

# **ID USP**

## **Senha única & E-mail @usp**

# **GUIDE**

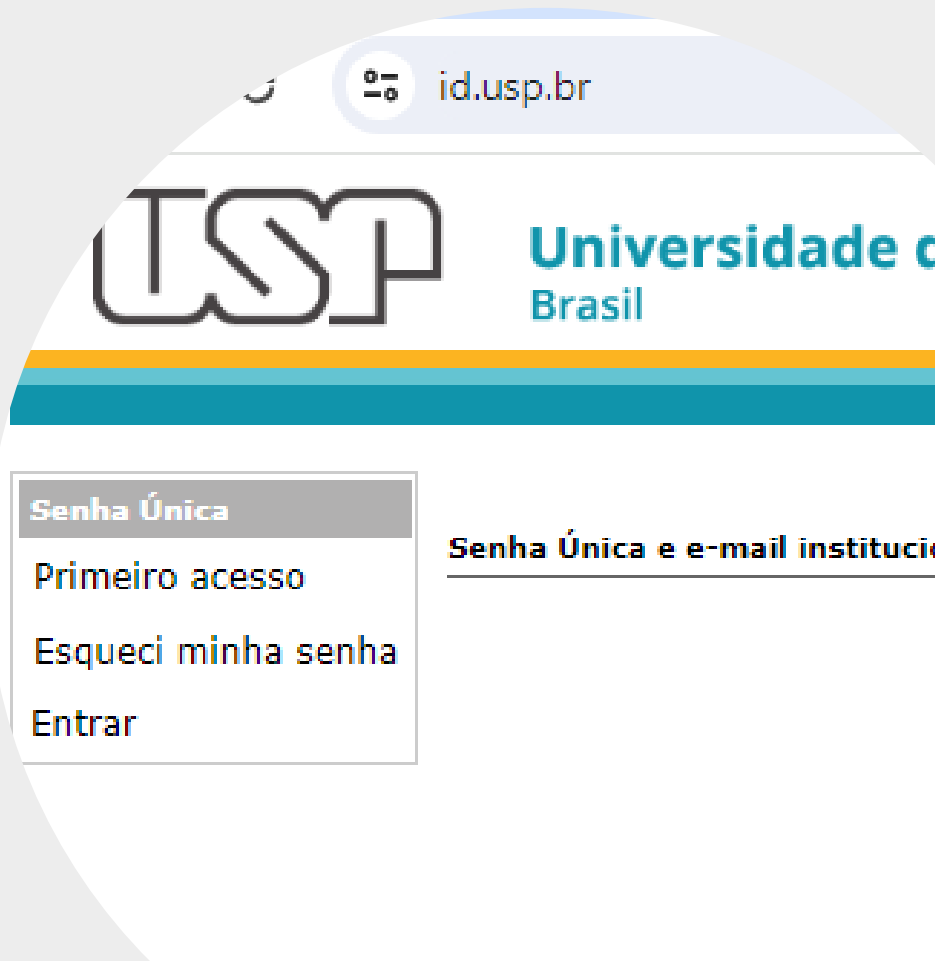
# ID USP

## What is it?

ID USP is the platform where you manage your password data on USP systems.

Furthermore, on this platform it is possible to request your email address @usp.br.

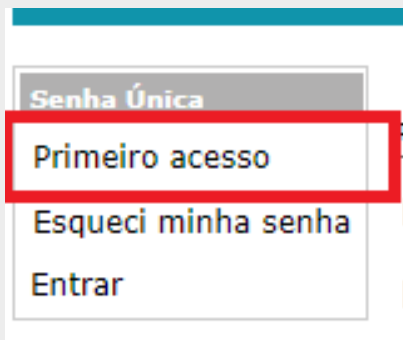
[id.usp.br](https://id.usp.br)



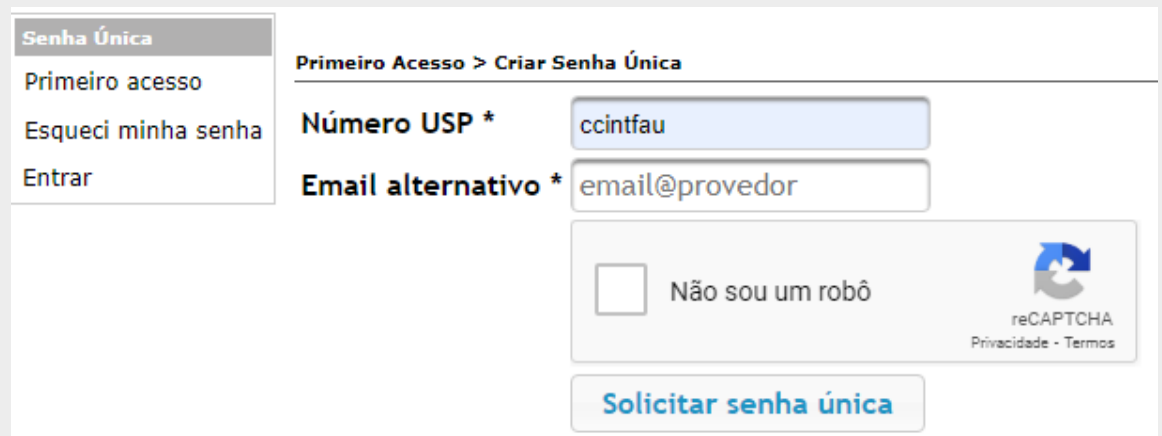
# Senha Única

## how to create?

1 - On the [ID.USP.BR](http://ID.USP.BR) platform click on "**FIRST ACCESS**"

