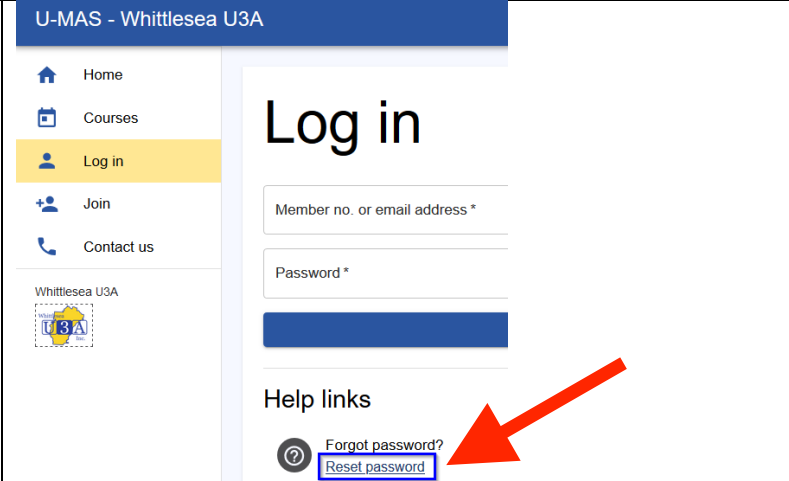


Member Guide

How to Reset your Password

<p>1. Select “Reset password” on the LOGIN screen before login</p> <p>A new screen will open “You can reset your password here”</p>	 <p>U-MAS - Whittlesea U3A</p> <p>Home Courses Log in Join Contact us</p> <p>Whittlesea U3A</p> <h1>Log in</h1> <p>Member no. or email address *</p> <p>Password *</p> <p>Help links</p> <p>Forgot password? Reset password</p>
<p>2. Enter your Member Number and Surname</p> <p>3. Click “Submit” button</p> <p>4. A message is sent to the email address we have recorded in our membership system.</p>	<h2>Request password reset</h2> <p>Fill out and submit this form in order to receive a password reset authorisation code by email. If you already have an authorisation code, you can ENTER IT HERE.</p> <p>Member number *</p> <p>Surname *</p> <p>SUBMIT</p>
<p>5. Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder. <u>Copy the authorisation code (the characters in bold) in the email.</u></p> <p>Do NOT use the code displayed here</p>	<p>Someone (presumably you) requested a password reset authorisation code, which can be used in U-MAS</p> <p>d490a0bc</p>
<p>6. Paste the code into the Reset Password “Authorisation code”</p> <p>7. Enter your new password</p> <p>8. Confirm your new password</p> <p>9. Submit</p>	<h2>Reset password</h2> <p>Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for 20 minutes from the time it was sent: If your code has expired, you can REQUEST A NEW CODE.</p> <p>Member number * 17147</p> <p>Authorisation code * d490a0bc</p> <p>New password *</p> <p>Confirm new password *</p> <p>SUBMIT</p>
<p>10. A “Success” message will be displayed</p> <p>11. <u>Select login</u></p> <p>12. Login with your <u>Member Number</u> and <u>new Password</u></p>	<h2>Reset password</h2> <p>Password updated.</p> <p>Success: Your password has been updated. Would you like to login?</p>

See video “How to reset password on iPad” – [click here](#)