

## Changes to the sign-in procedure for Renewals

Earlier this year changes were made to the u3a Beacon system which Cheltenham u3a use to hold members data.

One of the changes made was the way members sign in to Renew their membership. Some of you may already have used the changed system but for the majority of you 2024 Renewals will be the first time you encounter it.

The first screen you will see is:

**Cheltenham u3a Members Portal**

**Please identify yourself**

E-mail

Password

If you have not created a password for your membership 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: [membership@cheltenhamu3a.org.uk](mailto:membership@cheltenhamu3a.org.uk) or contact the Membership Secretary

Click on 'Register for a membership account'

The following screen will appear.

**Cheltenham u3a Members Portal**

**Register for a membership account and password**

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: [membership@cheltenhamu3a.org.uk](mailto:membership@cheltenhamu3a.org.uk) or contact the Membership Secretary

Enter the details requested above i.e. Membership number, Forename (or Familiar Name) Surname, Postcode and E-Mail address. These are provided for you at the top of this email. You must use the data provided as this is what is held on the database. Familiar name is accepted as a forename.

Click on 'Confirm Identity'

If the details entered are correct then the following screen will be shown. If not check the entered details against the details provided at the top of this email and try again.

Choose a password and enter on the screen below. Your password must be at least 10 characters and include at least one uppercase letter, one lower case letter and a numeric (between 0-9). It may also contain a special character e.g. @, #, %, £ etc. My suggestion would be to make it 10-12 characters long.

Confirm the password by entering the same value again and press 'Update Account'

If the passwords match the following screen confirming a successful sign up and stating that a confirmation email has been sent to your email inbox. If it doesn't arrive within a few minutes please check your SPAM folder. You must click the link in the email within 1 hour or it will expire. Clicking on this link will take you back to the following screen.

Enter your email address and password and press '[Confirm Identity](#)'

If the details entered do not match those held on the system you will be prompted to use the **forgotten password** link to reset your password. You can contact the Cheltenham u3s Membership Secretary for advice but he/she cannot see nor reset your password. You can also use the **forgotten password** link to reset your password at any time.

With a correct password you will now be able to renew your membership.

**Remember – This only has to be done once and in future you will only have to enter your email address and password.**

**We are here to help:**

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**Well Done!**