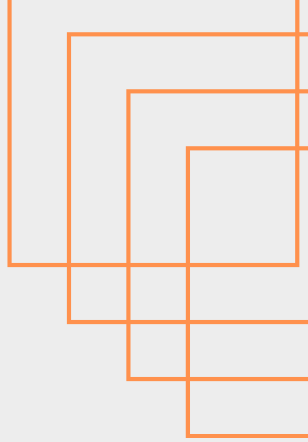


2 - Enter your USP number and your email (the same one that the FAU international office communicates with you) and click on "**REQUEST UNIQUE PASSWORD**".

A screenshot of the 'Primeiro Acesso > Criar Senha Única' form. The form includes a sidebar menu with 'Senha Única', 'Primeiro acesso', 'Esqueci minha senha', and 'Entrar'. The main form area has two required fields: 'Número USP \*' with the value 'ccintfau' and 'Email alternativo \*' with the value 'email@provedor'. Below these fields is a reCAPTCHA checkbox labeled 'Não sou um robô' and a 'Solicitar senha única' button. The reCAPTCHA logo and 'Privacidade - Termos' link are also visible.

# Senha Única

## how to create?

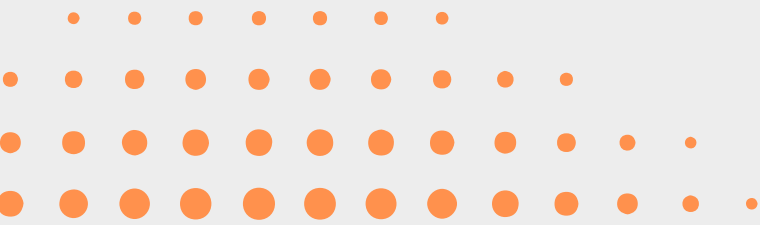


3 - You will receive an automatic message via email from the USP system with a link for you to create your **UNIQUE PASSWORD (SENHA ÚNICA)**.

4 - You must create a password with the following requirements:

- Must have at least 8 characters;
- It must be made up of letters, numbers and special characters;
- Must not contain 3 or more consecutive characters of your USP number

example: **SaoPaulo\*24**



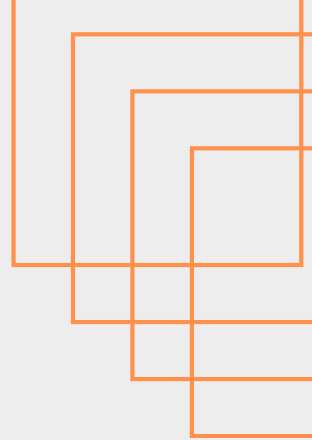
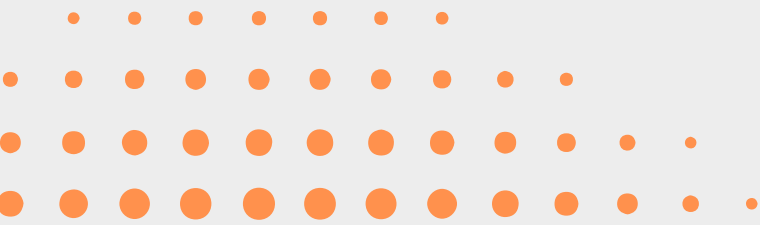
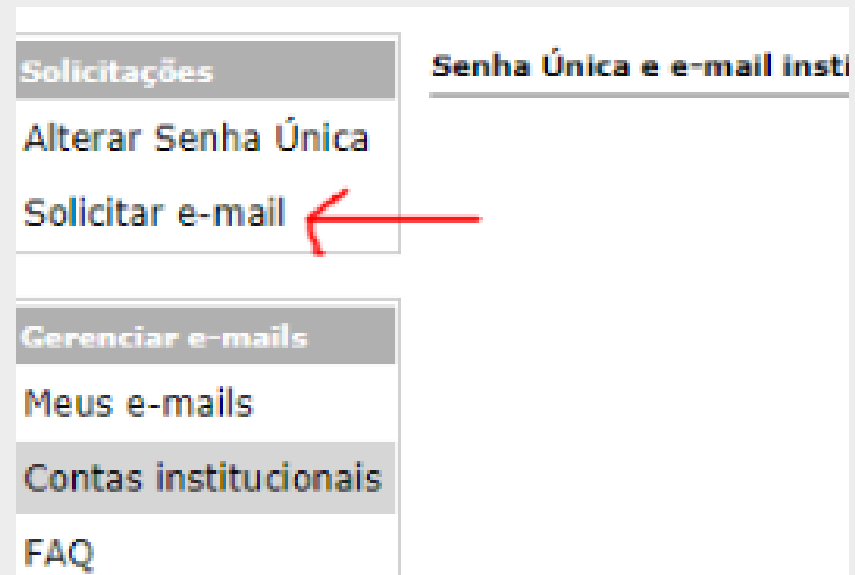
# E-mail @usp.br

