

FH password change

General:

You have several options to change your password.

Please use the current password guidelines:

The password

- must be at least 10 characters long.
- must contain at least one character from each of the following groups:
 - o uppercase letters (A to Z)
 - o lowercase letters (a to z)
 - o digits (0 to 9)
 - o special characters (i.e. `~!@#%&*()-_+=[]{}|;:^\",.<>/?)
- other characters (e.g. ÖÄÜöäüß) are not allowed!
- must not contain words (in any language), names or sequential letters or keyboard patterns (e.g. abcd, asdf).
- must not be reused.
-

The following additional regulations apply:

- Once you have changed your password, you cannot change it again for at least one day.
- The password must be changed every 180 days.
- The account will be blocked for 10 minutes after 5 consecutive failed login attempts.

You find it in the IT rules „Naming Conventions and Password Guidelines“ in the Intranet.

<https://intranet.fh-joanneum.at/ohb/>

All methods are working with a still known password. If you forgot the password please follow the user documentation „ Password forgotten“.

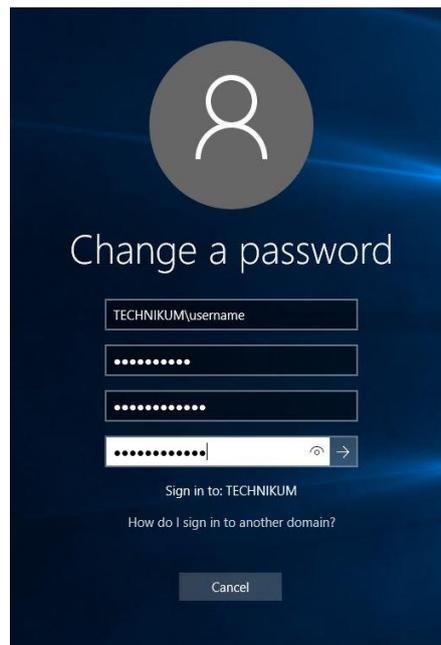
<https://inside.fh-joanneum.at/abt/zit/Anleitungen/Forms/AllItems.aspx>

Method 1: Change password on a Windows based FH computer:

You can change your password at any time and on any Windows based FH computer.

If your password expires, you are prompted to change it:

- Log on to a computer and press „Strg+Alt+Entf“
- Click on „Change a password“
- Enter your current password, the new password and confirm the new password

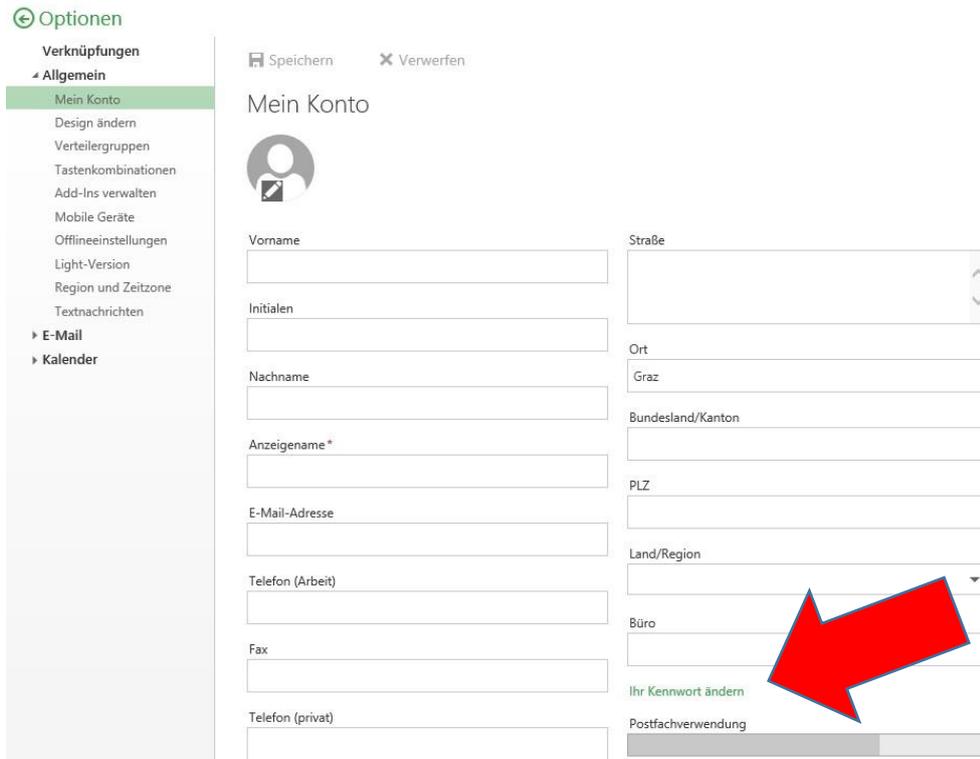


Method 2: Change password by webmail (Outlook WebApp - only for employees):

You can change your password at any time from everywhere in the Outlook WebApp.

