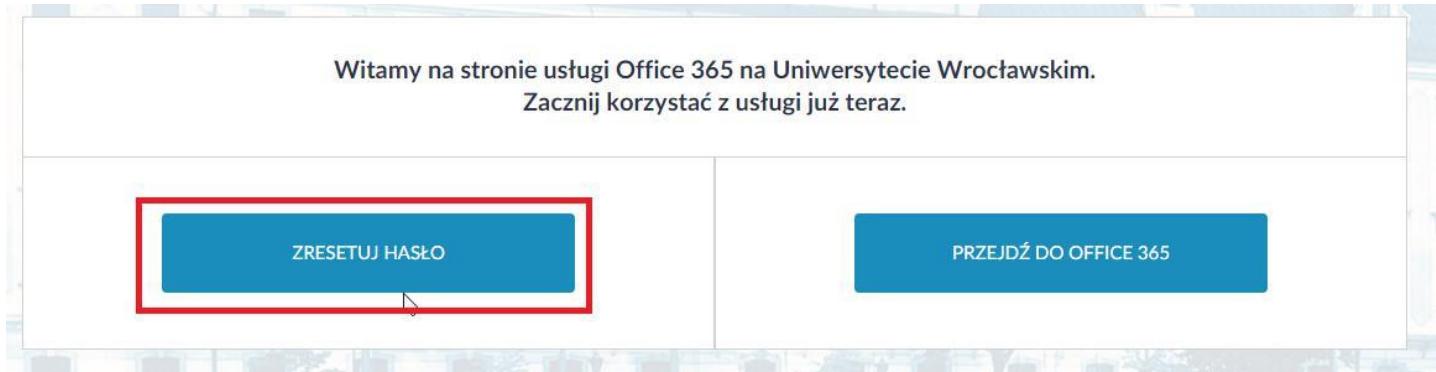
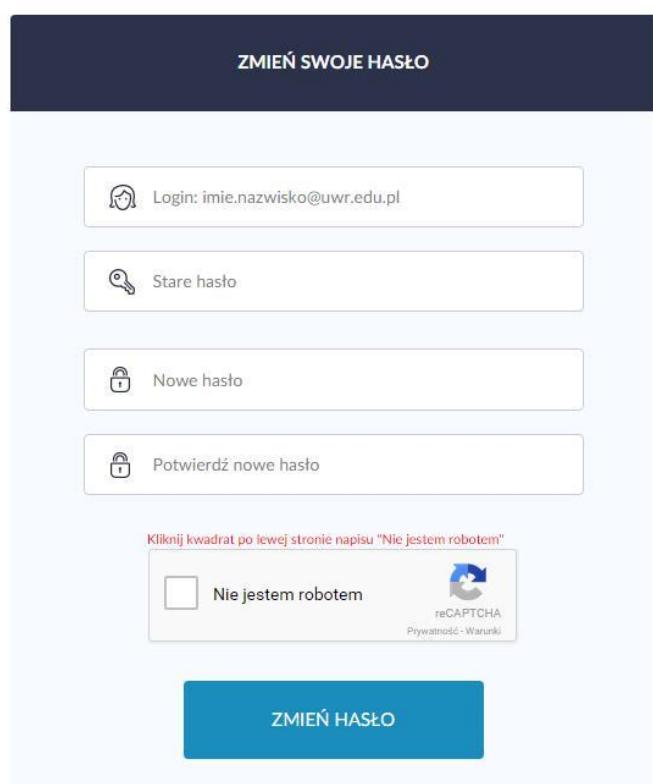


Password reset in Office 365 for an account in @uwr.edu.pl when an email with the first login password never came.

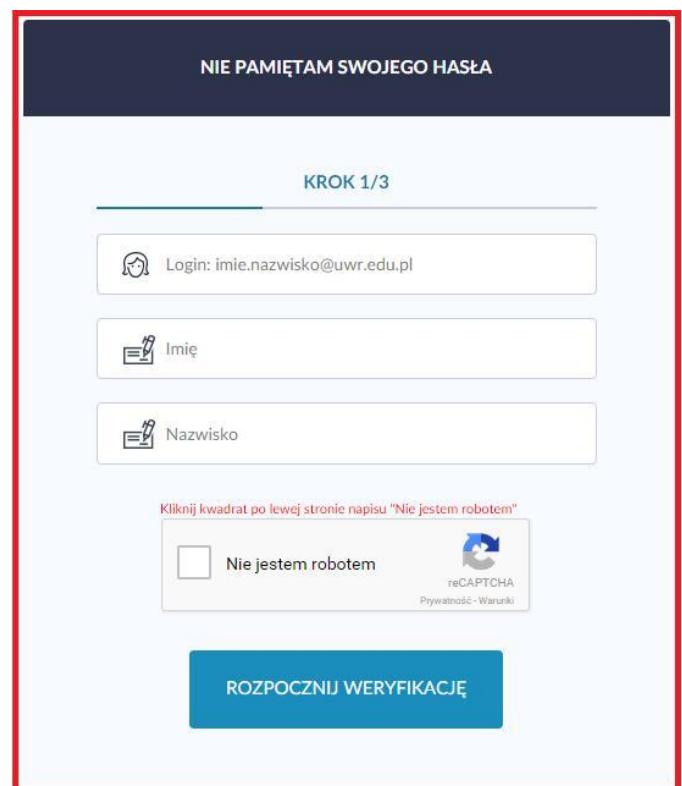
1. Go to portal.uwr.edu.pl
2. Click "reset password" [Zresetuj hasło] (see picture)



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



The screenshot shows the "ZMIEN SWOJE HASŁO" (Change Password) section. It includes fields for "Login: imie.nazwisko@uwr.edu.pl", "Stare hasło" (Old password), "Nowe hasło" (New password), and "Potwierdź nowe hasło" (Confirm new password). Below these fields is a reCAPTCHA box with the text "Kliknij kwadrat po lewej stronie napisu 'Nie jestem robotem'". At the bottom is a "ZMIEN HASŁO" (Change Password) button.



