

Initial Password for External Lecturers

as of Sep 17, 2020

Should you have IT-related problems, kindly contact our IT Service-Center located in room 702 in Marienstrasse, phone 07321 2722-177, and in room 215 in Wilhelmstrasse, phone 07321 2722-163. The secretary in the department you are lecturing in will of course also try to assist you.

USER DATA (SINGLE-SIGN-ON)

Please note: You need to change your initial password at a computer in one of our laboratories, in one of our class rooms or from outside the DHBW Heidenheim via Webbrowser. You will automatically be asked to change your password. Without having changed your password, you will not be able to use any of the services available.

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|---------------------------------|--|
| • User name: | For technical reasons the user name may only comprise 20 characters. It is composed as follows: "x-" the first 16 letters of your name (no special characters, eg û has to become u, blanks and hyphens will be left out), the first letter of your first name and the last letter of your first name.
Example: Peter Müller – x-muellerpr |
| • Your initial password: | First letter of your first name in capital, first letter of your name in small letter, date of birth without slashes plus an exclamation mark.
Example: Peter Müller, born on 22/07/1988 → Pm22071988! |
| • Domain: | DHBW-HEIDENHEIM |

Your new password must meet the following requirements:

- Must contain between 8 and 15 characters
- Must contain upper and lower case characters
- Must contain numeric characters

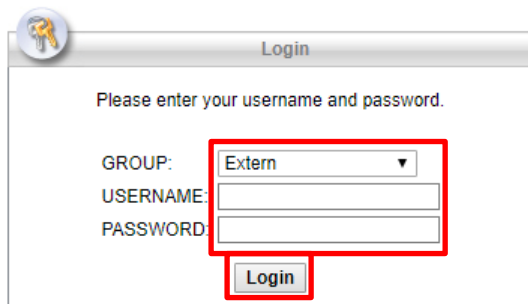
The following criterias may not be included:

- The following letters and symbols: Ä, ä, Ö, ö, Ü, ü, ß, § and µ
- Parts of your first/last name

HOW TO CHANGE YOUR INITIAL PASSWORD FROM OUTSIDE THE DHBW HEIDENHEIM

For security reasons, you need to change your initial password in order to use the IT infrastrucure at the DHBW Heidenheim. Please note that you can only change your password once. Should you forget your password, the ITS will reset it to the initial password and you need to follow the instructions mentioned below again.

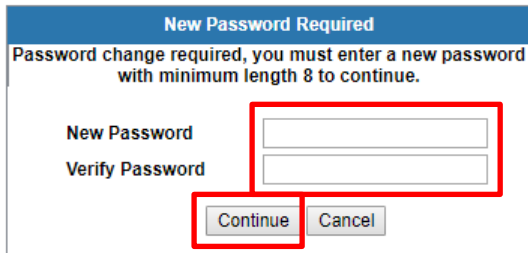
1. Open the following link in your browser (e.g. Google Chrome, Mozilla Firefox, Safari ...):
<https://vpn.dhbw-heidenheim.de/>
2. Chose the Group „Extern“, enter your user name and the corresponding initial password and click "Login".



The screenshot shows a web browser window with a login form. The form has a title bar that says 'Login'. Below the title bar, there is a message: 'Please enter your username and password.' The form contains three input fields: 'GROUP:' with a dropdown menu showing 'Extern', 'USERNAME:', and 'PASSWORD:'. A 'Login' button is located below the password field. A red box highlights the 'GROUP:' dropdown, the 'USERNAME:' and 'PASSWORD:' input fields, and the 'Login' button.

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3. You are then asked to change your password. Enter your new password twice and click "Continue".



4. Then you will see the following, click "Logout" in the upper right of the window. You have successfully changed your password and can now use all services, e. g. our e-learning platform, Shibboleth etc. You will find an overview of all services available on:
<http://www.heidenheim.dhbw.de/its>

