

BEACON USER GUIDE

It is vitally important that the personal details we hold for you on the U3A's Beacon Management System, are kept up to date. This will help us to ensure that we remain in compliance with GDPR requirements.

Keep your personal details up to date on Beacon.

On 18th April we will be introducing a new way for members to login to the Beacon Member's Portal that will allow you to easily access your own records. You need to register for a Members Portal account.

Step by Step Guide to Creating your own Beacon Account.

- 1 Go to our Wellingborough and District u3a website. ([Wellingborough and District u3a](#))



- select the heading Beacon
- Select Beacon – Members' Portal

- 2 The first time that you log in after 18th April 2023 you will see this screen. Do not enter an email address or password initially.

Click **Sign In with membership details**

- 3 You will then see this screen. Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**

- If you can't remember your Membership number, it is shown on your Membership Card, or contact your Membership Secretary.
- The details entered have to exactly match that held by your u3a. If in doubt, check your Membership Card or contact your Membership Secretary.

If you have previously supplied a familiar name (e.g. Ted, Liz), that is also accepted as a Forename

- 4 After filling in the boxes and pressing **Confirm Identify** you will be asked to create a password of between 10 and 22 characters including at least one upper case, lower case and numeric character.

Enter and confirm your password and press **Update Account**

Hint: A simple and unique password can be created from your name and membership number.

- 5 You will then receive an email confirming your account.

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

- 6 Clicking the link in the email will take you back to the log-in screen where there will be a message to say that your email address has been verified.

That's it! Next time our log into Beacon, you just need to give your email and password.

The full details of how to use Beacon can be found in the Documents section of our Website