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

P.5

I want to change my password!

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

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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]

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

  ![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](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 form]

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

![New password form]

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

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

**Remember,** your password must contain:

- at least 12 characters
- 1 uppercase
- 1 lowercase
- 2 digits
3. I WANT TO CHANGE MY RECOVERY EMAIL ADDRESS

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

  ![Changing your password](image)

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

  ![Current recovery email address](image)

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

**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](tel:0145497799) or [sos@sciencespo.fr](mailto:sos@sciencespo.fr))
More information about IT resources: http://www.sciencespo.fr/ressources-numeriques/