Set Up and Change Your Password

Register a Security Question and Answer

This procedure give you an avenue to reset your password by answering a security question. Follow this procedure, right after you have been provided with a new user account.

Go to the designated Self-Service Password facility and register your security question/answer set:



Complete as follows:	
Login	*Enter the e-mail address provided (all in small letters)*
Password	*Enter the password provided*
Question	*Select a suitable question from the dropdown menu*
Answer	*Enter a specific answer to the security question you selected*

Be specific with your answer: A long reply is more difficult to guess than a short one! Store the *verbatim* answer to your security question in a safe place, away from your computer or smartphone!

(Re-)Set your Password by Answering a Security Question

Follow this procedure, right after you have been provided with a new user account, or if you have forgotten your existing password. Alternatively, you may reset your password via an e-mail reset link as outlined blow.

Go to the designated Self-Service Password facility, enter the e-mail address provided as user account (*all in small letters*) and answer the appropriate security question.



Complete as follows:	
Login	*Enter the e-mail address provided (all in small letters)*
Question	*Select the security question from the dropdown menu that fits your registered answer*
Answer	*Enter the answer to the security question you selected*
New password	*Enter a new, safe password*
Confirm	*Confirm your new, safe password*

In case you entered an insecure password, an error message like this appear.



Just enter a more appropriate password, taking take of mixing big and small letters with numbers and permitted special characters.

Alternative: (Re)Set Your Password by E-mail

This procedure e-mails a reset link for your account password to your registered e-mail account(s). Follow this procedure, right after you have been provided with a new user account, unless you have already reset your password using the security question mechanism. You may also use the following method any time you have forgotten your existing password.

Go to the designated Self-Service Password facility:



Complete as follows:	
Login	*Enter the e-mail address provided (all in small letters)*
Mail	*Enter the e-mail address provided (all in small letters)*

You will receive a mail with a password reset link, for instance:



Click on the link inside that newly received mail.

You will be redirected to the designated Self-Service Password facility, and prompted for a new password:



Complete as follows:	
New password	*Enter a new, safe password*
Confirm	*Confirm your new, safe password*

In case you entered an insecure password, an error message like this appear.



Just enter a more appropriate password, taking take of mixing big and small letters with numbers and permitted special characters. Upon successful submission of your new password, you will receive a confirmatory mail to your registered e-mail account.

(Re-)Set Your Known Password

If you still remember your password, but wish to change it anyway, go to the designated Self-Service Password facility:



Complete as follows:	
Login	*Enter the e-mail address provided (all in small letters)*
Old password	*Enter your old, know password*
New password	*Enter a new, safe password*
Confirm	*Confirm your new, safe password*

In case you entered an insecure password, an error message like this appear.



Just enter a more appropriate password, taking take of mixing big and small letters with numbers and permitted

special characters.

Congratulations

You are now an in full control of your password 🙂

In case of any queries whatsoever, do not hesitate to contact us via the e-mail address shown at the password reset facility.

HowTo, LDAP, password, self-service

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