Login and Logout

First login

This chapter deals with the first login to the system.

Further information on the topic of passwords can be found under

- Change password (user side)[1]
- Change password (admin side)[2]
- Forgot password[3]
- Two-factor authentication[4]
- Password in HR-Expert[5]

General

For the first login to the Personalwolke Webdesk client, please go to the page https://personalwolke.at/webdesk3/:

> WARNUNG
>
> **Attention: the first login must take place in the browser.**
> **It cannot be completed via the app!**

- **Username** - the username you received from your administrator
- **Password** - for the first login, this is the same as the username
- **Stay logged in** - this option can be selected to save the login data for an automatic login in the browser

Password policies

There are a few rules to follow when choosing a new password:

- at least 8 characters
- at least 1 digit
- at least 1 special character (§,$,%,&,+,~,*,},[,...)
- at least 1 uppercase or lowercase letter

First login

After the first login, the password must be changed:

Old password: temporary password from the e-mail
New password: freely selectable within the criteria below
Confirm new password: enter the same password again for verification

Forgot your password

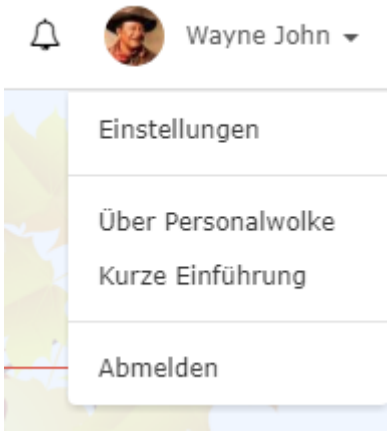
Have you forgotten your login password? No problem, simply click the link "**Forgot password?"** in the login screen. Continue **here -->**[2]

1. https://personalwolke.at/webdesk3/
2. /daisy/webdesk-manual-admin/7717-dsy.html?language=4

Logout

Please note that logging out of Personalwolke takes effect simultaneously for Webdesk and HR-Expert.

Logging out of Personalwolke



The "User menu" is located in the upper right corner; the last item there is the menu item "Log out".

Logging out of HR-Expert

The "User menu" is located in the upper right corner; the last item there is the menu item "Log out".

1. /daisy/webdesk-manual-admin/9806-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6350-dsy.html?language=4
3. /daisy/webdesk-manual-admin/7717-dsy.html?language=4
4. /daisy/webdesk-manual-admin/9802-dsy.html?language=4
5. /daisy/webdesk-manual-admin/7743-dsy.html?language=4