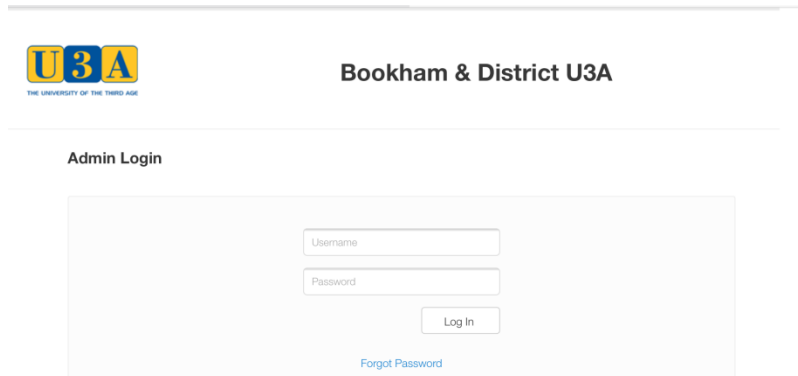


Creating and resetting a password

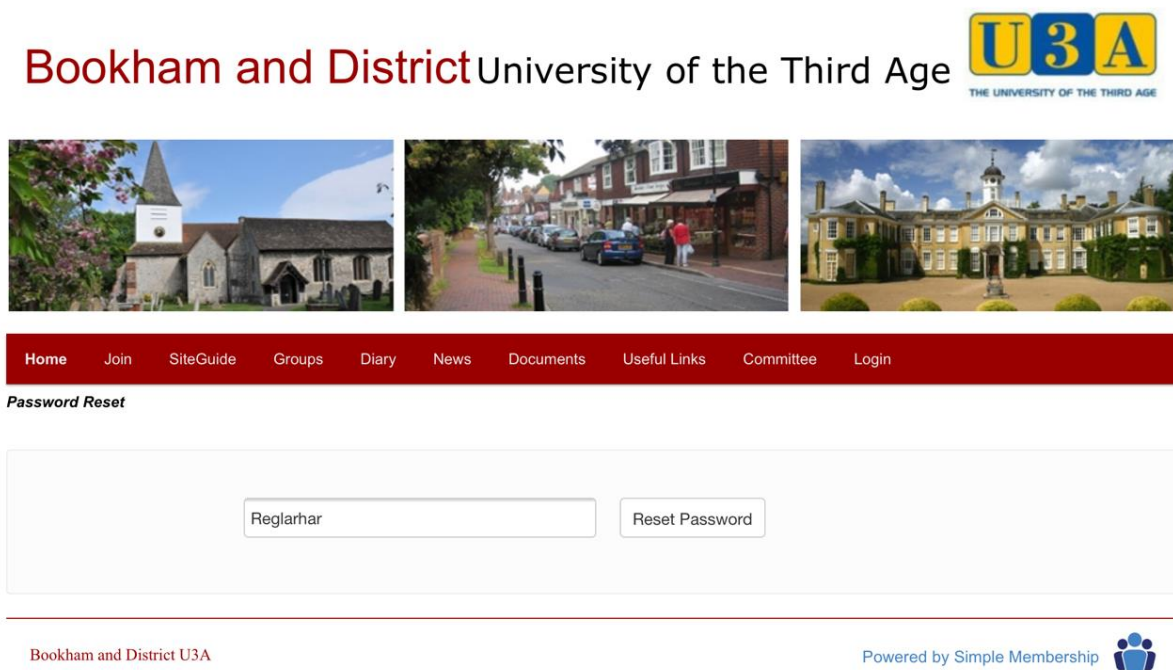
The routines for both setting up and changing a password are essentially identical. The first time you need to access the system as a member you have to set up an initial password.

Start by clicking on the 'Login' menu item, when you will see the following screen.



The screenshot shows the 'Admin Login' page for Bookham & District U3A. It features the U3A logo and the text 'Bookham & District U3A'. Below this, there is a section titled 'Admin Login' containing a form with two input fields: 'Username' and 'Password'. A 'Log In' button is positioned to the right of the 'Password' field. Below the form, there is a link labeled 'Forgot Password'.

Enter your user name and then click 'Forgot Password'. You will then see the following screen.



The screenshot shows the 'Password Reset' page for Bookham and District University of the Third Age. At the top, there is a navigation bar with the U3A logo and the text 'Bookham and District University of the Third Age'. Below the navigation bar, there are three images: a church, a street scene, and a large building. A red navigation bar contains the following links: Home, Join, SiteGuide, Groups, Diary, News, Documents, Useful Links, Committee, and Login. Below the navigation bar, there is a section titled 'Password Reset' containing a form with two input fields: 'Reglarhar' and 'Reset Password'.

Click 'Reset Password'; you will get the following screen confirming that you have been sent an email allowing you to reset your password.

Bookham and District University of the Third Age



- Home
- Join
- SiteGuide
- Groups
- Diary
- News
- Documents
- Useful Links
- Committee
- Login

Password Reset

 You have been sent an email containing a link to reset your password


Bookham and District U3A

Powered by Simple Membership




Next, go to your email in box, where, in a short while, you should see this email.

From: [Bookham & District U3A](#) >

To: [Harold Reglar](#) > Hide 

Bookham & District Password Reset
Today at 15:42



Bookham & District U3A

Dear Harold Reglar,

Please click on the following link to reset your password: [Click here to reset your password](#)

Regards,
Membership Secretary

www.bookhamu3a.org.uk

Click on the blue 'Click here to reset your password'.

The final screen will look like this.

Creating and resetting a password

[Home](#) [Join](#) [SiteGuide](#) [Groups](#) [Diary](#) [News](#) [Documents](#) [Useful Links](#) [Committee](#) [Login](#)


Password Reset

New Password

Confirm Password

Your password must meet the following requirements:

- At least 1 lowercase letter
- At least 1 uppercase letter
- At least 1 number
- At least 1 symbol
- Be at least 8 characters long

Bookham and District U3A Powered by Simple Membership 

Enter your new password, confirm it and then click 'Store New Password'.

Please make sure you follow the rules for formatting the password.

Now you are free click 'Login' again and this time enter both your user name and your newly created password.

If this is your first time logging in as a member, please take a while to go to your profile and check the data we hold on file for you.

Please make sure you enter the emergency contact details of family members or friends that can be contacted in the unlikely event of illness or accident whilst attending a U3A event.

There are a number of system guides in the documents section.

The guide on Icons explains the various icons that are used to perform actions within the system. These vary depending on who you are and where you are within the system.

Another guide explains how to review your personal data held in your profile, and how to update it if necessary.

And if you are a Group Administrator, there is a guide explaining how to maintain the data relevant to your group.