

Register for the Members Portal on Beacon

The first time that you access the Portal you will need to register for an account. Having a Members Portal account means you will be able to do the following:

- View and update your Personal Details.
- Renew and pay for your Membership
- View information about your Interest Groups
- View Calendar of meetings & events

You can register for the Members Portal and continue to renew your membership using the paper form. Instructions on using the Members Portal to renew membership is in a separate 'How to ...' guide.

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How to register for the members portal

The first time you access the Portal you will need to register

<https://u3abeacon.org.uk/u3aportal.php?u3a=860&sc=XZKX>.

Tip: It might be helpful to bookmark this page in your browser so that it is easy to find when you need to visit your member record again in the future.

You will need to enter 5 pieces of information to confirm your identity, email address, membership number, forename, surname and postcode. The information must exactly match what is in your Member Record. This information will be emailed to you. If you need it sent again, please send your request to admin@fvu3a.org.uk.

First, enter your email address and press **Confirm Identity**:



You should enter the additional information then press **Confirm Identity**:

Register for a membership account and password

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: contact the Membership Secretary

After correctly entering the required 5 pieces of data you will be asked to create a password of between 10 and 72 characters including at least one upper case, one lower case and one numeric character. Enter your password in the 2 boxes and press **Update Account**:

You must choose a password to continue.

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: ! @ # \$ % ^ & *

Set password for email address bertie@beast.com

Password

Confirm Password

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.

You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser:

If the email doesn't arrive within a few minutes, check your Spam folder.

Members Portal

Demoton u3a Members Portal sign up successful

You have been 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 link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

*Note: The confirmation email will expire after 1 hour, although you can return to the Members Portal sign-in page and press **Forgotten Password** to request a new confirmation email.*

After clicking the link in the email, enter the password and press **Confirm Identity**:

Please identify yourself

Password

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: contact the Membership Secretary

Members that share an email address & password

When two members share an email address, the 1st member may register as described above. However, when the 2nd member wishes to register, they must click the **Register for a membership account** link rather than pressing the **Confirm Identity** button:

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: contact the Membership Secretary

After that the registration process continues as described above.

When 2 registered members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list:

Please identify yourself

Select member you want to proceed with

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: contact the Membership Secretary

Note: it is not good practice to share a password from a security point of view, so it is recommended that members use different passwords when registering to use the Members Portal.

Changing your Password

If you forget your password or wish to change it, click **Forgotten Password** on the sign-in page

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: contact the Membership Secretary

Enter your email address and press **Reset Password**

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**

Changing your Email Address

If you wish to change your email address you have 2 options:

- Sign in to the Members Portal using your old email address, select **Update your personal details** and update the email address. You will be sent an email with a link you will need to click to verify that you have the correct email address. Your password will remain unchanged, or
- Ask your Membership Secretary to update your details on the system. The next time that you wish to sign in to the Portal you will need to click the **Verify e-mail** link on the sign-in page.

and follow the on-screen instructions

Signing in to the Members Portal

Once you have registered for a Portal account, signing in is easy, all you need is your email address and password.

1. Enter your email address and press **Confirm Identity**:



The screenshot shows a web form titled "Please identify yourself" with a blue header. The form has a yellow background. At the top, there is a text input field labeled "E-mail" containing the text "bertie@beast.com". Below this field are two buttons: "Confirm Identity" and "Forgotten Password". A red arrow points from the top right towards the "Confirm Identity" button. Below the buttons, there is instructional text: "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" and "If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)". At the bottom, there is a link: "Enquiries: contact the Membership Secretary".

2. Enter your password and press **Confirm Identity**:



The screenshot shows the same "Please identify yourself" web form. The "E-mail" field is now empty, and a "Password" field is visible, containing a series of dots. To the right of the password field is a small eye icon. Below the password field are the "Confirm Identity" and "Forgotten Password" buttons. A red arrow points from the top right towards the "Confirm Identity" button. The instructional text and the "Enquiries" link at the bottom are identical to the previous screenshot.

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