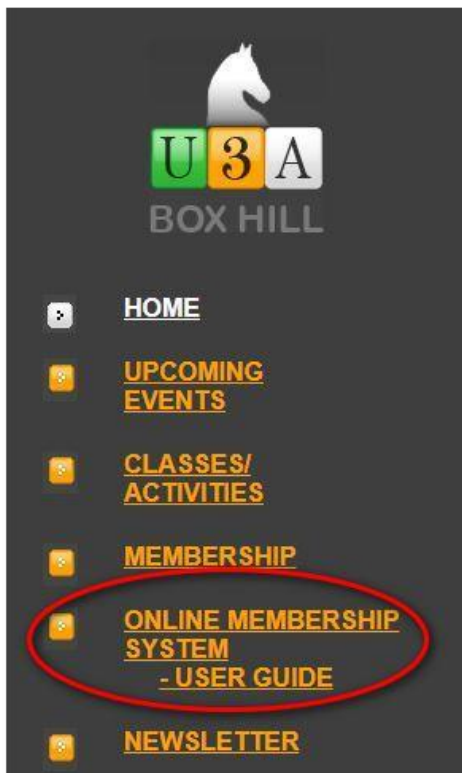


Using UMAS for the First Time

The current membership data has been loaded into UMAS and is ready to be used.

But first you will need to set up a new password for yourself before you can get in.

To do this, go to our website: u3aboxhill.com.au and then click "Online Membership System" on the left hand menu



Phone 03 9898 3336
Answering machine after hours
Office hours ~ 10am to 3pm weekdays
during school term.

About U3A Box Hill



In 1991, U3A Box Hill has members with varying interests and experiences. No qualifications are required to join, and there are no fees for membership.

Like all U3As, U3A Box Hill is a voluntary organisation. Members are encouraged to share their skills and experiences with other members from all walks of life.

Members are encouraged to join study and recreational groups to share knowledge and activities.

Because it is a voluntary organisation, U3A Box Hill is able to keep membership fees at a minimum. Membership entitles you to enrol in as many activities as you wish.

(next page)

The Home Screen looks like this:

When you see the main membership System screen, click the "Login" button on the bottom of the left hand side menu ...

U3A
THE UNIVERSITY OF THE THIRD AGE

U3A Box Hill

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

Welcome to U3A Box Hill Online Membership System

Welcome to the U3A Box Hill Membership System

You can view the courses available for this year before joining or re-enrolling via the view Courses menu item. There are many courses to choose from to suit most interests and hobbies.

Existing Members
To re-enrol or access Member details/Course details use the 'Login' menu item; you need a Membership number and Password or Email address and Password. If you have forgotten your Password you can recover it during the 'Login Member' process.

Joining Members
To register your details for Membership use the 'Enrol as New Member' menu item. If you need assistance to join, please contact our office on 03 9898 3336 (hours 10:00am to 3.00 pm weekdays during U3A term)

(next page)

On the login screen select the 'I have forgotten my password' option ...

U3A THE UNIVERSITY OF THE THIRD AGE **U3A Box Hill**

Home
View Courses
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Login

Login instructions ...

- Existing or renewing Members: enter Member Number or your email address and a Password below.
- Joining Members [click I would like to join](#)

This service for members provides the facility to edit and keep your personal information up to date or to retrieve lost Membership Numbers and Passwords. See below.

Please report problems to [System Administrator](#).

Membership number or email:
Password:

[I have forgotten my password](#)

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

... then enter your member number (it's on the email you were sent) and surname - an email with a link to re-set your password will be sent to your email address recorded in UMAS.

U3A THE UNIVERSITY OF THE THIRD AGE **U3A Box Hill**

Home
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Login

You can reset your password here.

