

## **Instructions for registering in Member Wizard (MWiz)**

To be able to first create a password in the new system (MWiz), existing U3A Yarra City members need to go through a simple process called “Registration”. Once this is done for the first time, Registration is only required thereafter when changing a password.

The steps to complete initial registration are as follows;

- > Select the green **Login** above which takes you to the Member Portal.
- > Select **Register** and enter either your member number or email address.
- > Select **Next** and on the following page **Send**.
- > Enter the code (**no space**) that you receive in your email and **Confirm Registration Number**.
- > Enter a password of your choice - make it complex for security but something you can remember
- > In the *Member Portal*. check **My Classes** and **Change my Contact Details** to ensure that your information is correct.
- > Tutors can select **Tutor Portal**

### **Notes**

- > You only enter your password once, so it won't check that it is correct, as per systems where you enter the password twice. If you make a mistake, go back to step 2 and register again.
- > You can use your current U-MAS password again if you want to save thinking of and remembering a new password.

> If you want more detailed registering instructions and information on using the members portal,