

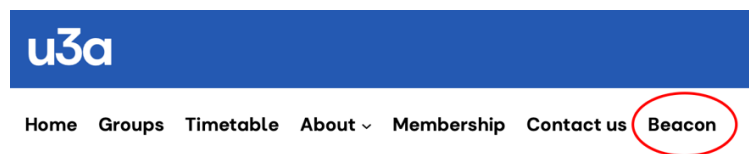


How to register for a Members Portal Account

(The portal is run by Beacon, u3a's membership management system)

This guide includes members who share the same email address

You must already be a member of Alton u3a in order to register for a portal account.



Click on “**Beacon**” in the top menu, which leads to the Beacon Portal homepage.

The first time you access the Portal you will need to register as follows:

Enter your email address and press **Confirm Identity**:

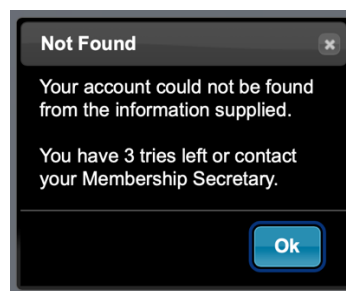
The screenshot shows the 'Alton u3a Members Portal' registration page. At the top, it says 'u3a Alton Beacon'. Below that is a link to 'Return to Alton u3a website'. The main heading is 'Alton u3a Members Portal'. Underneath is a blue bar with the text 'Please identify yourself'. Below this is an 'E-mail' input field, followed by 'Confirm Identity' and 'Forgotten Password' buttons. There are two paragraphs of text: one for users who haven't created a password and one for users whose email address has been updated. At the bottom, there is an enquiries email address: alton.u3a.members@gmail.com.

In the following screen, you are asked to enter various items of personal information, so that the system can match them to your membership details. The details **must be** exactly as entered when you applied to join Alton u3a – i.e. **as appearing in the confirmation email you received**.



Enter your details and click **“Confirm identity”**.

If the details do not match, you will see...



Click OK to continue and try again.

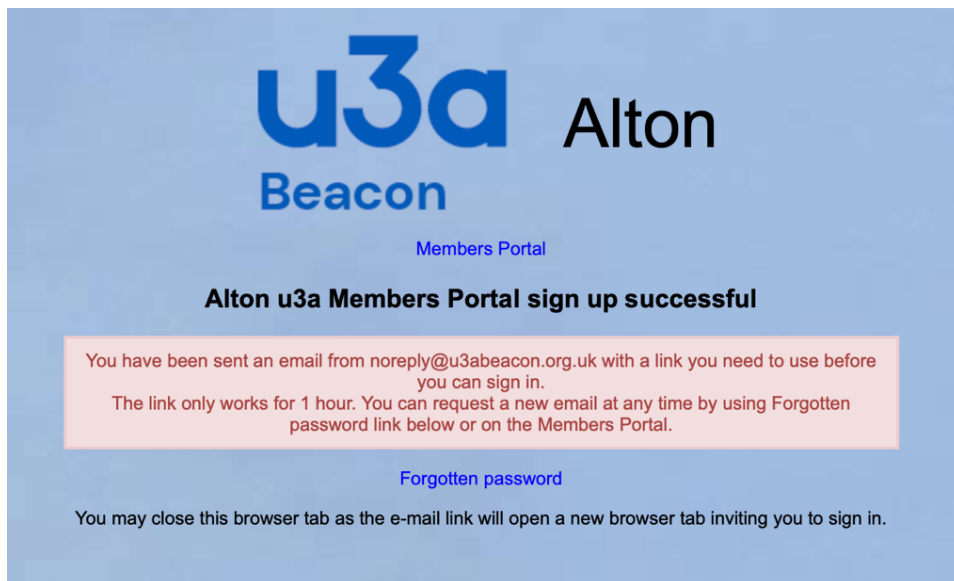
When you succeed, you will be asked to set up a password...



