

How to Reset your Password

You will need to reset your password when first logging into our membership administration system and any time you have forgotten your password. No one else, including our Committee members or administrators, has access to your password.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login.</p>	
<p>2. Click Reset Password (do not log in).</p>	
<p>3. Enter your Member number and Surname and click SUBMIT. Keep U-MAS open.</p>	
<p>4. An email will be sent to the address we have recorded in our membership system. Note that if you don't see the email in your Inbox, check your Junk or Spam folders. This email will show an authorisation code. Copy the code in the email (NOT the one shown here) by using one of the following methods:</p> <ul style="list-style-type: none"> ▪ Windows: highlight the number and either right-click and select copy or hold down the keys CTRL-C; or ▪ iPad: hold your finger down on the code and choose the option to Copy 	<p>Someone (presumably you) requested a password reset in U-MAS for Members. Below is your temporary authorisation code, which can be used in U-MAS for Members to authorise your password change.</p> <p style="text-align: center; font-size: 2em; font-weight: bold; color: #0056b3;">5cf7f770</p>

<ul style="list-style-type: none"> ▪ Mac: highlight the number and either right-click and select copy or hold down the keys command-C 	
<p>5. Return to U-MAS which now shows the Reset password screen and retains your member number. Paste the code into the Authorisation code box by using one of the following options:</p> <ul style="list-style-type: none"> ▪ Windows: click in the Authorisation code box and either right-click and select paste or hold down the keys CTRL-V; or ▪ iPad: hold your finger down on the Authorisation code box and choose the option to Paste ▪ Mac: click in the Authorisation code box and either right-click and select paste or hold down the keys command-V <p>6. Enter your new password which 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: <>\&</p> <p>7. Confirm your new password which must match that entered above. Note: To assist you in ensuring the password matches click the eye icon  which will show the password as you enter it.</p> <p>8. Click SUBMIT.</p>	<h2>Reset password</h2> <p>Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for one hour from the time it was sent. If your code has expired, you can REQUEST A NEW CODE.</p> <p>Member number * 6</p> <p>Authorisation code *</p> <p>New password * </p> <p>Confirm new password * </p> <p>SUBMIT</p>
<p>9. A Success message will be displayed.</p> <p>10. Click login.</p>	<h2>Reset password</h2> <p>Password updated.</p> <p>Success: Your password has been updated. Would you like to login?</p>
<p>11. Enter your member number and the new password you just entered and click SUBMIT.</p>	<h2>Log in</h2> <p>Member no. or email address *</p> <p>Password * </p> <p>SUBMIT</p>