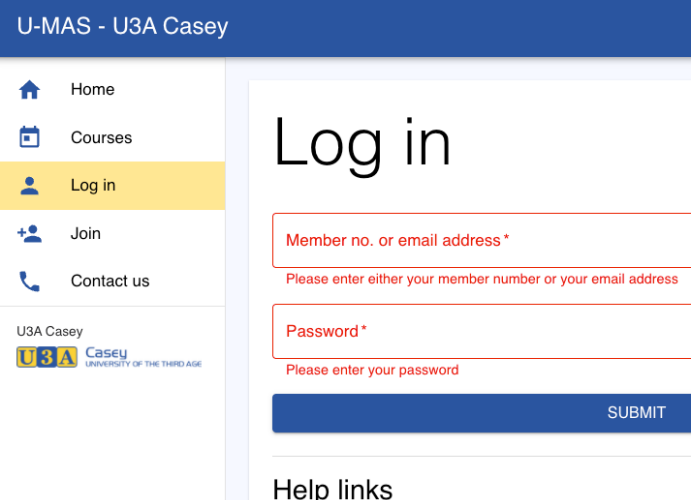
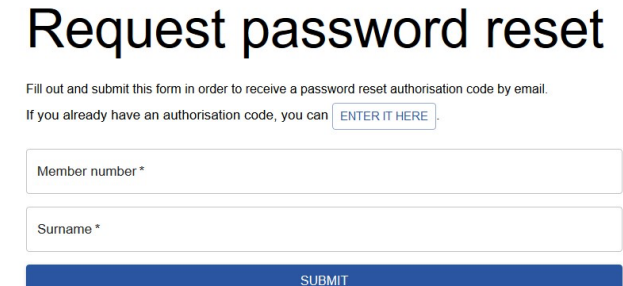
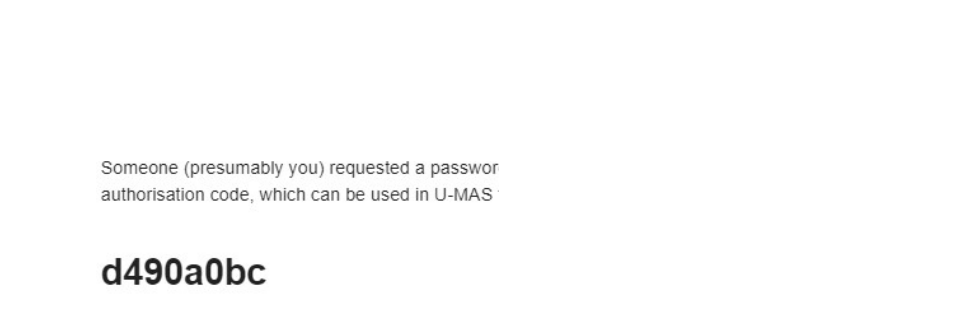
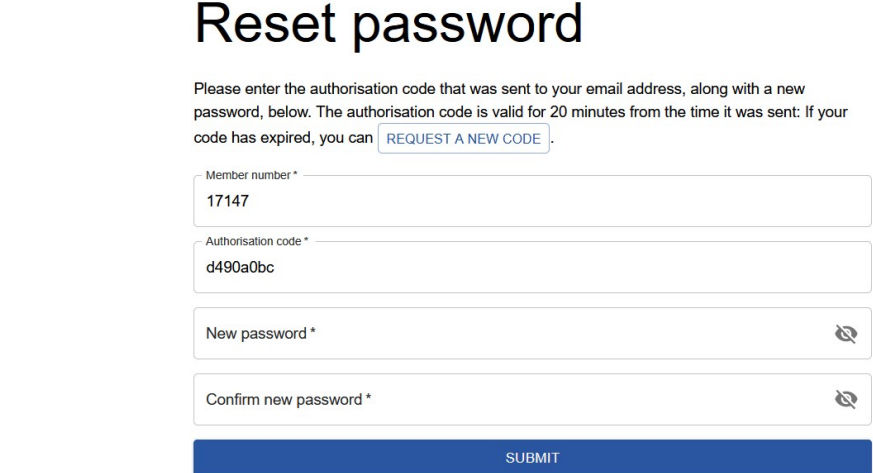


## Member Guide

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

<p>1. Select “Reset <b>password</b>” on the LOGIN screen before login</p> <p>A new screen will open “<b>You can reset your password here</b>”</p>	
<p>2. Enter your <b>Member Number</b> and <b>Surname</b></p> <p>3. Click “<b>Submit</b>” button</p> <p>4. A message is sent to the email address we have recorded in our membership system.</p>	
<p>5. 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.</p> <p>Do NOT use the code displayed here</p>	
<p>6. Paste the code into the Reset Password “Authorisation code”</p> <p>7. Enter your new password</p> <p>8. Confirm your new password</p> <p>9. Submit</p>	

10. A "Success" message will be displayed as shown
11. Select login
12. Login with your Member Number and new Password

# Reset password

Password updated.

Success: Your password has been updated. Would you like to [login](#)?

See video "How to reset password on iPad" – [click here](#)

Please note – Video has been kindly provided by Whittlesea U3A