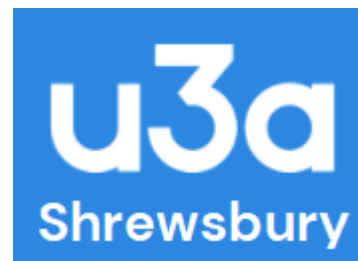


## How to Verify an email address when changed by the Committee or Site Admin.



There are occasions when a Site Administrator might assume your identity; to register for a Beacon Profile on your account if you are having problems for example.

To do this, the Site Administrator needs to temporarily change your email address to one that he has access to. Once the process is complete (Beacon Registration) he will change it back again.

However, then then follows a process whereby you have to “Verify your email” address, as it won’t be recognised by the system. **This verification process will also change your password.**

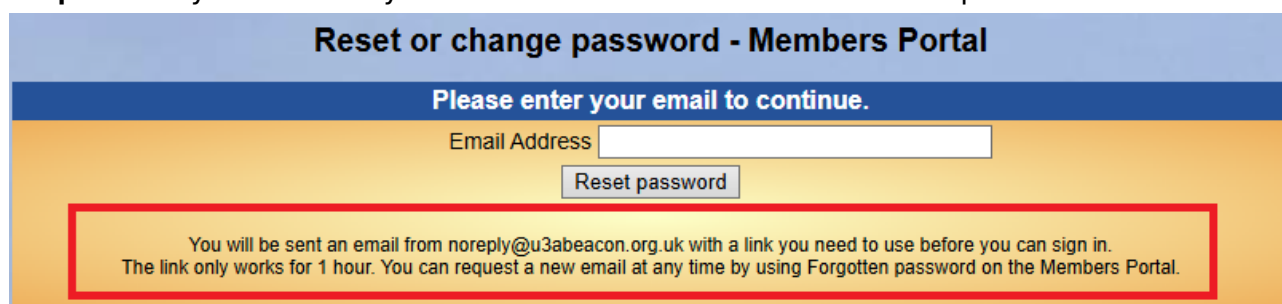
Please follow this guide carefully.

**Step one.** Visit [this page](#) for the Members’ Portal.

There is no need to enter your own email here, instead, just click the “Verify e-mail” link.

A screenshot of the Shrewsbury u3a Members Portal. The page has a blue header with the text 'Shrewsbury u3a Members Portal'. Below the header is a dark blue bar with the text 'Please enter your E-mail address'. The main content area is orange and contains an 'E-mail' input field, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Below these are two paragraphs of text: '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' and 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. The 'Verify e-mail' link is highlighted with a red box. At the bottom, there is a grey bar with the text 'Enquiries: membership@shrewsburyu3a.org.uk or contact the Membership Secretary'.

**Step 2.** Now you can enter your e-mail address and then click “Reset password”.

A screenshot of the Shrewsbury u3a Members Portal password reset page. The page has a blue header with the text 'Reset or change password - Members Portal'. Below the header is a dark blue bar with the text 'Please enter your email to continue.'. The main content area is orange and contains an 'Email Address' input field and a 'Reset password' button. Below these is a red-bordered box containing the text: '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.'

**Step 3.** Check your inbox and click the link.

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) is not monitored, and your reply will not be seen.

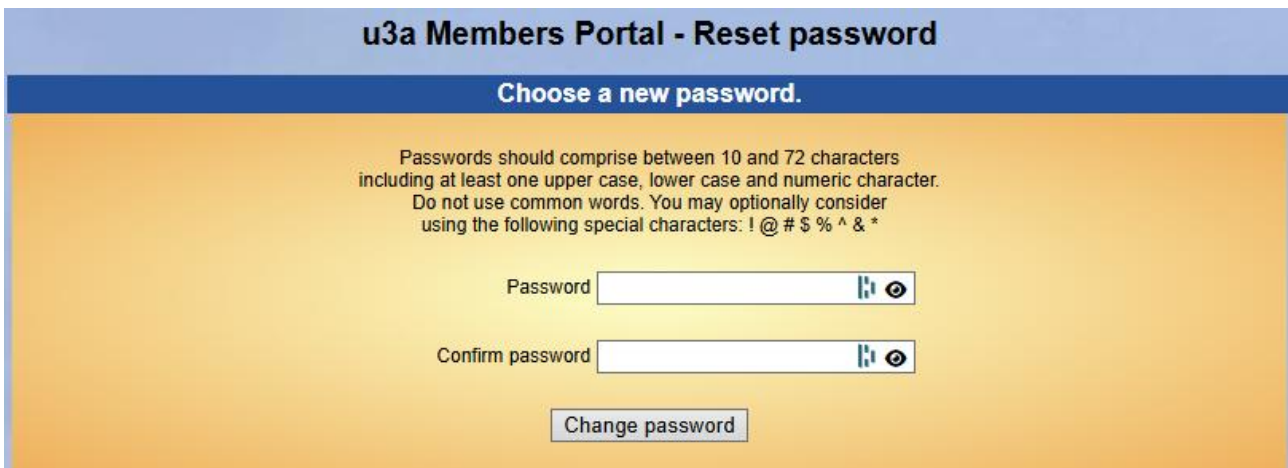
Geoff, you have just requested a password reset for the Members Portal of Shrewsbury u3a. Your email address needs confirmation.

To reset your password, please, use this link:

[https://u3abeacon.org.uk/u3aportal\\_reset\\_password\\_do.php?token=1378b2d32f&u3a=889&sc=BPNM](https://u3abeacon.org.uk/u3aportal_reset_password_do.php?token=1378b2d32f&u3a=889&sc=BPNM)

**Step 4.** Clicking the link in the email opens a new webpage. Enter in a new password – twice and click “Change Password”.

Tip: The longer the better.



**u3a Members Portal - Reset password**

**Choose a new password.**

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & \*

Password

Confirm password

**Step 5.** The Password is updated, carry on with your own email address and click “Confirm e-mail”



**Shrewsbury u3a Members Portal**

Your password address has been updated. You can now use it to login to the members portal.

**Please enter your E-mail address**

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: [membership@shrewsburyu3a.org.uk](mailto:membership@shrewsburyu3a.org.uk) or contact the Membership Secretary

**Step 6.** Enter in your new password and click Confirm Password

**Shrewsbury u3a Members Portal**

**Please enter your Password**

E-mail

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: [membership@shrewsburyu3a.org.uk](mailto:membership@shrewsburyu3a.org.uk) or contact the Membership Secretary

**Step 7.** Success

**Good morning, Geoff Lane**

**Member number**

**Your membership continues until 1st January**

**Select an option**

[Shrewsbury u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[E-mail Replacement Membership Card](#)

Enquiries:  [@shrewsburyu3a.org.uk](mailto:@shrewsburyu3a.org.uk) or contact the Membership Secretary