

## SUNBURY U3A

### HOW TO RESET YOUR PASSWORD ON UMAS FOR MEMBERS

1. Go to the **Sunbury U3A** page here: <https://u3asunbury.org.au/>
2. Click on **Member Login** top right of the Menu. This will take you to the Home Page for members which has **4 blue boxes** displayed. Click on the **Login Box**.
3. Select **“Reset Password”** on the **login** screen **before you login**.  
A new screen will open You can reset your password here.
4. Enter your **Member Number** and **Surname**
5. Click **“Submit”** button
6. A message is sent to the email address we have recorded in our membership system.  
Open your emails and locate the email.  
If you do not see the email check your Junk folder.
7. Copy the **authorisation code** in the email and paste it into the **Reset Password “Authorisation code”**
8. Enter your new password.
9. Confirm your new password.
10. Submit.  
A **“Success. Your password has been updated. Would you like to login?”** message will be displayed.
11. Select login.
12. Login with your Member Number and new Password.