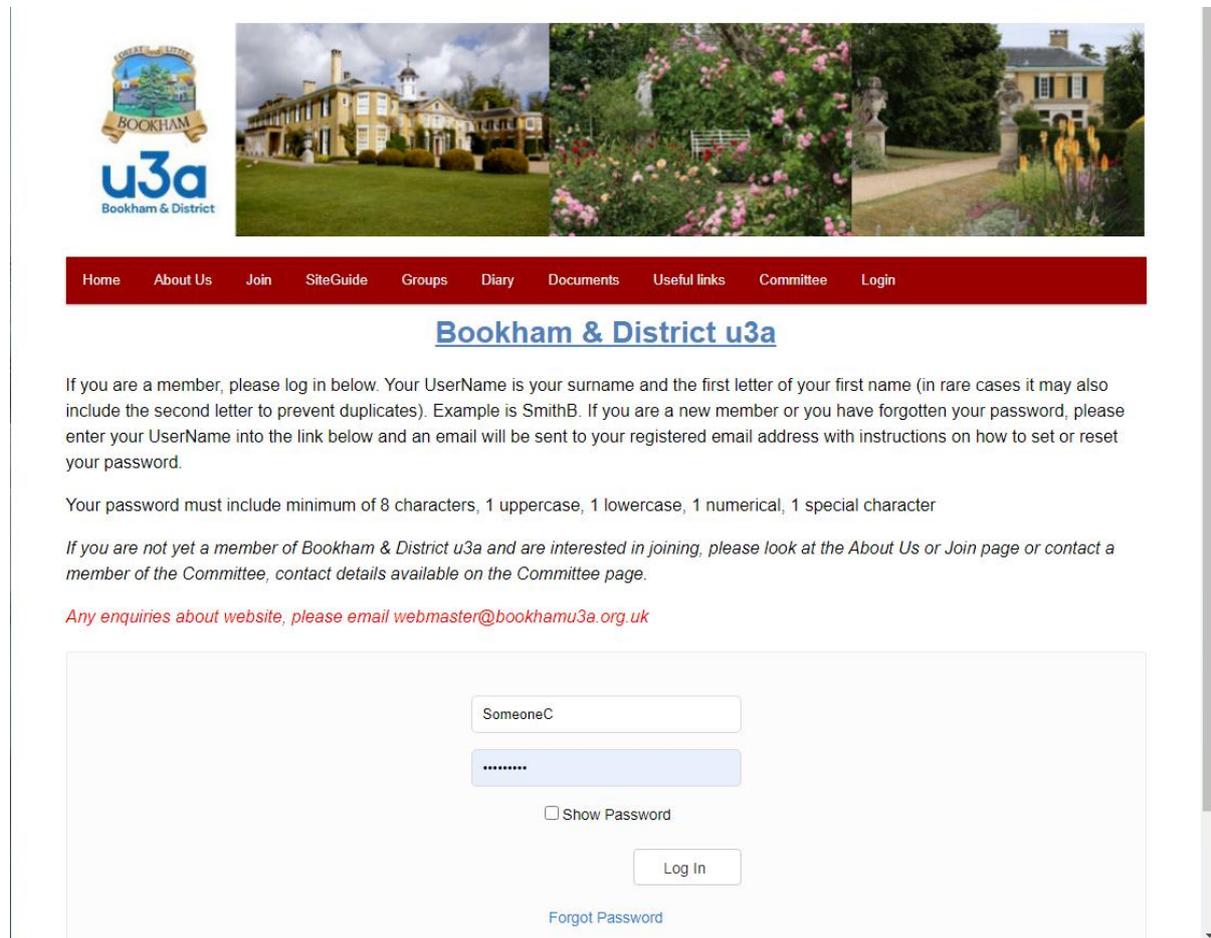


Creating and resetting a password

The website is bookhamu3a.org.uk - the first time you access the system as a member you need to set up an initial password. The same procedure is used for changing the password.

Start by clicking on the 'Login' menu item and you will see the following screen.



