

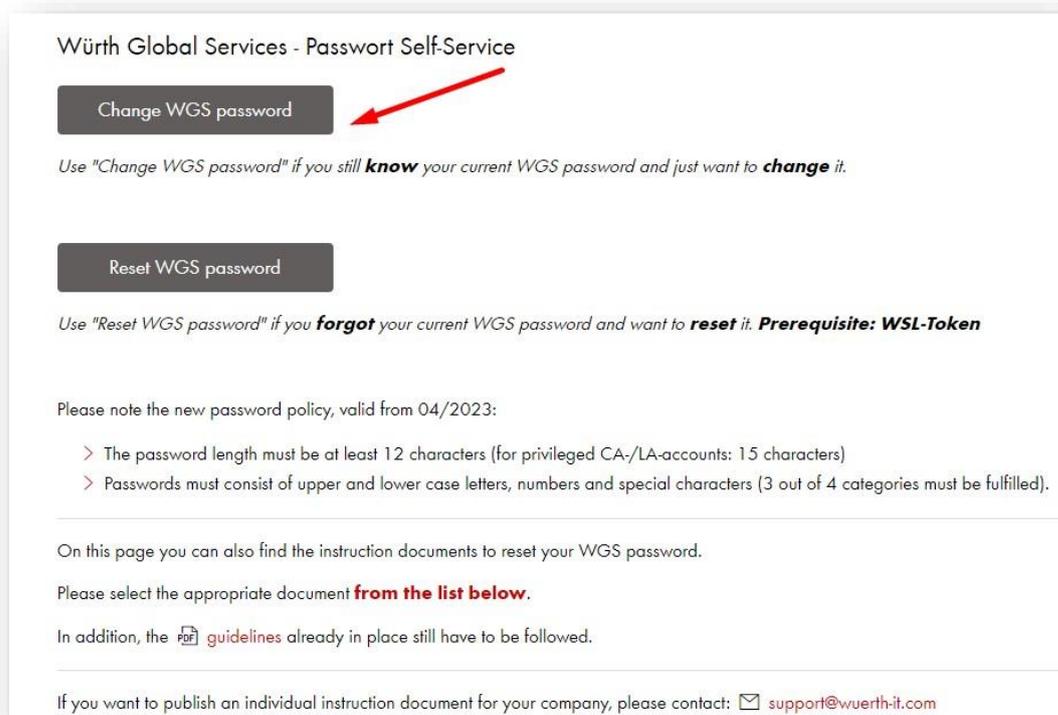
How to change/reset WGS 365 Password (including eMail, Teams, OneDrive, and SharePoint)

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).

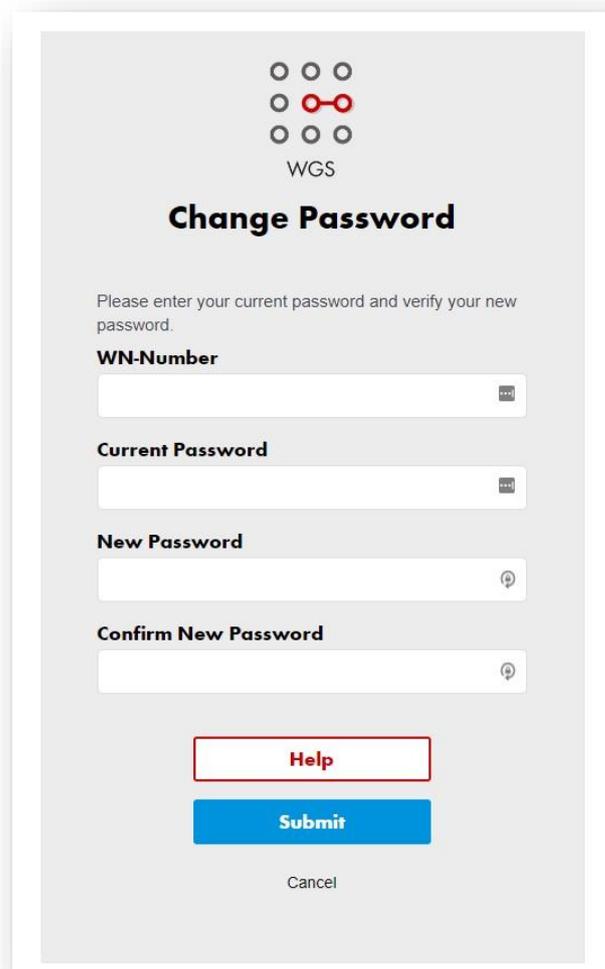
Step 1: Select the email received (Subject: IT Information: Your password will expire in 28 days!) or click the following link:

[WGS Self-Service - Würth IT GmbH - ONE IT -](#)

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)



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.



The screenshot shows a 'Change Password' form for WGS. At the top, there is a logo consisting of a grid of circles with a red key icon in the center, and the text 'WGS' below it. The main heading is 'Change Password'. Below the heading, there is a instruction: 'Please enter your current password and verify your new password.' The form contains four input fields: 'WN-Number', 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a small icon on the right side. Below the input fields, there are three buttons: a red 'Help' button, a blue 'Submit' button, and a 'Cancel' link.

Step 4: Click Submit and you should receive a confirmation that the change was successfully.

IMPORTANT:

After few minutes some systems might 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.

Policies for your WGS password

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.
- Passwords must be at least 12 characters long (15 characters for privileged accounts) and consist of the categories upper- and lower-case letters, numbers as well as special characters (3 of 4 categories must be fulfilled).
- The password is checked against a password blacklist, passwords like "herbst2018" or "PW4WGS1234" are not allowed. Certain character strings, such as "1234", "würth" or "aaaa", must generally not appear in a password, regardless of how complex the other parts of the password are.
- Names, company-related designations, dates of birth, telephone numbers or similar may not be used.
- The password must be at least one day old before it can be changed again.
- If the password is entered incorrectly 5 times within 30 minutes, the account will be locked for 30 minutes for security reasons.
- A different password must be used for each system, application, portal, etc. used.

Info: If a password is not accepted, check compliance with the rules above. 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 rules above is not a 100% substitute for personal responsibility for choosing a secure password