

USER

INFORMATION SYSTEMS

Updating your security information

GUIDE

SciencesPo

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



I want to change my password!



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



▶ P°4

To modify your recovery email address, please log on to <https://scpoaccount.sciences-po.fr>



▶ P°5

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



L Remember, your password must contain:

- at least 12 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 that is selected and has a red arrow pointing to it from the left.

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 a 'Current recovery email address' field with the value 'mon_adresse_de_recup@gmail.com', a 'New recovery email address' field with an asterisk, and a checkbox for 'I do not wish to register a recovery email address. For any troubleshooting, I will contact the IT HelpDesk.'.

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)

SCIENCES PO
INFORMATION SYSTEMS DEPARTMENT

More information about IT ressources :
<http://www.sciencespo.fr/ressources-numeriques/>

19/09/2019

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