The screenshot shows the "NIE PAMIĘTAM SWOJEGO HASŁA" (Forgot Password) section. It includes fields for "Login: imie.nazwisko@uwr.edu.pl", "Imię" (Name), and "Nazwisko" (Surname). Below these fields is a reCAPTCHA box with the text "Kliknij kwadrat po lewej stronie napisu 'Nie jestem robotem'". At the bottom is a "ROZPOCZNIJ WERYFIKACJĘ" (Start Verification) button.

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.

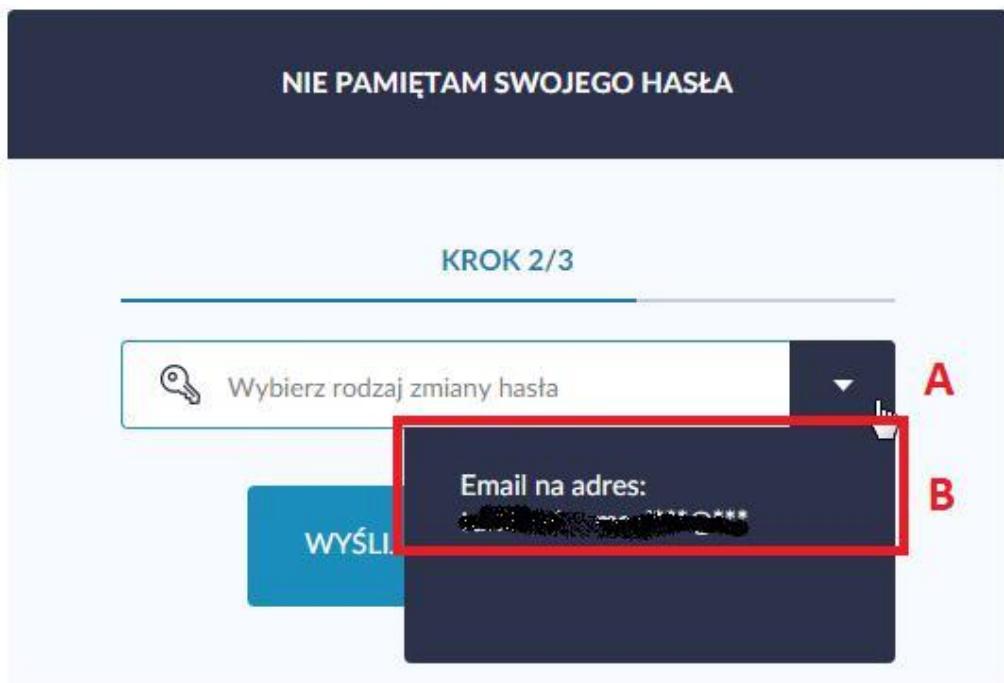
That email:

- **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

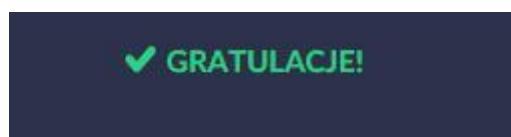
B. Select email address



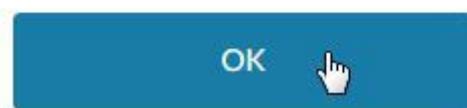
6. Select "Send verification code" [Wyślij Kod weryfikacyjny] to confirm.



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



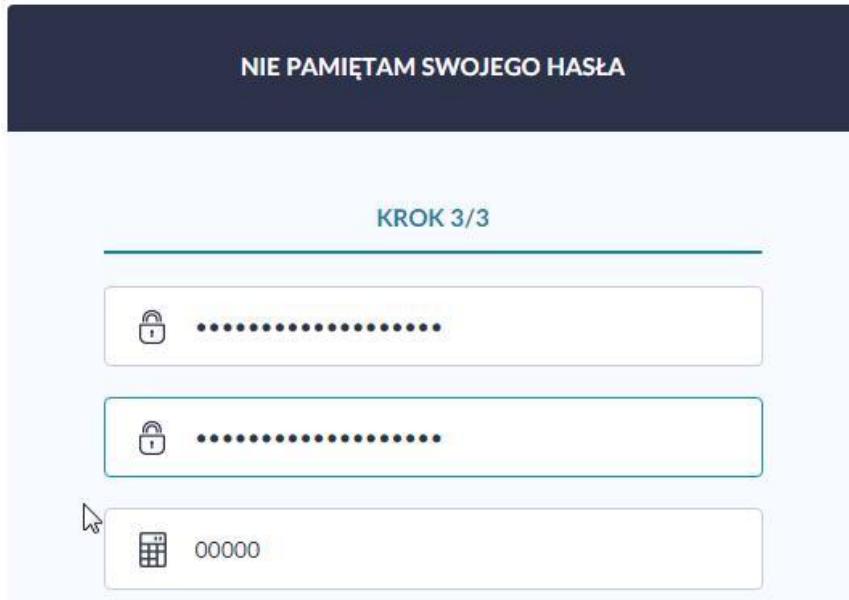
Kod został wysłany.



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.



NIE PAMIĘTAM SWOJEGO HASŁA

KROK 3/3

Hasło

Potwierdzenie hasła

Kod

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.