#### General

For the first login into the Personalwolke Webdesk Client, please go to the page https://personalwolke.at/webdesk3/:

Personalwolke Login Version: 4.0.9 84236	
Usemame	Username
Password	Password
Angeme	Passwort vergessen?
	Anmelden

- Username is the username you received from your administrator.
- Password is the same as the user name when logging in for the first time
- Stay logged in this option can be selected to save the login data for an automatic login in the browser.

### Before the first login: Reset password

In the login mask please click on the link **Forgot password?** below the password input field. This will open the following input mask:



• User name or e-mail address - please enter your user name or, if you do not know it, your e-mail address here

After a click on **Send data** you will receive an e-mail with a temporary password.

After a click on **Back to login**, you can enter the data from the e-mail in the login mask and continue as follows.

## **First Login**

After the first login the password has to be changed:

**Old password**: temporary password from e-mail **New password**: freely selectable according to the following criteria **Confirm new password**: the same password again for checking purposes

### **Password policies**

There are a few rules to follow when choosing a new password:

- at least 8 characters
- min. 1 digit
- at least 1 special character (§,\$,%,&,+,~,\*,},[,...)
- at least 1 upper or lower case letter

# Password change

If the password is accepted by the system (i.e. if all the above criteria are fulfilled), the following page will appear - if the password does not meet the criteria, meaningful error messages will appear.

With a click on **Next to the application** you get to the personal webdesk start page.