**How to Check Your U3A Member Profile and Set your Password**

**These instructions are for members who do not know or have forgotten their UMAS password.**

This will enable you to check and edit your details recorded in **UMAS** (our U3A Member Administration System). You are encouraged to become familiar with this in readiness for when online membership renewals and course enrolments begin at the end of this month.

1. View our website <https://u3aalburywodonga.org.au/>
2. Select the menu item **Member Login** at the top right-hand corner o0f a computer or tablet, and in the hamburger menu 93 parallel lines). The Login page for U-MAS U3A Albury Wodonga will appear).
3. Select**Login** (if you are an existing or renewing member)
4. Click the **Reset Password** link (the Request password reset page will appear).
5. Enter your **Member Number** and **Surname** and click **Submit** (an authorisation code will be emailed to you). It is a good idea to look at this email without closing the password reset page.
6. Enter the **authorisation code** and the **New password** you would like and **Confirm new password**
7. The password must be 8-20 characters long, must contain a mix of uppercase and lowercase letters and numbers, and must not include any of these characters: <>&)
8. Click **Submit** (a message will appear: “Password updated. Success: Your password has been updated. Would you like to login?”).
9. Click on the **Login** link (this returns you to the Login page).
10. Enter your **member number** or email address, your new**password**, and click **Submit** (the My Membership page will appear).

 **My Membership**page allows you to view and edit your details, and view your enrolments, and enrol at the appropriate times.

1. When finished, click **Logout.**