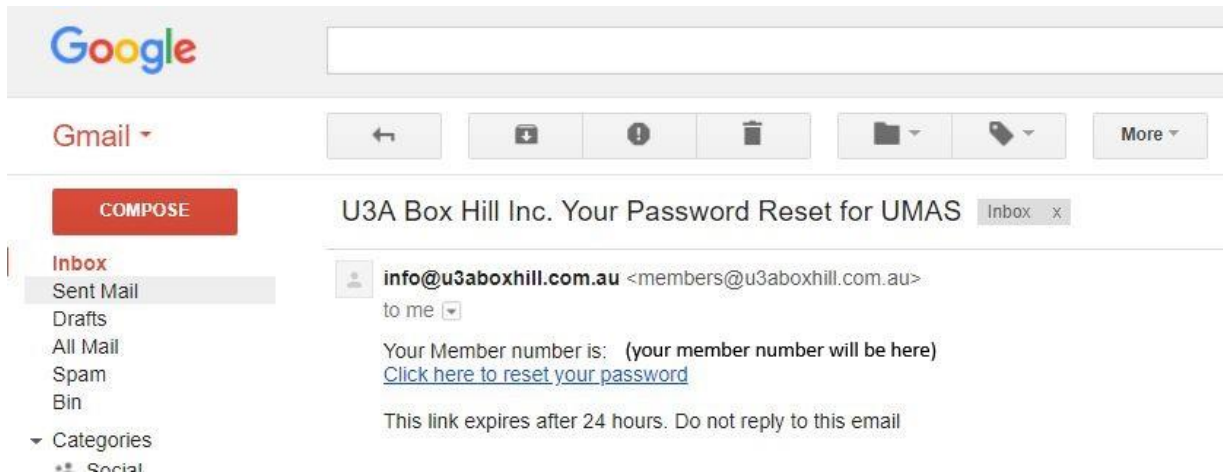
Member number:
Surname:

When you click 'Send email link to reset password' an email will be sent to you.

If you do not know these details [click here](#)

U3A Network Victoria INC Member Database System provided under license from Soft Sys [Membership Software](#)

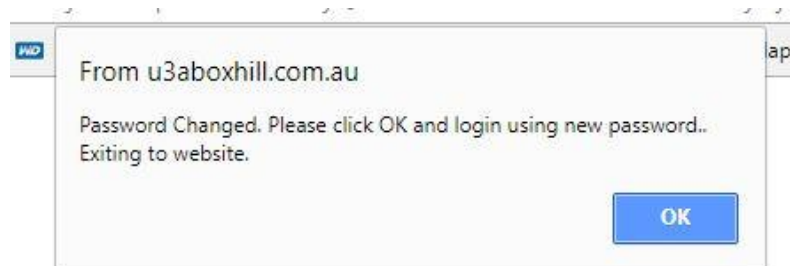
The email will look like this:
Click the link to set your password to what you want ...



After you click the link you will see this:
Type in the password you want to use – and again in the second space.
Now write down your new password.



When you click the blue "Click here to Reset your Password" you will see this confirmation



When you click "OK" you will be taken back to the UMAS Home screen, and now you can login with your Member Number and Password ... (you wrote them down, right?)

... and if successful you should see this: (with your name, not mine!)

The screenshot shows the U3A Box Hill website interface. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. To its right is a yellow header with 'U3A Box Hill'. Below the logo is a vertical navigation menu with the following items: Home, View Member Details, Edit Member Details (circled in red), View or select Courses, Add Courses, Search Members, Add Member, Reports, Send Emails, Contact Us-Courses, Contact Us-General, Return to Website, and Logout. To the right of the menu, there is a large blue banner that says 'Welcome to U3A Online Members'. Below this banner, a message reads 'Welcome Jim Maunder (Member)'. Underneath the message, there are two sections: 'Members' with instructions to click 'View' for details and 'Edit' to change details, and 'Courses' with instructions to click 'View' to select and enrol in courses. At the bottom of the page, there is a cartoon character of a yellow egg wearing glasses and holding a red book.

Next, select "Edit member Details" on the left hand menu, and check your details. Your "Year of Birth" might be wrong, so fix that. Also check the emergency contact details please. When done, click the 'Save' button – you might have to scroll down to see it.

(next page)



- Home
- View Member Details
- Edit Member Details
- View or select Courses
- Add Courses
- Search Members
- Add Member
- Reports
- Send Emails
- Contact Us-Courses
- Contact Us-General
- Return to Website
- Logout

Edit Member Details

Membership # First Name

Preferred name:
 Year of Birth:

Street number and name*:
 Suburb*:
 Vic*:
 Postcode*:
 Phone-Home:
 Phone-Business:
 Mobile:
 Email*:

Are you a previous member?: Click for Yes

(Previous)Occupation:
 Country of Origin:

Scroll down to the end to save:

Login Password: Must be from 5 to 20 characters
 Confirm Login Password: Do not use < > \ & characters

Date Joined: **01/01/2012**
 Join Year:
 Notes:
 Admin comment:

Access security: 0=Member (default), 1=Admin (Tier1), 2=Admin (Tier2), 3=Reception, 4=Tutors,
 5=Treasurer, 6=Volunteer, 7 = Advanced Tutor, 8 = Reports only
 Early enrolment allowed: 0=None (default), 1-9 = Yes

And then "Close" on the right hand side.