

Nazwa jednostki organizacyjnej:	Szkoła Główna Gospodarstwa Wiejskiego w Warszawie Centrum Informatyczne	
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	2.0	Self Service Portal – instrukcja resetu hasła do usług Microsoft 365 oraz aktualizacji danych

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

The following Self Service Portal (hereinafter SSP) instruction has been prepared for PhD students of the Warsaw University of Life Sciences.

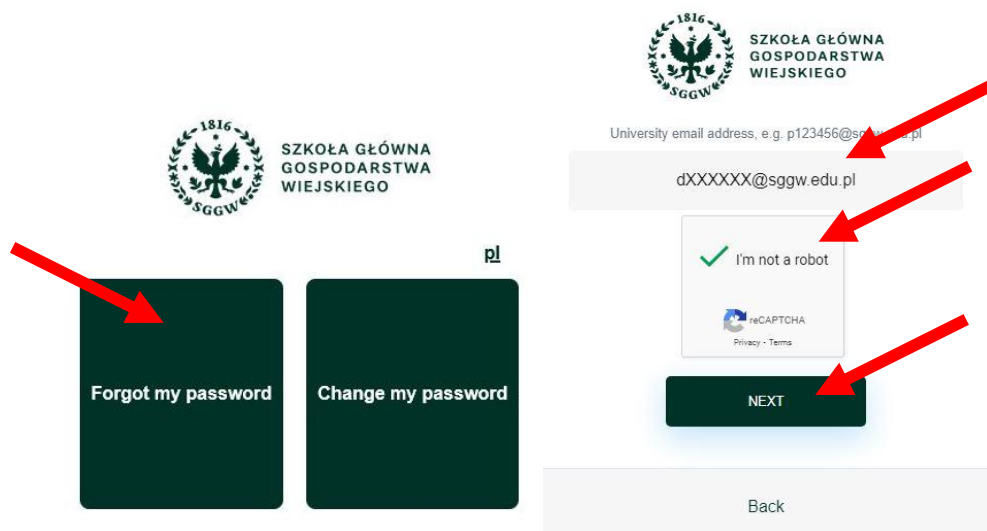
I. Reset domain password - "Forgot my password"

To reset your password for Microsoft 365 services in SSP:

1. Go to: <https://konto.sggw.edu.pl>;
2. Click the "Forgot my password" button;
3. Enter your university e-mail address (in the format dXXXXXX@sggw.edu.pl);

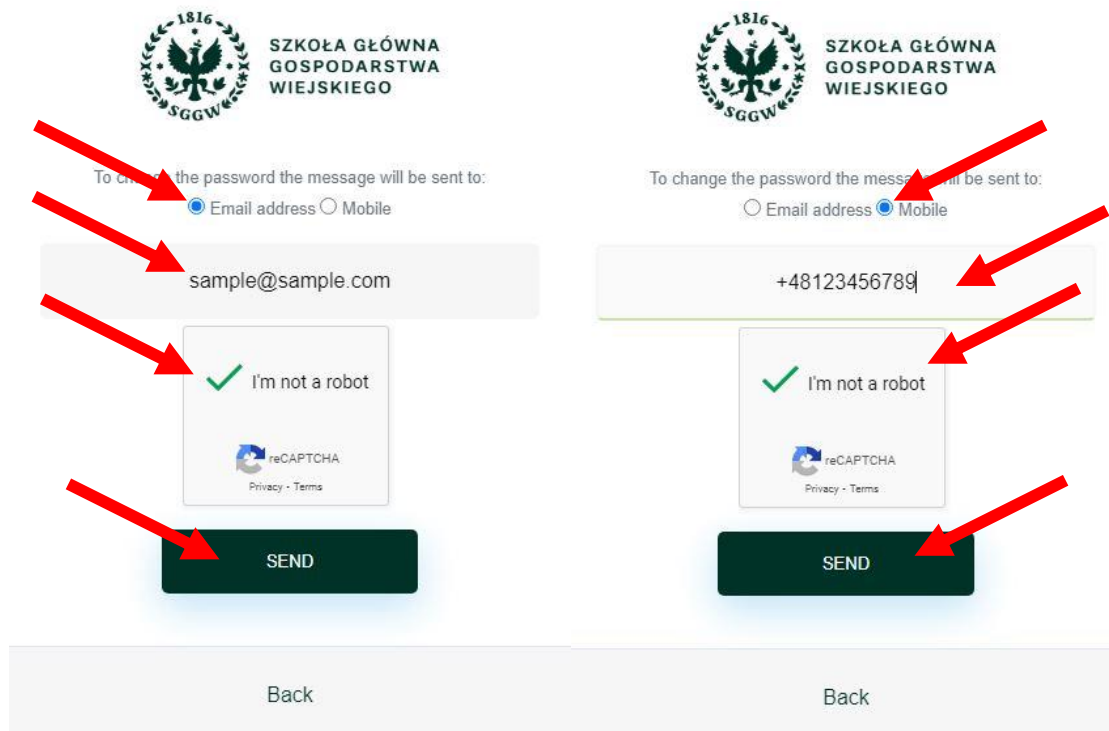
Important: if your album number is shorter than 6 digits - we precede it with zeros, e.g. .: for the album number 123456 - the identifier is d123456, for the 1234 the identifier is d001234.

