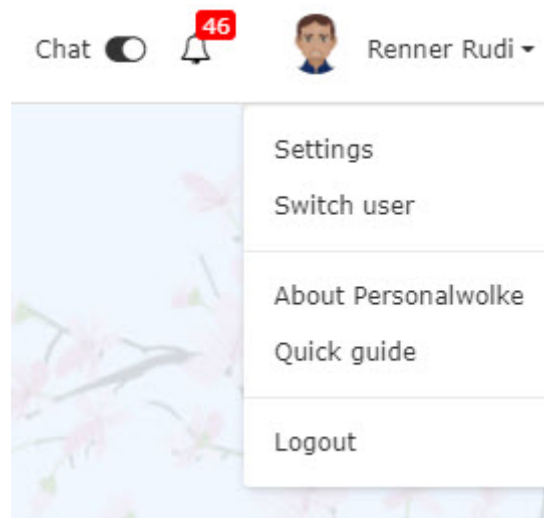# Change Password

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

In the **Personalwolke** 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 a user wants to change his password, he has to click first on **"Settings"**. Then go to the category **"Security"** and click on the menu item "**Change password**".

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   Altes Passwort

Neues Passwort   Neues Passwort

Neues Passwort bestätigen   Neues Passwort

Password jetzt ändern

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

Passwort wurde erfolgreich geändert!

Weiter zur Applikation

Felder

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