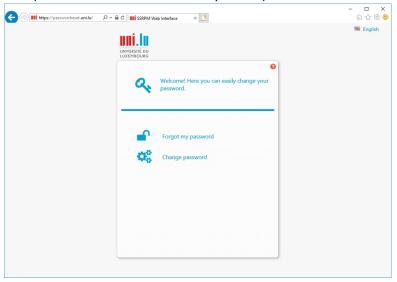
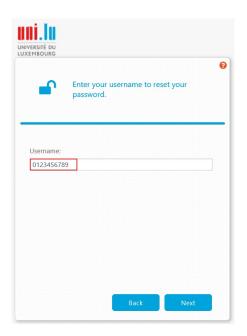




1. Go to: <a href="https://passwordreset.uni.lu">https://passwordreset.uni.lu</a> and select one the choices "Forgot my password" or "Change password" (accessible worldwide from any device)



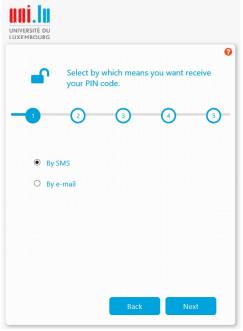
2. In the next screen, enter your <u>Student</u> ID such as: *012345678A* (You may face a specific error message\*\*)





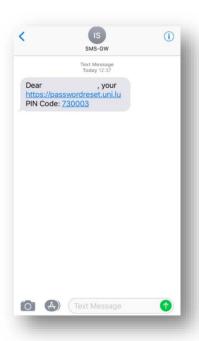


3. If you have a mobile phone and private email recorded in ACME, you will have the choice of the delivery method of the confirmation PIN code



Depending on what information you made available in **ACME**, the upper screen can change\*

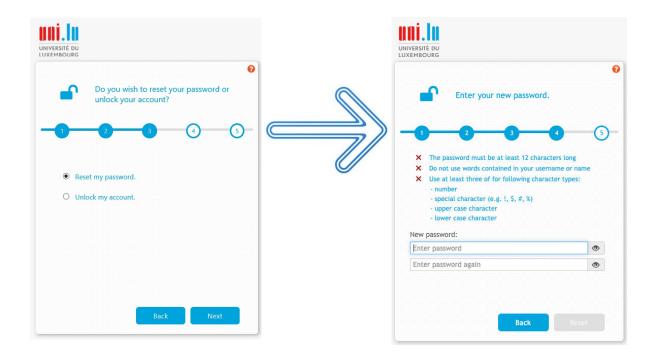
**SMS or email confirmation PIN code** 



**Enter the PIN code** you have received per email or SMS



## 4. Once the PIN code is accepted, select the option: Reset my Password



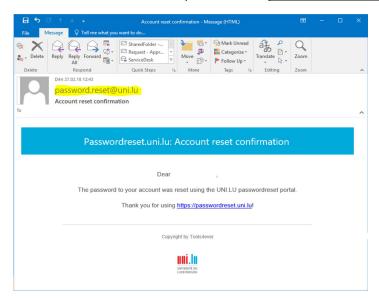
## Password requirements and reminder

- o Password must be at least 12 characters long
- o Password must contain at least:
- 1 Number, 1 Special Character (\$,@,\*,...), 1 Ipper case, 1
  lower case
- O Do not put your first name, last name or username
- o Password must be changed at least every 210 days
- o The password must be different from the five previous one



**5.** Once the password is reset, you will receive a confirmation email on your private and professional mailbox to confirm at there was a password reset made on your account.

Please note that the email will always come from <a href="mailto:password.reset@uni.lu">password.reset@uni.lu</a>.



## **IMPORTANT NOTES**

- No reset will be done via phone or email.
- Please update your password on all other devices before starting using them (e.g. smartphone, tablets, MAC...)
- \* If your personal data are missing in **ACME**, you will **NOT** be able to reset your password.
- \*\*If you see one of the following message, please contact The <u>SEVE</u> (Service des Etudes et de la Vie Etudiante) Tel.: 6222 for the check of your account on **ACME**