4. Select the option "I am not a robot" and then click "NEXT";



5. 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 number (for selecting "Mobile phone");
6. Click „SEND”.

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7. If you choose to reset the password with an alternate e-mail address, please:

- In the "Enter e-mail" field, enter your e-mail address, which was registered in the eHMS system during enrollment for studies;
- 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.

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.

8. 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".

Important: the option of resetting the password via SMS is possible for doctoral students who have completed their mobile phone number in the SSP (see point II of this manual).

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II. 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 I of this manual).

To update the data:

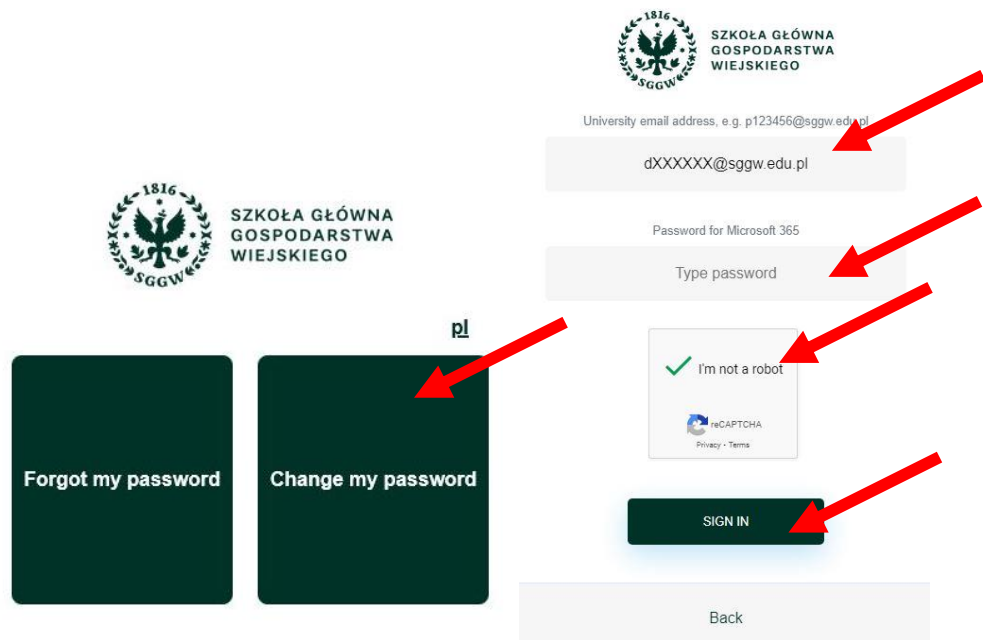
1. Go to: <https://konto.sggw.edu.pl>;
2. Click the "Change my password" button;
3. Enter your university e-mail address (in the format dXXXXXX@sggw.edu.pl);

Important: if your album number is shorter than 6 digits - we precede it with zeros, e.g. :. for the album number 123456 - the identifier is d123456, for the 1234 the identifier is d001234.

4. check the option "I am not a robot" and then click "NEXT";
5. Update your details in each section and then click "SAVE".

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

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

Employee data

Business phone

Building no.
1 - Centrum Informatyczne ▼

Room no.

- "Data for password reset" section - a place where you can enter your mobile phone, which will be used to reset the password yourself, without the need to contact IT Support.

Important: for the data from this section, it is obligatory to consent to the processing of personal data.

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.

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SGGW - password change Odebrane x

Powiadomienia SSP <selfserviceportal@sggw.edu.pl>
do mnie ▾

🌐 angielski ▾ > polski ▾ [Przetłumacz wiadomość](#)

Dear User,

You have started changing the password for Microsoft 365 at SGGW.

Change the password

To update your password, please click on the link below:

<https://konto.sggw.edu.pl/updatePassword?token=023dfb22-7fa2-4510-a2bf-e122de45dfbe&lang=en>

If you think this message was sent to you by mistake, please disregard it.
If the message persists, please let us know.

Do you have any questions ?

Please contact us: pomoc_ci@sggw.edu.pl, +48 22 593 55 50

This message was automatically generated by the SGGW IT Help Desk System, please do not reply to it.

Yours faithfully,
IT Help Desk

- For a given "mobile phone: after clicking" SAVE ", enter the code sent by SMS via SSP in the SSP, and then click" SAVE "again.

Text code has been sent to phone number +48 [REDACTED]
To save this mobile, type the received text code below:

Type text code

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

Important: the first time you log into SSP, the following message will be displayed.

Password reset data

If you want to use the self password reset with an optional email address or mobile phone, you must accept the following consent:

Entering additional 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 only to improve the handling of IT requests. We would like to inform you about the right to withdraw this consent at any time by sending a request for withdrawal of consent to the address pomoc_ci@sggw.edu.pl. The full text of the information clause is available [here](#).

I agree

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

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



Changing password for Microsoft 365

Password

Confirm password

SAVE

Log out

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.