Changing the Password

Logging in to Webdesk can be done either automatically via single sign-on or via a separately stored password, which is set by the administrator.

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

- **Change** of the password by the **user**
  The user changes his or her password in the user settings
- **Change** of the password by the **administrator**
  The password is reset by the administrator to a defined default password, or the administrator resets the password and the user receives an e-mail with a link to set a new password (see "Forgot password")

Password Change by the User

If the user wants to change his or her password, he or she opens the "**User settings**" via the user menu (click your own name or the profile picture at the top right) and clicks the "**Change password**" button in the "**Security**" area. The mask for changing the password appears. When logging in via single sign-on, this button is not available.

Enter the old password in the "Old password" field, then the new password**,** which must be confirmed again in the "Confirm new password" field. The minimum requirements for password security are displayed in the mask.
Then click "Change password now" to save the new password. After a successful change, the message "Password changed successfully!" appears; with "Continue to application" you return to Webdesk.

Password Reset by the Administrator

Depending on the system settings, after the original password has been reset by the administrator, the user may be asked after the first login with the default password (communicated by the administrator) to change the password. The same applies if the password has expired.

After clicking the "Change password now" button, the **confirmation of the password change** is displayed.

Felder

Name	Wert
Modul	Portal & Organisation (po)
Webdesk Actionname	po_changePassword.act
Artefakt-Typ	Action