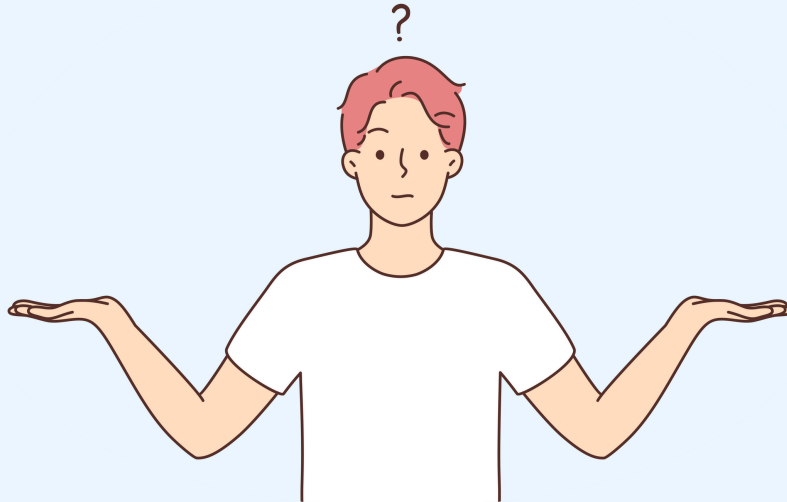




**FORGOT
YOUR PASSWORD?**

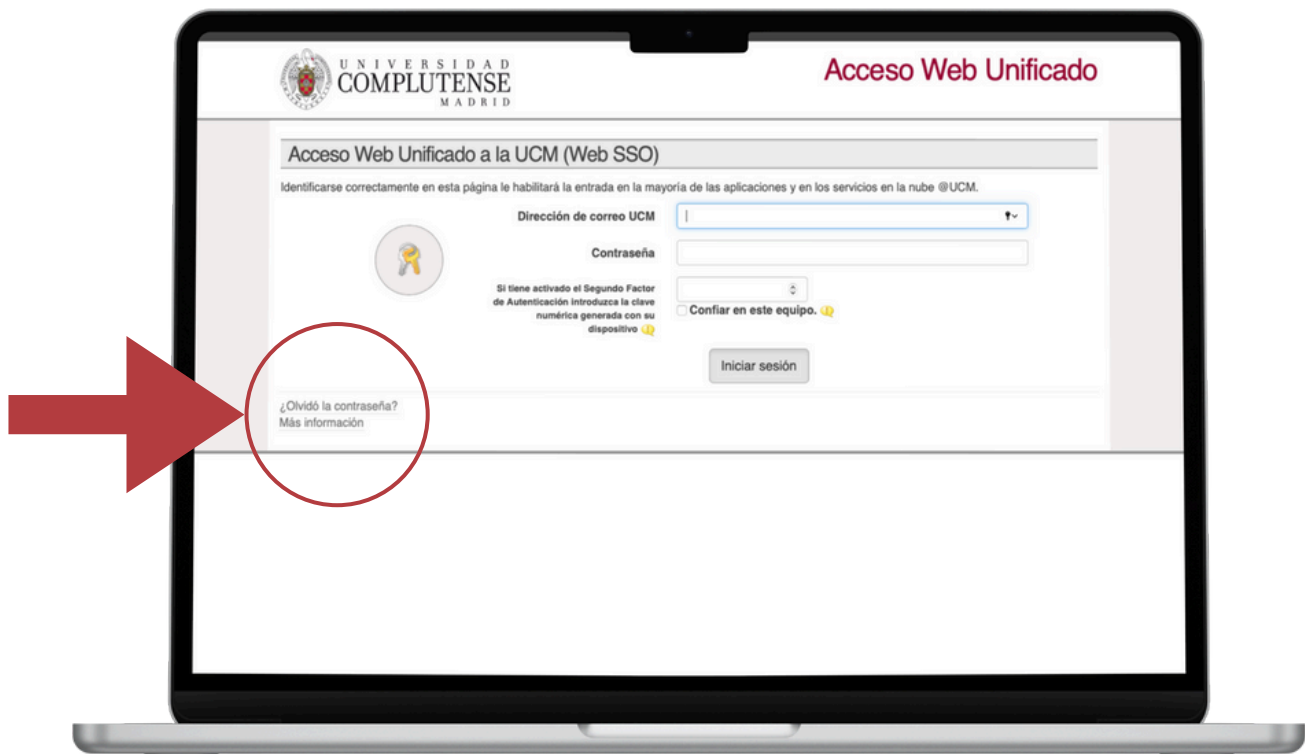
FORGOT YOUR PASSWORD? HERE'S WHAT TO DO:

We may forget our password and not be able to access the services we need. Don't worry if you've forgotten your password! In this case, we will set a new password by following these steps:



1

Without introducing your password, choose the option **'Forgot your password'** at the bottom left hand side.



