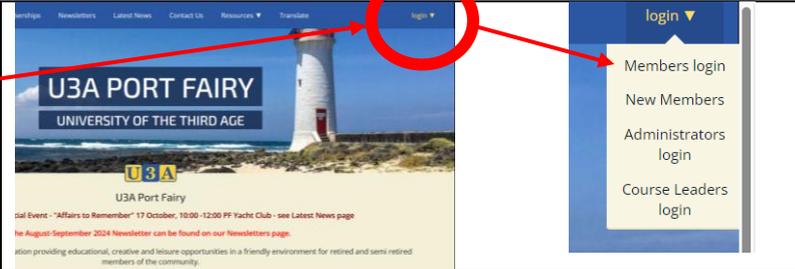
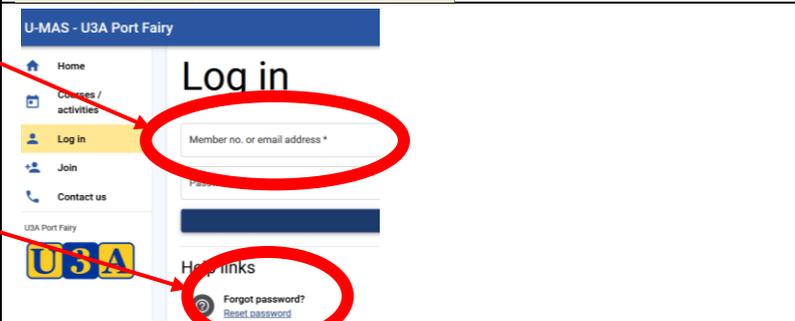
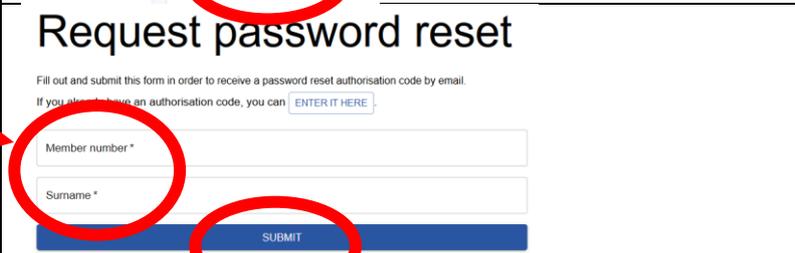
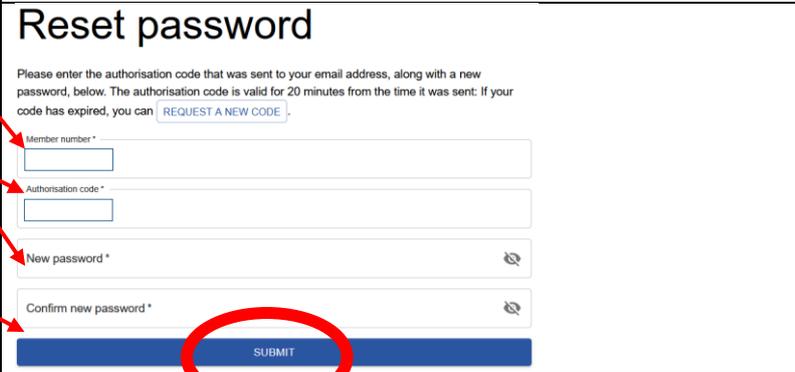


Membership System (U-MAS for Members) - How to Reset a Password

<ol style="list-style-type: none"> Go to Port Fairy U3A Website. https://u3aportfairy.org.au/ Hover over the login dropdown on the top right hand of site. Click on Members login. 	
<ol style="list-style-type: none"> Enter your four digit Member Number Select "Reset password" on the LOGIN screen. <p>A new screen will open "Request password reset"</p>	
<ol style="list-style-type: none"> Enter your four digit Member Number and Surname. Click "Submit" button A message is sent from U3A Port Fairy to your email address we have recorded in our membership system. 	
<ol style="list-style-type: none"> Open your emails and locate the email. If you do not see the email check your Junk folder. Copy the authorisation code (the characters in bold) in the email. 	<p>It will be a mix of Letter and Numbers</p>
<ol style="list-style-type: none"> Enter your four digit Member Number Type or Paste the code into the Reset Password "Authorisation code" Enter your new password. You should use a mix of letters (one upper case) and numbers. Confirm your new password Click "Submit" button. <p>**Please note some Apple products automatically generate a password.</p>	
<ol style="list-style-type: none"> If successful, a "Password Updated" message will be displayed as shown Select login You can then Login with your Member Number and new Password 	