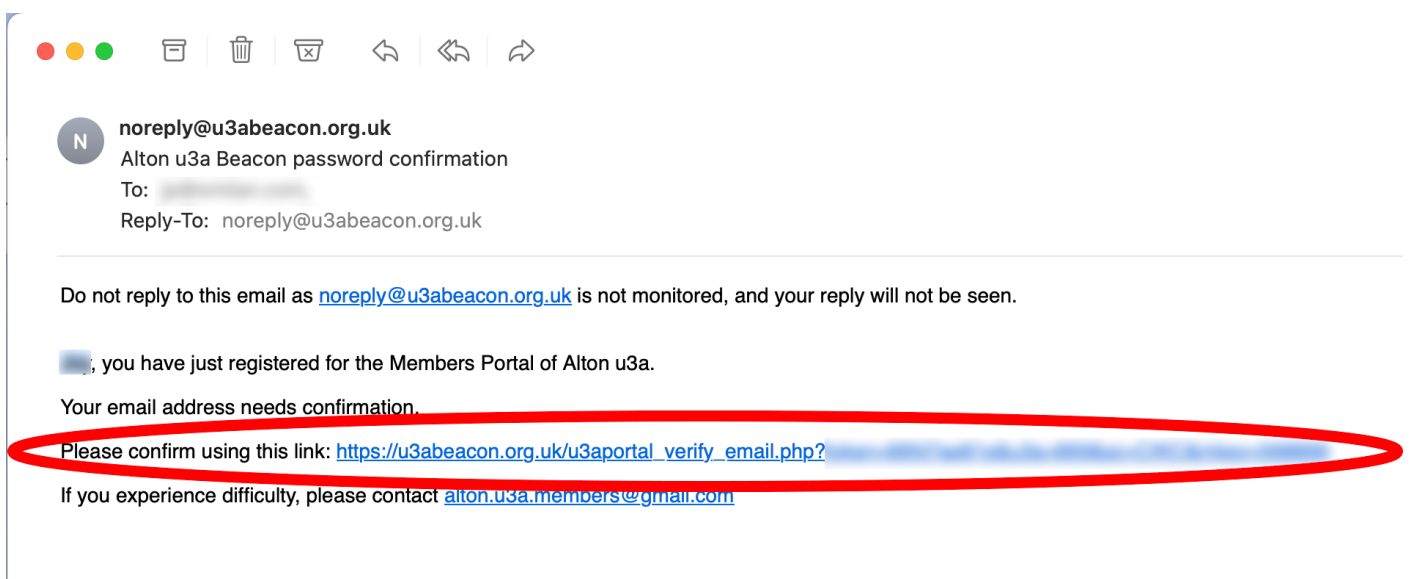
Guidance on the format of the password is given on screen.

Enter your chosen password in both boxes, then click **Update Account**.

The following confirmation screen will appear...



As the screen says, you may close this browser tab, as a new one will be opened when you click on the link in your confirmation email, which should be with you very soon...



