

Change Password

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 "*Assigning and changing a password (administrator-side)*". [Link will be added soon]
- **2-factor authentication:** individual decision of the employee or general decision of the company. [link will be added soon]

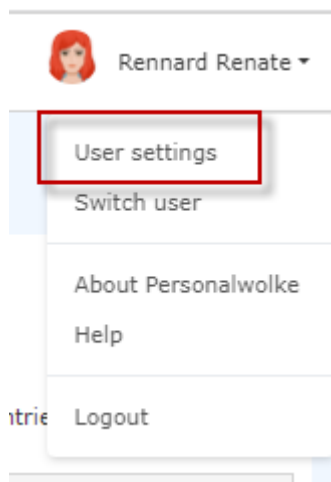
In Webdesk, the password can be changed in the following ways:

- **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

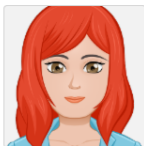
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To access the user settings, please click on your profile picture (avatar) or your username in the top right corner in the browser view.



Settings

Save & Close Save



Language English

Menu Desktop

Link Page With Menu ☐ ?

Deputy

Project Time

Security

Travel management

Workflow Settings

Search

Deputy

Project Time

Security

Change password

Enable 2nd Factor Authentication

In the "Security" section, the user can change the password under "**Change password**". In the window that pops up after clicking, the **old password** and **2x the new password** must be entered in the change mask.

Password change

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

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.

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 "*Assigning and changing a password (administrator side)*" [Link will be added soon].