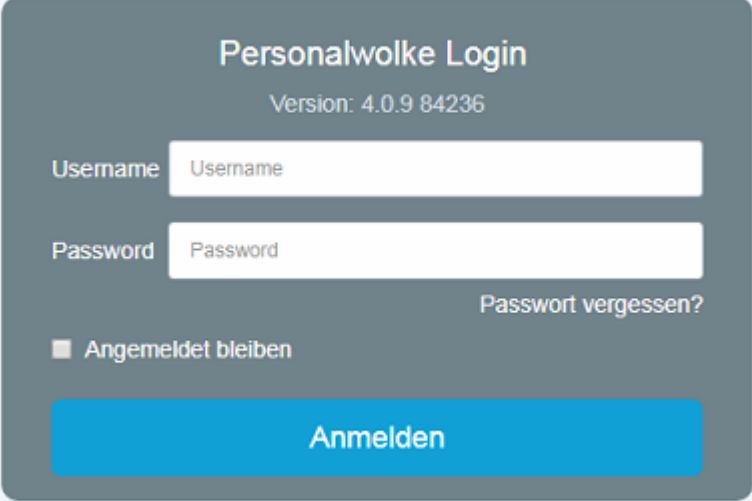


# Login and logout

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## General

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



The image shows a login form for 'Personalwolke Login'. At the top, it says 'Version: 4.0.9 84236'. Below that are two input fields: 'Username' and 'Password'. To the right of the password field is a link that says 'Passwort vergessen?'. Below the password field is a checkbox labeled 'Angemeldet bleiben'. At the bottom of the form is a large blue button labeled '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

## Password policies

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

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

## First Login

After the first login the password has to be changed:

## Passwortänderung

Ihr Passwort wurde zurückgesetzt oder ist abgelaufen und muss nun von Ihnen geändert werden!

### Mindest-Anforderungen an Passwort-Sicherheit:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

Altes Passwort

Neues Passwort

Neues Passwort  
bestätigen

Passwort jetzt ändern

**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

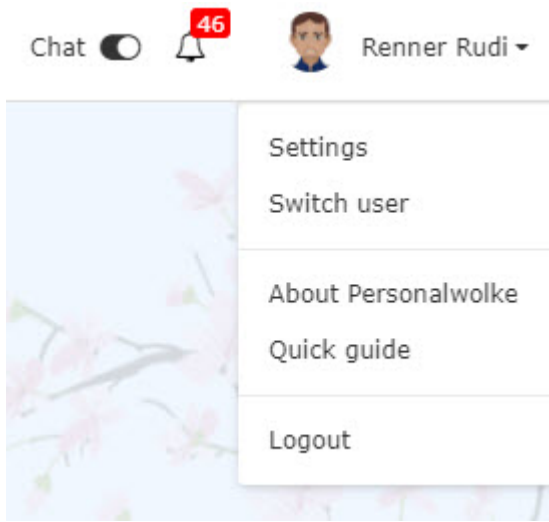
## Forget your password

Have you forgotten your password? No problem, click in your login mask on the button "forgot password" and continue [here](#) --> <sup>2</sup>

1. <https://personalwolke.at/webdesk3/>
2. [https://personalwolke.at/daisy/personalwolke-default/Time-Base/Optionen/wf\\_getUserSetup.act/7717-dsy.html](https://personalwolke.at/daisy/personalwolke-default/Time-Base/Optionen/wf_getUserSetup.act/7717-dsy.html)

## Logout

Please note, if you log out from Personalwolke you will be also logged out from HR-Expert at the same time.



In the upper right corner at the user menu, you will find the logout button.

1.