

It is very important that you use the same email address that we received from you for the application process and also the username that you have received from Mentxu Zalla (intl@upo.es)

 Open the general UPO website (<u>www.upo.es</u>) and in the upper righthand corner, click on EN if you want to have the page appear in English. Click on "Custom Access" (in English) or "Acceso Personalizado" (if in the Spanish version). Then click on "Forgot your Password?" Use the top right hand corner to change the language to English if it suddenly switches back to Spanish.



2. In the next window, click on "Recover your password/recuperar su contraseña"

Password management
If you have forgothen your passwrod, you can (<u>escover, your password</u>
If you already have an identification code, you can goter the code directly to reset your password.
Password change
You can also change your cassword, but first it will be asked to be authenticated in your organization.



3. Introduce the user name that appears on the first page of this document and click on "search".

PABLO DAVIDE	
	Forgotten password Identification Image: Comparison of the password recovery process: Image: Comparison of the password recovery process:
	Nombre de usuario

4. Introduce your user name again and in number 2 (password recovery) click on "send email". You will see a number 3 appear in which a message appears confirming that you have been sent an email.

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CLANDE		Español English
	Forgotten password Interfication First, you must identify yourself to start the password recovery process: Nombre de usuario Search Search Assword recovery	
	Sender the following communication method to start the password recovery process: Send email	
PABLO DE CLAVIDE		
	Forgotten password	
	First, you must identify yourself to start the password recovery process: Nombre de usuario Enter your nombre de usuario Search	
	Password recovery Select the following communication method to start the password recovery process: Send email	
	Sent email An email has been sent to the your alternative email account. If in a few minutes you have not recieve it, please check your spam directory.	



5. You will receive an email like the one that appears below. Click on the link.

De no-reply@upo.es/ Asunto Password reset A mili	to Resp
PARLO	
Hi rano ,	
You have recently requested reboot your password.	
To change your password, click <u>here</u> or copy this link in your web browser: <u>https://login.upo.es/adas-pwd/index.php?r=forgot/reset&</u> token=HphhHXecYIDI6a5LQzyHi1hSSIII0KTP9pXQFzqX_XZa1Flq5pO0doPJL72OFtofrcrcyKxL_VSvLk3A	
Important This link is valid for 24 hours. After that period, we recommend to request again your password.	
In case you need, the identification code is as follows:	
HphhHXecYlDI6a5LQzyHilhSSIiIOKTP9pXQFzqX_XZa1Flq5p00doPJL72OFtofrcrcyKxL_VSvLk3A	
adAS-PVID. @ PRSE 2014-2018	

6. The link will take you to a screen with a temporary password. You need to click on the "copiar contraseña / copy password" button. Then click on "cambiarla ya/change it now".

Reinicio de contraseña	
Nueva contraseña de un sol	o uso
Hola (wanme), Tal como ha solicitado, se ha reini	ciado su contraseña a una nueva temporal y ahora es la siguiente.
Mostrar nueva contraseña	
	Copiar contraseña
Le recomendamos que no ci	erre esta ventana hasta que no cambie la contraseña
Esta contraseña es de un solo uso cambiarta ya si así lo prefiere.	o, por lo que tendrá que cambiarla la primera vez que la utilice para autenticarse o incluso puede

7. On the following screen, paste the temporary password and introduce the new one you wish to use. Click on "confirmar" and you will see the following screen confirming that your password has been changed.