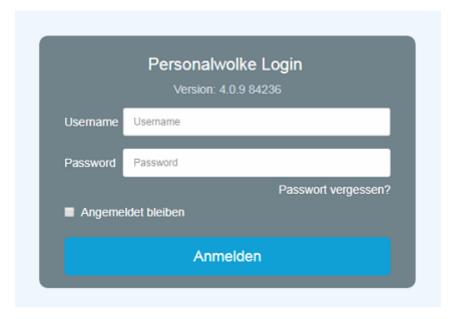# First Login

General

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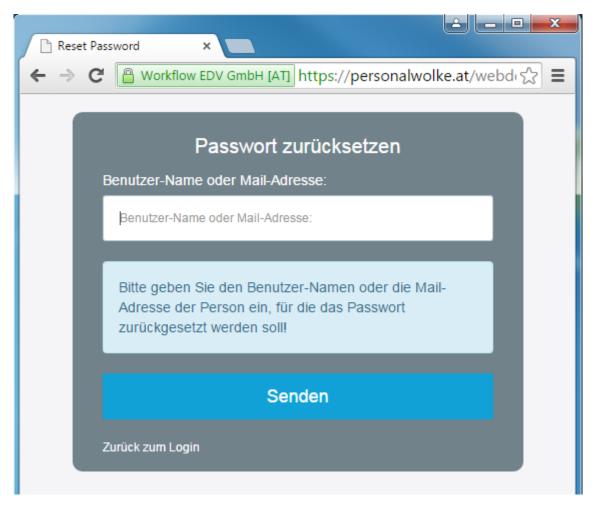

- **Username** - is the username you received from your administrator.
- **Password** - is the same as the user name when logging in for the first time
- **Stay logged in** - this option can be selected to save the login data for an automatic login in the browser.

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:

ID: 6119-dsy | Version: 3 | Datum: 12.12.18 08:51:13

- **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.