

Nazwa jednostki organizacyjnej:	Warsaw University of Life Sciences IT Center	
Data:	01.10.2021	Autor: BW
Wersja dokumentu:	2.0	Self Service Portal – Microsoft 365 services password reset instruction

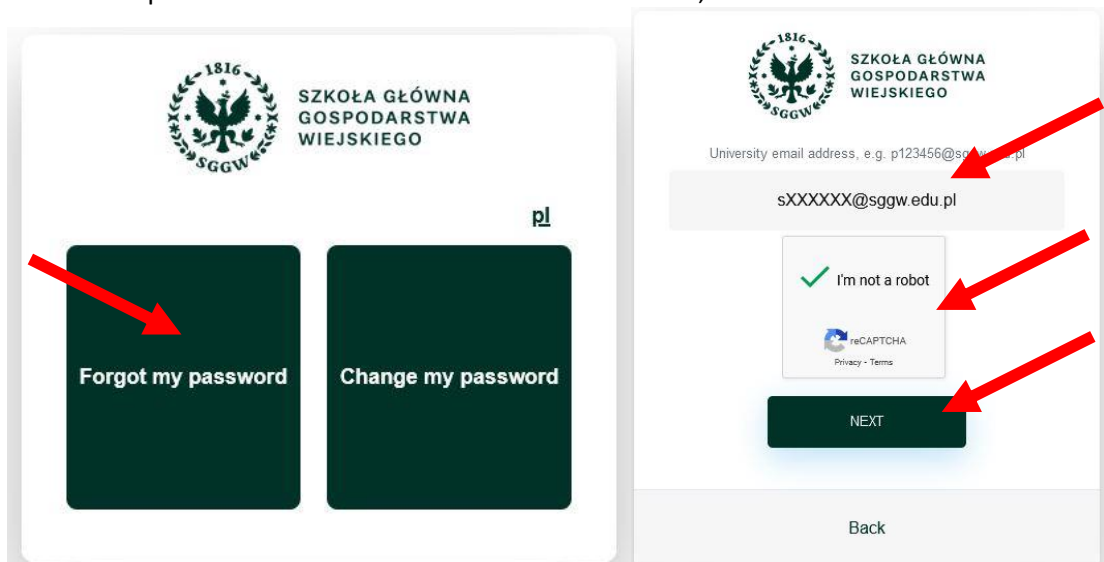
Self Service Portal – Microsoft 365 services password reset instruction

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

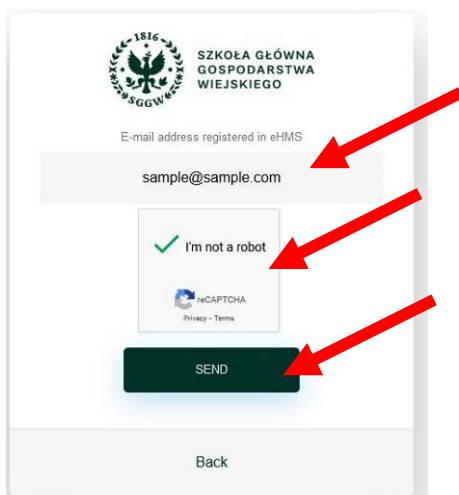
I. Reset domain password - "Forgot my password"

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 sXXXXXX@sggw.edu.pl, where XXXXXX is the number of the album);
4. Select the option "I am not a robot" and then click "NEXT";



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



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7. Check your mailbox (if the message is not in your inbox, you should also check the folder "Notifications" and "Spam");
8. Click on the link sent in the message sent by "SSP Notifications" (the received link is valid for 10 minutes from its receipt. If this time is exceeded, generate another link by repeating the above steps);
9. Enter the new password and then click "SAVE".

Important: if you need to update your e-mail address through which you can reset your password, you must do it in the eHMS system - password reset in the SSP via an updated e-mail will be possible the next day.

