

CHANGE INITIAL PASSWORD

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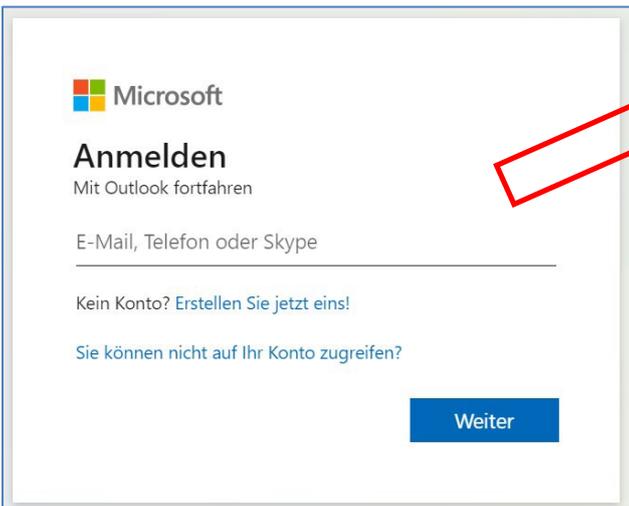
IT-INFORMATION

In case of IT problems, please contact the IT Service Center of DHBW Heidenheim in Marienstraße, room 702 under 07321 2722-177 or in Wilhelmstraße, room 215 under 07321 2722-163.

CHANGE INITIAL PASSWORD FROM OUTSIDE THE DHBW HEIDENHEIM

To be able to use your user data for the IT infrastructure of DHBW Heidenheim, you must first change your initial password for security reasons.

- 1.1 Open an internet browser of your choice (Microsoft Edge, Google Chrome, Firefox, Safari, etc.)
- 1.2 Navigate to the following website: <https://outlook.office.com>
- 1.3 Enter your DHBW Heidenheim e-mail address and click "Weiter".



Composition of your e-mail address

Students:

username@student.dhbw-heidenheim.de

External lecturers:

username@extern.dhbw-heidenheim.de

Notice username:

Students:

The user name consists of the first 12 letters of your last name (without special characters, ä becomes ae, û becomes u, spaces and hyphens are omitted), the first letter of your first name, followed by the course abbreviation (see the information paper "IT Information for Students") and the year (2 digits).

Example: John Doe - doej.win20

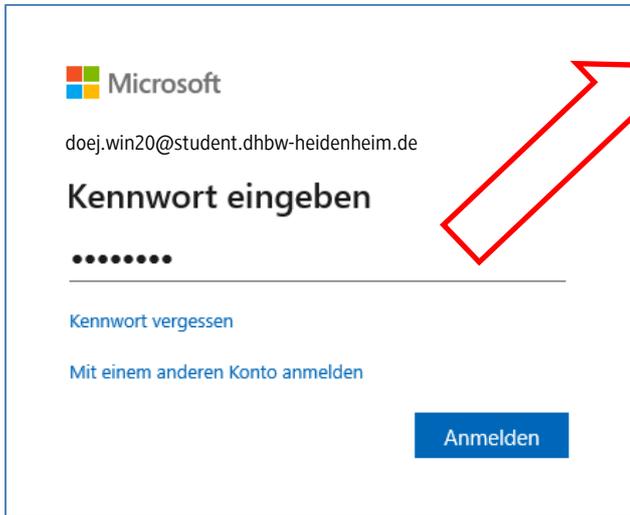
External lecturers:

The username is composed of "x-", the first 16 letters of your last name (without special characters, ä becomes ae, û becomes u, spaces and hyphens are omitted), the first letter of your first name and the last letter of your first name.

Example: John Doe – x-doejn

CHANGE INITIAL PASSWORD

1.4 Enter your initial password and click "Anmelden".



Composition of your password

Students:

HDH@7-digit matriculation number:
Example: HDH@1234567

External lecturers:

First letter of your first name upper case, first letter last name lower case, full date of birth without dots and an exclamation mark

Example: John Doe, born in 22.07.1988 → Jd22071988!

