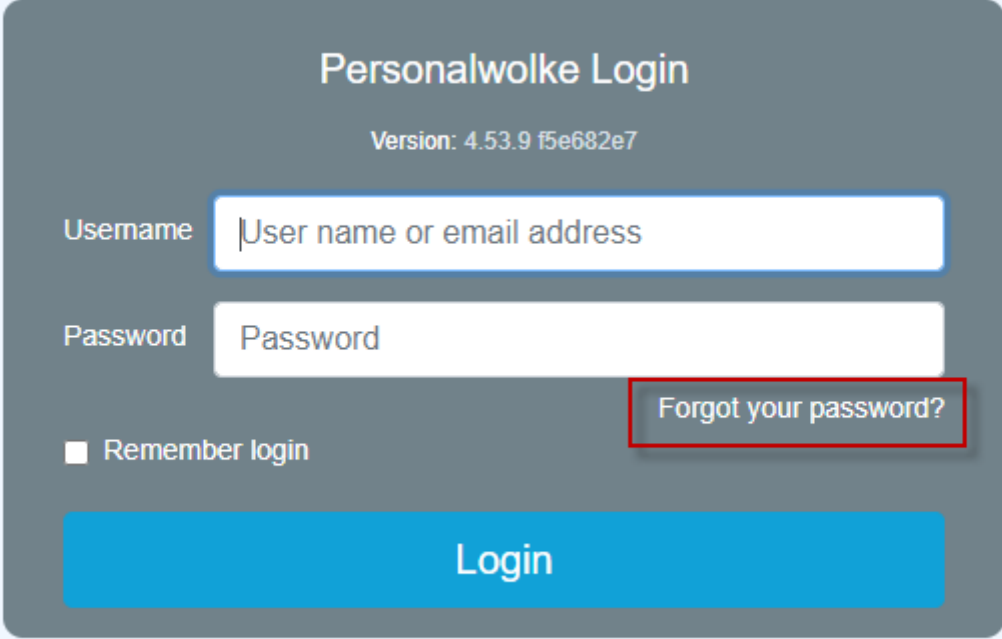


## Forgot password

Staff members who have forgotten their password can replace it with a new one themselves. The prerequisite for this is that a valid and unique mail address is stored in the system.

- As soon as the login screen appears, click on the button "Forgot your password?".



Personalwolke Login

Version: 4.53.9 f5e682e7

Username

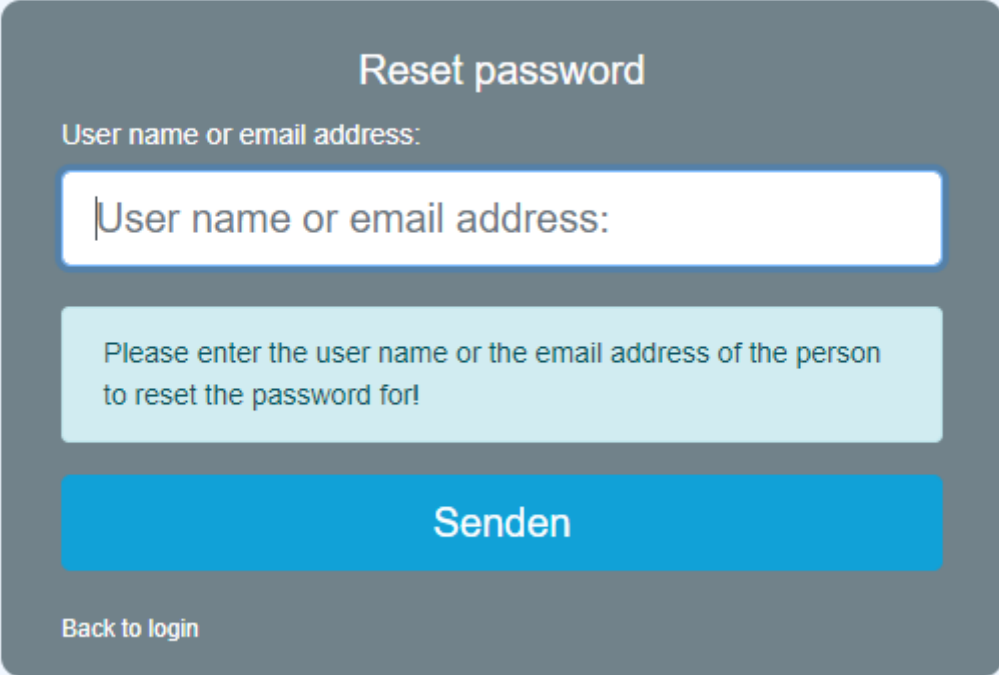
Password

Remember login

[Forgot your password?](#)

Login

- In the next screen, enter your e-mail address stored in the system and click on "Send".



Reset password

User name or email address:

Please enter the user name or the email address of the person to reset the password for!

Senden

[Back to login](#)

- A mail has been sent by the system, which can be found in the inbox a few minutes later. The mail address to which the message is given is not displayed for security reasons.

Reset password

User name or email address:

If a user was found matching the submitted user name or email address, then a mail was just sent containing the needed information to reset the password

Senden

[Back to login](#)

- The recipient of the e-mail receives an automatically generated link to the page for entering a new password.
- In the password change screen, enter the new password, according to the password guidelines, two times identically and click on the "Change password" button.

## Password change

Your password has been reset or has expired and has to be changed now.

### Requirements to password security:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

New Password

New Password again

Change password

- The login was successful, and the new password is now valid.
- 

Updated Password successfully!

Open application