

Change WGS-password

This guide describes how you can change your WGS-password.

Please click...

... [HERE](#), if you use WGS-Services like e.g. Skype for Business

... [HERE](#), if you use a Computer provided and/or managed by the Würth IT (Computer name begins with CN)

Contents

Password Policies	1
WGS-password change via Self-Service Page	2

Password Policies

Please pay attention to the following password policies if you change your password:

- Every 180 days, you will be prompted to change your password
- The last 24 passwords cannot be reused
- The password length must be at least 12 characters (for privileged CA-/LA-accounts: 15 characters)
- Passwords must consist of upper and lower case letters, numbers and special characters (3 out of 4 categories must be fulfilled).
- The password is checked against a password blacklist, passwords like "herbst2018" or "PW4WGS1234" are not allowed.
- The password has to be at least one day old before it can be changed again
- If the password is entered 20 times incorrect within 30 minutes, the account will be disabled for security reasons for 30 minutes

Info: If a password is not accepted, check compliance with the above rules. If a password is not accepted due to the password blacklist, use a completely new password. Adherence to password policies, specifically the password blacklist, is designed to prevent publicly known passwords, default passwords, and very weak passwords from being used. However, the technical check provided by the above rules is not a 100% substitute for personal responsibility for choosing a secure password.

WGS-password change via Self-Service Page

You can change your password on the Self-Service Page.

You can find it on the following link:

<https://selfservice.witglobal.net/pwreset/wgs-pwreset.aspx>



The image shows a red-themed web form for password reset. At the top left, there is a logo consisting of a 3x3 grid of dots followed by the text "WGS PASSWORD" in white. Below the logo is a white rectangular form with the following fields: "User ID:" with a single-line text input; "Old Password:" with a single-line text input; "New Password:" with a single-line text input; and "New Password (again):" with a single-line text input. Below these fields, there is a small red "IP:" label followed by a small red icon. At the bottom of the form, there are two grey buttons: "Finish" on the left and "Cancel" on the right.

Enter your username, your old password and the new password twice and confirm with "Finish!"