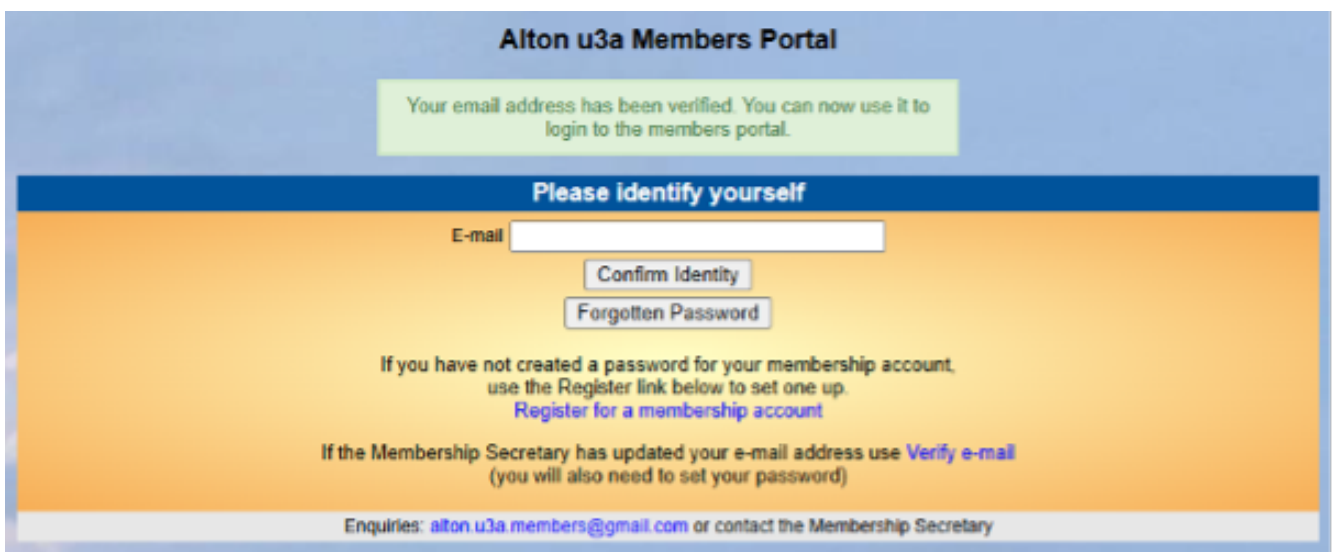


If the email doesn't arrive within a few minutes, check your Spam folder.

*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.*

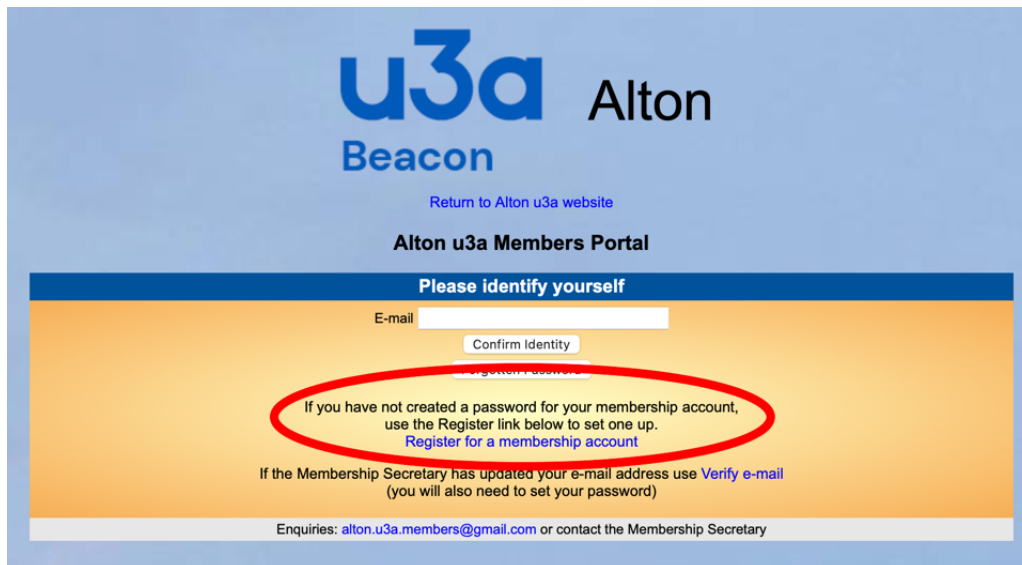
Please **click on the link**, as indicated in the email.

This will open your browser to show a confirmation screen. You can now log into the portal using the email and password which you just set up.



Members who share an Email Address

When two members share an email address, the 1st member may register as described above. However, when the 2nd member wishes to register, they must click the **Register for a membership account** link rather than pressing the **Confirm Identity** button:



Whenever you wish to use the portal (e.g. to change your personal details, to renew your membership, or to change membership of groups), you can get to the portal from the Alton u3a homepage by clicking on the **Beacon** option in the top menu.

