

Change WGS-password

This guide describes how you can change your WGS-password.

Please click...

... [HERE](#), if you use WGS-Services like e.g. Skype for Business

... [HERE](#), if you use a Computer provided and/or managed by the Würth IT (Computer name begins with CN)

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Password Policies

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
- The password length must be at least 10 characters (privileged accounts 15)
- The password is checked against a password blacklist, passwords like "herbst2018" or "PW4WGS1234" are not allowed.
- The password has to be at least one day old before it can be changed again
- If the password is entered 20 times incorrect within 30 minutes, the account will be disabled for security reasons for 30 minutes

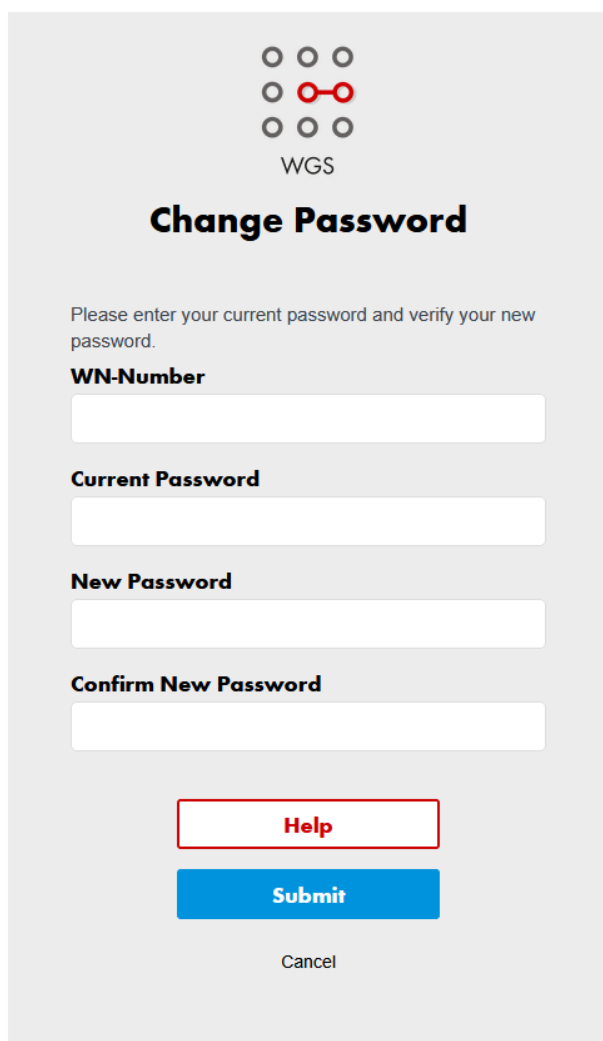
Info: If a password is not accepted, check compliance with the above rules. If a password is not accepted due to the password blacklist, use a completely new password. Adherence to password policies, specifically the password blacklist, is designed to prevent publicly known passwords, default passwords, and very weak passwords from being used. However, the technical check provided by the above rules is not a 100% substitute for personal responsibility for choosing a secure password.

WGS-password change via Self-Service Page

You can change your password on the Self-Service Page.

You can find it on the following link:

www.wuerth-it.com/selfservice-en



The image shows a screenshot of the 'WGS Change Password' web form. At the top, there is a logo consisting of a 3x3 grid of circles, with the middle circle in the second row highlighted in red. Below the logo is the text 'WGS'. The main heading is 'Change Password'. Below this, a message reads: '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'. At the bottom, there are three buttons: a red-outlined 'Help' button, a blue 'Submit' button, and a plain 'Cancel' link.

WGS

Change Password

Please enter your current password and verify your new password.

WN-Number

Current Password

New Password

Confirm New Password

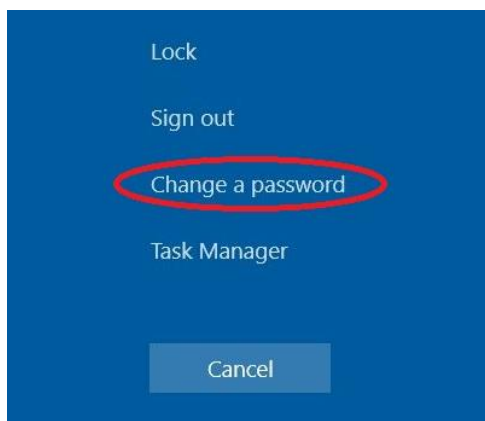
Help

Submit

Cancel

Enter your username, your old password and the new password twice and confirm with "Submit".

