

Updates to MyGSL

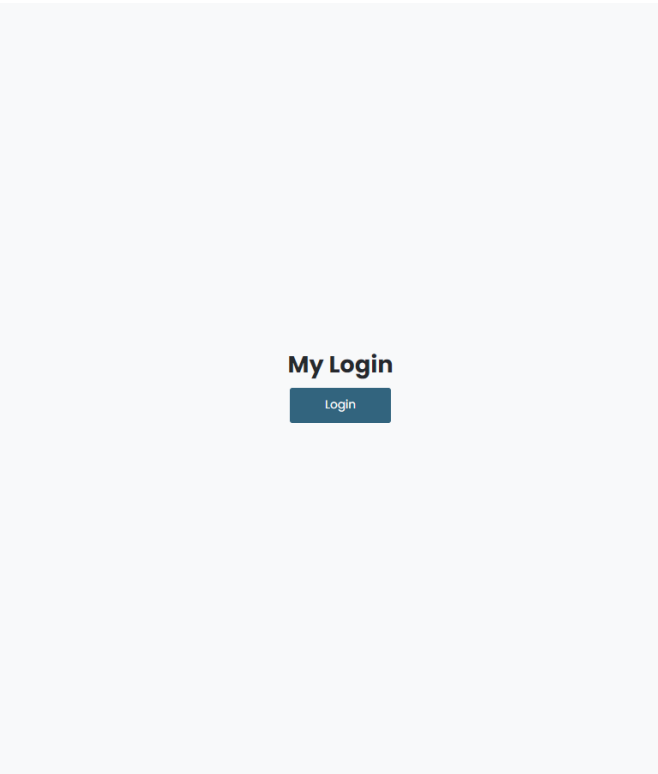
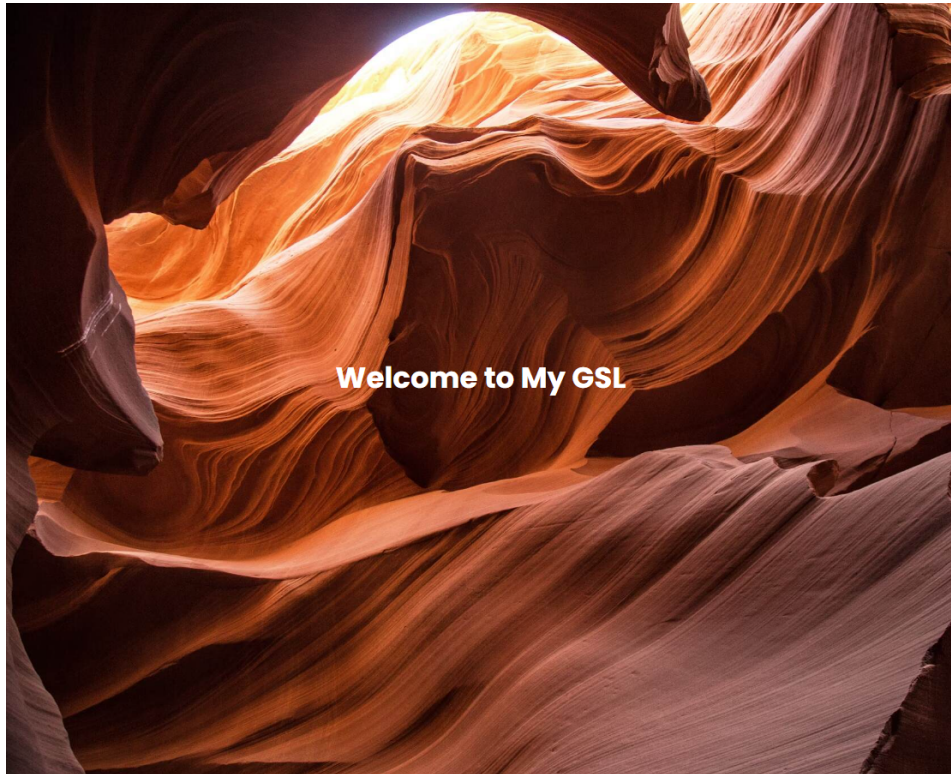
There are a few steps you will need to take in order to login to the updated version of MyGSL, from October 2024

- **For current members:** You will need to set up a new password
- **To set a new password:** Click on the 'forgot password' link and follow these steps...

