

# USER

## INFORMATION SYSTEMS

**Updating your security information**

# GUIDE



# WHAT'S MY SITUATION?

I forgot my password!



Have you filled in your recovery email address?



I have!



Please log on to <https://scpoaccount.sciences-po.fr>



▶ P°3

I haven't!



Contact the IT Helpdesk:  
01 45 49 77 99 - [sos@sciencespo.fr](mailto:sos@sciencespo.fr)



I want to change my password!



Please log on to <https://scpoaccount.sciences-po.fr>



▶ P°4

Your password expires after 6 months. You'll be invited to renew it 15, 7 and 3 days before its expiration. If you do not change it in time, it will be automatically replaced by a random password.



▶ P°3

# 1. I FORGOT MY PASSWORD

I have already filled in my recovery email address



- Go to <https://scpoaccount.sciences-po.fr>
- Check the box “I forgot my password and I want to reset it” and click on “Submit”:

Changing your password

I forgot my password and I want to reset it.

I know my password and I want to change it.

Changing your recovery email address

I want to change my recovery email address (I know my password).



- Enter your **Sciences Po ID** (firstname.lastname) or your student/teacher number
- Answer the **verification question** then click on “Submit”

**Sciences Po ID (firstname.lastname) or Student/Teacher ID \***

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*Identity verification - Please answer the following question:*

**What is the color in guitar, zucchini, tiger and pink ? \***

pink

- An email has been sent to your recovery email address: click on the link then follow the instructions to set a new password

## 2. I WANT TO CHANGE MY PASSWORD



- Go to <https://scpoaccount.sciences-po.fr>
- Check the box “I know my password and I want to change it” then click on “Submit”:

Changing your password

I forgot my password and I want to reset it.

I know my password and I want to change it.

Changing your recovery email address

I want to change my recovery email address (I know my password).



- Once authenticated, enter your current password then enter and confirm a new one


Current password \*

New password \*

Confirm new password \*

Recovery email address mon\_adresse\_de\_recup@gmail.com

**Note:** you can also change your recovery email address

 Remember, your password must contain:

- at least 8 characters
- 1 uppercase
- 1 lowercase
- 2 digits

- an email will be sent to your Sciences Po account to confirm your new password

# 3. I WANT TO CHANGE MY RECOVERY EMAIL ADDRESS



- Go to <https://scpoaccount.sciences-po.fr>
- Check the box “I want to change my recovery email address” and click on “Submit”:

A screenshot of a web form with a red border. It contains two sections: 'Changing your password' with two radio button options, and 'Changing your recovery email address' with one radio button option selected. A red arrow points to the selected option.

Changing your password

- I forgot my password and I want to reset it.
- I know my password and I want to change it.

Changing your recovery email address

- I want to change my recovery email address (I know my password).

- Once authenticated, enter your new recovery email address then click on “Submit” (careful not to enter your Sciences Po email address)

A screenshot of a web form with a red border. It shows the 'Current recovery email address' field with the value 'mon\_adresse\_de\_recup@gmail.com' and an empty 'New recovery email address' field. Below the fields is a checkbox option.

Current recovery email address    mon\_adresse\_de\_recup@gmail.com

New recovery email address \*   

I do not wish to register a recovery email address. For any troubleshooting, I will contact the IT HelpDesk.

- **Last step:** click on the activation link in the email sent to your new recovery email address

**i Note:** if you don't enter a recovery email address, you will have to contact the IT Helpdesk should you have forgotten your password (01 45 49 77 99 or [sos@sciencespo.fr](mailto:sos@sciencespo.fr))