

# Change WGS-password

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

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## 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 screenshot shows a red background with the text "WGS PASSWORD" in white. Below this, there is a white box containing four input fields: "User ID:", "Old Password:", "New Password:", and "New Password (again):". At the bottom of the white box, there is a small red icon with the text "IP: 81.105.194.104". Below the white box, there are two buttons: "Finish" and "Cancel".

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