Step 1 for members

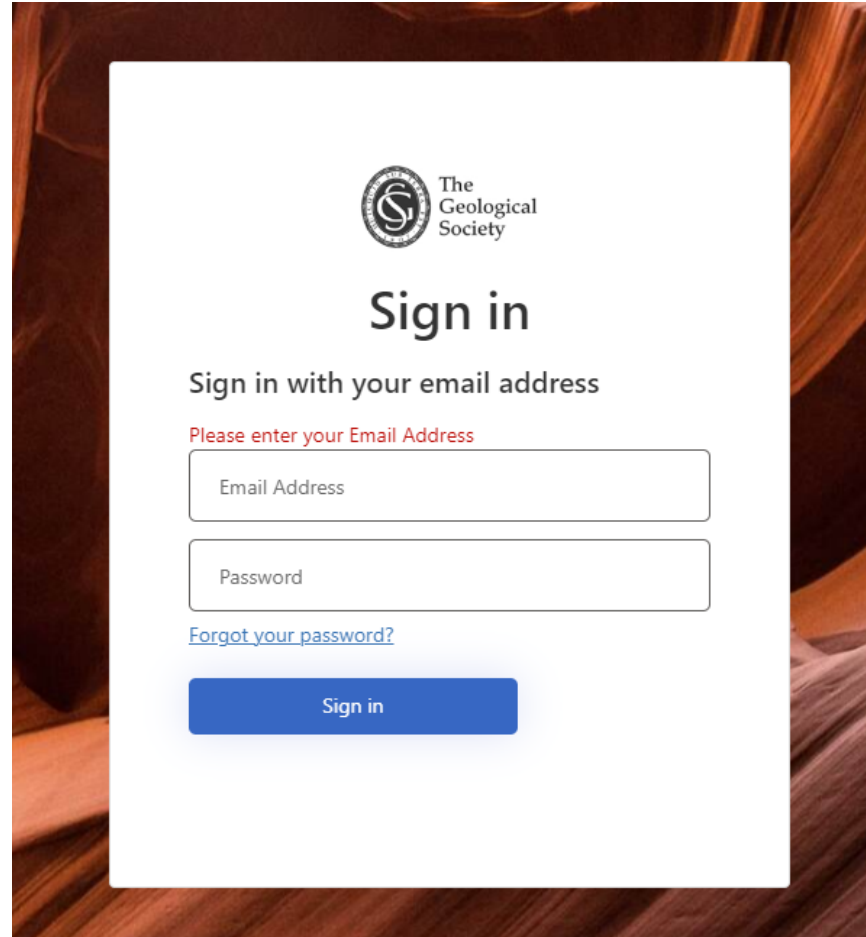
The first time you login, you will need to verify your email address and create a new password

