

## 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.

```
Dear

the password of your WGS account WN****** will expire in 1 days (2023-04-15)!

Please change the password before it expires!

If you do not change your password, you will not be able to connect to the WGS-systems any longer.

Instructions:

https://www.wuerth-it.com/en/wgsinstructions/wgsinstructions.php

In case of problems, please contact your local IT support or our WGS support (support@wuerth-it.com).

Best regards,

Your Wuerth IT

Remark:

Please note the new password policy, valid from 04/2023.

**** This is an automatically generated email - You cannot reply to this email! ***
```

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

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

On this page you can find	the instruction docume	its to reset your WGS pase	sword.			
o open the basic instruction	on document please cli	k "Würth Group".				
Please note the new passw	vord policy, valid from (	4/2023:				
> The password length	n must be at least 12 ch	aracters (for privileged CA-,	/LA-accounts: 15 characters)			
> Passwords must con	sist of upper and lower	case letters, numbers and sp	pecial characters (3 out of 4 catego	ories must be fulfilled).		
n addition, the guidelines	already in place still ho	ve to be followed.				
fuque company provides i	indiviual instructions vo	can choose them from the	list below.			
your company provides i						
	,			t. 🖂 support@uuorth.it.		
	,		nt for your company, please contac	ct: ⊠ support@wuerth-it.	com	
	,			ct: ∑ support@wuerth-it.e	com	
	,			t:⊠ support@wuerth-it.	com	
n case of questions or if y	,			t: ⊠ support@wuerth-it.a	com	
n case of questions or if y	,			t: ∑ support®wuerth-it.	com	
	,			t:∑ support@wuerth-it.	com	
n case of questions or if y	,	dividual instruction docume		d: ∑ support@wuerthit.	com	
n case of questions or if y	,	dividual instruction docume		d: ∑ support@wuerth-it.	com Details	
n case of questions or if y Company All	ou want to publish an ir	dividual instruction docume		t: ∑ support®wuerth-it.		



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

User ID: Old Password: New Password: New Password (again): (en-gb)	<b>HWGS P</b>	ASSWO	RT
<u>(en-gb)</u>	Old Password: New Password:		
		<u>(en-gb)</u>	

**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.