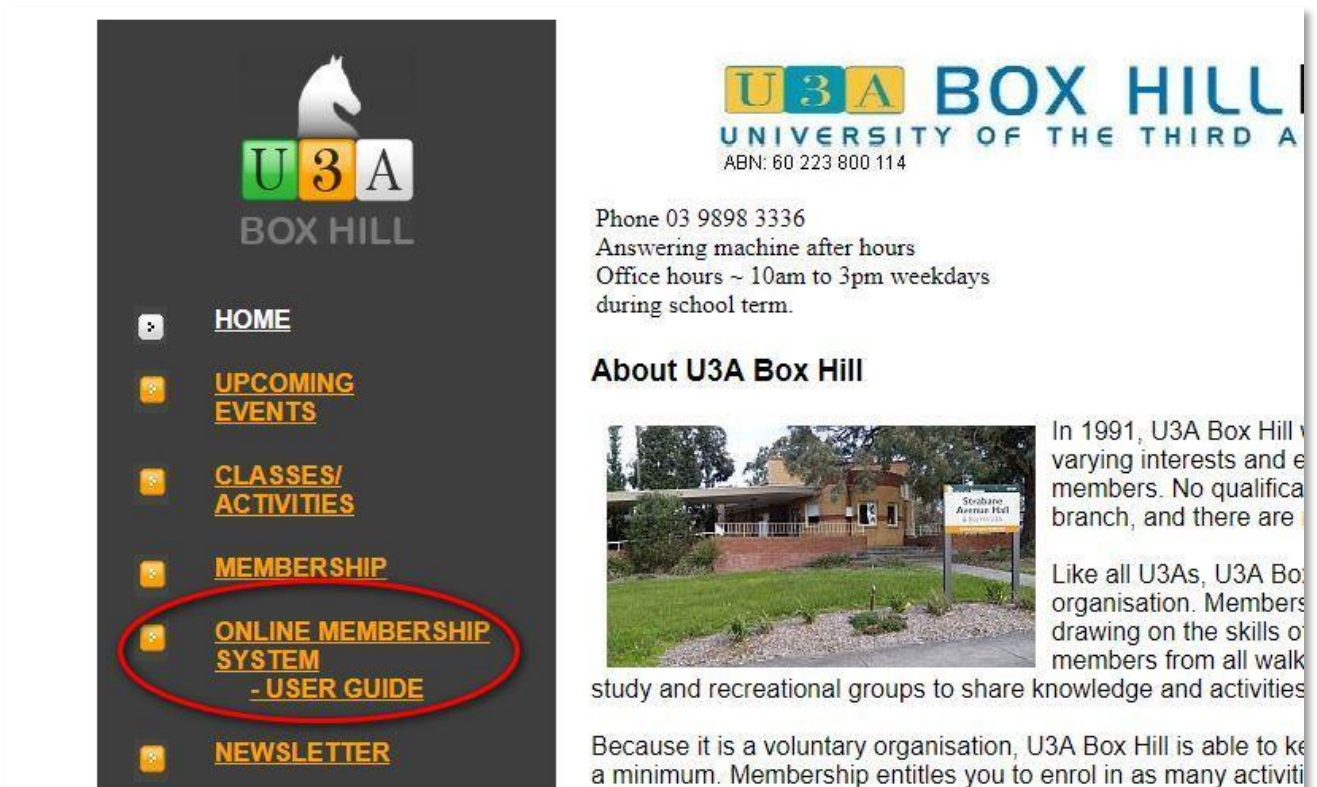


How to Reset your Password

If you have lost or forgotten your password, you will need to set up a new one for yourself before you can get in.

To do this, go to our website: enter u3aboxhill.com.au in your browser and then click on the words "Online Membership System" on the left-hand menu – it looks like this:



