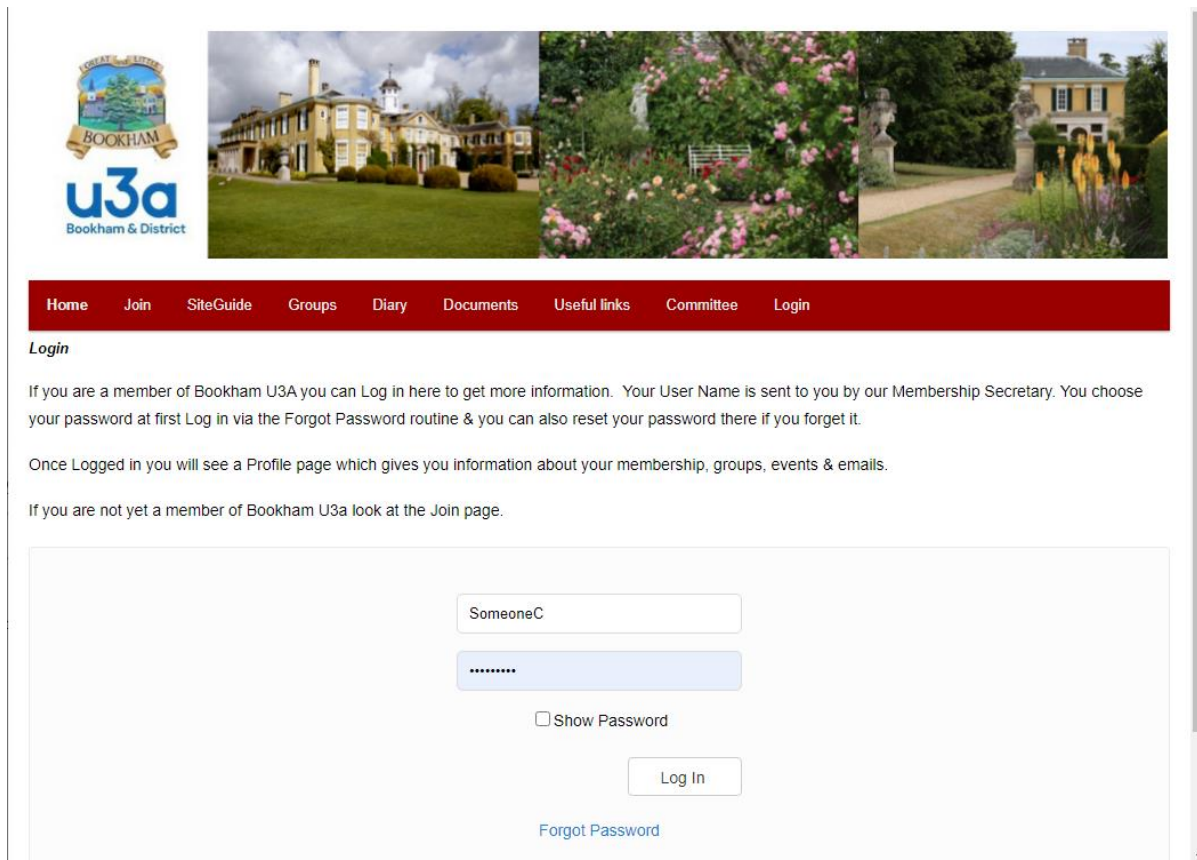


Creating and resetting a password

The website is bookhamu3a.org.uk - the first time you access the system as a member you need to set up an initial password. The same procedure is used for changing the password.

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



The screenshot shows the website's header with the logo and navigation menu. The navigation menu includes: Home, Join, SiteGuide, Groups, Diary, Documents, Useful links, Committee, and Login. Below the menu is a 'Login' section with the following text:

If you are a member of Bookham U3A you can Log in here to get more information. Your User Name is sent to you by our Membership Secretary. You choose your password at first Log in via the Forgot Password routine & you can also reset your password there if you forget it.

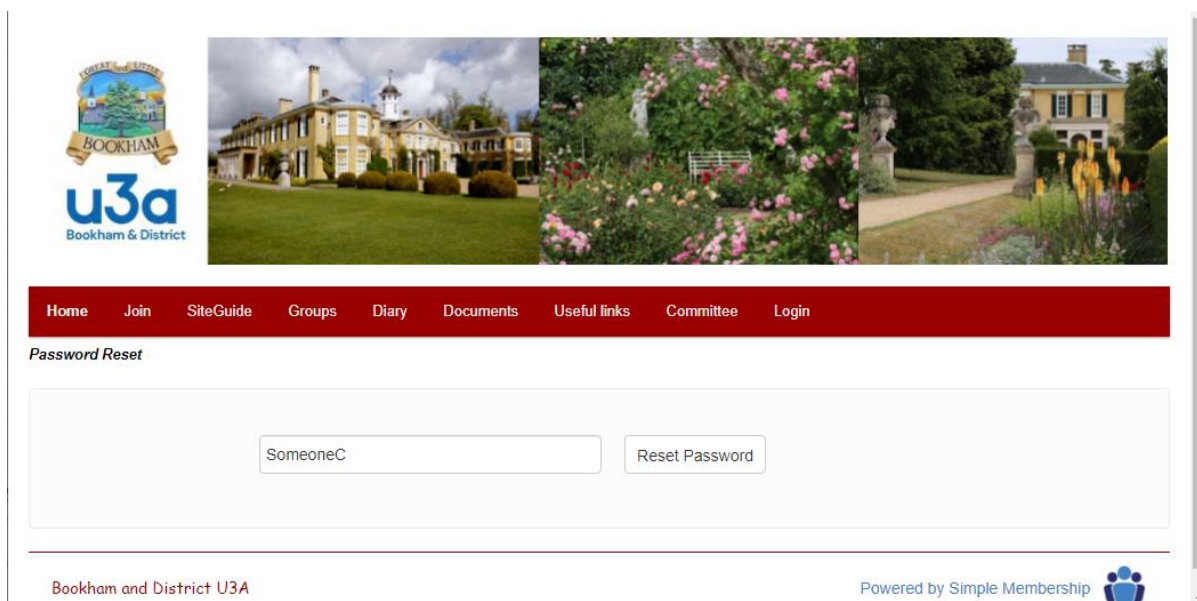
Once Logged in you will see a Profile page which gives you information about your membership, groups, events & emails.

