Change password

At Fulda University of Applied Sciences we use a central user database (Novell eDirectory). This allows you to use all central services (login to the PC pools, e-mail, VPN, WLAN, Horstl, eLearning, etc.) with the same account data.

The password can be changed via Webmail, a stuff PC or in the PC pools at Fulda University.

> Please note that after changing your password it can take up to 5 minutes until your new password is active.

> Note for Owncloud users: If you change the password of your fd number, this change must then also be made in the Owncloud user settings.
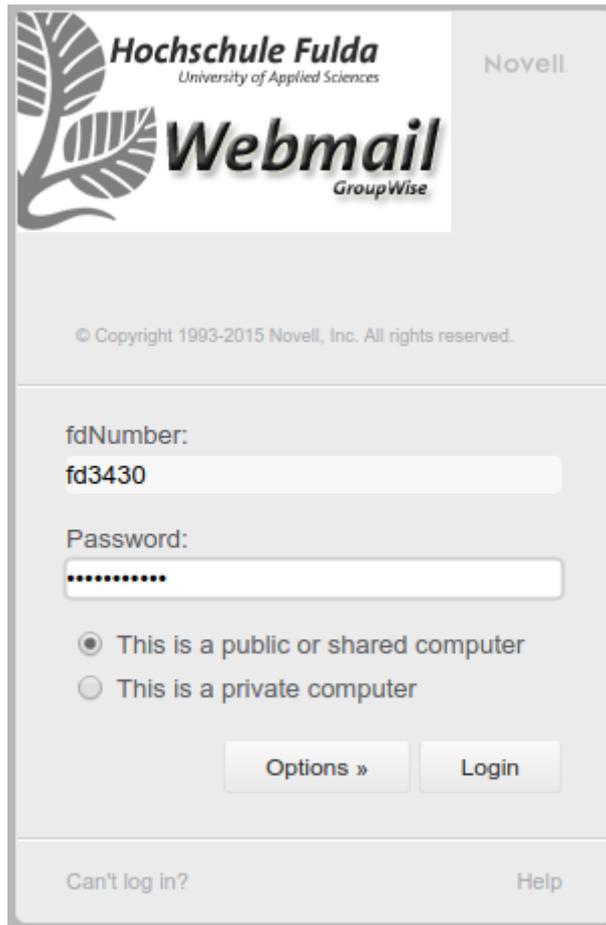
> Please observe the password guidelines of the Fulda University of Applied Sciences when setting a new password password_tips
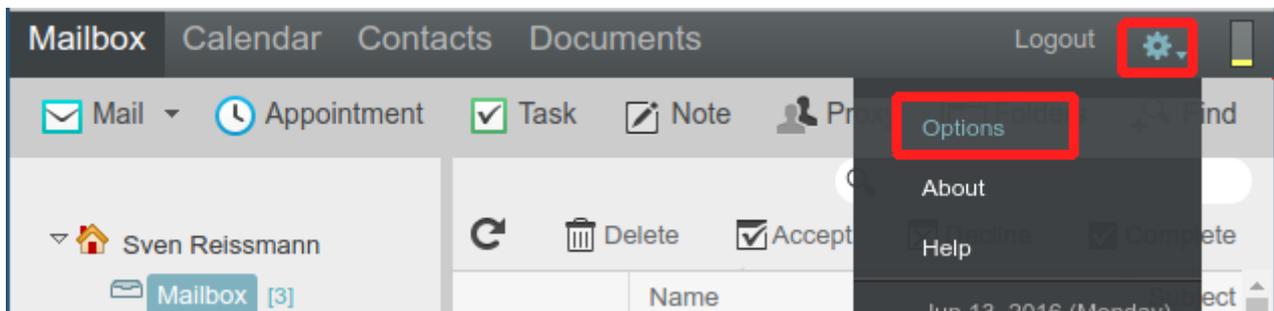
- By Webmail
- At workplace or in the PC pool (Windows 7)
- At workplace or in the PC pool (Windows 10)

Access the Webmail website to change your Novell password on any PC (e.g. your private notebook).

First log on to Webmail https://webmail.hs-fulda.de.

Click on „Settings" (i.e. the little wheel in the upper right corner!) and choose „Options"

Another window will open. There, click on "Password" and enter your current (old) password, followed by your new password. You need to enter the new password again to confirm. Then click on "Save".

The changed password will be confirmed: "Password saved".

Windows 7

The password can be altered on a PC or notebook on which the OES client is installed.

> Employees of the University of Applied Sciences Fulda can change their password on their workstation PC or notebook. All other members of the Unversity (students, lecturers, etc.) can change their password in the PC pools (e.g. N019).

Log in at your workplace or any PC in the PC pools.

After logging in, press the keys **Ctrl + Alt + Del** simultaneously and click on **Change a password…** in the window that opens.

Select the resource *FH-Fulda* in the following window, enter your old password followed by your new password and click on **Ok**.