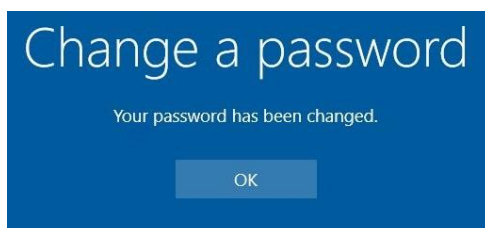
WGS-password change on Windows with LAN connection



Press "Ctrl + Alt + Delete" and click "Change a password"

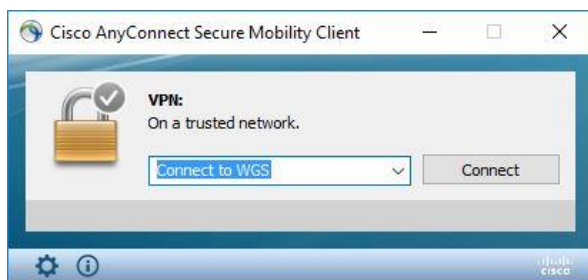


Enter your old password, the new password twice and confirm with the Enter key.

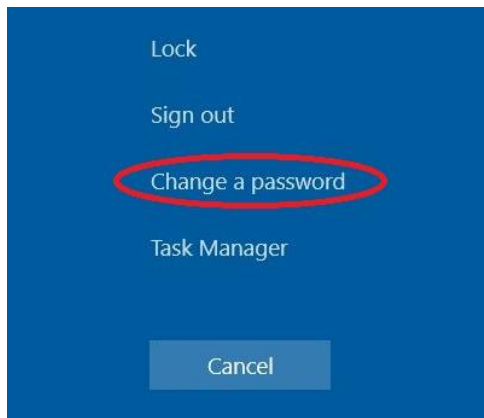


If your password was changed successfully, this message appears.

WGS-password change on Windows with VPN connection



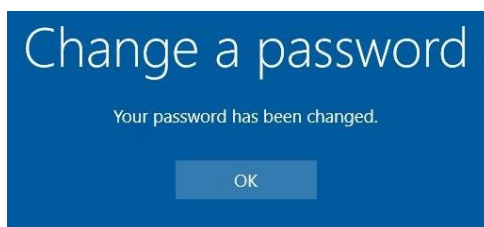
Before you change your password, it is necessary to open a VPN connection!



Press "Ctrl + Alt + Delete" and click "Change a password"



Enter your old password, the new password twice and confirm with the Enter key.



If your password was changed successfully, this message appears.

Synchronize passwords

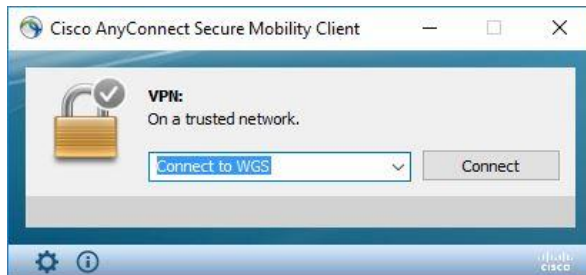
Changed password only in the network

If you changed the password on the network (e.g. self-service, webmail), but not on your computer, please do the following steps:

To log on to your computer, please use your **old password**!

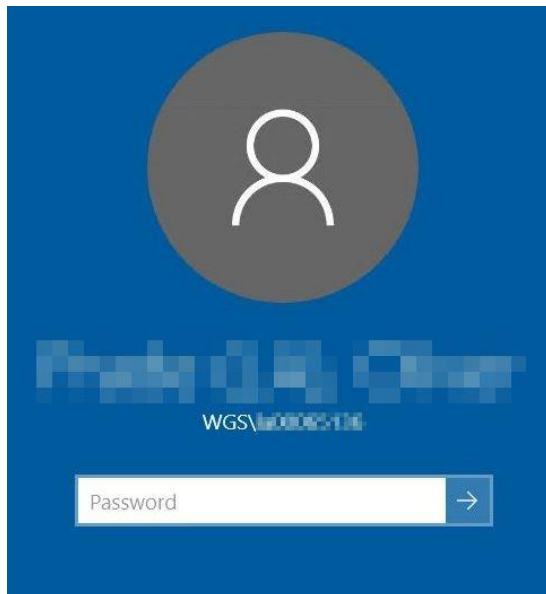
Now connect via VPN

Use your **new password**!



Lock your computer with the key combination „Windows Key + L“.

Use your **new password** to unlock the computer.



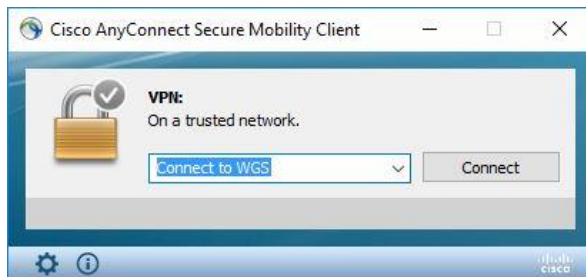
Changed password only on local computer

If you changed the password only on your local computer (e.g. without VPN-Connection), please do the following steps:

To log on to your computer, please use your **new password!**

Now connect via VPN

Use your **old password!**



Lock your computer with the key combination „Windows Key + L“.

Use your **new password** to unlock the computer.