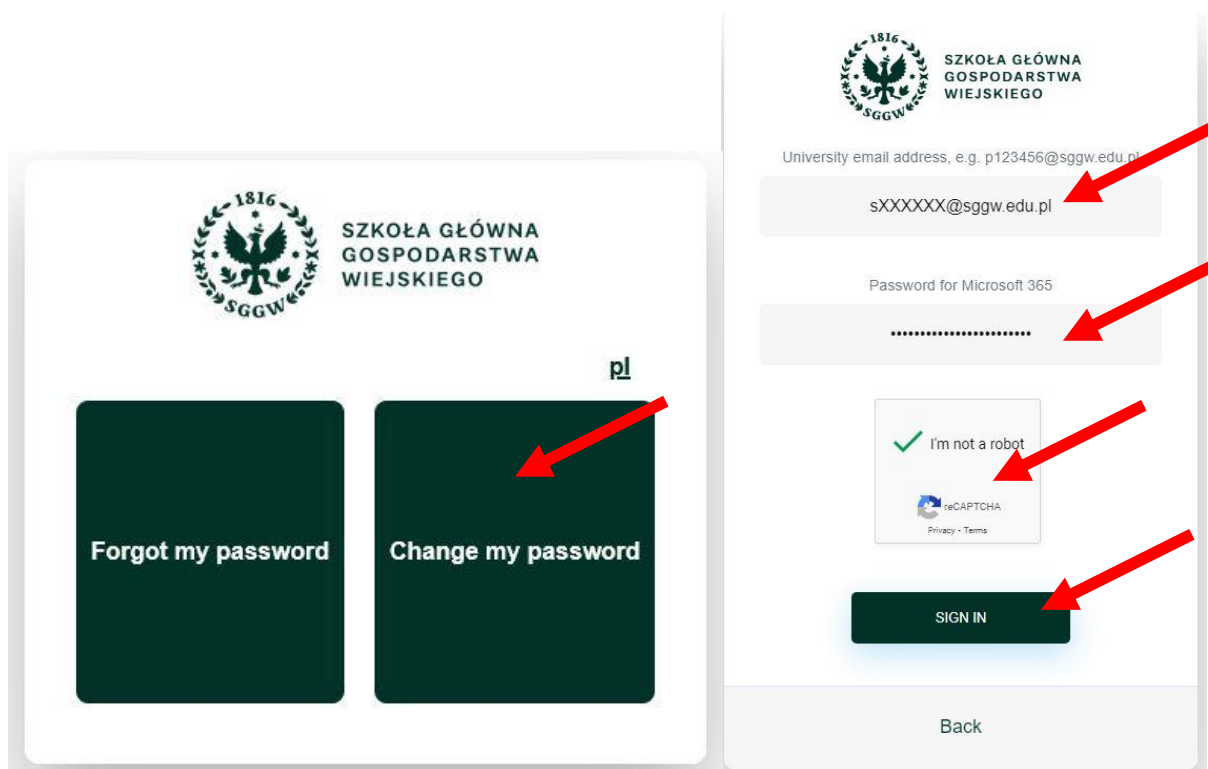
II. Changing the password for Microsoft 365 services – „Change my password”

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

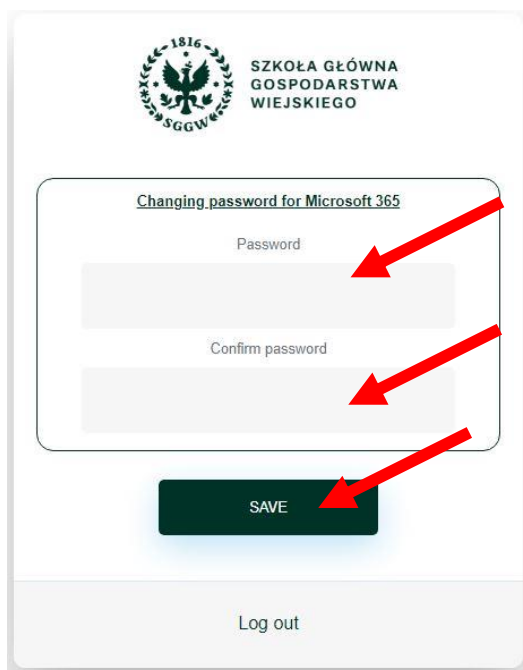
To update the password:

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 sXXXXXX@sggw.edu.pl, where XXXXXX is the number of the album), Select the option "I am not a robot" and then click "NEXT";

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4. Enter a new password, then re-enter the new password in confirm field, then click „SAVE”.



In case of problems with password reset, please contact IT Help:
pomoc_ci@sggw.edu.pl,
tel. 22 593 55 50.