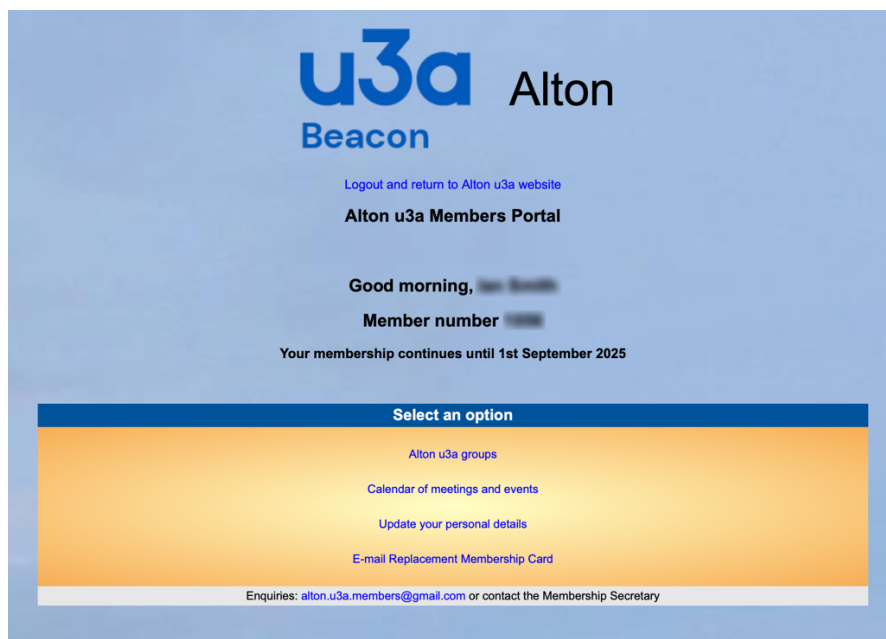


How to update personal details

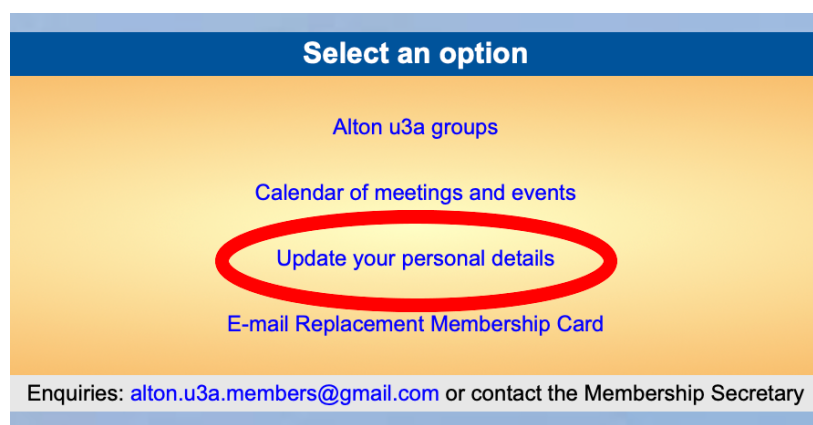
You must have registered for a Member Portal Account before you can edit your personal details.



Click on “**Beacon**” in the top menu, which leads to the Beacon Portal homepage, where you should **log in**, after which you will see the Alton u3a menu page...




From the menu, select **Update your personal details...**





And you will be presented with a screen to edit your personal information...



[Return to Alton u3a website](#) [Members Portal](#)

Update Personal Details

i To change your class of membership or if you have any queries, please contact the membership secretary

About Yourself

Name	Title <input type="text" value="Mrs"/>	Forenames <input type="text" value="Joy"/>	Surname <input type="text" value="Preston"/>
	Known as <input type="text"/>	Suffix <input type="text"/>	Initials <input type="text" value="J.P."/>
Mobile	<input type="text" value="07938 220056"/>		
E-mail	<input type="text" value="j.preston@u3a.org.uk"/>		
Emergency contact	<input type="text" value="07938 220056 / see Smith"/>		Name/s and telephone
	<input type="checkbox"/> Hide contact details from group leaders		
Photo	Upload photo (optional) <input type="button" value="Choose File"/> no file selected jpg, png, gif. Max size 2MB		

Where You Live

Address	No/Name <input type="text" value="28"/>	Street/Building <input type="text" value="Auburn Place"/>
	Additional lines <input type="text" value="London Turk Street"/>	
	Town <input type="text" value="Alton"/>	County <input type="text" value="Hampshire"/>
	Postcode <input type="text" value="GU34 9Z"/>	
Telephone	<input type="text"/>	

Update Password

Password <input type="password"/>	Confirm Password <input type="password"/>
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If you change your 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.

Change any details, as required, then click **Update Personal Details**.

NOTE: If you change your email address, there are a few further steps...



You will be taken back to the Members Portal log-in screen, where there will be a message saying that you need to confirm your new email address...

Please confirm your email address before identifying yourself.
If you cannot find the original email with the confirmation link, please use the "Forgotten password" system to reset your password and confirm your address.

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

DO NOT attempt to log in from this screen!

You first need to deal with the confirmation email.

Close down the log-in screen.

Go to your email inbox and locate the email entitled "**Email confirmation**".

Open the email and click the link. This will take you back to the log-in screen...

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

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



Click on “**Confirm Identity**” to use the new email as your username.

Then, on the password screen, enter your password, and click “**Confirm Identity**” again.

Please identify yourself

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)

Enquiries: contact the Membership Secretary

You will now be logged in to the Members Portal.