Self Service Portal – instructions on resetting the password for Microsoft 365 services and updating employee data

The following Self Service Portal (hereinafter referred to as SSP) manual has been prepared for employees of the Warsaw University of Life Sciences.

General information

SSP is a portal that empowers employees:

I. Change of password for Microsoft 365 services

The password for Microsoft 365 services (including e-mail, MS Teams and others) also allows you to log in to computers connected to the SGGW domain and to SGGW IT Systems, such as pomoc SGGW, EZD, HCP.

II. Updating employee data, i.e .: business phone number, employee location data (building, room)

Important: SSP is the only place where you can update your employee data, which will be presented in the following places:
- Search engine and employees' business cards on the main page of SGGW,
- Contact details in the Pomoc SGGW system.

III. Data update for password reset for Microsoft 365 services in SSP

SSP password reset is an easy and quick way to regain access to Microsoft 365 services (including e-mail, MS Teams, etc.). This solution involves entering a private e-mail address and / or a private phone number. Entering a private e-mail address and / or a private telephone number in the SSP is voluntary and takes place only with your consent. Entering this data is tantamount to consenting to their processing by the Warsaw University of Life Sciences with its registered office at ul. Nowoursynowska 166, 02-787 Warsaw. Personal data will be processed in order to restart the domain password. We would like to inform you about the right to withdraw consent, which will not affect their earlier use. [Link to the full content of the information clause regarding Contact data in IT systems](#)

In order to withdraw consent, a written request to withdraw consent to the processing of a private e-mail address and / or telephone number should be sent from the work e-mail account to the following address pomoc_ci@sggw.edu.pl.

Important: University employees who do not consent to the processing of the above data, in order to restart the password, should report in person to the Information Center (building No. 1, room No. 1) together with a valid identity document.

IV. Microsoft 365 Password Reset – Only available to employees who have updated their password reset data.

Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

User instructions

I. **Change of password for Microsoft 365 services, update of password and employee reset data - "Change my password "**

Important: You must know your current password to make changes. If you do not have the current password, use the "I forgot my password" option (point II of this manual).

To update the data:

1. Go to : https://konto.sggw.edu.pl
2. Click the " Change my password" buton;
3. Enter your university e-mail address (in the format consistent with the hint), select the option "I am not a robot" and then click "SIGN IN";
4. Update your data in individual sections, and then click "SAVE";

Important: changes in individual sections can be updated as per needs (independently of each other)

- Section "**employee data**" - a place where you can complete data such as: business telephone number, building and room.

Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

- "**Data for password reset**" section - a place where you can enter your data, such as a private e-mail address and a mobile phone, which will be used to reset your password yourself, without the need to contact the IT Helpdesk.

  Important: for the data in this section, it is obligatory to consent to the processing of personal data (detailed information can be found in "General information", point III).

  Important: updating the fields in this section confirms that the entered data is up-to-date

  - For a given "alternative e-mail address": after clicking "SAVE", check your private e-mail box and follow the instructions in the e-mail sent by the SSP.
  - For a given "mobile phone: after clicking" SAVE ", enter the code in the SSP sent by SMS by SSP, and then click" SAVE "again.

  After performing the above steps, it will be possible to restart the password using SSP.

Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

Important: employees who, until 01/10/2021 have completed an alternative e-mail address in the SSP or made it available to IT Help in order to reset the password, after logging in to the SSP the following message will be displayed:

In order to meet the formal requirements related to the GDPR, you must consent to the processing of personal data, and then click "SAVE".

- Section "**Change of password for" Microsoft 365**" - a place where you can change your current password

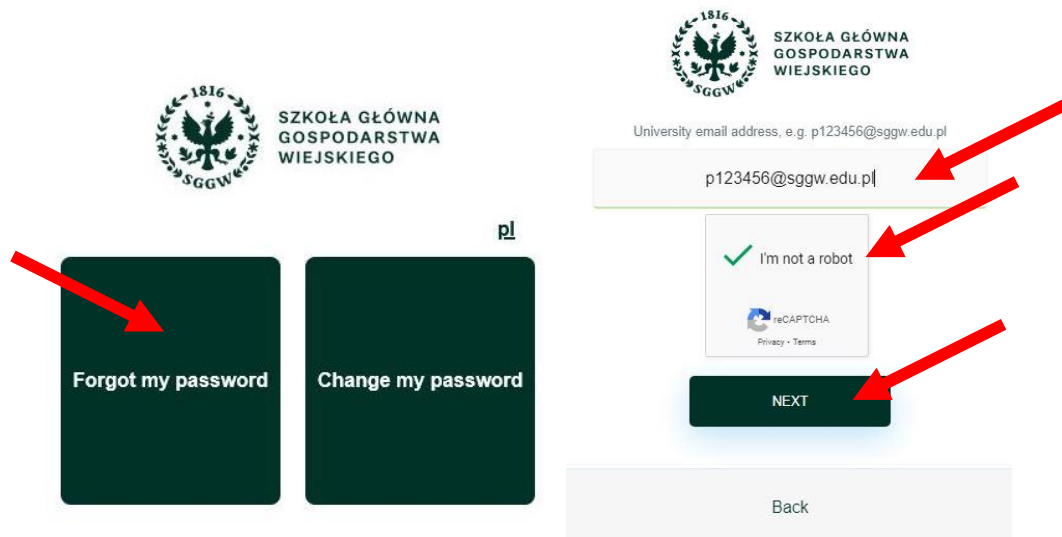## II.   Domain password reset - "forgot my password"

Important information: the option of self-resetting the password is available only to employees who have completed an alternative e-mail address and / or a mobile phone (point I. 4 point 2 of this manual).

