

Procedure:

# First connection to My Square



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Please note the following password constraints:

- **Min length:** 8 characters
- **Max length:** none (255)
- **Complexity:** yes
- Nb lowercase: 1
- Nb uppercase: 1
- Nb Digit: 1
- **MFA:** no
- **Avoid using:**
  - Your first name or last name
  - The name of your institution
  - The name of the Technidata products you use. Use a passphrase instead (Example of a valid password "MonchienestMauve99")

sign in to:  
MySquare Technidata  
(iws-saas.fr)

And enter your email  
address.

Do not enter any  
password and click on "I  
cannot connect"

Welcome

Login

Password

Language

English


Remember me  no

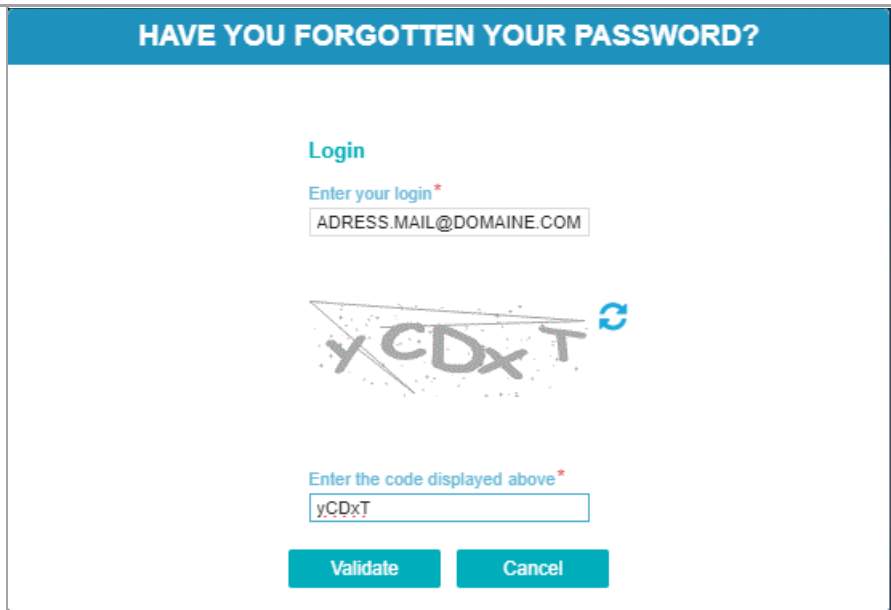
Connect

> I can not connect

About

The following window appears. Enter the auto-generated code:

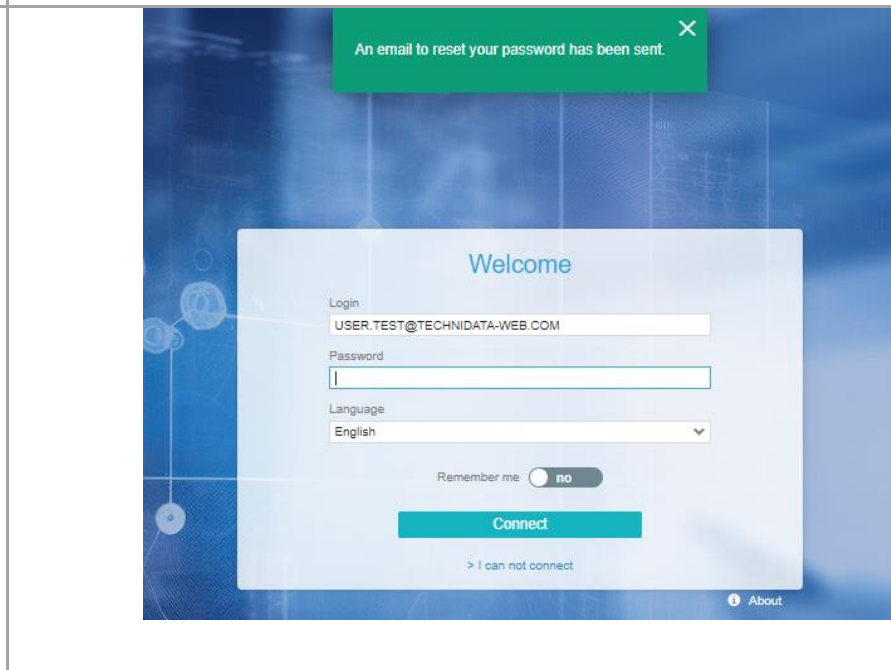
You can change it if you find it difficult to read by clicking on: 



