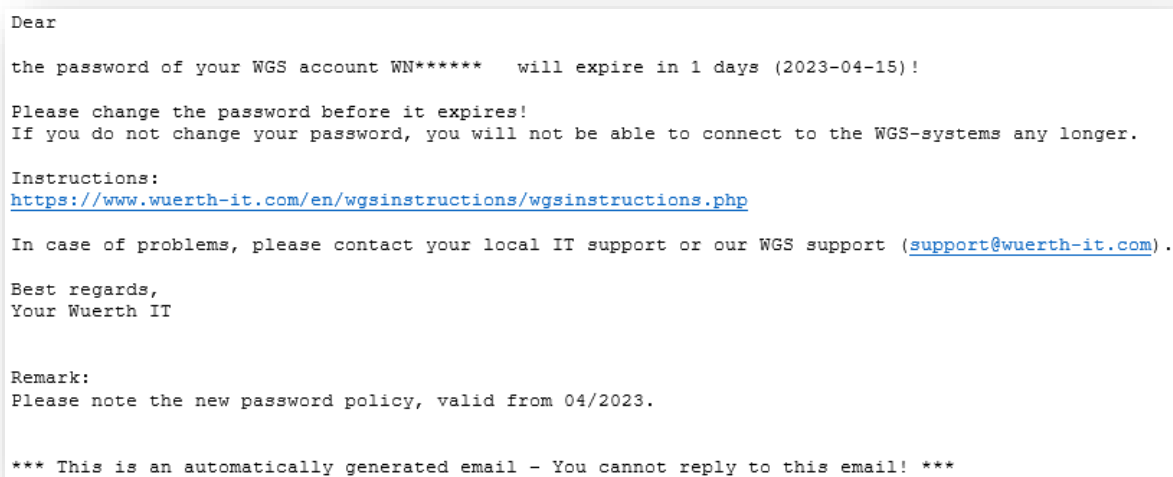


How to change WGS 365 Password (including eMail, Teams, OneDrive, and SharePoint)

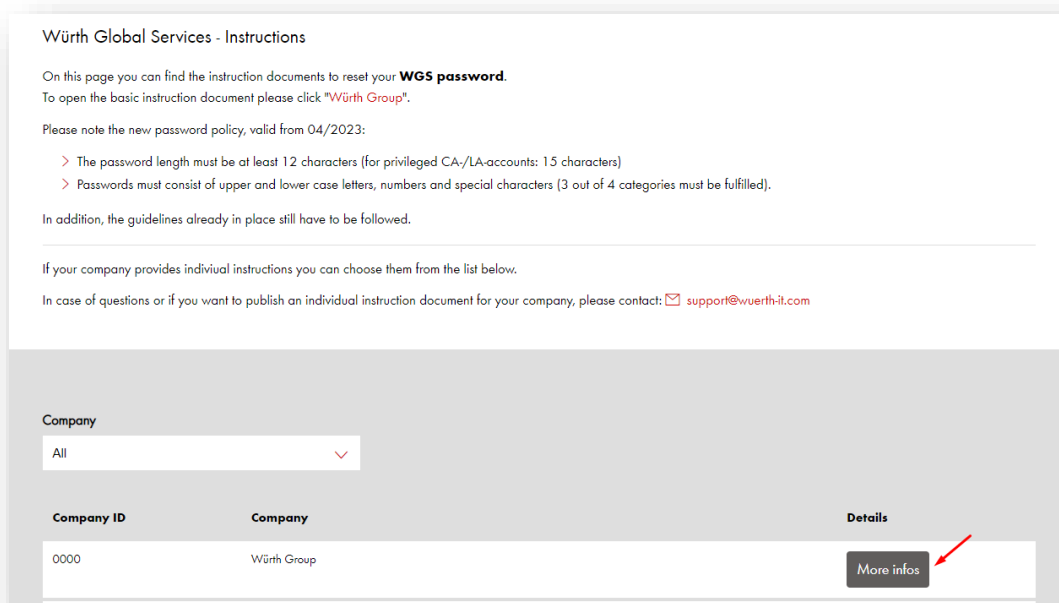
Your password needs to be changed once every 180 days and should include a minimum of 12 characters with both symbols, alphanumeric, numbers, and special characters (3 out of 4 categories must be fulfilled).

28 days before the password expires you will receive an email as the screenshot below.



Step 1: Select the email received (*Subject: IT Information: Your password will expire in 28 days!*) and click the following link: <https://www.wuerth-it.com/en/wgsinstructions/wgsinstructions.php>.

Step 2: Scroll down to the company section and select Company ID: 3118 MT-Würth Malta. Once selected a new page will open.



Step 3: Use the following link (<https://selfservice.witglobal.net/pwreset/wgs-pwreset.aspx>) to reset your password.



WGS PASSWORT

User ID:

Old Password:

New Password:

New Password (again):

(en-gb)

Finish Cancel

Step 4: Fill in your details as per the title of each field. Please note that the User ID should be your WN (WN******) followed by your WGS Password

Step 5: Click Finish and you should receive a confirmation that the change was successfully.

IMPORTANT:

After few minutes the system will prompt you for the new password.

Option 1: If you are within the Würth network (connected to LAN or WiFi) your username should be in this format: wn*****@wgs.wuerth.com followed by the new WGS password you created.

Option 2: If you are outside the Würth network (working from home or mobile data), your user ID should be in this format **wn******* followed by your WSL Passcode. Once logged, your WSL Token APP on you mobile will prompt you to confirm the login to successfully login in the system.