

# Change Password

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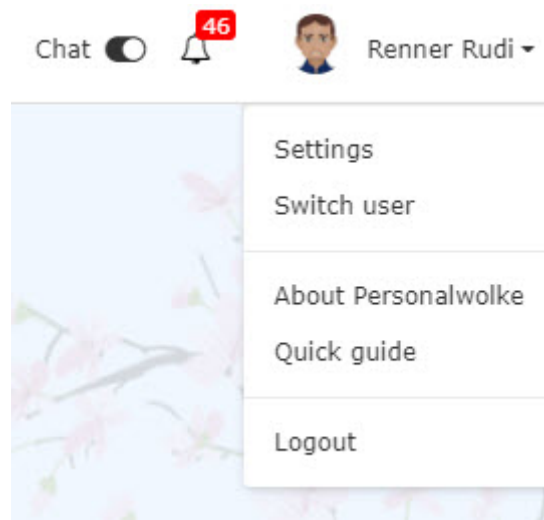
The login to Personalwolke can either be done automatically via SingleSignOn or via a specially stored password, which is defined by the administrator.

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!

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**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.

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Altes Passwort

Neues Passwort

Neues Passwort bestätigen

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

The administrator can change the password for the responsible person via "Administration". For more information please click here: [Person](#)<sup>1</sup>

### Felder

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

1. [https://personalwolke.at/daisy/personalwolke-default/Time-Base/Administration/Personen/po\\_showPersons.act.html#dsy5946-dsy\\_passwort](https://personalwolke.at/daisy/personalwolke-default/Time-Base/Administration/Personen/po_showPersons.act.html#dsy5946-dsy_passwort)