The screenshot shows a web interface with a blue header containing the text "HAVE YOU FORGOTTEN YOUR PASSWORD?". Below the header, the word "Login" is displayed in blue. Underneath, there is a label "Enter your login\*" followed by a text input field containing the email address "ADRESS.MAIL@DOMAINE.COM". In the center, there is a large, stylized, and somewhat obscured alphanumeric code "yCDxT" with a blue refresh icon to its right. Below this, there is a label "Enter the code displayed above\*" followed by a text input field containing the code "yCDxT". At the bottom, there are two buttons: "Validate" and "Cancel", both in blue.

Then the following window is displayed.

Don't click on anything, it's informative.



The screenshot shows a login window titled "Welcome" overlaid on a blue background with a network diagram. At the top, there is a green notification banner with a close button (X) and the text "An email to reset your password has been sent.". The login form contains the following fields: "Login" with the value "USER.TEST@TECHNIDATA-WEB.COM", "Password" (empty), and "Language" set to "English" with a dropdown arrow. Below these fields is a "Remember me" toggle switch currently set to "no". A blue "Connect" button is positioned below the form. At the bottom of the form, there is a link "> | can not connect". In the bottom right corner of the window, there is an "About" link with an information icon.

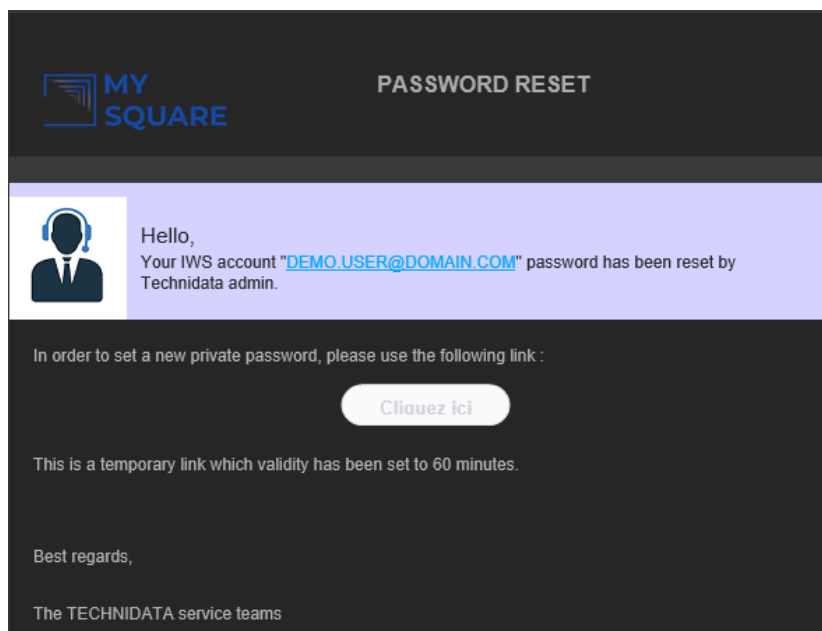
The e-mail opposite will be sent to the address given in the *login* field from the previous window.

Then click on « [click here](#) » to display the last window which will allow you to set a final password.

**Warning:** you have a maximum of one hour from receipt of this email to log in and set a new password

**Warning:** this is a single use email. You won't be able to use it again once you have clicked on it.

If you exceed the one-hour time limit or click on the link the first time without successfully defining a password, you will have to repeat the entire procedure.



**Should you have any question,  
please contact your local support team.**

Our team is at your disposal!



# TECHNIDATA

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