

Dear Sir/Madam!

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

I. Resetting or Setting the Password for the First Time To reset your password:

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

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. Enter your university email address in the SGGW domain (in the format sXXXXXX@sggw.edu.pl, where XXXXXX is your student album number) and click Next.



Password recovery

Username or work mail

Next

3. Enter your private email address, which was registered in the eHMS system during your study recruitment, and click Send.

Password recovery

To change your password, a message will be sent to

Mail address Phone number

Mail

privateaddress@student.com



Nie jestem robotem



reCAPTCHA
Prywatność - Warunki

Send

3. Check your inbox and open the message from "Customer Portal" (selfserviceportal@sggw.edu.pl). If the message is not in your inbox, please also check the "Notifications" and "Spam" folders.
4. The email contains a verification code. Copy and paste this code into the required field. **The verification code is valid for 15 minutes**. If this time is exceeded, generate a new link by repeating the above steps.

Password recovery

Enter verification code

MAZAQP

Save

5. Enter your new password in both fields and click **"Save"**

Tworzenie nowego hasła

New password

Repeat new password

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 cannot be common or listed on the restricted password list.

II. Changing the Microsoft 365 Password

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

1. Go to <https://moje.sggw.edu.pl> and log in using your university email address (in the format sXXXXXX@sggw.edu.pl, where XXXXXX is your student album 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 "Password" tab, located on the left side of the menu.

 My systems

 My account

 Password

 Extra data

 Logging reports

 Changes history

Password

Current password

New password

Repeat new password

Save

3. Enter your current password and the new one twice. The password policy is the same as in point 1.6 of this guide. Confirm the changes by clicking "**Save**".