Step 1: visit portal.geolsoc.org.uk and click on the blue **[Login]** button



Step 2 for members

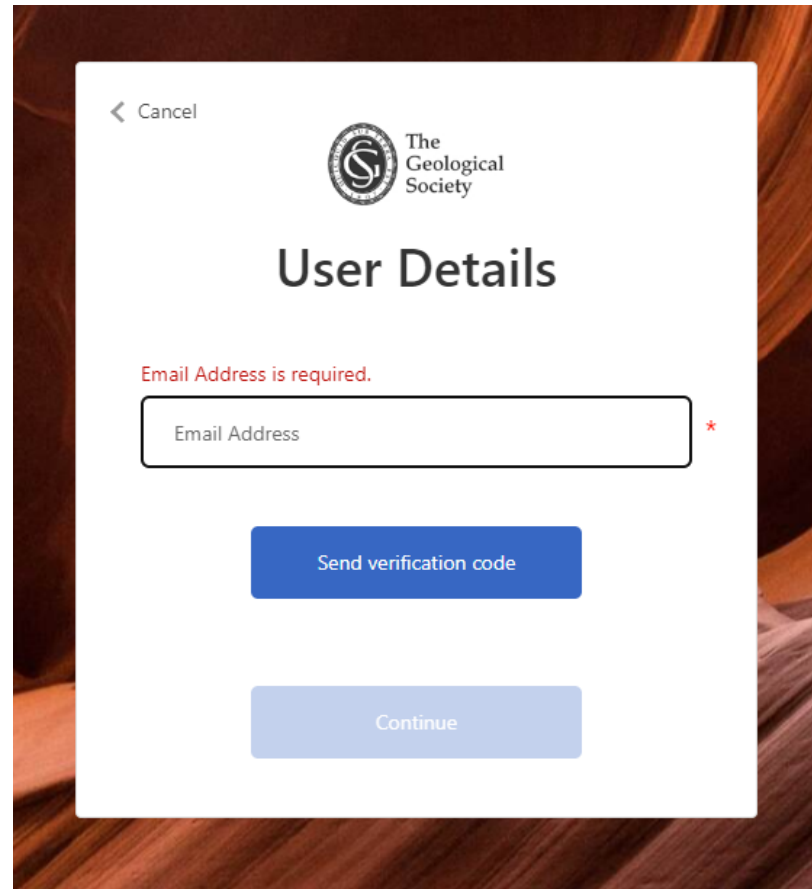
Step 2: Click the blue link 'Forgot your password?'



The screenshot shows a sign-in page for The Geological Society. At the top is the society's logo, which consists of a circular emblem with a stylized 'S' and the text 'The Geological Society' to its right. Below the logo is the heading 'Sign in' in a large, bold font. Underneath this is the instruction 'Sign in with your email address'. A red error message, 'Please enter your Email Address', is positioned above the first input field. The first input field is labeled 'Email Address' and is currently empty. Below it is a second input field labeled 'Password', also empty. A blue link, 'Forgot your password?', is located below the password field. At the bottom of the form is a blue button with the text 'Sign in' in white.

Step 3 for members

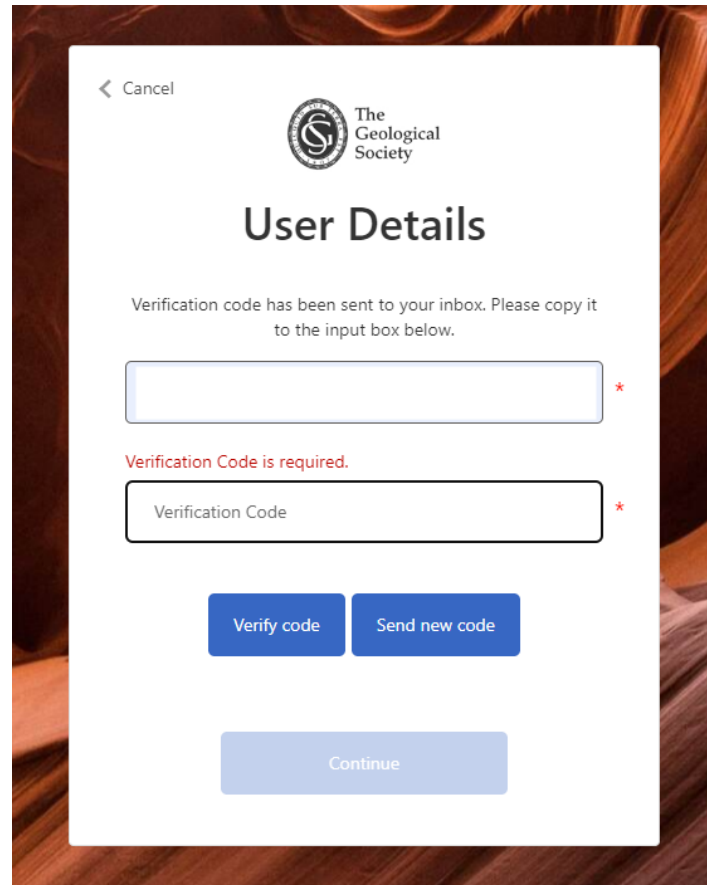
Step 3: Enter the **email address** that is registered with the Geological Society and click on the blue button **[Send verification code]**



