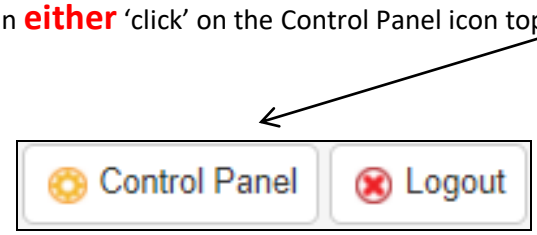
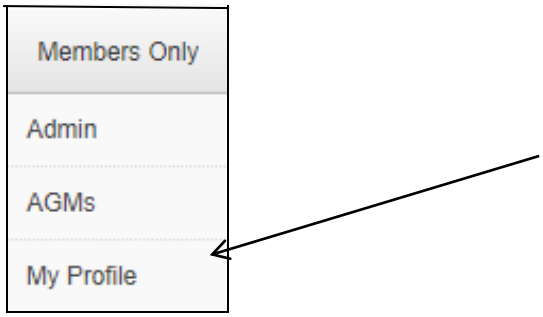
MK U3A - Making Changes to your Personal Details

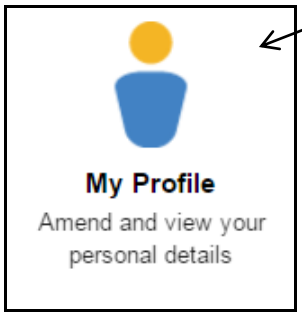
1. Open the MK U3A website (mku3a.org)
2. Login to the site. (If you haven't set your login password yet please see the instructions on the LOGIN page.)
3. Once you are logged in **either** 'click' on the Control Panel icon top right of screen

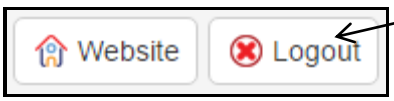


Or select My Profile from the dropdown list under Members Only under the heading picture



4. This will open a page showing the following icon. 'Click' on the icon



5. You will now open a page showing your personal profile. This is where you can change your contact details and add an emergency contact. **This is extremely important in cases of accident or emergency.** Make any changes necessary and 'click' **Save Changes** top or bottom right of profile screen.

6. You now have two options – Returning to the Website or to Logout. Top right of screen. Select the appropriate icon.