- Log on to <https://mail.fh-joanneum.at>
- If your password expires, you are prompted to change it

- In the upper right corner, open the "Options"  and click on "Options".



The screenshot shows the 'Mein Konto' (My Account) settings page. The sidebar on the left is titled 'Optionen' (Options) and includes sections for 'Allgemein' (General), 'E-Mail', and 'Kalender' (Calendar). The main area is titled 'Mein Konto' and contains a profile picture placeholder and various input fields for personal information: Vorname (First name), Initialen (Initials), Nachname (Last name), Anzeigename* (Display name*), E-Mail-Adresse (E-mail address), Telefon (Arbeit) (Work phone), Fax, Telefon (privat) (Private phone), Straße (Street), Ort (Location), Bundesland/Kanton (Canton/State), PLZ (Postal code), Land/Region (Country/Region), Büro (Office), and Postfachverwendung (Postbox usage). A red arrow points to the 'Ihr Kennwort ändern' (Change your password) link.

The screenshot is made with an german account.

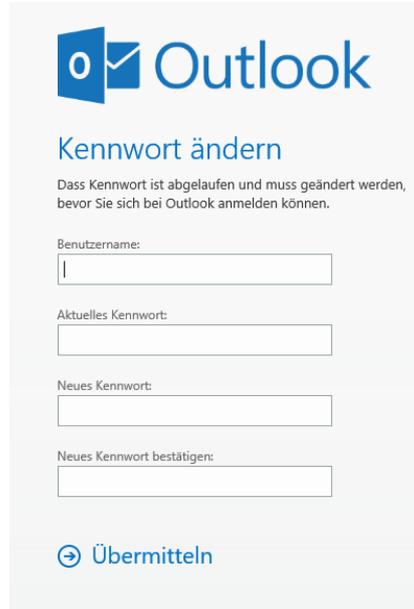
- Enter your current password, the new password and confirm the new password

Method 3: Change password by WebApp login (for employees and students)

If the password is expires but is still known, you can change it with the webmail login

- Log on to <https://mail.fh-joanneum.at>
- Type in your username and password

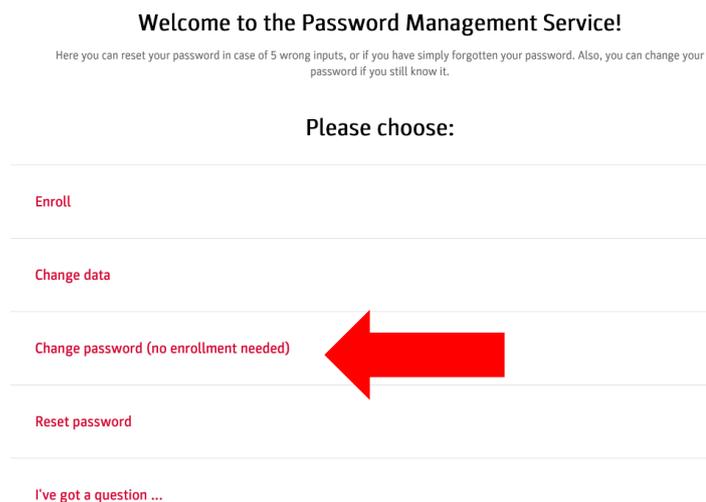
- If the username and password correct, you prompted to change it



Method 4: Password Management Service:

If the password is still known and not expired, you can change it under the following link:

- <https://pwms.fh-joanneum.at/>
- Klick on „Change password (no enrollment needed)“



- Log in with your FH e-mail address and your current password

Who are you?

Please log in with your FH e-mail address and your current password.

please fill in your FH e-mail address *

max.mustermann@edu.fh-joanneum.at

please provide your current password *

your password

PROCEED

- On this page you can change your current password

Change password

On this page you can change your current password.

please provide your current password *

please provide a new password *

please repeat your new password *

PROCEED