

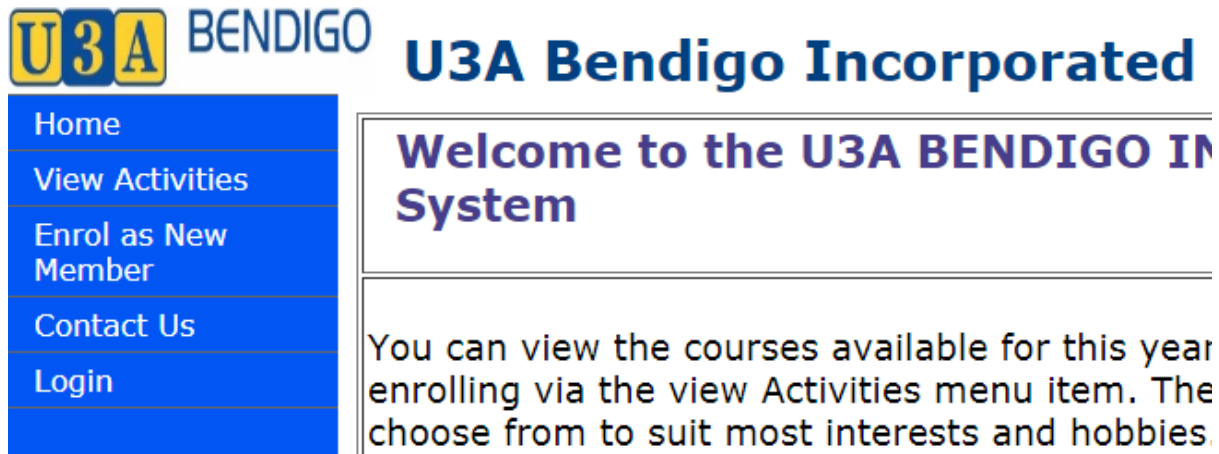
Creating or Resetting Your UMAS Password

Contact: Lyn on 0418 587 102 or Email: activities@u3abendigo.com

Logging into UMAS

1. Go to the [U3A Bendigo website](#) and click on the **UMAS Login link** at the top of the web page. This opens the UMAS Home Page.

NOTE: You are advised to use your membership number rather than your email address.



2. Select the Login button from the blue Menu. This takes you to the UMAS Login Page.
3. If you have successfully created a Password previously, or had one created for you, type in your membership number and Password and click the Login button.

Membership number or email:

Password:

Login

First Time User of UMAS

4. If you are a **first time user of UMAS**, enter your U3A Bendigo Membership number and select the link “**I have forgotten my password**” on the UMAS LOGIN screen, before you try to login. Please **DO NOT Click** the “I would like to join” link. This is specifically for **New U3A Members**.

Membership number or email:

Password:

Login

5. A new screen will open advising you that “**You can reset your password here**”

- [I have forgotten my password](#)
- [I know my password but not my member num](#)
- [I am a member, but have forgotten my details](#)
- [I would like to join](#)
- [Return to the Website](#)

6. If you have already used UMAS but cannot remember your Password, click the “**I have forgotten my password**” link as well.

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Creating a Password for UMAS

7. On the “**You can reset your password here**” dialogue box, enter your Member Number and Surname

You can reset your password here.

Member number:
Surname:

8. Click “Send email link to reset password” button.

When you click 'Send email link to reset password' an email will be sent to you.

9. A message advises that an email has been sent to the members' email address. Open your emails and locate the email. If you do not see the email check your Junk folder.

If you do not know these details [click here](#)

Login reset password details emailed to professor.bear@

User Name: Julie Moggs

10. Click on the link “click here to reset your password”. Your email will look something like the screen grab opposite.

From Me <network.test@members.u3avictoria.com.au> ☆
Subject **U3A Network Test Your Password Reset for UMAS**
To Me <professor.bear@whittleseau3a.org.au> ☆

Your Member number is: 2102
[Click here to reset your password](#)

11. Enter your new password in “**New Password**” and re-enter in “**Confirm new password**”. Passwords must match each other.

This link expires after 24 hours. Do not reply to this email

Password Reset.

Minimum of 5 and maximum of 20 characters. Do not use < > \ & characters.

Note: password must be a minimum of 5 characters, no more than 20 characters. There are some special characters that are not accepted eg: < > \ &

12. On the Password Reset window Select “Click here to reset your password”

13. A pop up message advises that the password has been changed.

14. Click “**OK**” to return to the Membership System

members.u3avictoria.com.au says

Password Changed. Please click OK and login using new password..
Exiting to website.

15. On your return to UMAS select

“**Login**” on the bottom of the blue menu on the left.

- Home
- View Courses
- Enrol as New Member
- Contact Us-Courses
- Contact Us-General
- Login

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16. Enter your Membership Number and password and select “**Login**” to login to UMAS and your membership details.

Membership number or email:

Password:

We hope you have found this document helpful. If you have any problems with these processes, please let [Lyn Goodall](#) know by email or phone 0418 587 102.