

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
WGS-password change on Windows with LAN connection	3
WGS-password change on Windows with VPN connection	4
Synchronize passwords	5
Changed password only in the network	5
Changed password only on local computer	6

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:

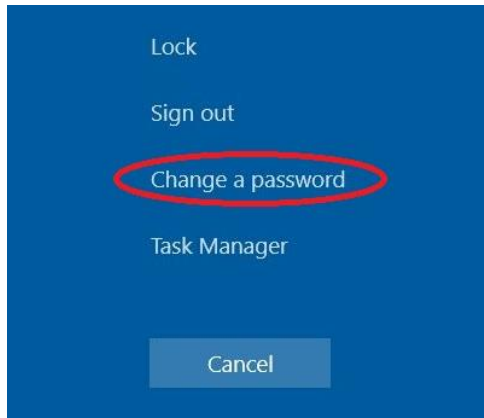
<https://selfservice.witglobal.net/pwreset/wgs-pwreset.aspx>



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 and the text "IP: 10.10.10.10". 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!"

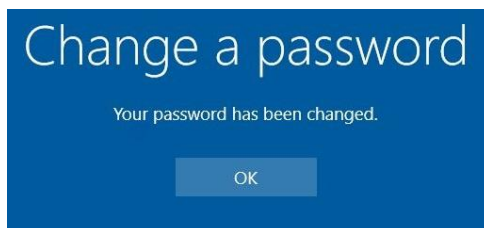
WGS-password change on Windows with LAN connection



Press "Ctrl + Alt + Delete" and click "Change a password"

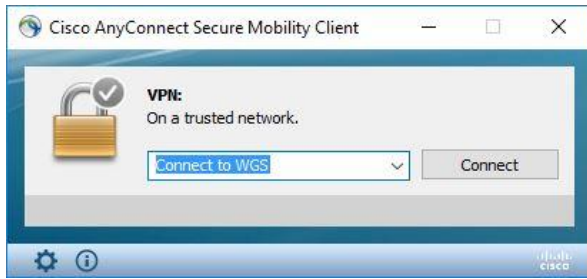


Enter your old password, the new password twice and confirm with the Enter key.

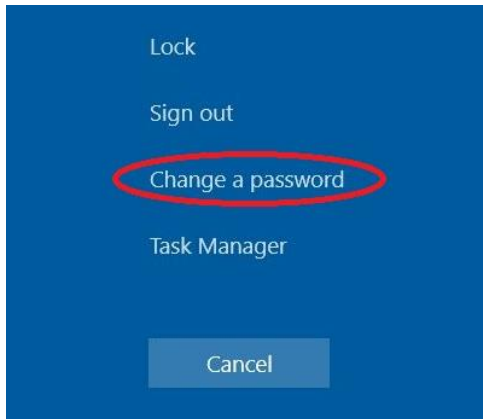


If your password was changed successfully, this message appears.

WGS-password change on Windows with VPN connection



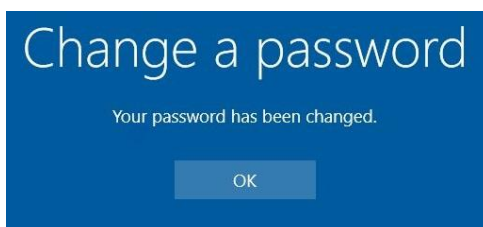
Before you change your password, it is necessary to open a VPN connection!



Press "Ctrl + Alt + Delete" and click "Change a password"



Enter your old password, the new password twice and confirm with the Enter key.



If your password was changed successfully, this message appears.

Synchronize passwords

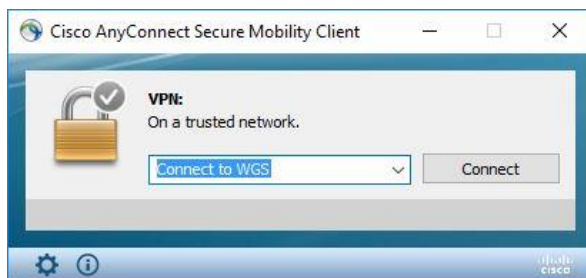
Changed password only in the network

If you changed the password on the network (e.g. self-service, webmail), but not on your computer, please do the following steps:

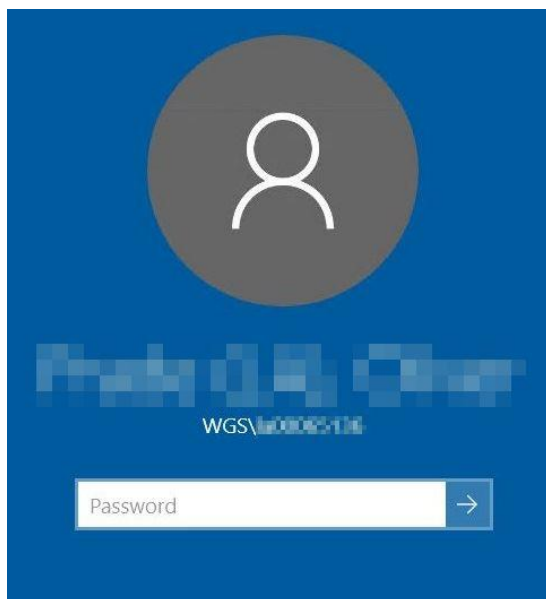
To log on to your computer, please use your **old password!**

Now connect via VPN

Use your **new password!**



Lock your computer with the key combination „Windows Key + L“.



Use your **new password** to unlock the computer.

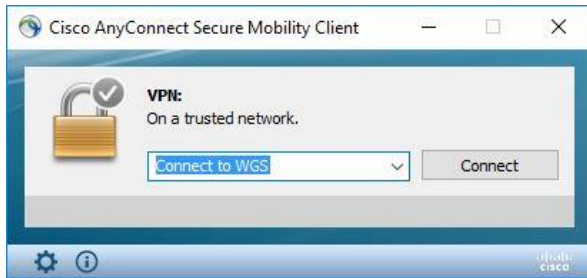
Changed password only on local computer

If you changed the password only on your local computer (e.g. without VPN-Connection), please do the following steps:

To log on to your computer, please use your **new password!**

Now connect via VPN

Use your **old password!**



Lock your computer with the key combination „Windows Key + L”.

Use your **new password** to unlock the computer.