Windows 10

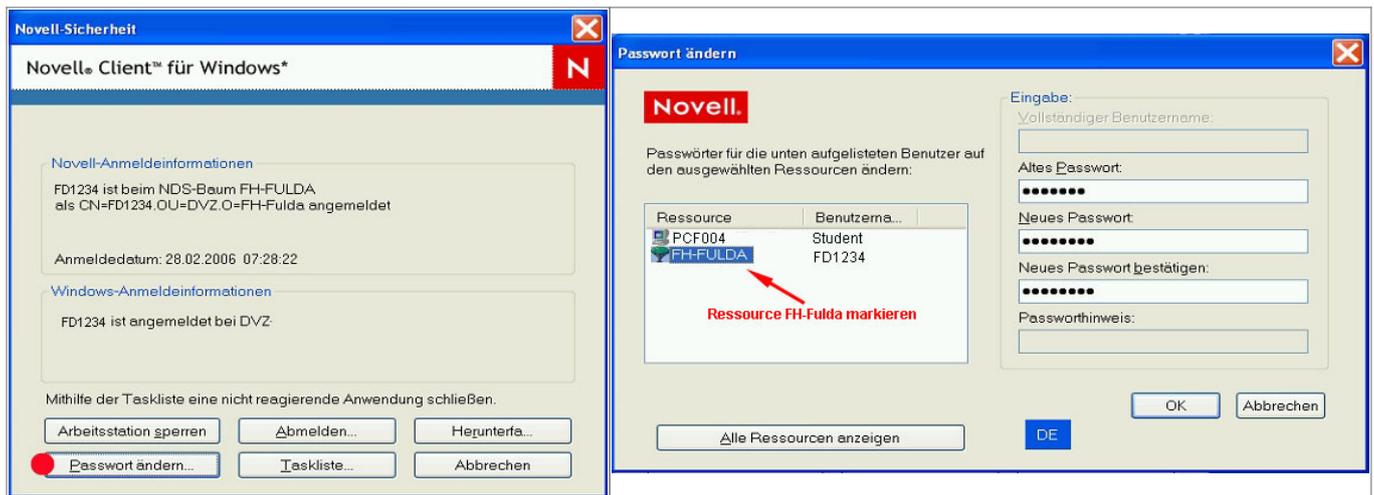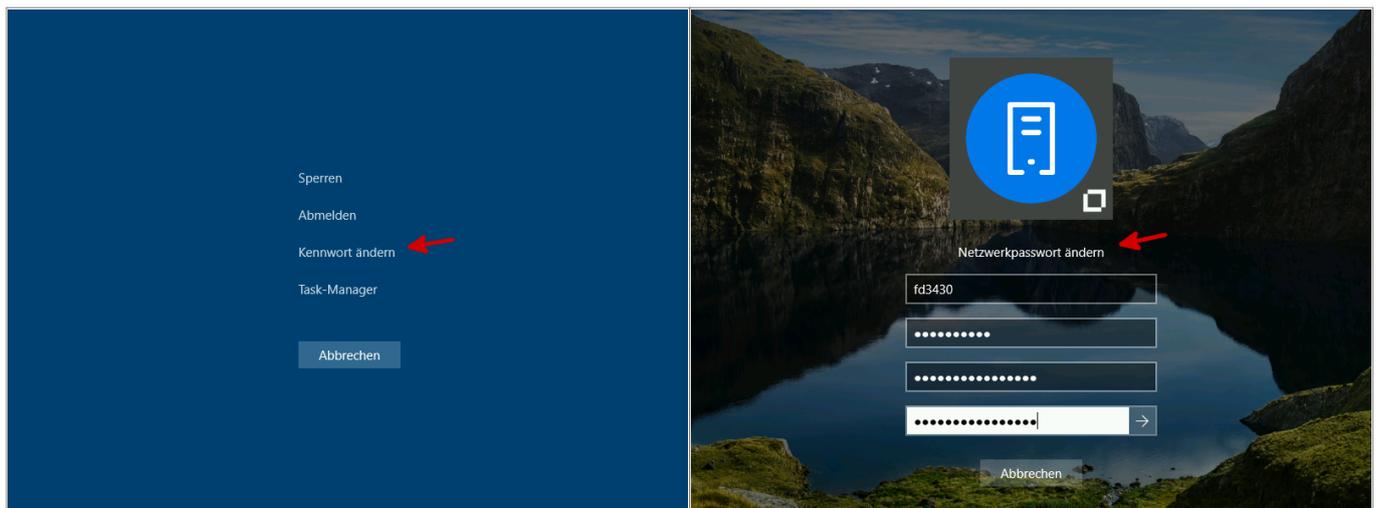The password can be altered on a PC or notebook on which the OES client is installed.

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Log in at your workplace or any PC in the PC pools.

After logging in, press the keys **Ctrl + Alt + Del** simultaneously and click on **Change a password...** in the window that opens.

In the following window, enter your old password followed by your new password and click on **Ok**.

> The password for your fd number has now been changed for all services (PC Log on, WLAN, VPN, Webmail, Horstl, etc.)

Please note that all your devices now have to be configured with the new password. Your fd number will be locked temporarily if your password is entered incorrectly too many times (e.g. on a notebook or smartphone where the old password is used to try to log on to eduroam WLAN).

From:
https://doku.rz.hs-fulda.de/ - **Rechenzentrum**

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