

Chapter 3 – LOGIN AS A SYSTEM USER

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If you have downloaded this document, we suggest you check the Southwell U3A website from time to time to confirm that this is the latest version (the date of the last update is shown in the footer of each page).

A. Logging on for the first time

1. If you want to use Beacon, you will have been asked to provide a proposed user name & a Beacon account then set up for you. An email will be sent to you confirming your user name & details of a temporary password.
2. Click on this link to go to the Beacon login screen:
<https://u3abeacon.org.uk/password.php>
3. Select **Southwell** from the drop-down list of U3As.
4. Fill in your username and the temporary password. Tick the *store local settings* box (if you don't do this you may have to go through the login process twice).
5. Click **Enter**.
6. You will be asked to type in a new password which must contain at least 1 upper case letter, 1 lower case and a numeric character

Passwords should comprise between 8 and 15 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: _ - \$ ^ % ! # < > .

New password

Good password

Confirm

Confirmed

Please also enter a personal question and answer

You may answer the question given or change it to something else. The answer should be unknown by most other people.

Question

Answer

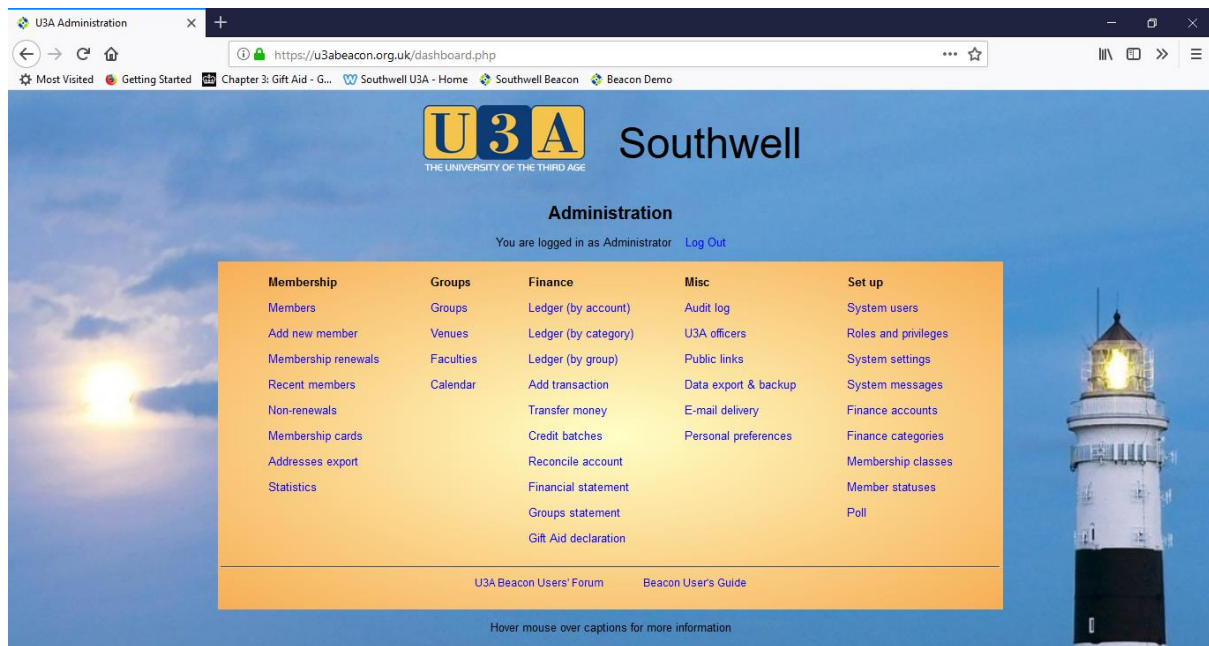
- Enter a personal security question with an answer. You can use the question presented (your first school) or change it to something else – something that is unknown by most other people. After pressing **Submit**, you will be taken into the system.

B. System User Roles

There are different levels of access to the system (e.g. Committee Member, Group Leader, Membership Secretary, etc.). These Roles are described from Chapter 5 onwards.

C. Navigation Tips

After logging in you will be taken to the Beacon Home page. You will see some or all of the blue links shown below, depending on the roles that you have been allocated.



The following tips will help you navigate round the system.

Blue Links

- Using the conventional back arrows in your internet browser to return to a previous screen is not generally recommended – you may find yourself having to log in again. It is better to use the blue links.
- Clicking a blue link usually closes the current page and jumps to a new page.
- Holding down the **Ctrl** key while clicking a blue link opens the new page on a new tab while keeping the existing page open.

Table Lists

- Many table lists have the letters of the alphabet in a row above the list. Clicking on one of these blue letters will jump to the first entry starting with that letter.
- Clicking the large arrows in circles on the right side of some pages will scroll to the bottom or top of the page.
- Clicking a blue column heading (except the *Select* column) will sort the table based on the values in that column.

- Clicking the **Select** column heading will bring up a sub-menu, typically Select all, Clear all, Email only, Without Email.
- Alternatively, a number of individual rows in the table can be selected by ticking the boxes to the left of names.

Drop-down Lists

- Clicking a drop-down list and entering letters will jump to entries starting with those letters, e.g. in a list of Members:-
 “R” jumps to Rai
 “RO” jumps to Roberts
 “ROG” jumps to Rogerson

Member Records

- When viewing a Member Record, select from the Member drop-down list to view another Member Record, or use the left and right arrows either side of the drop-down list to see the previous or next member number.

The screenshot shows a 'Member Record' interface. At the top, there is a blue header with the text 'Member Record'. Below this, there is an orange bar containing the following elements:

- A 'Member' dropdown menu with a left arrow, the text 'Marklew, Keith', and a right arrow.
- The text 'Member No 578' followed by a 'Current' dropdown menu.
- A 'Joined' field with the date '04/05/2010'.
- A 'Next renewal' field with the date '31/05/2018'.
- Text below the 'Next renewal' field: 'updated automatically upon renewal.'

D. Personal Preferences

Click Personal Preferences from the Home Screen to set the following preferences:

- Sorting of drop-down lists ('Surname' and 'Surname first' recommended)
- Time out period
- Change your password
- Change your personal Q & A

E. Revision Log

Rev.	Date	Section	Changes