

# Change Password

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The login to the webdesk can either be done automatically via SingleSignOn, or via a specially stored password, which is defined by the administrator.

In the **Webdesk** the password can be changed in the following way:

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

## Password change by user

If the user wants to change his password, he clicks on the menu item "**Change password**".



The screenshot shows a web form titled "Passwort ändern" (Change Password). At the top left is a pencil icon. Below the title are two buttons: "Speichern" (Save) with a floppy disk icon and "Zurück" (Back) with a left arrow icon. The form contains three input fields, each with a red asterisk on the right: "Altes Passwort" (Old Password), "Neues Passwort" (New Password), and "Neues Passwort bestätigen" (Confirm New Password). A section titled "Mindest-Anforderungen an Passwort-Sicherheit" (Minimum requirements for password security) is highlighted with a green border and contains the following text: "- Das Passwort muß mindestens 1 Ziffern enthalten." (The password must contain at least 1 digit), "- Minimale Passwort-Länge ist 8." (Minimum password length is 8), "- Das Passwort muß mindestens 1 Sonderzeichen enthalten." (The password must contain at least 1 special character), and "- Es müssen Groß- und Kleinbuchstaben vorkommen." (Upper and lower case letters must be present).

In the "**Old password**" field, enter the old password, then the **new password**, which must be confirmed again. The minimum requirements for password security must be observed, otherwise the password cannot be accepted. Then click on "**Save**" to save the new password. With the back button the process can be interrupted at any time.

## Password is reset by administrator

Depending on the system settings, after the original password has been reset by the administrator, the user may be prompted to change the password after the initial login with the default password (provided by the administrator):

### Passwortänderung

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

Altes Passwort

Neues Passwort

Neues Passwort bestätigen

[Password jetzt ändern](#)

After clicking the "Change password now" button, a **confirmation of the password change** appears:

### Passwortänderung

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Passwort wurde erfolgreich geändert!

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[Weiter zur Applikation](#)

## Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	changePassword
Artefakt-Typ	Action