Notice password:

The new password must contain the following criteria:

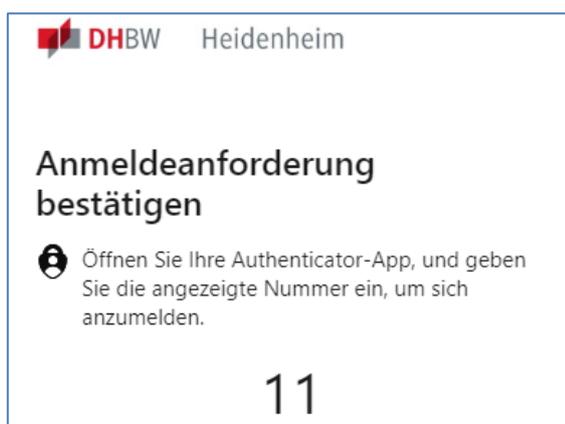
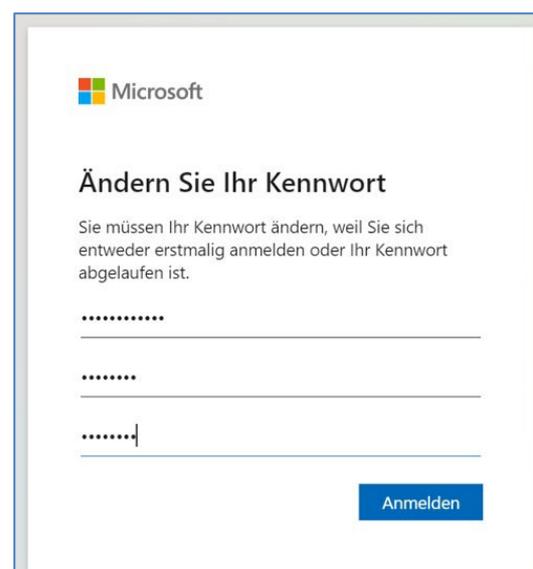
- Minimum 8 and maximum 15 characters,
- Upper- and lower-case letters and
- Numbers

The following criteria must not be included:

- The following letters and special characters: Ä, ß, §, µ
- Parts of your first or last name

1.5 If you have set up your multi-factor authentication before, confirm it now on your smartphone. You will then be prompted to change your initial password.

If you are using your multi-factor authentication for the first time, the setup will be explained on the following pages.

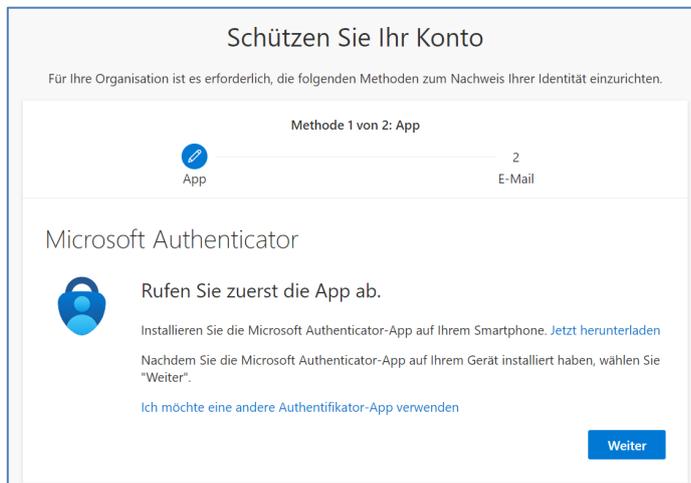



SETUP MULTI-FACTOR AUTHENTICATION

- 1.6 To protect your account, you must set up an additional security check when you change your initial password for the first time, similar to online banking. Therefore, confirm the following message with "Weiter".

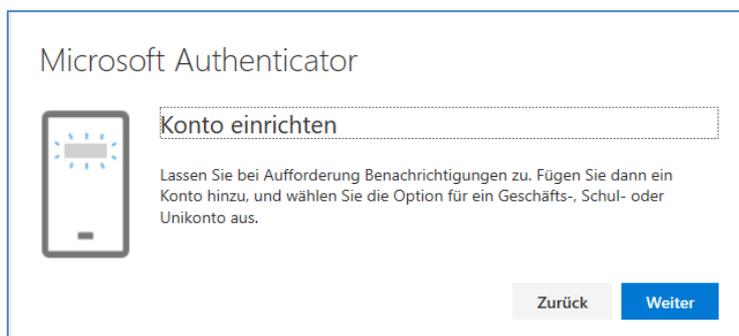


- 1.7 Install the Microsoft Authenticator app on your smartphone. After successfully installing the app on your smartphone, switch back to your work device and click "Weiter".



