

NUVOLA ELECTRONIC REGISTER : DETAILS TO CHANGE THE PASSWORD:

- 1. THE PASSWORD MUST BE CHANGED EVERY 3 MONTHS (HOWEVER SOME DAYS BEFORE THE DEADLINE)**
- 2. ALWAYS KEEP THE LAST PASSWORD (ON THE CALENDAR OR ON AN AGENDA), BECAUSE THE SYSTEM ASKS FOR A NEW PASSWORD**
- 3. THE PASSWORD MUST BE DIFFERENT FROM THE LAST ONE ALSO JUST FOR ONE CHARACTER**
- 4. THE PASSWORD LENGTH MUST BE AT LEAST 8 CHARACTERS**
- 5. IT MUST CONTAIN:**
 - AT LEAST ONE CAPITAL LETTER (FROM A TO Z)**
 - AT LEAST ONE LOWER CASE LETTER (FROM A TO Z)**
 - AT LEAST ONE NUMERICAL CHARACTER (FROM 0 TO 9)**
 - A SPECIAL CHARACTER: ! - \$ - # - @**

To retrieve your credentials, passwords or username, in absolute autonomy, go to:

Do you forget your credentials?

- And the choice will be:

1) Go to Password Recovery

or

2) Go to Username Recovery (username)