

How to... Log in for the first time

To use Beacon, you just need a computer or laptop that's connected to the internet. No special software is required. Simply visit the login webpage. This is: **u3abeacon.org.uk** You can also find the link on the Beacon website, through the *Help* menu there.

Your u3a's Beacon administrator will provide you with your username and a temporary password. This guide takes you through the process of logging in for the first time.

1. Go to Beacon

- Go to: **u3abeacon.org.uk** (just type this into your browser and hit enter).
- Click on the list of u3a's and select your one from it.
- Type in the username and password that your Beacon site administrator gave you.
- Click *Enter*.

2. Set a new password

Your temporary password must be changed once you have logged in for the first time. You will be taken automatically to the *Password Change* screen.

NB The submit button on this screen is greyed out until you complete the required information.

- Type in a new password, following the on-screen instructions. You will see an error message if your

password doesn't meet the requirements.

- b) Type the new password into the *Confirm* field. If you get a message that it doesn't match, type it in again.
- c) Add a personal question and answer as a security check if you forget your password in future. You can type in any question/answer that you want eg *Favourite biscuit* or *Name of first pet*. This should be something personal to you that will not change and you'll know the answer to.
- d) Click *Submit*.

Your new password and security question have been saved. Next time you log in you will need to use this new password.

- e) You may now see a box with information in it. This is usually for other users of Beacon eg a treasurer. Click on the button to *Proceed to Beacon*.
- f) You have now logged into Beacon and will be taken to the main Administration/Home screen.

Next time you log in, use the login name and the new password that you've just set.



Your password must be:

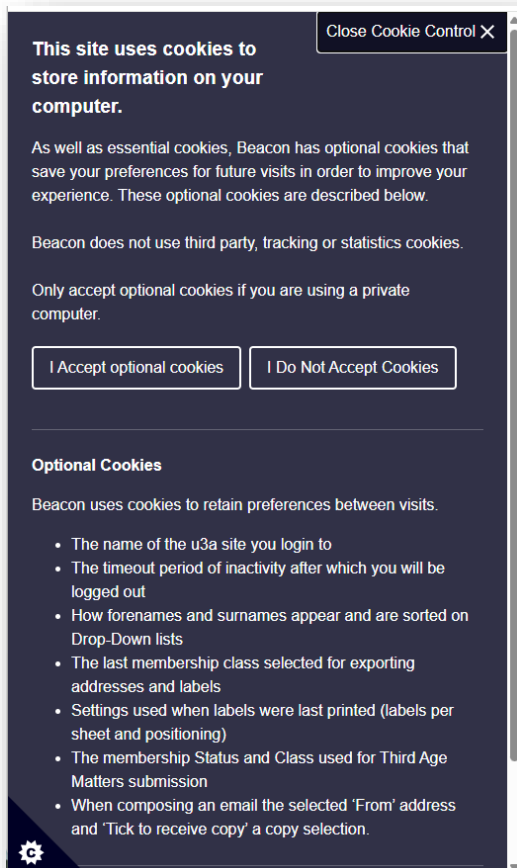
- difficult to guess – eg not Password!
- at least 10 characters long
- include at least one number
- include at least one uppercase letter
- include at least one lowercase letter

You also need to be able to remember it. A short phrase is often easier to remember and more secure, as it's longer eg Mudmudgloriousmud56

If you click on the little eye symbol, you'll be able to see the password instead of the dots/asterisks – especially handy when you're not sure if you've typed it correctly.

Cookies: in plain English

When you first go to Beacon, or if you've not logged in for a while, you'll be asked to accept or reject optional cookies. Most people find **it's best to accept the optional cookies in Beacon** as they help make it easier to use. If you just close the cookie control (at the top) it will be recorded that you do not accept cookies.



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