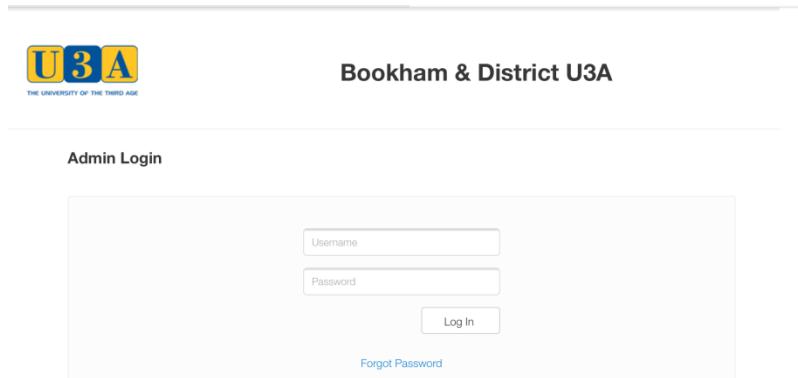


## Creating and resetting a password

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 on the left and the title 'Bookham & District U3A' in the center. Below the title, there is a form with two input fields: 'Username' and 'Password'. A 'Log In' button is positioned to the right of the 'Password' field. Below the 'Log In' button, there is a link labeled 'Forgot Password'.

Enter your user name and then click 'Forgot Password'. Your user name is your surname followed by the first letter of your first name, with no space between. John Doe would be DoeJ. If you have a common name this could lead to duplication of a username, in which case a second letter from your first name may be necessary; e.g. if both John Doe and Jean Doe were members then Jean Doe would be DoeJ and John Doe would be DoeJo

Email [webmaster@bookhamu3a.org.uk](mailto:webmaster@bookhamu3a.org.uk) if you are having problems and wish to check your user name.

You will then see the following screen.

## Bookham and District University of the Third Age



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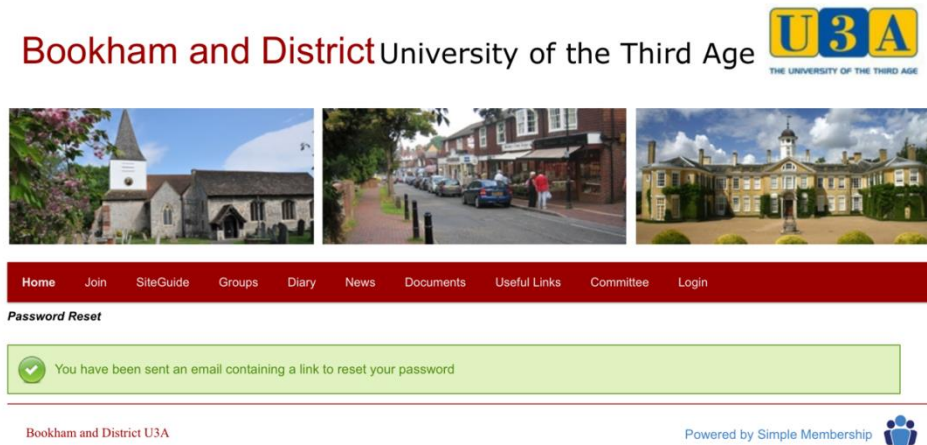
### Password Reset



The screenshot shows the 'Password Reset' page. It features a large white rectangular area containing two input fields. The first field is labeled 'Reglarhar' and the second field is labeled 'Reset Password'.

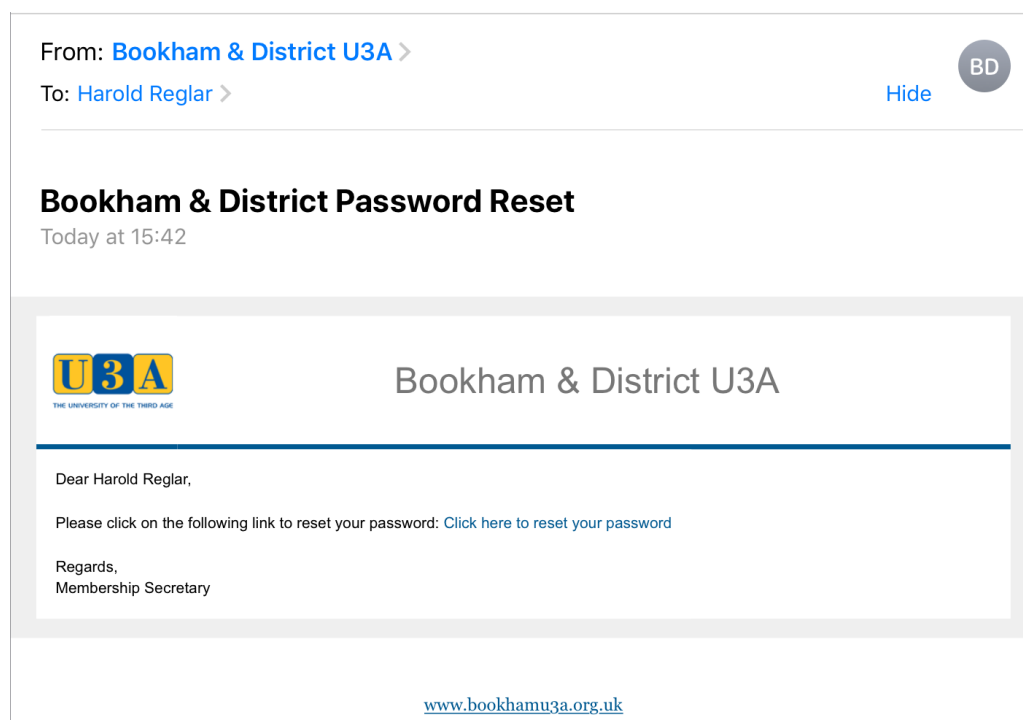
## Creating and resetting a password

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



The screenshot shows the website header with the U3A logo and navigation menu. Below the menu, a green confirmation box states: "You have been sent an email containing a link to reset your password". The footer includes "Bookham and District U3A" and "Powered by Simple Membership".

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



The email header shows it is from "Bookham & District U3A" to "Harold Reglar". The subject is "Bookham & District Password Reset" and it was received at 15:42. The body of the email contains the U3A logo, the text "Bookham & District U3A", and a message: "Dear Harold Reglar, Please click on the following link to reset your password: [Click here to reset your password](#)". It is signed "Regards, Membership Secretary". The website URL [www.bookhamu3a.org.uk](http://www.bookhamu3a.org.uk) is at the bottom.

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

The final screen will look like this.

## Creating and resetting a password

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**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.