The screenshot shows the website's login interface. At the top left is the u3a logo. To its right are three images: a large yellow building, a garden with pink roses, and a path leading to a house. Below these is a dark red navigation bar with links: Home, About Us, Join, SiteGuide, Groups, Diary, Documents, Useful links, Committee, and Login. The main heading is "Bookham & District u3a". The text explains the login process, stating that the username is the surname and the first letter of the first name (e.g., SmithB). It provides instructions for new members or those who have forgotten their password, including a link to the "Forgot Password" page. A "Show Password" checkbox is also present.

Home About Us Join SiteGuide Groups Diary Documents Useful links Committee Login

Bookham & District u3a

If you are a member, please log in below. Your UserName is your surname and the first letter of your first name (in rare cases it may also include the second letter to prevent duplicates). Example is SmithB. If you are a new member or you have forgotten your password, please enter your UserName into the link below and an email will be sent to your registered email address with instructions on how to set or reset your password.

Your password must include minimum of 8 characters, 1 uppercase, 1 lowercase, 1 numerical, 1 special character

If you are not yet a member of Bookham & District u3a and are interested in joining, please look at the About Us or Join page or contact a member of the Committee, contact details available on the Committee page.

Any enquires about website, please email webmaster@bookhamu3a.org.uk

SomeoneC

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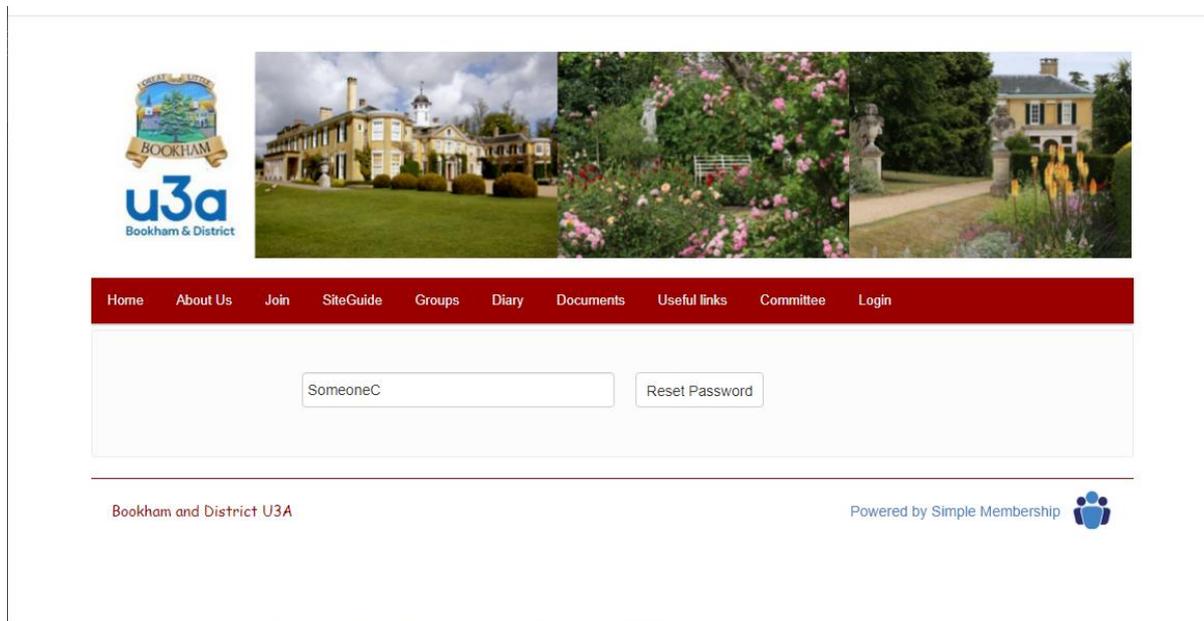
Show Password

Log In

[Forgot Password](#)