The screenshot shows a mobile application interface for 'The Geological Society'. At the top left is a 'Cancel' button with a back arrow. The center features the Geological Society logo and the title 'User Details'. Below the title, a red error message reads 'Email Address is required.' Underneath is a text input field labeled 'Email Address' with a red asterisk to its right. Two buttons are positioned below the field: a prominent blue button labeled 'Send verification code' and a lighter blue button labeled 'Continue'.

Step 4 for members

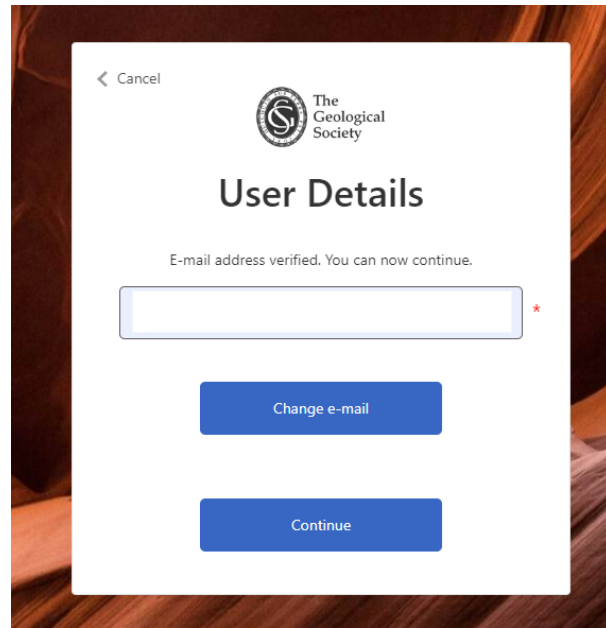
Step 4: Go to your **email inbox** or junk folder and locate the **verification code** that has been sent to you. Type in the code and click on the blue button **[Verify code]**



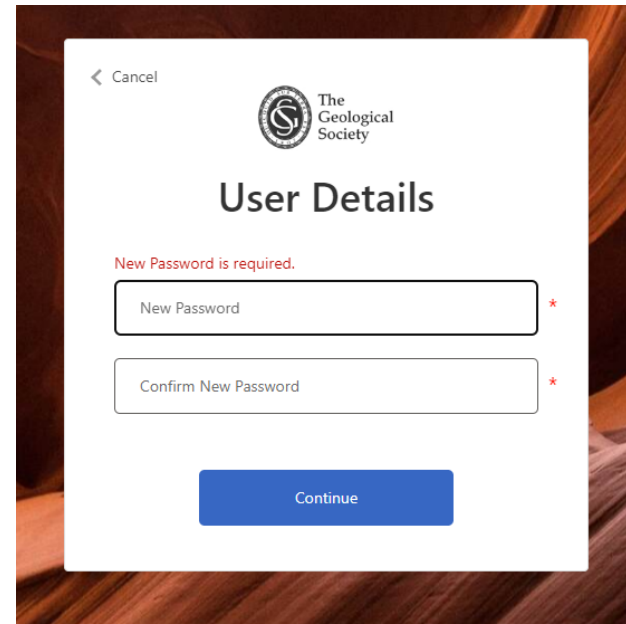
The screenshot shows a mobile application interface for 'The Geological Society'. At the top left is a back arrow and the word 'Cancel'. The logo for 'The Geological Society' is centered at the top. Below the logo is the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first is empty and has a red asterisk to its right; the second contains the text 'Verification Code' and also has a red asterisk to its right. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a light blue button labeled 'Continue'.

