

# How to Access the Member Wizard Member Portal

Please note that your MyU3A username and password are redundant.


## Introduction

- The Member Wizard Member Portal allows members to manage their U3A Armidale (U3AA) details and activities, view U3AA documents and any class resource material, advise absences and requests to withdraw and contact their tutor(s).
- You only need to register once for the Member Portal.

## 1. How to register for the Member Portal?

- Go to the U3AA website ([www.u3aa.org.au](http://www.u3aa.org.au)) [Home](#)
- Click on the **Member Portal** button which will take you to the Member Portal home page where you will activate your registration and set your Member Wizard password.

Member Portal Help



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Welcome to your Member Portal

Here you will be able to:

- View your membership details
- Register for events / classes
- Update your contact details
- Renew your membership
- Access member-only resources
- View and print your statement
- Pay outstanding invoices

If you have already registered for the Member Portal, you do not have to register again.  
Please login using your email address or member number.

If you have forgotten your password please click **Reset Password** and re-complete the Registration process.

 **MEMBER WIZARD**  
This service is hosted by Member Wizard on behalf of U3A Armidale Inc.

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## 2. Register with your email address or U3AA member number

- Most people can register using the email address which is registered with U3AA, however if you share your email address, say with your partner, you **must** use your U3AA member number.
- After you enter your email address or your U3AA member number a **6 digit code security code** email will be sent to your U3AA registered email address (even if you are registering with your member number). It is important to leave the Member Portal main page open and enter the security code you receive otherwise, you will need to begin the process again.

## 3. Select and enter a password

- When you enter the security code you will be prompted to enter a password and confirm it. Clicking to save the password will make future access to Member Wizard easier.
- If you forget your password, you will need to re-complete the registration process by clicking the **Reset Password** link on the Member Portal home page.