Creating and resetting a password

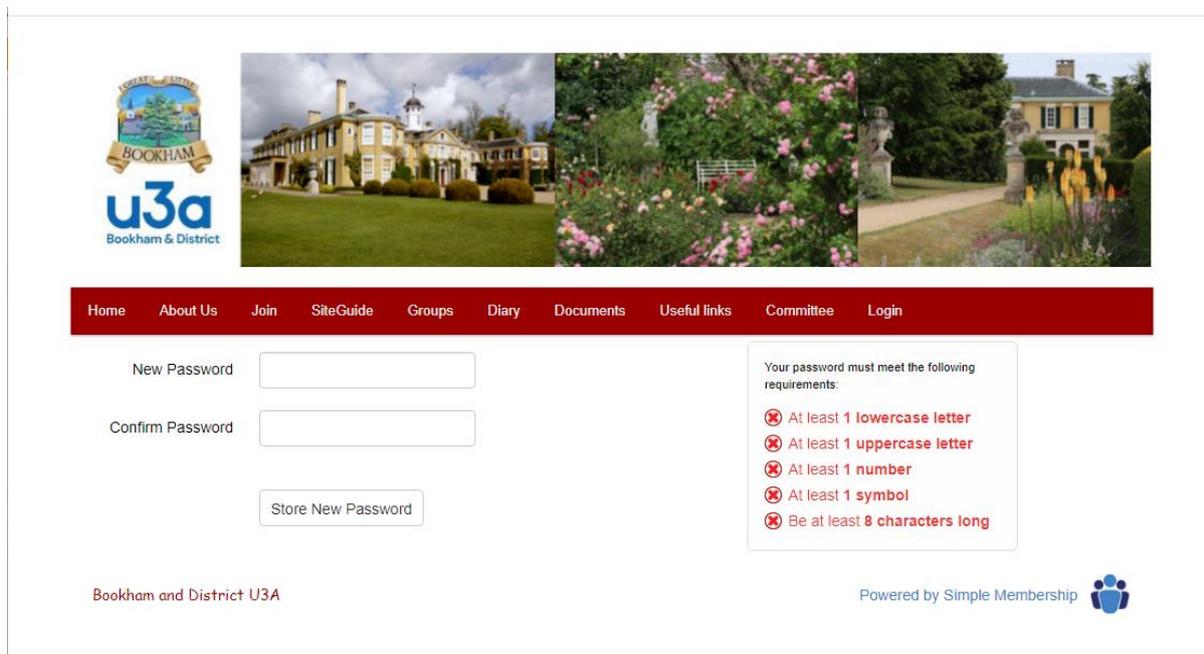
Enter your username which will have been sent to you by the Membership Secretary and then click 'Forgot Password'. You will then see the following screen.



Click 'Reset Password'; you will receive a message confirming that you have been sent an email allowing you to reset your password.

Go to the relevant email inbox, and open the password reset email. Click on the blue 'Click here to reset your password' and it will open the reset screen. Check spam box if not received.

The final screen will look like this.



Enter your new password, confirm password and then click 'Store New Password'.

Please see screenshot for password requirements, for confirmation the password must have:

Creating and resetting a password

- At least 1 lowercase letter
- At least 1 uppercase letter
- At least 1 number
- At least 1 symbol
- Be at least 8 characters long

Provided you have met these requirements, the wording will change from red to green

Go back to the 'Login' page and enter both your username and your newly created password.

If this is your first time logging in as a member, please check your profile to ensure the data held about you is correct. Also please update if you change email, phone number or address etc.

Please make sure you enter the emergency contact (ICE) details of family members or friends that can be contacted in the unlikely event of illness or accident whilst attending a U3A event.

There are several system guides in the documents section.

The guide on Icons explains the various icons that are used to perform actions within the system. These vary depending on who you are and where you are within the system.

Another guide explains how to review your personal data held in your profile, and how to update it if necessary.

And if you are a Group Administrator, there is a guide explaining how to maintain the data relevant to your group.

If you have any problems, please email:

webmaster@bookhamu3a.org.uk