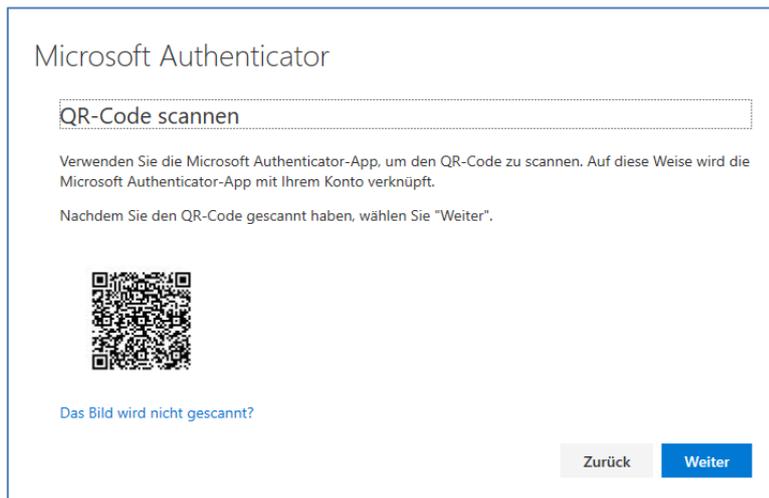
Microsoft Authenticator
Microsoft Corporation

- 1.8 Click on "Weiter".

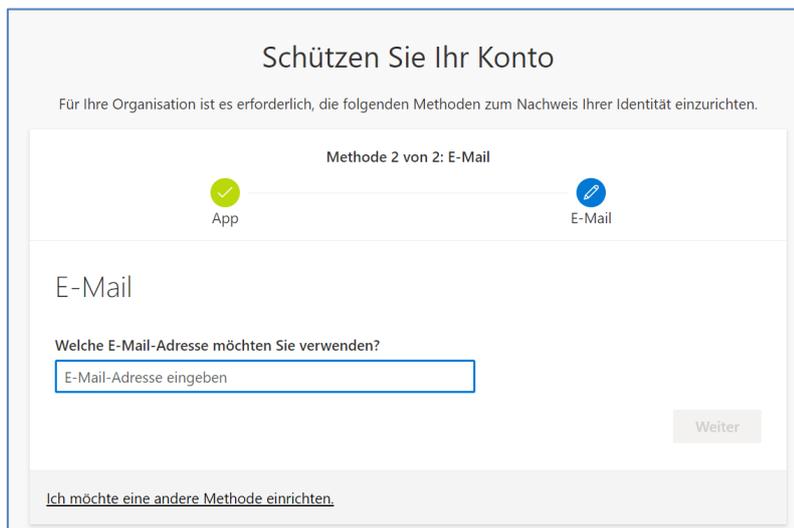


- 1.9 Open the previously installed "Microsoft Authenticator" app on your smartphone. You will automatically be prompted to add an account. Skip the first two options and add a "Business or School Account". Then use your smartphone to scan the QR code displayed on your work device and click "Weiter".

Note: When asked for a PIN / fingerprint, please enter your personal PIN / fingerprint of the smartphone.



- 1.10 Now you need to enter an alternative e-mail address, so that if you forget your password, you can reset it by yourself. Instead of the email address, you can also answer 3 security questions. To do this, click on "Ich möchte eine andere Methode einrichten" below.



- 1.11 You will then be prompted to change your initial password. First enter the initial password and then enter your new password twice. Click on "Anmelden".



The screenshot shows a Microsoft login page with the following content:

- Microsoft logo
- Section header: **Ändern Sie Ihr Kennwort**
- Text: Sie müssen Ihr Kennwort ändern, weil Sie sich entweder erstmalig anmelden oder Ihr Kennwort abgelaufen ist.
- Three password input fields, each preceded by a series of dots (••••••••).
- A blue button labeled "Anmelden" at the bottom right.

- 1.12 You have now successfully changed your initial password and are directly logged into your DHBW student or lecturer mailbox. You can now use all the services you need, such as the VPN, Shibboleth, etc. You can find an overview of the available services on our homepage at: <http://www.heidenheim.dhbw.de/its>