Step 5 for members

Step 5: Your email address is now verified in the updated version of MyGSL and you can reset your password. To do so, click [**Continue**] which will take you through to a screen where you can update your password



The screenshot shows the 'User Details' screen for The Geological Society. At the top left is a 'Cancel' button. The logo and name 'The Geological Society' are at the top center. Below the logo is the title 'User Details'. A message states 'E-mail address verified. You can now continue.' Below this is a text input field with a red asterisk on the right. At the bottom are two blue buttons: 'Change e-mail' and 'Continue'.

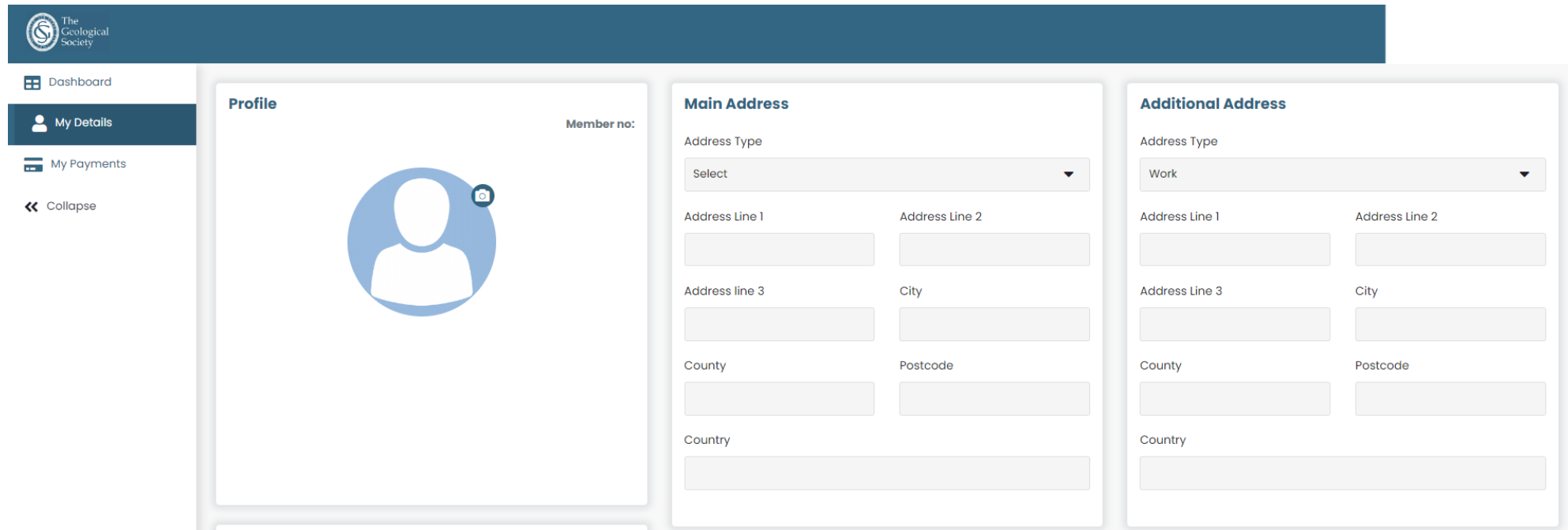


The screenshot shows the 'User Details' screen for The Geological Society. At the top left is a 'Cancel' button. The logo and name 'The Geological Society' are at the top center. Below the logo is the title 'User Details'. A message states 'New Password is required.' Below this are two text input fields: 'New Password' and 'Confirm New Password', both with red asterisks on the right. At the bottom is a blue 'Continue' button.

Enter a new password, click [**Continue**] and you will be able to proceed to your account

Step 6 for members

And finally: whilst you are in your MyGSL account, please take the opportunity to check that your contact details are up-to-date



The screenshot displays the 'My Details' section of a user's account. It features a navigation menu on the left with options for 'Dashboard', 'My Details' (selected), 'My Payments', and a 'Collapse' button. The main content area is divided into three columns: 'Profile', 'Main Address', and 'Additional Address'. The 'Profile' column includes a placeholder for a profile picture and a 'Member no:' label. The 'Main Address' and 'Additional Address' columns each contain a dropdown menu for 'Address Type' and several text input fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'County', 'Postcode', and 'Country'.

More features coming soon!