

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

1. Select "Reset password " on the LOGIN screen before login	U-MAS - Whittlesea U3A
Screen before login A new screen will open "You can reset your password here"	 Home Courses Log in Join Contact us Whittlesea USA Whittlesea USA Help links
 Enter your Member Number and Surname Click "Submit" button A message is sent to the email address we have recorded in our membership system. 	Programmed password? Reset password?
 Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder. Copy the authorisation code (the characters in bold) in the email. Do NOT use the code displayed here 	Someone (presumably you) requested a passwor authorisation code, which can be used in U-MAS [•] d490a0bc
 Paste the code into the Reset Password "Authorisation code" Enter your new password Confirm your new password Submit 	Reset password, Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for 20 minutes from the time it was sent: If your code has expired, you can REQUESTANEW CODE. Member number* 17147 Authorisation code* d490a0bc New password* Confirm new password* EXEMPT
 A "Success" message will be displayed as shown Select login Login with your Member Number and new Password 	Reset password Password updated. Success: Your password has been updated. Would you like to <u>login</u> ?

See video "How to reset password on iPad" – <u>click here</u>