(next page)

~~~~~

When you get your Member Number and Password, write them down here and keep it in a safe place.

(My hint is to write your password on the back of your name tag.)

-

My Member Number : .....

My Password : .....

The Home Screen looks like this:

When you see the main membership System screen, click "Login" 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)

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On the login screen click on the '[I have forgotten my password](#)' option ...

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

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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 your Membership Name Tag) – or just ask Jim or one of the helpers) and surname - an email with a link to re-set your password will be sent to your email address as recorded in UMAS.

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

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

### You can reset your password here.

Member number:

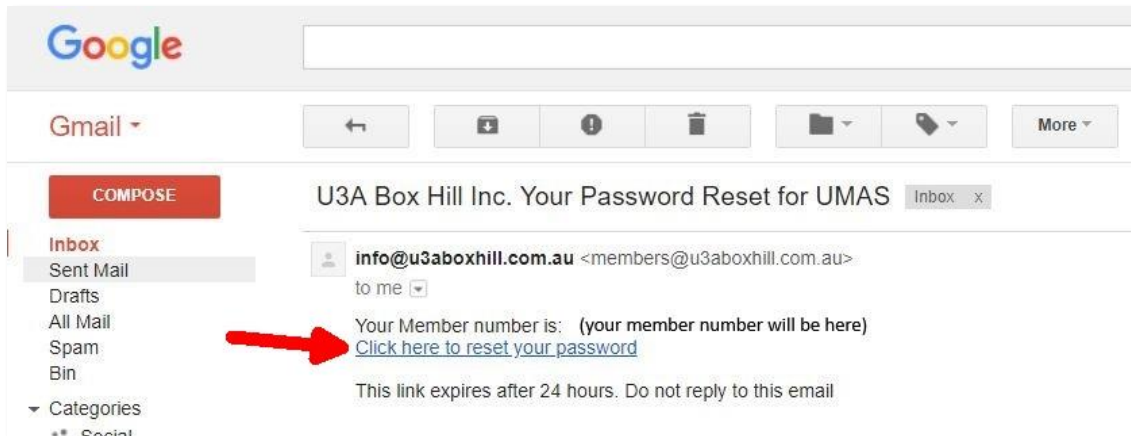
Surname:

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

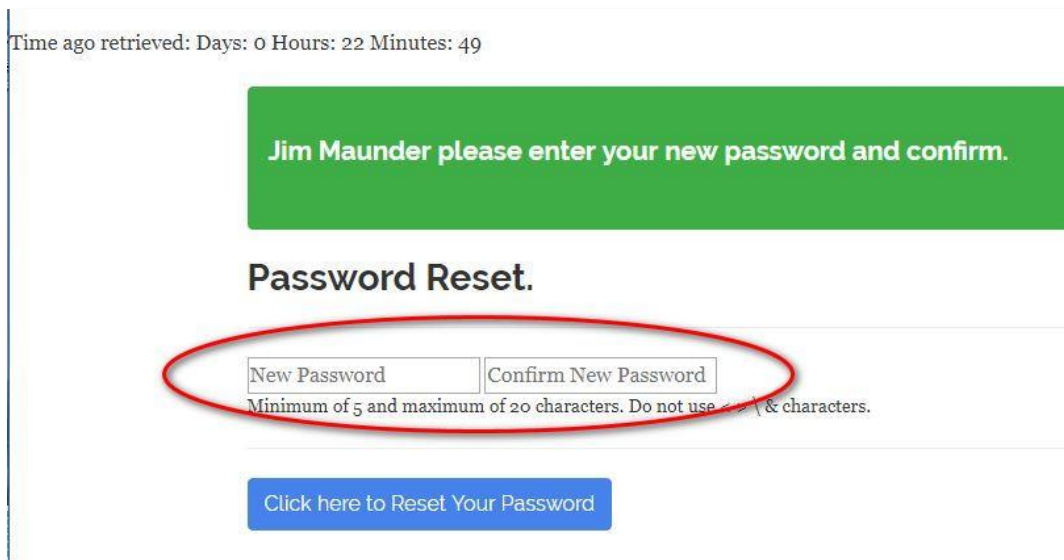
If you do not know these details [click here](#)

U3A Network Victoria INC Member Database System provided under license from Soft Sys Membership Software

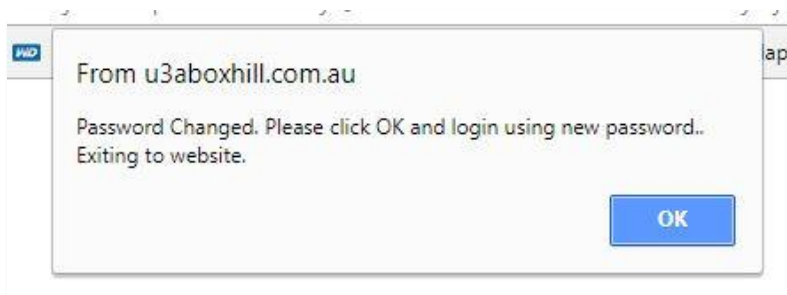
The email will look like this, (but with your name and Member Number) :  
Click the link to set your password to what you want ...



After you click the link you will see this (but with your name, not mine!):  
Type in the password you want to use where it says “New Password” – 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!)

**U3A** THE UNIVERSITY OF THE THIRD AGE

**U3A Box Hill**

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

**Welcome to U3A Online Members**

**Welcome Jim Maunder (Member)**

**Members**  
To view and check Membership details click 'View Member Details'  
To add or change Membership details click 'Edit Member Details'

**Courses**  
To select and enrol in Courses click the 'View Courses' button

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)



THE UNIVERSITY OF THE THIRD AGE

# U3A Box Hill

- 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 |
| <b>2038</b>                                                        | James      |
| Preferred name: Jim                                                |            |
| Year of Birth: 1944                                                |            |
| Street number and name*: [REDACTED]                                |            |
| Suburb*: Mont Albert North                                         |            |
| Vic*: VIC                                                          |            |
| Postcode*: 3129                                                    |            |
| Phone-Home: (03) 985 [REDACTED]                                    |            |
| Phone-Business: [REDACTED]                                         |            |
| Mobile: 0415 [REDACTED]                                            |            |
| Email*: jim [REDACTED]                                             |            |
| Are you a previous member?: <input type="checkbox"/> Click for Yes |            |
| (Previous)Occupation: Computer Technician                          |            |
| Country of Origin: [REDACTED]                                      |            |

Scroll down to the end to save:

|                                     |                                                                                                                                                          |                                      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Login Password:                     | [REDACTED]                                                                                                                                               | Must be from 5 to 20 characters      |
| Confirm Login Password:             | [REDACTED]                                                                                                                                               | Do not use < > \ & characters        |
| Date Joined:                        | <b>01/01/2012</b>                                                                                                                                        |                                      |
| Join Year:                          | 2012                                                                                                                                                     |                                      |
| Notes:                              | CFOT                                                                                                                                                     |                                      |
| Admin comment:                      | [REDACTED]                                                                                                                                               |                                      |
| Access security:                    | 1 [REDACTED] 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 [REDACTED] 0=None (default), 1-9 = Yes                                                                                                                 |                                      |
| <input type="button" value="Save"/> |                                                                                                                                                          | <input type="button" value="Close"/> |

And then "Close" on the right hand side.  
And now you are done! It wasn't so hard, was it? Just long.