Here the process is the same as explained in **point 3 of the 'Activate your email' guide**, but with this in mind:

Once we have received our activation code, we will select the Forgotten password and/or user option and continue with the process.



PLEASE NOTE...



Password Requirements and Tips:

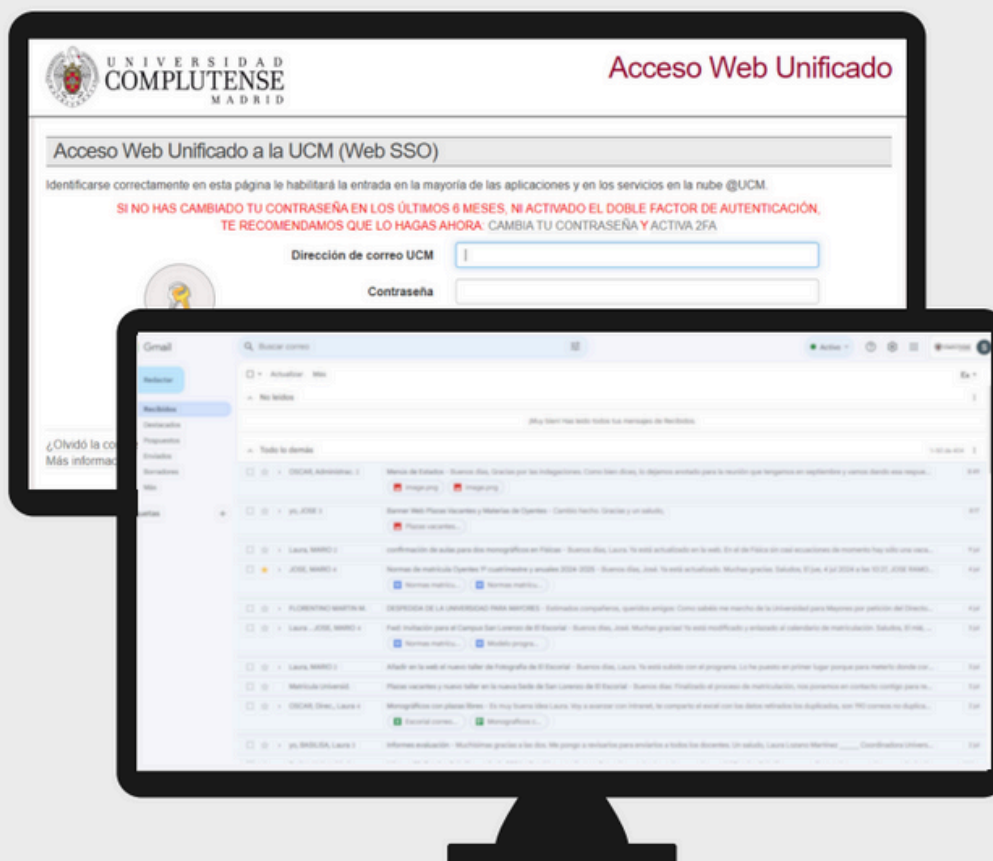
- **Minimum Length:** Your password must be at least 8 characters long.
- **Character Types:** To make your password strong, use a combination of letters and numbers.

Password Storage:

- **Avoid Saving Passwords:** While it's convenient to save passwords on your device, it's not the safest option.
- **Write it Down:** Consider writing down your password in a secure place, like a notebook or password manager app.
- **Memorize it:** If possible, try to memorize your password.

2

Enter your e-mail address and the **new password** you have chosen and click on Log in.



Congratulations! By following these steps, you'll be well on your way to using your UCM email account and enjoying all the benefits it offers.

If you're still having trouble, please contact:

conveniosin@rect.ucm.es



**OFICINA DE RELACIONES
INTERNACIONALES**
UNIVERSIDAD COMPLUTENSE DE MADRID