

A. Manage your account if you are already a student/member of the Institute

1

WEBSITE CULTURAL EVENTS - FRENCH - EXAMS

WELCOME !

Please login to access your account:
See your classes, grades obtained

Student Id. or e-mail

Password

First time visiting : Register now
Already studying ? **Obtain your password.**

CONTINUE FORGOT YOUR PASSWORD?

2

EVENTS - FRENCH - EXAMS MEMBERSHIP VOUCHER

Identify your account to obtain your password

If you are already studying and are trying to connect for the first time, please indicate your email below to receive instructions for your password:

Email

First time visiting : Register now

OBTAIN MY PASSWORD

3. You will be redirected to a page mentioning that “An email has been sent...”

4. You will then receive in your inbox an email from the address :

ifecosse@extranet-aec.com on behalf of Institut français d'Ecosse (ifecosse@extranet-aec.com)

Click on the link provided

5. You will be redirected to a page where you can chose a new password.

After that choice, you will be redirected to a LOGIN page with the text “**Password obtained successfully! Please login**”.

CONGRATULATIONS !

You can now reenroll in your next class, follow your class attendance, see for class documents...

In this case, you already have an account, you need to retrieve the password by **following those 5 steps**:

1. On the opening page, click “Obtain your password”

2. Enter the email address you gave us, if unsure, contact us.

3

WEBSITE CULTURAL EVENTS - FRENCH - EXAMS MEMBERSHIP VOUCHER

Message sent to your account with instructions on how to obtain your password.
Check your SPAM box if this email is not in your inbox.

Please login to access your account:
See your classes, grades obtained

Student Id. or e-mail

Password

First time visiting : Register now
Already studying ? Obtain your password

CONTINUE FORGOT YOUR PASSWORD?

4

Institut français d'Ecosse

Institut français d'Ecosse : Obtain password

Dear **Name**

A new password request has been issued for your account. In order to create your password please go to the following link :

LINK TO FOLLOW

Institut français d'Ecosse
West Parliament Square EDINBURGH, EH1 1RF
phone : +44 131-285.6030
mail : frenchclasses@ifecosse.org.uk
website : www.ifecosse.org.uk

5

EVENTS - FRENCH - EXAMS MEMBERSHIP VOUCHER

Obtain your password

Fill the information below to initialize your password

New password*

Confirm your new password*

CONTINUE

At any point, in this process, if unsure, do not hesitate to contact us. We will help you.