

Ladies and gentlemen!

Below is the procedure for setting or resetting your domain password, which allows you to log in to Microsoft 365 services and your computer in the domain, and update your employee data.

I. Resetting your password or setting it for the first time

To reset your password, you must:

1. Go to <https://moje.sggw.edu.pl/> and then click on the **Forgot your password?** option.

English v

Sign in to your account

Username or email

Password

[Forgot Password?](#)

Sign In

Please, send e-mails about your issues to: pomoc_ci@sggw.edu.pl

2. Enter your employee e-mail address in the SGGW domain (in the format pXXXXXX@sggw.edu.pl, where XXXXXX is your employee number). Then click **Next**.



Odzyskiwanie hasła

Nazwa użytkownika lub e-mail pracownicy(login)

Dalej

3. Password recovery using an alternative address requires entering a private e-mail address that has been previously updated in the system. To use this option, please complete your employee details as described in section III of these instructions.

Odzyskiwanie hasła

W celu zmiany hasła wiadomość zostanie wysłana na

Adres mailowy Tel komórkowy

Mail

alternatywnyadres@pracownika.pl



Wyślij

4. Check your mailbox and open the message sent by **Portal Klienta** (selfserviceportal@sggw.edu.pl). If the message is not in your inbox, please also check your **Notifications** and **Spam** folders.
5. The message contains a verification code, which you should copy into the field. **The verification code is active for 15 minutes**. If this time expires, you should generate another link by repeating the above steps.



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Odzyskiwanie hasła

Jeśli podany login lub adres e-mail były zarejestrowane w systemie, otrzymasz wiadomość z linkiem do zmiany hasła. W celu dokończenia resetu hasła sprawdź pocztę i kliknij na link w otrzymanej wiadomości. Jeżeli nie otrzymałeś wiadomości e-mail z linkiem (należy sprawdzić również folder spam), prosimy o kontakt na adres: pomoc_ci@sggw.edu.pl

Wprowadź kod weryfikacyjny

UGRJG

Zatwierdź

6. Enter the new password in both fields and click **Save**.



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Tworzenie nowego hasła

Nowe hasło

  

Powtórz nowe hasło

 

Zapisz

Password policy:

- The password must contain at least 12 characters.
- The password must contain at least one lowercase letter.
- The password must contain at least one uppercase letter.
- The password must contain at least one number.
- The password must be different from the username
- The password must not be common. It must not be included in the list of prohibited passwords

II. Changing your Microsoft 365 password

To make the change, you need to know your current password. If you do not know your current password, follow the password reset instructions (section I of this guide).

1. Go to <https://moje.sggw.edu.pl/> and log in with your employee e-mail address (in the format pXXXXXX@sggw.edu.pl, where XXXXXX is your employee number).

English ▾

Sign in to your account

Username or email

Password

[Forgot Password?](#)

Sign In

Please, send e-mails about your issues to: pomoc_ci@sggw.edu.pl

2. Go to the **Change Password** tab, which is located on the left side of the bar.



SZKOŁA GŁÓWNA
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Moje systemy

Moje dane

Zmiana hasła

Dane dodatkowe

Raporty logowania

Historia zmian

Zmiana hasła

Obecne hasło

Nowe hasło

Powtórz nowe hasło

Zapisz

3. Enter your current password and your new password twice. The password policy is the same as in section I.6 of the instructions. Confirm the changes by clicking **Save**.

III. Updating employee data

The <https://moje.sggw.edu.pl/> portal is the only place where you can update your employee details (work telephone number, alternative address for password reset, building, room). The details (without the alternative address) will be displayed in the following places:

- Search engine and employee profiles on the SGGW homepage,
- Contact details in the SGGW Help system,
- Profile on Teams.

To make a change, you must:

1. Go to <https://moje.sggw.edu.pl/> and log in with your employee e-mail address (in the format pXXXXXX@sggw.edu.pl, where XXXXXX is your employee number).

English v

Sign in to your account

Username or email

Password

[Forgot Password?](#)

Sign In

Please, send e-mails about your issues to: pomoc_ci@sggw.edu.pl

2. Go to the "My details" tab, which is located on the left side of the bar.
3. Fill in the details and tick the box to consent to the processing of personal data if you provide an alternative private email address or mobile phone number.
[Link to the full text of the information clause regarding contact details in IT systems](#)
4. Save the changes by clicking the confirm button.



Moje systemy

Moje dane

Zmiana hasła

Dane dodatkowe

Raporty logowania

Historia zmian

Moje dane

Dane podstawowe

Imię i nazwisko

Jednostka

E-mail uczelniany

Telefon służbowy

Budynek

Pokój

Dane opcjonalne

E-mail opcjonalny

Telefon komórkowy

Wpisanie danych opcjonalnych jest równoznaczne z wyrażeniem zgody na przetwarzanie... [Link do pełnej treści klauzuli](#)

Zapisz zmiany