

How to change my password

ESCA – E – Serviços ao Cidadão Académico
E-Services to the Academic Citizen

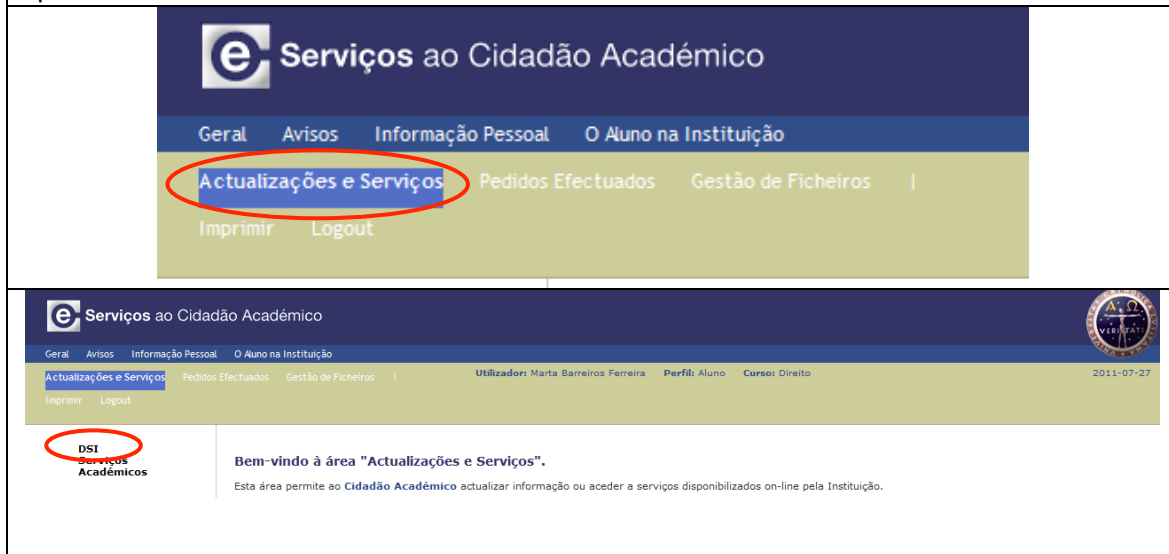
How do I change my password?

Step #1

To login to the ESCA page you need to write your personal information – Your student number and your password. After logging in you will be redirected to the ESCA home page.

Step #2

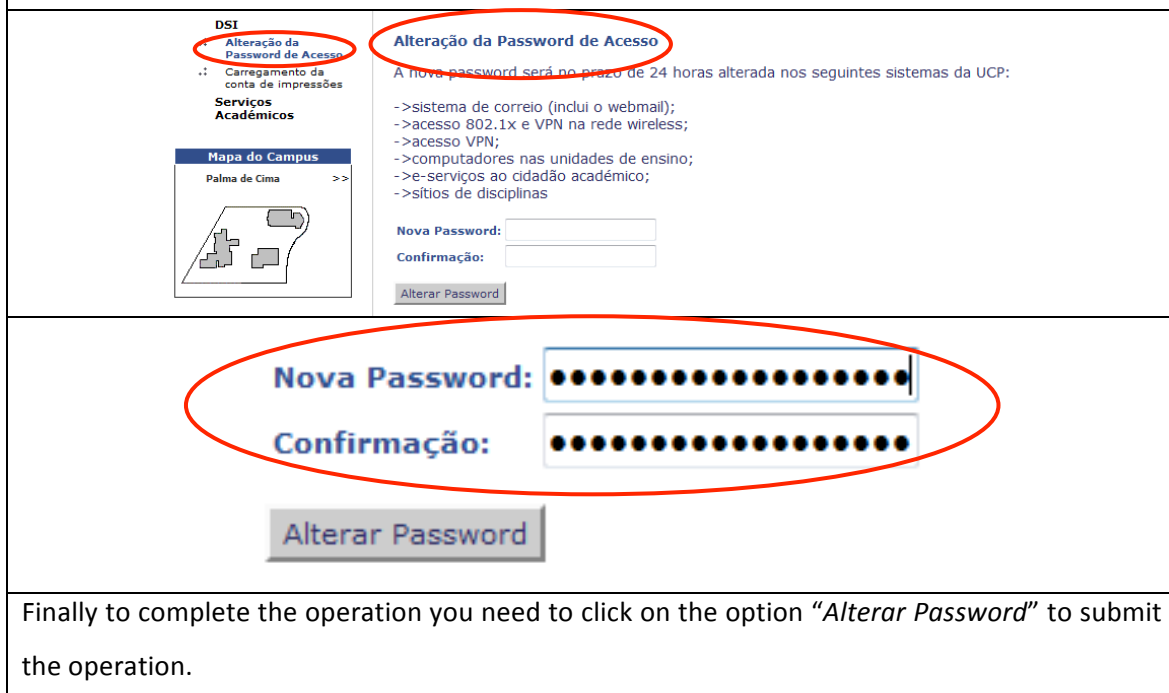
To change your password you have to select the Option “*Actualizações e Serviços*” and then the option “*DSI*”



The screenshot shows the 'Serviços ao Cidadão Académico' interface. The top navigation bar includes 'Geral', 'Avisos', 'Informação Pessoal', and 'O Aluno na Instituição'. The 'Actualizações e Serviços' menu item is highlighted with a red circle. Below this, the 'DSI' menu item is also circled in red. The main content area displays a welcome message: 'Bem-vindo à área "Actualizações e Serviços". Esta área permite ao Cidadão Académico actualizar informação ou aceder a serviços disponibilizados on-line pela Instituição.'

Step #3

Now you must choose option “*Alteração da Password de Acesso*” and then write your new password in the correct field. You need also to confirm the new password.



The screenshot shows the 'Alteração da Password de Acesso' page. The 'Alteração da Password de Acesso' menu item is circled in red. The page contains a list of systems affected by the password change, a 'Nova Password' field, a 'Confirmação' field, and an 'Alterar Password' button. The 'Nova Password' and 'Confirmação' input fields are circled in red.

Finally to complete the operation you need to click on the option “*Alterar Password*” to submit the operation.