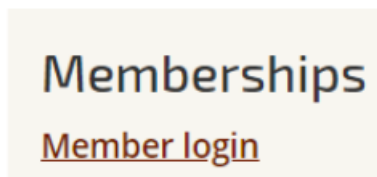


U3A Sunbury - How to reset and create your new Member password:

1. Go to the new U3A Sunbury website, then click on the Membership page, then click on the [Member login](#) link. This will open the Membership Management system page.



2. Scroll down to the login screen then click on the words - [I have forgotten my password](#) (as shown below). The reset page will then open.

Membership number or email:
Password:

- [I have forgotten my password](#)
- [I know my password but not my member num](#)
- [I am a member, but have forgotten my details](#)
- [I would like to join](#)
- [Return to the Website](#)

3. Enter your new Member number (as shown on the top of this email) and your Surname, then click on the button '[Send email link to reset password](#)'. The system will then send you an email.

You can reset your password here.

Member number:
Surname:

When you click 'Send email link to reset passv

If you do not know these c

4. Open the email then click on the link [Click here to reset your password](#) in that email (as shown below).

Your Member number is: 2102
[Click here to reset your password](#)

This link expires after 24 hours. Do not reply to this email

5. Enter the new password you would like to use in the box **New Password**, then re-enter it in **Confirm New Password**. Then click the button **Click here to Reset Your Password**.

Password Reset.

New Password Confirm New Password
Minimum of 8 characters. Maximum of 20 characters. Do not use < > \ & characters.

[Click here to Reset Your Password](#)

6. A message will display **Password Changed** (as shown below). Then click **OK**. This will then take you back to the Membership system Login screen.

Password Changed. Please click OK and login using new password.
Exiting to website.

OK

7. On return to the Membership system, click on **Login** in the side menu.

Home
View Courses
Enrol as New Member
Contact Us-Courses
Contact Us-General
Login

8. Enter your Member number and new password then click the **Login** button.

Membership number or email:

Password:

Login

9. Your Membership details page will then open. We have already enrolled you in the courses and events we think you are attending. Don't worry if your courses are incorrect, we will show you how to update or amend your Courses in a separate email.

Enrolments and subscriptions (Current) Print Enrolments

Please select ▾

Start Date	Time	Code	Description	Amount	Paid	
31/01/2019	13:30	194THU05	Books to DVDs			Edit
05/02/2019	10:00	192TUE01	Cryptic Crosswords			Edit
01/02/2019	10:00	195FRI01	Philosophy			Edit
12/02/2019	10:00	192TUE02	Sharing Shakespeare			Edit
18/02/2019	10:00	191MON01	Australian History to Federation			Edit

10. Check that your personal details are correct. To change any details or to add an emergency contact, click on the [Edit my Details](#) button near the bottom left hand side.

[Edit my Details](#)

11. Add or change your details, then click on the [Save](#) button near the bottom left hand side. You can then click [Logout](#) in the side menu to exit.

[Save](#)

[Logout](#)

Well done, your new password is now saved!