If you are not yet a member of Bookham U3a look at the Join page.

The login form contains:

- A text input field with the value 'SomeoneC'.
- A password input field with masked characters '.....'.
- A checkbox labeled 'Show Password' which is currently unchecked.
- A 'Log In' button.
- A link labeled 'Forgot Password'.

Enter your username which will have been sent to you by the Membership Secretary and then click 'Forgot Password'. You will then see the following screen.



The screenshot shows the website's header with the logo and navigation menu. The navigation menu includes: Home, Join, SiteGuide, Groups, Diary, Documents, Useful links, Committee, and Login. Below the menu is a 'Password Reset' section with the following text:

Bookham and District U3A

The password reset form contains:

- A text input field with the value 'SomeoneC'.
- A 'Reset Password' button.

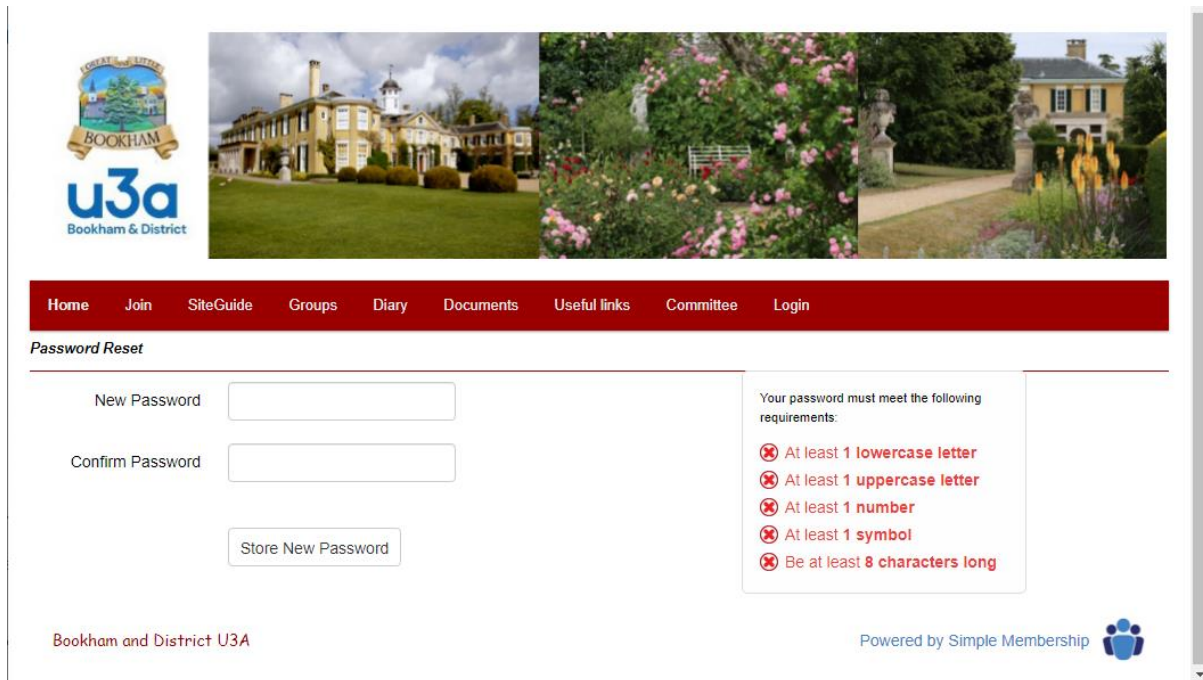
At the bottom of the page, it says 'Powered by Simple Membership' with a logo.

Creating and resetting a password

Click 'Reset Password'; you will receive a message confirming that you have been sent an email allowing you to reset your password.

Go to the relevant email inbox, and open the password reset email. Click on the blue 'Click here to reset your password' and it will open the reset screen. Check spam box if not received.

The final screen will look like this.



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

The password must have:

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

Provided you have met these requirements, the wording will change from red to green

Go back to the 'Login' page and enter both your username 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 held about 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 several 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.

Creating and resetting a password

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.

If you have any problems, please email:

webmaster@bookhamu3a.org.uk