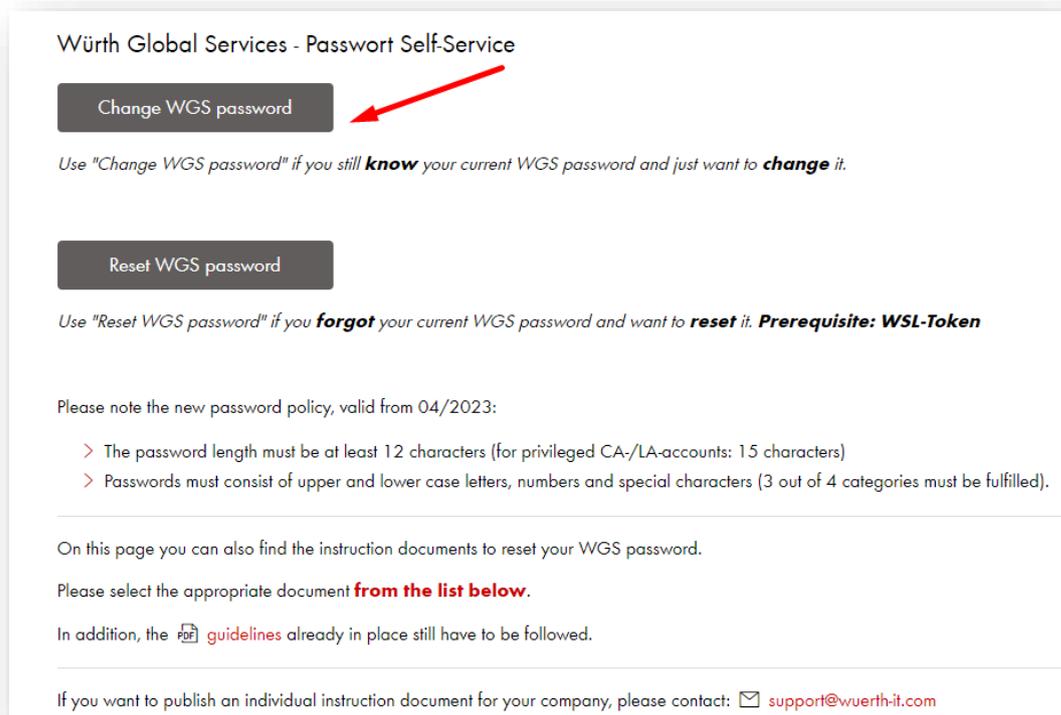


How to change/reset WGS 365 Password (including eMail, Teams, OneDrive, and SharePoint)

Your password needs to be changed once every 180 days and should include a minimum of 12 characters with both symbols, alphanumeric, numbers, and special characters (3 out of 4 categories must be fulfilled).

Step 1: Select the email received (*Subject: IT Information: Your password will expire in 28 days!*) or click the following link: www.wuerth-it.com/selfservice-en.

Step 2: Select Change WGS Password if your password is expired. (*If you forgot your password, please select Reset WGS Password. The prerequisite for this is the WSL Token*)



Würth Global Services - Passwort Self-Service

Change WGS password

Use "Change WGS password" if you still **know** your current WGS password and just want to **change** it.

Reset WGS password

Use "Reset WGS password" if you **forgot** your current WGS password and want to **reset** it. **Prerequisite: WSL-Token**

Please note the new password policy, valid from 04/2023:

- > 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).

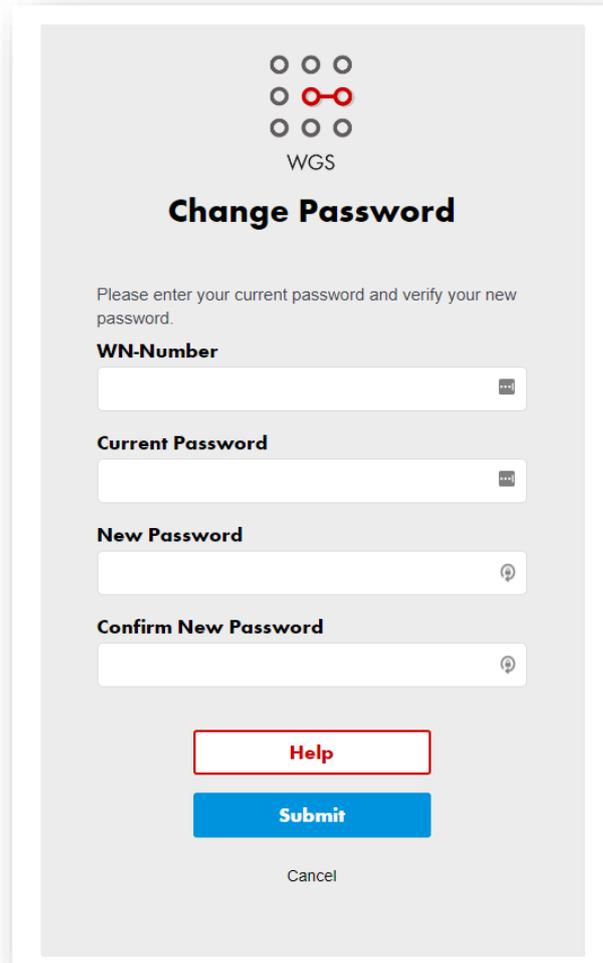
On this page you can also find the instruction documents to reset your WGS password.

Please select the appropriate document **from the list below**.

In addition, the  **guidelines** already in place still have to be followed.

If you want to publish an individual instruction document for your company, please contact:  support@wuerth-it.com

Step 3: Fill in your details as per the title of each field. Please note that the WN-Number should start with WN***** followed by your WGS Password.



WGS

Change Password

Please enter your current password and verify your new password.

WN-Number

Current Password

New Password

Confirm New Password

Help

Submit

Cancel

Step 5: Click Submit and you should receive a confirmation that the change was successfully.

IMPORTANT:

After few minutes the system will prompt you for the new password.

Option 1: If you are within the Würth network (connected to LAN or WiFi) your username should be in this format: wn*****@wgs.wuerth.com followed by the new WGS password you created.

Option 2: If you are outside the Würth network (working from home or mobile data), your user ID should be in this format **wn******* followed by your WSL Passcode. Once logged, your WSL Token APP on you mobile will prompt you to confirm the login to successfully login in the system.