

Creating or Resetting Your UMAS Password

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

1. Go to the [U3A Bendigo website](#) and click on the UMAS button to take you onto the UMAS Login page.



2. 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 below before you try to login. Please **do NOT Click** the "I would like to join" link.

Membership number or email:

Password:

- [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](#)

3. A new screen will open advising you that **"You can reset your password here"**
4. If you have already used UMAS but cannot remember your Password, click the **"I have forgotten my password"** link.
5. On the **"You can reset your password here"** dialogue box, enter your Member Number and Surname

You can reset your password here.

6. Click **"Send email link to reset password"** button.

Member number:

Surname:

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

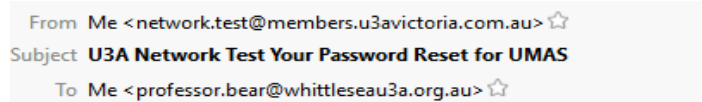
7. A message advises that an email has been sent to the members' email address. Open your emails and locate the email. If you do not see the email check your Junk folder.

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

Login reset password details emailed to professor.bear@

User Name: Julie Moggs

8. Click on the link **"click here to reset your password"**
9. Your email will look something like this.



Your Member number is: 2102

[Click here to reset your password](#)

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

10. Enter your new password in **"New Password"** and re-enter in **"Confirm new password"**. Passwords must match each other

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

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11. Select "Click here to reset your password"

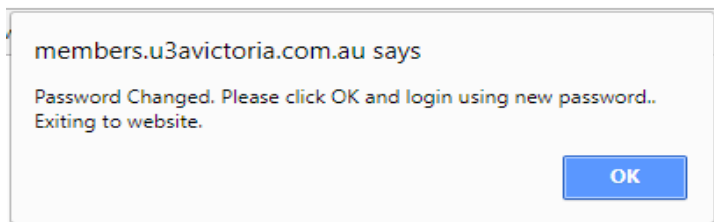
Password Reset.

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

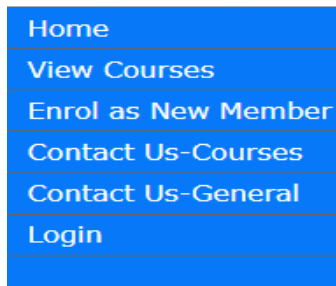
[Click here to Reset Your Password](#)

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

13. Click "OK" to return to the Membership System



14. On your return to UMAS select "Login" on the bottom of a menu to your left.



15. Enter your Membership Number and new password and select "Login" to login to 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](mailto:lyn.goodall@u3abendigo.com) know by email or phone 0418 587 102.