



IT Support, 23.04.2021

Documentation: Password reset

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Tutorial for the password change

Password policy:

When choosing your new password it is mandatory to consider the following:

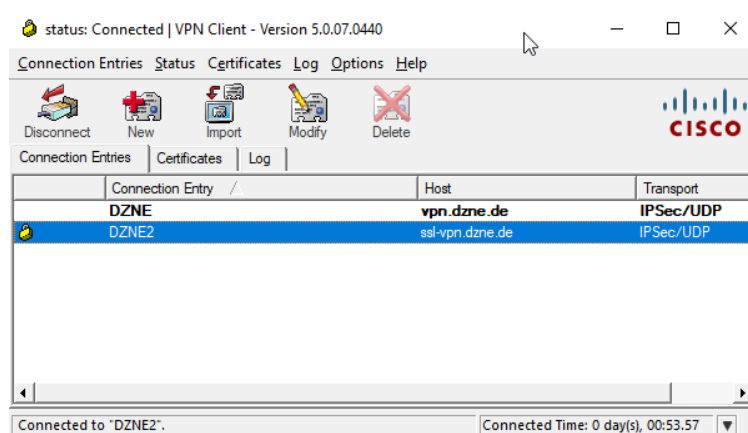
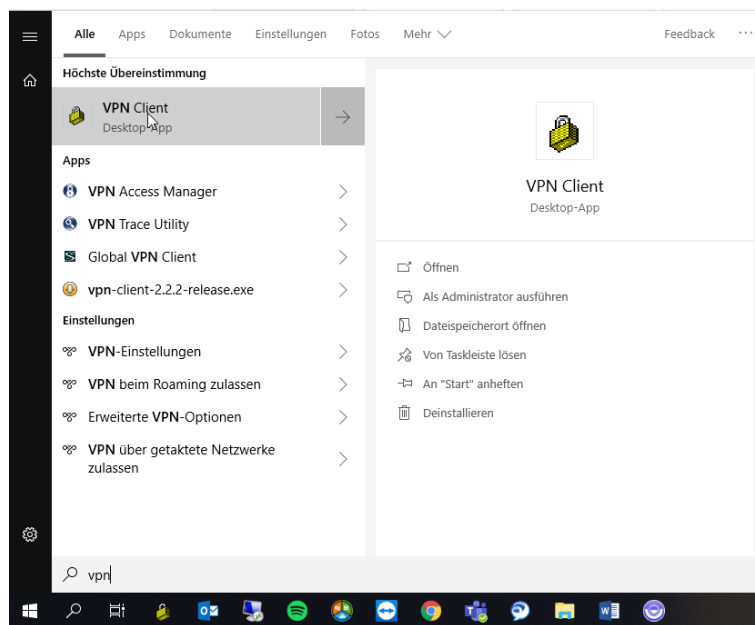
- Password length min. 12 characters with password components from all 4 categories:
 - Upper case letters (A - Z)
 - Lower case letters (a – z)
 - Numbers (0 – 9)
 - Special characters () [] { } ? ! \$ % & / = * + ~ , . ; : < > - _
- It is not allowed to use German umlauts (ä,ü,ö,ß)
- The last three passwords cannot be used again
- It is not allowed to use your login name as part of the new password

Note: Recommended Browser for the changes is Firefox!

