You want to understand the changes done to the account management on Equasis Website?

This document is for you!

*****

Equasis has undertake some modifications on the account management on Equasis website.

To register on Equasis, the only thing required and that a user needs is a valid email address.

**For any email address, only one account can be created.**

The registration on Equasis allows a user to receive:

- when creating or modifying his account, the email to validate the creation or the modification of his account

- when using the possibility to receive emails to be informed of updates on some ships or companies the user wants to follow.

- a specific email when he uses the "lost password" function

- emails informing him about an "abuse" of Equasis ressources (consultation above the limits for the rate of consulting informations, the daily or periodical consultation limit)

- and of course, the use of Equasis itself!

The main principles of user's account management have not changed, but there is a few changes.

*****
And so, what's new?

- Previously, when you were creating or modifying an account, an email was sent to you with an hyperlink to validate the creation or the modification, and you login and password.

Now, this password will no more be sent by email.

- Previously, when you were using the **Lost Password** function, an email was sent to you recalling your current login and password.

Now, when you will use this function, you will receive an email with an hyperlink to validate your account, and a temporary password, that you will have to change in the 24 hours.

- Previously, when you were trying to connect several times with a bad password, there was no consequence.

Now, above a certain limit, you will receive emails informing you that you (or someone else!) is trying to unsuccessfully connect to Equasis with your account.
Above this limit, your account will be locked (and you will receive an email informing you!).
You will then be able to unlock yourself your account by using the **Lost Password** function: it will send you a new email with a validation hyperlink and a temporary password.

- Previously, you were able to keep the same password as long as you wanted.

Now, you will be required to change periodically your password. If the change is not done in due time, your account will be locked.
You will then be able to unlock yourself your account by using the **Lost Password** function: it will send you a new email with a validation hyperlink and a temporary password.

- Previously, there was no specific constraint for the choose of your password, except its length.

Now, you will have to respect a few requirements for the choose of a password:

- at least 8 characters long
- at least 1 lowercase, 1 uppercase, 1 digit and 1 special character
Other questions?

- I cannot find any email from Equasis in my mailbox, what can I do?

Please check your spam box, in order to be sure that the emails have not been placed in this file. Please note also that some email providers are making a filtering at their level, and so can block some emails from Equasis, that you will not find, in consequence, in your mailbox.

If you are completely blocked, you can:
- try to use the **Lost Password** function, to see if you receive the specific email sent in this case
- as a last solution, create a new account with another mailbox.

- How can I be informed that I have to change my password?

*A message will be displayed on Equasis, when you connect to the website, informing you that a change of your password is required.*

*If this action is not done in due time, your account will be locked.*

- My account has been locked (because I don't change the password in due time or because I have tried too many times to connect to Equasis with a bad password, what can I do?)

*You just have to use the Lost Password function.*

*It will send you a new email with a validation hyperlink and a temporary password.*

- Ok, but where can I found this "**Lost Password**" function?

*When you are on the main page of Equasis, the Lost Password function can be founded in 2 places:*

- just above the registration blocks, in the middle of the main page:

![Lost Password function](image1)

- or in the top right corner, by clicking on the "orange silhouette":

![Lost Password function](image2)
• My email address was no more valid, and I didn't change it before to have my account locked.... so what can I do?

As recalled above, one of the main principle to use Equasis is to have a valid email address. Unfortunately, in this case, the only thing to do is to create a new account with a valid email address.

• I want to change my password, but what is the process to do so?

There is not real change in this existing process.

Once logged in, click on the orange silhouette and choose "My profile":

![My profile button](image)

and then click on "change password"

You will then be required to indicate your current password, ant then to fill in and confirm your new password.

Don't forget to validate this modification (captcha + validation) at the bottom of the page before to quit!

• What is the periodicity to change password, the limits of daily or periodical consultation, or the limit of unsecessefull access attemps?

As you may understand, those limits are not publicaly avilable, and can be changed regularly by the Equasis Team.
In any case, before to "lock" of user accounts due to a time limit for the change of a password, they...
will be informed by messages on Equasis website, and will have a given period of time to change their passwords.

- I want to delete my account on Equasis, what can I do?

There is not change in this existing process. You can delete your account and your personal informations by the edition of your account.

Once logged in, click on the orange silhouette and choose "My profile":

![Welcome to Equasis profile page](image)

Then, you can find, on the bottom of the concerned page, a button that you can activate to delete your account and your personal data:

![Delete account button](image)

A confirmation will be asked before to completely delete your account and personal data.