

# Change password (by the user)

Here you will find all information about “Change password” from the user's point of view.

## NOTIZ

Further information on the subject of passwords can be found here:

[First Login<sup>1</sup>](#)

[Forgot Password<sup>2</sup>](#)

[2nd-Factor Authentication](#)

[3Assign and Change Password \(by the admin\)<sup>4</sup>](#)

## General

There are three ways to log in to the Webdesk

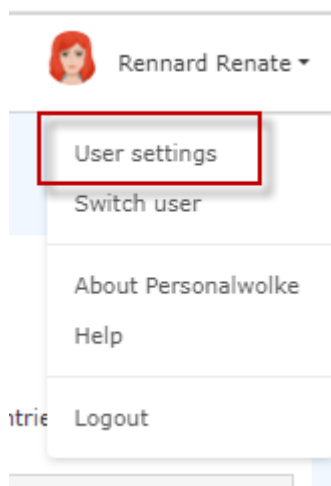
- **SingleSignOn:** after the first login, no further password entry is necessary to enter the system.
- **Password:** this login to the system is activated by the administrator/HR, see "[Assign and change password \(by the admin\)<sup>5</sup>](#)".
- **2nd factor authentication<sup>6</sup>:** individual decision of the employee or general decision of the company.

In Webdesk, the password can be changed in the following ways:

- **Change** of password by the **user**  
User changes his password via a separate menu item in the settings
- Password **change** by the **administrator**  
Password is reset to a defined default password by the administrator

## Password change by user

To access the user settings, please click on your profile picture (avatar) or your username in the top right corner in the browser view.



## Password change

Your password has been reset or has expired and has to be changed now.

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**Requirements to password security:**

- 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.

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Old Password

Old Password

New Password

New Password

New Password again

New Password

Change password

## Password reset by administrator

The administrator can change the password for the respective person via Administration --> Person. See Chapter "[Assign and change password \(by the admin\)](#)"<sup>7,8</sup>

1. /daisy/personalwolke-admin/6119-dsy.html?language=4
2. /daisy/personalwolke-admin/7717-dsy.html?language=4
3. /daisy/personalwolke-admin/9802-dsy.html?language=4
4. /daisy/personalwolke-admin/6350-dsy.html?language=4
5. /daisy/personalwolke-admin/6350-dsy.html?language=4
6. /daisy/personalwolke-admin/9802-dsy.html?language=4
7. /daisy/personalwolke-admin/6350-dsy.html?language=4
8. /daisy/personalwolke-admin/6350-dsy.html?language=4