To submit a request, follow the path below:

-			
Automation Dashboard, free board, changing persuand services SMS busine food	Educational affairs Unit selection, exams, grades, planning,	Thesis Management of the comprehensive examination property and the thesis of	Tuition affairs Electronic payment of tuition and
chine and other linke	and educational files	examiniation, proposal, and the thesis of churlante and hinfacence	owering discount, installment, and cred
Such			
J Serach utomation 🕲 🗲	<u>_</u>		
a Sarach utomation 🕲 🗲			
u Serach utomation	Various student requests Create and track various student	Letter dashboard Following up all the received letters and	Changing password You can change your password h

After entering this menu, you will see a list of requests you can send.

			$\hat{\nabla}$					
Request for a university email for post graduate students		ersity email for students	forgotten your password, for a university email for post graduate students	forgotten your password, for a university email for post graduate students		holarship	Request for Leave	
	1 3814391	14022	Request for Leave		Start Circulation	2024/08/14		
	2 3814025	14022	Request for a university email for post gr	raduate students	Start Circulation	2024/08/14		
	3 3764361	14022	Tuition installments		Under Review	2024/07/13		

Choose Forgotten Password to submit your request.

After selecting the request, the form of request will be displayed. On this page, click on the guide from the left menu and read it.

-		
	help 🔶	Dear Student,
	main	If you have already registered for a university email and forgotten your password, you can use this section to recover it.
	previous records	Forgotten Password. To recover your password, enter your username in the main form tab in the description section. After completing the necessary steps, your password will be reset to the original password.
\$	final stage	Very important: At the end, go to the final stage tab and click the send button for review. Otherwise, your request will not be submitted or reviewed.
		For any questions or concerns regarding the university's email, please contact the email support department at:
		021-66495936

The student then goes to "main" item which is on the left side of the image and notes the predefined university email in the description and then the "submit" button.

-	help	student info
0 0	main previous records	id letter :3822587 request date :2024/08/19 request time :08:06
	final stage	request kind: forgotten your password, for a university email for post graduate students
		Academic Email:
		*
		submit

Final step

On your last step to submit your request, you must press the "send" button to send your request.

It should be noted that if you do not press the "send" button, your request will not be valid and the process of the request will not start.

help main	student info id letter :3822587	Safdar Bachelor of Medicine, Bachelor of Surgery MBBS - Tuition Fees Education request date :2024/08/19 request time :08:06	
previous records			
final stage	comment		
			send

At this stage, your request has been sent to the reviewer letter dashboard, and you can check the steps from "work flow" tab on the left side to track the progress of your request.



At the end, you check the process of your request, at which stage your request is and in whose letter dashboard, and at the end, after the final confirmation, SMS with the following text is sent to you:

Tehran University of Medical Sciences, your request to change your academic email password in Sipad system has been approved. To receive your university email password in Sipad go to following path:

Automation-letter dashboard

Q	arch .				
כ	6	1	2024/08/19 09:25	خررج و مراجعت کلتور دانشجویان بین الملل /	3824751
כ	65	2	2024/08/18 09:20	forgotten your password, for a university email / Safeena Safdar	3822587
כ	66	3	2024/08/14 09:43	Request for a university email for post graduate students / Safeena Safdar	3814025
	G	help main previous re final stage	scords	Dear Student, If you have already registered for a university email and forgotten your password, you can use this section to recover it. Forgotten Password: To recover your password, enter your username in the main form tab in the description section. After completing the necessary steps, your password will be the original password. Very important: At the end, go to the final stage tab and click the send button for review. Otherwise, your request will not be submitted or reviewed. For any questions or concerns regarding the university's email, please contact the email support department at: 021-66495936	details

Then you enter your sipad account and Automation-letter dashboard and double-click on the request "forgotten your password, for a university email "to open the request

Then you can see the result on "final stage" tab.