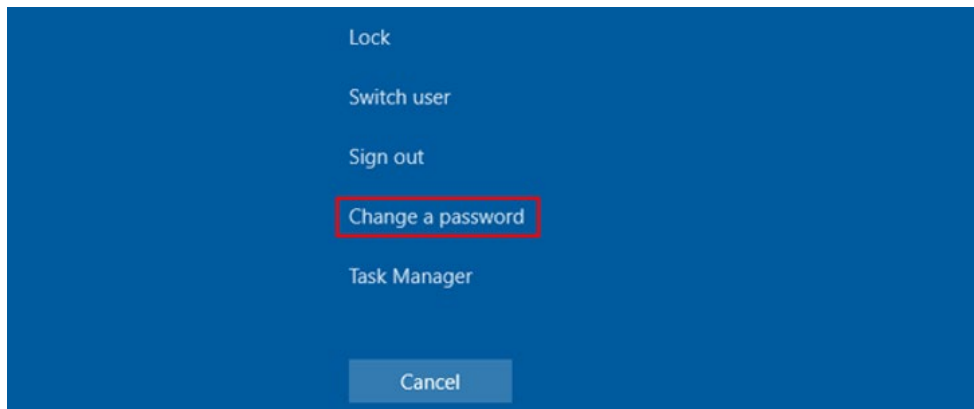


1A) Change the password on your Windows device

1. If you work from home on a DZNE device: use your old password to establish a VPN-Connection



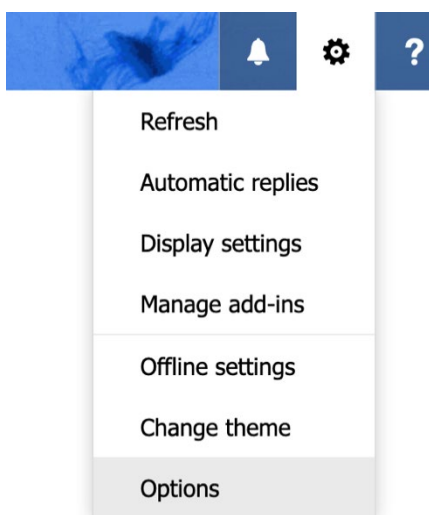
2. Push the buttons CTRL+ALT+DEL simultaneously and then select „Change a password “



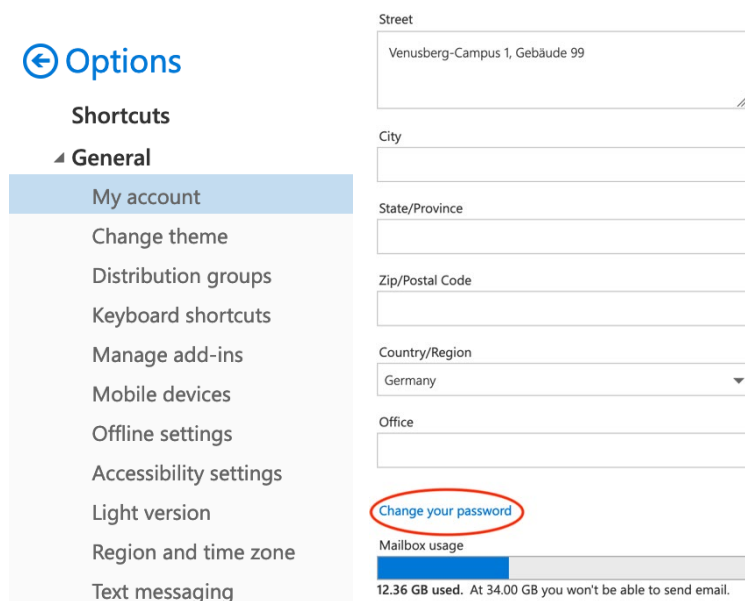
3. Enter your old password. Then enter your new password 2 times.
4. The change will be done and the VPN-Connection remains open.
5. Please Restart your computer and login with your new password.
6. Establish a VPN-Connection with your new password, if you are currently in home office.
7. To change your password for LDAP / Nextcloud please visit
Intranet: <https://intranet.dzne.de/index.php?id=189> and change there under „Accountmanager“ your password. (see also 3) Change LDAP Password)
8. If you are using the same password for AIDA, change it under:
<https://aida.dzne.de/aida.html>

1B) Change the password on your Apple device

1. Webmail (OWA) open via the following link: <https://mail.dzne.de>
2. Log in to the OWA with your access data
3. To change the password via OWA, follow these steps:
(see also 2) Change password in OWA)
4. Select the „option menu“ in the top right corner and then select „Options“



5. Select in the left column under „Common“ the option „My Account“ and then select „Change Password“ at the bottom of window on the right



6. Fill in the fields and then click on "Save" at the top



Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your username and password and sign in again. You'll be notified when your password has been changed successfully.

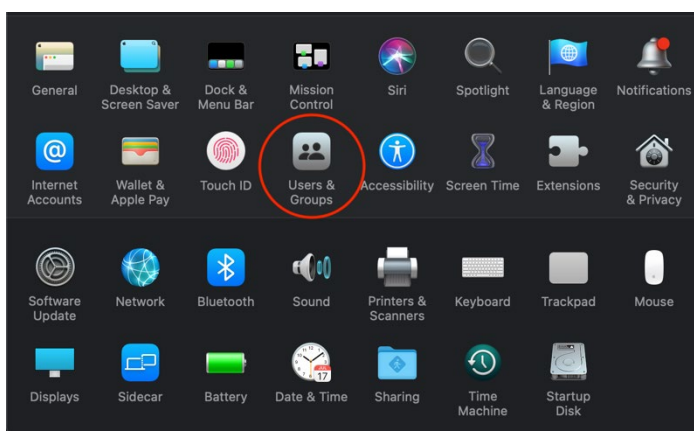
Email address:

Current password:

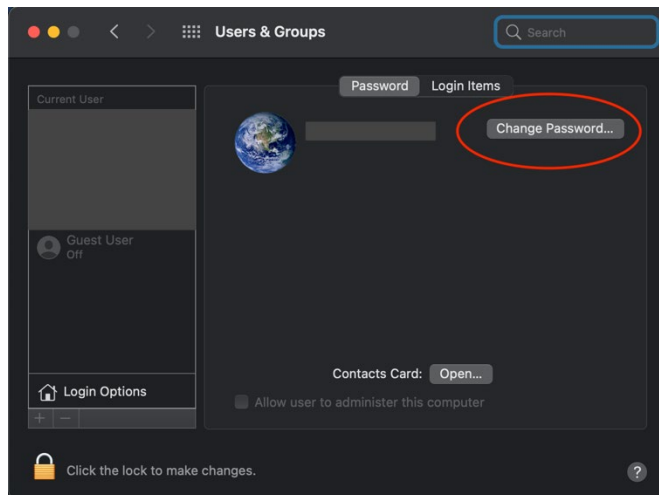
New password:

Confirm new password:

7. Open "System Preferences" from the Mac and select "Users & Groups"



8. Select your Account on the left and then click on the button „Change password “on the right“

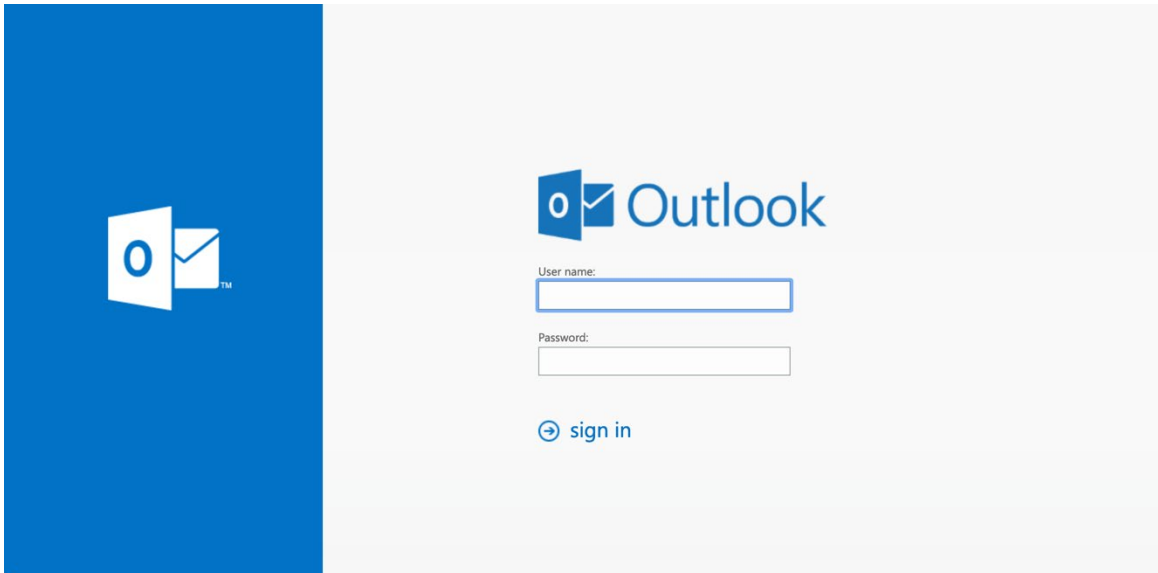


9. Enter your "old" password in the first line and the new password that you have just assigned in the webmail (OWA) in the two lower lines.
10. Restart your computer and login with your new password
11. Please re-enter your new password if you are asked to. This can happen with network shares, saved passwords on Intranet sites, eduroam, VPN (if you have admin rights and previously saved your login data)
12. To change your password for LDAP / Nextcloud please visit Intranet: <https://intranet.dzne.de/index.php?id=189> and change there under „Accountmanager“ your password. (see also 3) Change LDAP Password))
13. If you are using the same password for AIDA, change it under: <https://aida.dzne.de/aida.html>

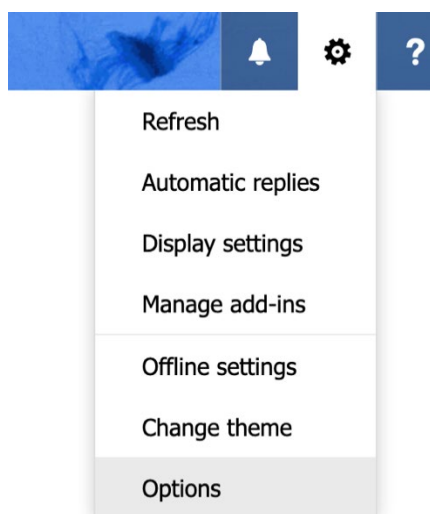


2) Change password in OWA

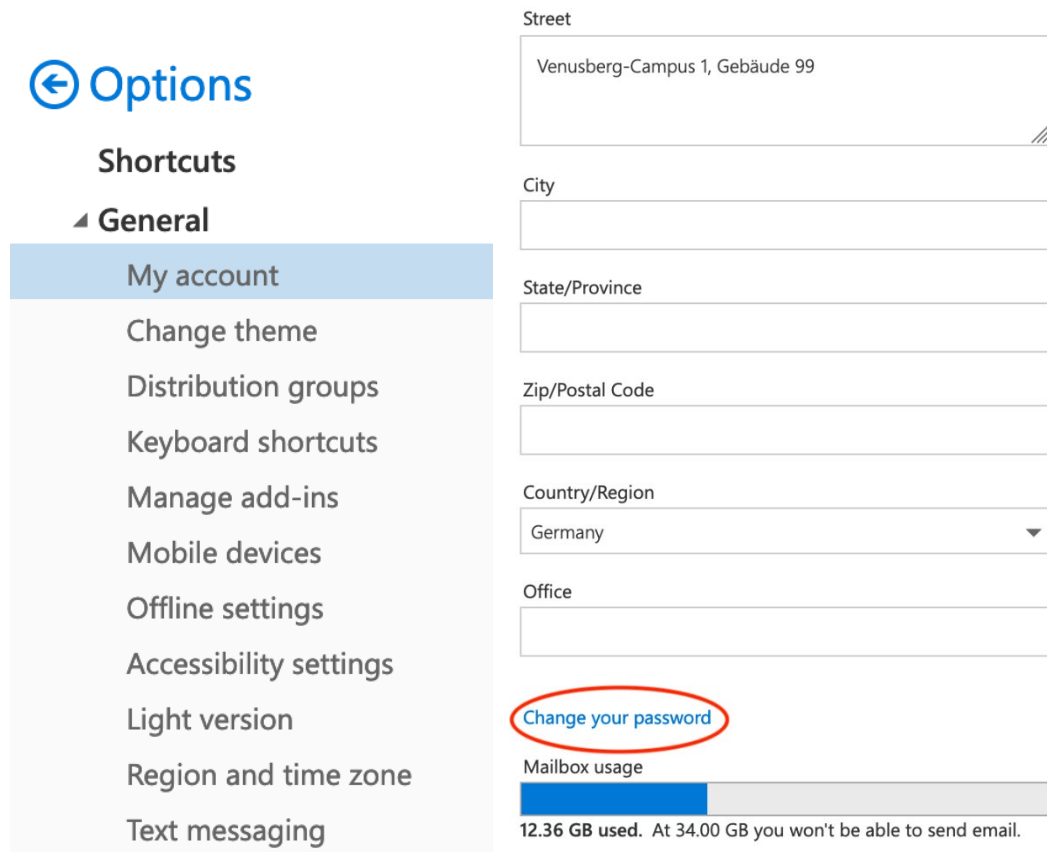
1. Webmail (OWA) open via the following link: <https://mail.dzne.de>
2. Log in to the OWA with your access data



3. Select the „Option menu “in the top right corner and then select „Options“



4. Select in the left column under „Common“ the option „My account“ and then select „Change your Password“ at the bottom of window on the right



The screenshot shows the Outlook Options window. On the left, the 'Options' menu is open, and 'My account' is selected under the 'Shortcuts' section. The main area displays account settings for 'Street' (Venusberg-Campus 1, Gebäude 99), 'City', 'State/Province', 'Zip/Postal Code', 'Country/Region' (Germany), and 'Office'. A red circle highlights the 'Change your password' link. Below this, a 'Mailbox usage' bar shows 12.36 GB used out of a 34.00 GB limit.

5. Fill in the fields and then click on "Save" at the top

Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your username and password and sign in again.
You'll be notified when your password has been changed successfully.

Email address:

██

Current password:

New password:

Confirm new password:



3) Change LDAP Password

1. Open the intranet and click on "Account Manager" on the left-hand side
(Direktlink: <https://intranet.dzne.de/index.php?id=189>)
2. Fill in the fields accordingly
3. Click on "Save"

Accountmanager

Change Password	
Login name:	<input type="text"/>
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Retype Password:	<input type="password"/>
<input type="button" value="Save"/>	