## how to create?

1 - Access the ID USP Portal at [id.usp.br](http://id.usp.br) and click on Enter.

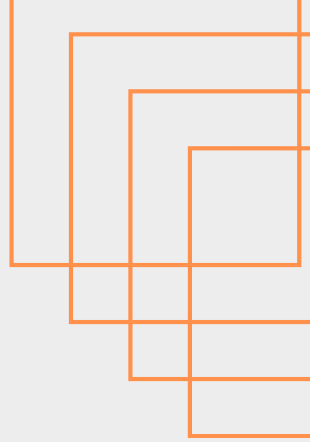
2- Enter your USP Number and your unique password and click Enter

3 - In the left menu click on **SOLICITAR E-MAIL**



# E-mail @usp.br

## how to create?



4 - select the option  
"Institutional email for  
individual use" (access  
with a unique  
password)

5 - fill in the fields  
**Login / Mailbox:** fill in the name of the account  
you want to create  
**Domain:** the default is **@usp.br**  
**Bond:** is identified based on your bond with the  
university (student)  
Then, click **Next step**

**Access to the mailbox is through the website <http://email.usp.br>**

Note: For more information, see the STI USP step-by-step guide:

<https://atendimentosti.usp.br/otrs/public.pl?Action=PublicFAQZoom;ItemID=43>

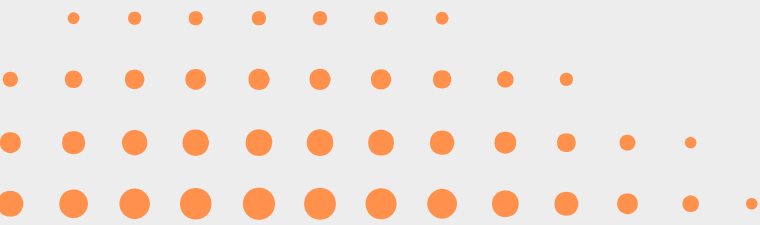
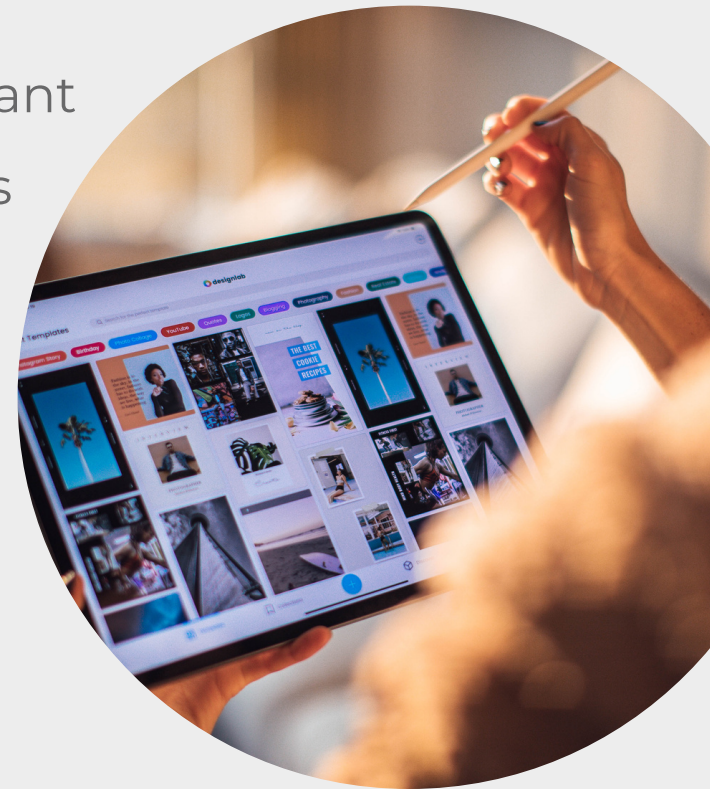


# E-mail @usp.br

## Additional Information

Access to the @usp.br email account **is blocked** after your status as an USP exchange student ends.

Therefore, we recommend that you leave important messages and documents saved elsewhere, so as not to lose them when you return to your home institution.



# Thank You

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Designed and created by:  
Ms. Fernanda Samie Shoshi