Other employees, in order to reset the password, should report to the IT Center (building 1, room 1) in person with a document confirming their identity.

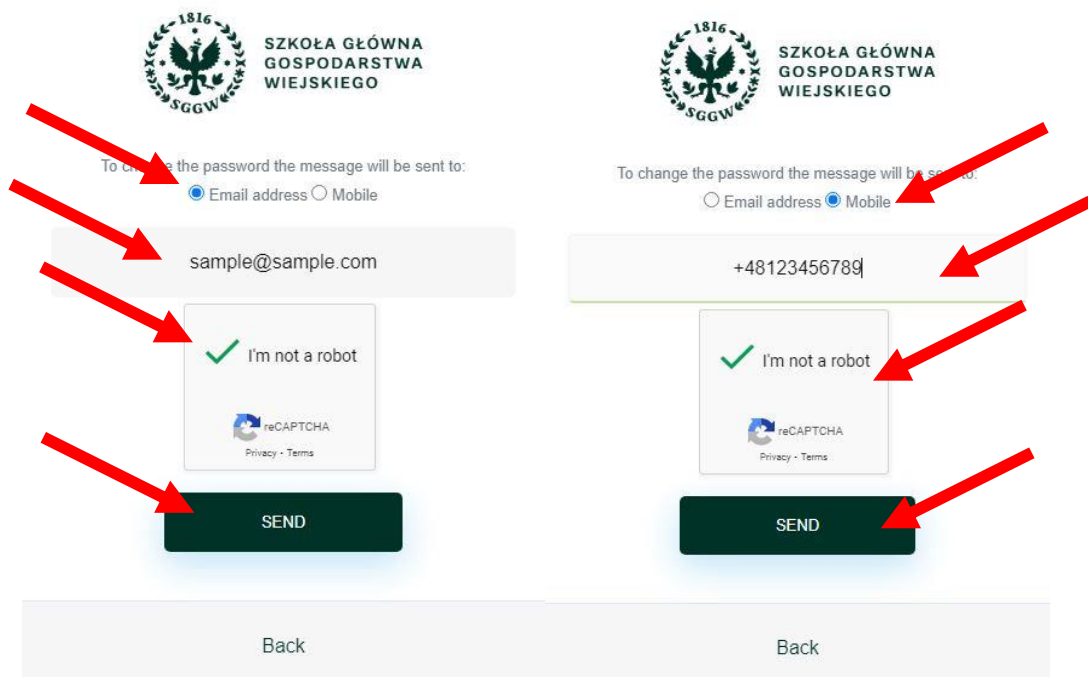| Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

To reset your password in SSP you must:

1. Go to: https://konto.sggw.edu.pl;
2. Click the " Change my password" buton;
3. Enter your university e-mail address (in the format consistent with the hint), select the "I am not a robot" option and then click "NEXT";

4. Make a selection how we want to reset the password (e-mail address or mobile phone), and then fill in an alternative e-mail address (for selecting "E-mail address") or a mobile phone number (for selecting "Mobile phone");
5. Click the „SEND" buton.

Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

6. If you choose to reset your password with an alternate e-mail address, please:
   - check your private mailbox,
   - click on the link sent in the message,
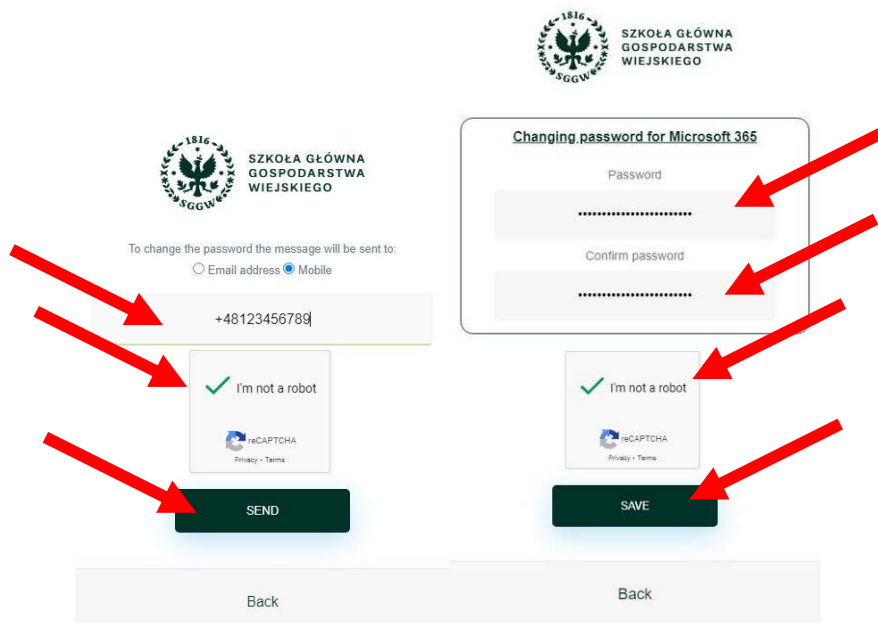   - enter a new password and then click "SAVE"

   Important: If the message is not in your inbox, also check the "Notifications" and "Spam" folders.

Nazwa jednostki organizacyjnej:		Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	1.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych pracowniczych

Important: All links and codes received from SSP are valid for 10 minutes from receipt. If this time is exceeded, another link / code should be generated.

7. In the case of password reset using a mobile phone:
   - check SMS messages on the phone,
   - in the SSP portal, enter the sent SMS code, and then click "NEXT",
   - enter a new password and then click "UPDATE PASSWORD"

In case of problems with updating data or resetting the password, please contact the IT Help: pomoc_ci@sggw.edu.pl, 22 593 55 50.