

Portal Registration

Accessing the Portal

In a browser, enter <https://u3abeacon.org.uk/u3aportal.php?u3a=138&sc=AMIE> or search for **Elmbridge Beacon Members Portal**.

You will be presented with a window looking like the one shown below.

If you have already registered, enter you your email address and click the “Confirm Identity” or “Forgotten Password” buttons.

Registration

To register, click the words “Register for a membership account”.

u3a Elmbridge
Beacon

[Return to Elmbridge u3a website](#)

Elmbridge u3a Members Portal

Please identify yourself

E-mail

If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: renewals@elmbridgeu3a.org or contact the Membership Secretary

You will then see a a window like this:

u3a Elmbridge
Beacon

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Elmbridge u3a Members Portal

Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

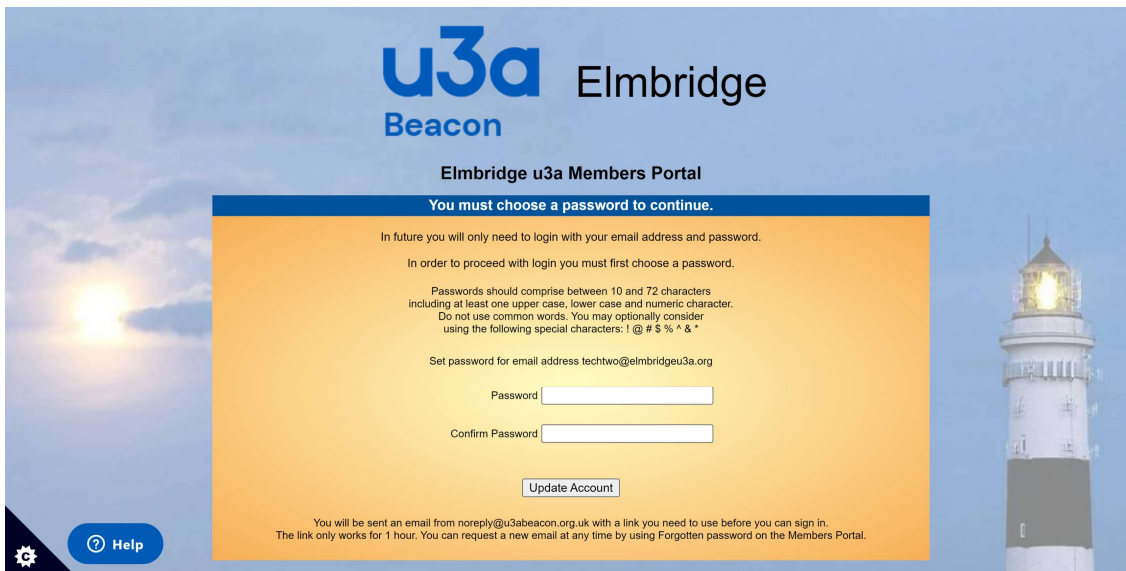
Postcode

E-mail

Enquiries: renewals@elmbridgeu3a.org or contact the Membership Secretary

Fill in all the boxes and click the “Confirm Identity” button. Do not have any leading or trailing spaces. Note that the contents in each box must exactly match the data held in the Beacon database. If your details do not match, please contact the Membership Secretary: https://elbridge.u3asite.uk/u3a-contact-form/?contact_id=3902

If the data in all the fields match the contents of the Beacon database, you will be presented with a new window like this:



The screenshot shows the 'Elbridge u3a Members Portal' interface. At the top left is the 'u3a Beacon' logo. The main heading is 'Elbridge u3a Members Portal'. Below this is a blue banner with the text 'You must choose a password to continue.' The main content area is orange and contains the following text: 'In future you will only need to login with your email address and password. In order to proceed with login you must first choose a password. Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *'. Below this is the instruction 'Set password for email address techtwo@elbridgeu3a.org'. There are two input fields: 'Password' and 'Confirm Password'. A 'Update Account' button is located below the input fields. At the bottom of the orange area, it says: 'You will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.' In the bottom left corner of the screenshot, there is a gear icon and a 'Help' button.

Enter a password, that follows the rules described, into both boxes and click the “Update Account” button.