

Updating your Personal Details

You may view or update the personal details that your u3a holds by signing in to the **Members Portal** and clicking **Update your personal details** Use this [link](#) to get there



You may update the following details about yourself:

- **Title, Forename & Surname**
- **Known as** (e.g. William may be known as Bill).
- **Suffix**: an honour, e.g. MBE
- **Initials, Mobile phone number** and **Email address** (see below *)
- **Emergency Contact** – the name and phone number of a friend or relative (make sure that you have permission to share their details).
- **Hide contact details from group leaders** – the default position is to hide your contact details, but we would encourage everyone to uncheck this box and allow group leaders to be able to see your contact details.
- There is the option of **uploading your photo** which will then appear on your next membership card. The picture must be saved as jpg, png, or gif, maximum file size 2MB. A square format photo (aspect ratio 1:1) is advised to suit the space on the membership card. Photos can be cropped to a square using a smartphone app or other photo editing software (if you are unsure how to re-size a photo, send it to your Beacon Admin or Membership Secretary to upload it for you).

You may update the following details about where you live:

- **House Number/Name & Street**
- Additional line (for a **Village** or **District name**)
- **Town**
- **County** (may be blank because a County is not required according to Post office address guidance)
- **Home phone number** (landline)

You can **update your password**, and If your u3a has enabled it you may update your preferences for things such as receiving the TAM **magazine** or **Newsletter**, **volunteering** to help with things, etc.

After making any changes to your details, press **Update Personal Details**:

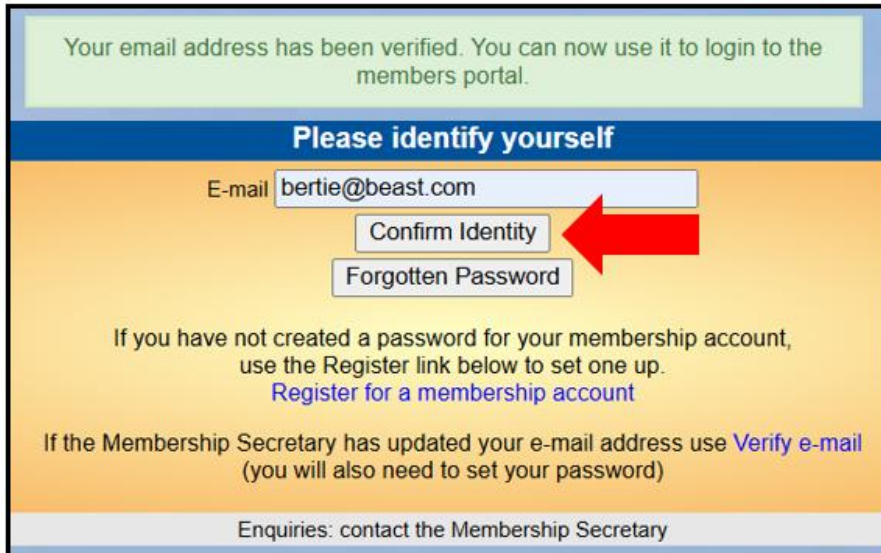
You will receive an email confirming your updated details.

* Changing your email address

If you changed your email address you will be taken back to the Members Portal log-in screen where there will be a message saying that you need to confirm your (new) email address.

Do not attempt to log in yet - follow the steps below:


1. Close down the log-in screen
2. Go to your email account and look for an email titled "**email confirmation**"
3. Open the email and click the link. This will take you back to the Members Portal log-in screen where there will be a message to say that your email address has been verified. Press **Confirm Identity**:



Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail



If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary

4. Enter your password and press **Confirm Identity** to return to the Members Portal Home page:



Please identify yourself

Password 



If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary