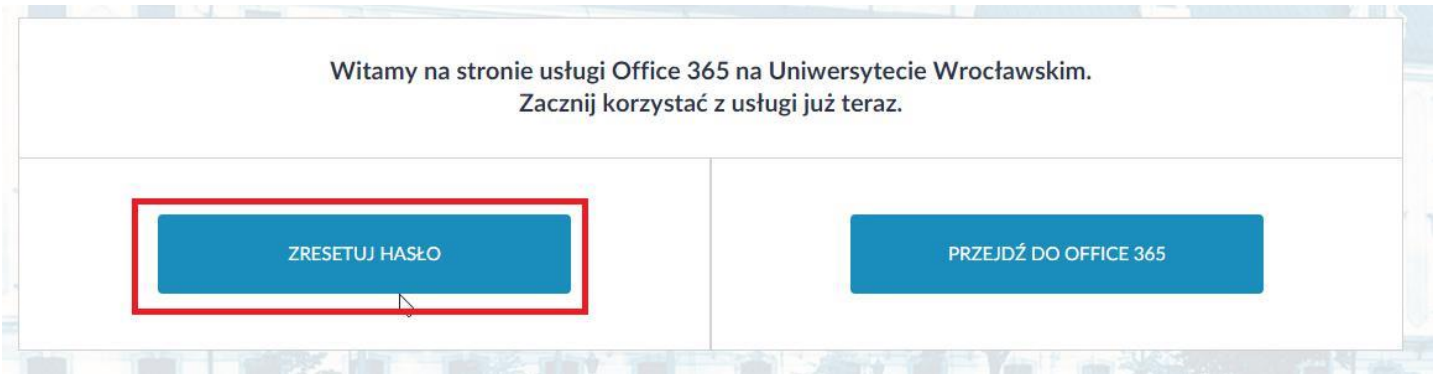



Password reset in Office 365 for an account in @uwr.edu.pl when an email with the first login password never came.


1. Go to portal.uwr.edu.pl
2. Click "reset password" [Zresetuj hasło] (see picture)





3. Follow the instructions on the right side in the FORGOTEN PASSWORD [Nie pamiętam swojego hasła] section

ZMIEN SVOJE HASŁO

 Login: imie.nazwisko@uwr.edu.pl


 Stare hasło

 Nowe hasło

 Potwierdź nowe hasło

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"


☐ Nie jestem robotem



reCAPTCHA
Prywatność - Warunki


ZMIEN HASŁO

NIE PAMIĘTAM SWOJEGO HASŁA

KROK 1/3


 Login: imie.nazwisko@uwr.edu.pl

 Imię

 Nazwisko

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"

☐ Nie jestem robotem

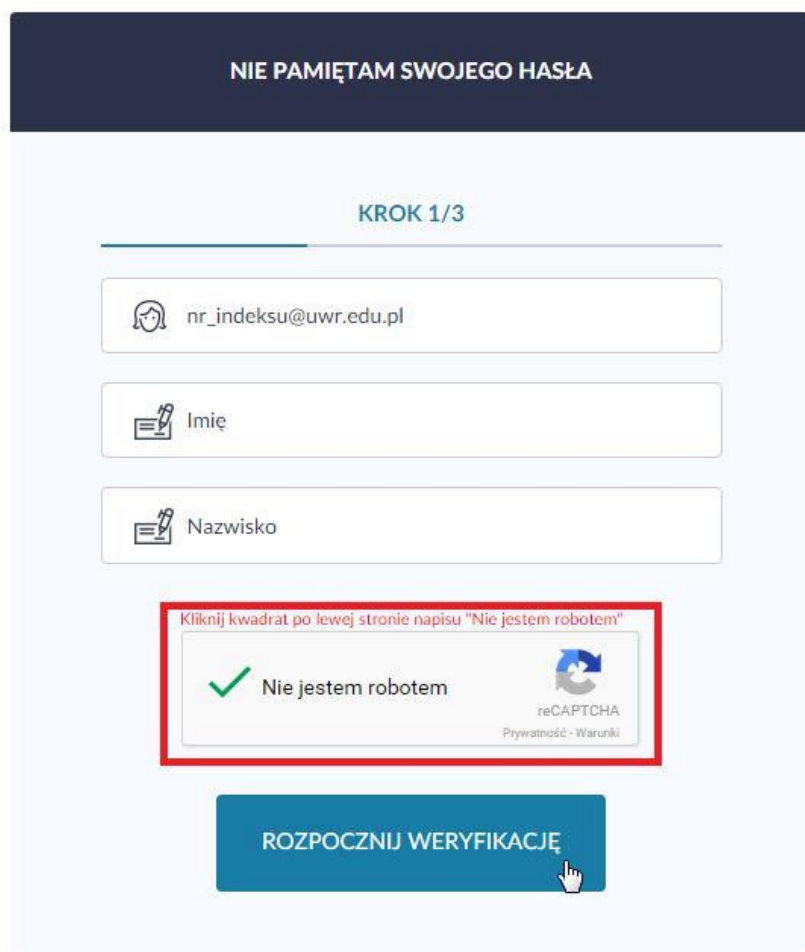

reCAPTCHA
Prywatność - Warunki

ROZPOCZNIJ WERYFIKACJĘ

4. Step 1/3 Confirm "I am not a robot" [Nie jestem robotem]. Depending on your browser, you may be asked to select appropriate pictures.

The LOGIN FOR STUDENTS is "NR_INDEKSU@UWR.EDU.PL"

The LOGIN FOR EMPLOYEES is "NAME. LASTNAME@UWR.EDU.PL"



NIE PAMIĘTAM SWOJEGO HASŁA

KROK 1/3

nr_indeksu@uwr.edu.pl

Imię

Nazwisko

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"

Nie jestem robotem

reCAPTCHA

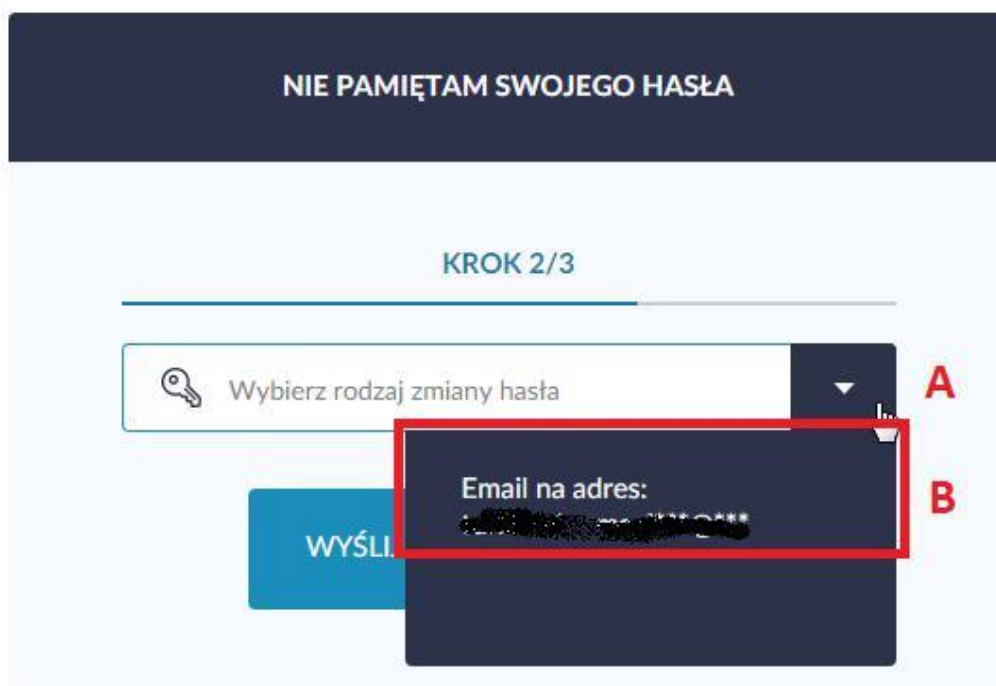
Prywatność · Warunki

ROZPOCZNIJ WERYFIKACJĘ

5. Step 2/3 Choose an e-mail to which the verification code will be sent. That email:
- **for students: was specified in USOS**
 - **for employees: was provided in Human Resources [Dział Kadr] as an alternative email and/or mobile phone number.** If this field is empty it is an indication an alternative email has not been provided in Human Resources. Please contact HR in order to update it.

For security reasons, only part of the address is shown.

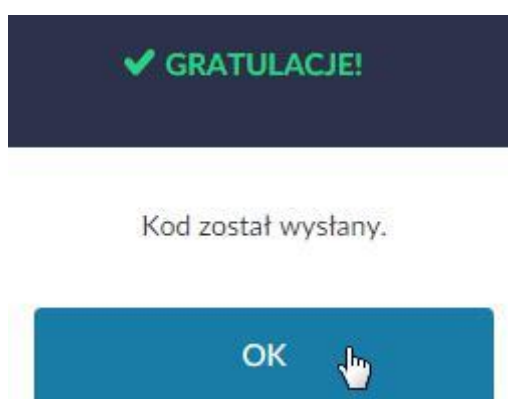
- A. Click on the arrow to expand the check box
- B. Select email address



6. Select "Send verification code" [Wyślij Kod weryfikacyjny] to confirm.



7. If everything has been completed correctly, this message appears:



8. Open additional browser window (do not close the original window with the process of password reset), check the email you have selected in paragraph 5 and check the message entitled "verification code"[kod weryfikacyjny]. Check your SPAM folder if it is not in the Inbox.

9. Go back to the window with the password reset process and do step three. In appropriate boxes type in password and confirm. In the third box type the verification code from the email in point 8.

THE PASSWORD SHOULD CONSIST OF AT LEAST 8 CHARACTERS INCLUDING CAPITAL AND small LETTERS, NUMBERS AND A SPECIAL CHARACTER.



The screenshot shows a web interface for password reset. At the top, a dark blue header contains the text "NIE PAMIĘTAM SWOJEGO HASŁA". Below this, the text "KROK 3/3" is displayed. There are three input fields: the first two are for password and confirmation, each with a lock icon and a series of dots; the third is for a verification code, with a calculator icon and the text "00000". A mouse cursor is pointing at the verification code field.

10. To confirm click "change password".



11. The password for the account in @uwr.edu.pl has now been changed. In case of an ERROR message please make sure you have followed all the steps correctly and all data (password, confirmed password and the code) have been entered correctly.