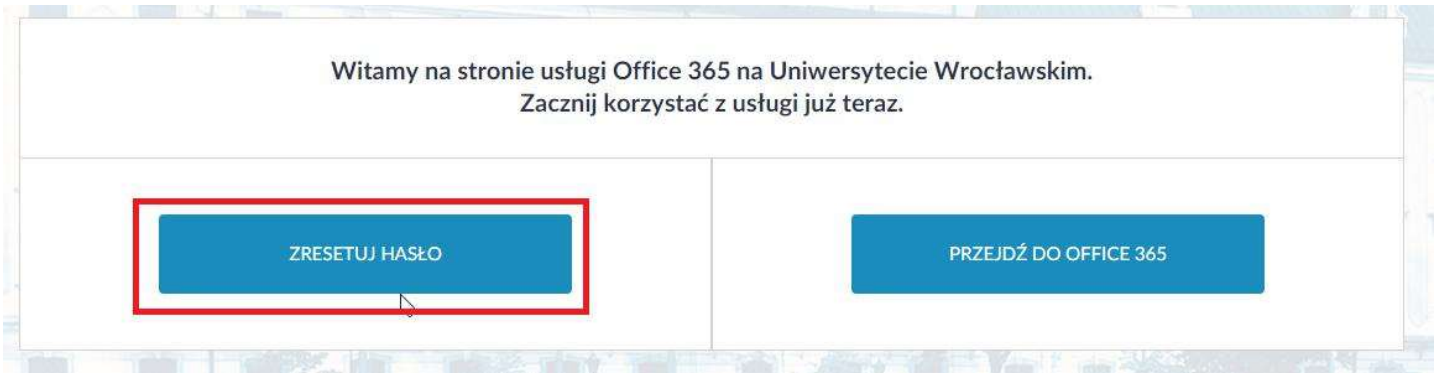


YOUR OFFICE 365 ACCOUNT


Password reset in Office 365 for an account in @uwr.edu.pl when an email with the first login password never came.


1. Go to portal.uwr.edu.pl
2. Click "reset password" [Zresetuj hasło] (see picture)





3. Follow the instructions on the right side in the FORGOTEN PASSWORD (in Polish - *Nie pamiętam swojego hasła*) section

ZMIEN SWOJE HASŁO

 Login: imie.nazwisko@uwr.edu.pl


 Stare hasło

 Nowe hasło

 Potwierdź nowe hasło

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"


☐ Nie jestem robotem



reCAPTCHA
Prywatność - Warunki


ZMIEN HASŁO

NIE PAMIĘTAM SWOJEGO HASŁA

KROK 1/3


 Login: imie.nazwisko@uwr.edu.pl

 Imię

 Nazwisko

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"

☐ Nie jestem robotem


reCAPTCHA
Prywatność - Warunki

ROZPOCZNIJ WERYFIKACJĘ

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Step 1/3 Confirm "I am not a robot" (in Polish - *Nie jestem robotem*). Depending on your browser, you may be asked to select appropriate pictures.

The LOGIN FOR STUDENTS is [NR_INDEKSU@UWR.EDU.PL](mailto:nr_indeksu@uwr.edu.pl) (number of your index)

The screenshot shows a login verification interface. At the top, a dark blue header contains the text "NIE PAMIĘTAM SWOJEGO HASŁA". Below this, a light blue box contains the text "KROK 1/3". The main form area has three input fields: the first is for an email address, pre-filled with "nr_indeksu@uwr.edu.pl"; the second is for a first name, labeled "Imię"; and the third is for a last name, labeled "Nazwisko". Below these fields is a reCAPTCHA verification area. It features a green checkmark and the text "Nie jestem robotem". To the right of this text is the reCAPTCHA logo and the text "reCAPTCHA" and "Prywatność - Warunki". A red rectangular box highlights the reCAPTCHA area, with a red text instruction above it: "Kliknij kwadrat po lewej stronie napisu 'Nie jestem robotem'". At the bottom of the form is a large blue button with the text "ROZPOCZNIJ WERYFIKACJĘ" and a mouse cursor icon pointing at it.

- Step 2/3 Choose an e-mail to which the verification code will be sent. That email for students: was specified in USOS.
For security reasons, only part of the address is shown.

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- A. Click on the arrow to expand the check box
- B. Select email address

NIE PAMIĘTAM SWOJEGO HASŁA

KROK 2/3

Wybierz rodzaj zmiany hasła

WYŚLIJ

Email na adres:

- 6. Select "Send verification code" (in Polish - *wyślij kod weryfikacyjny*) to confirm.

WYŚLIJ KOD WERYFIKACYJNY

- 7. If everything has been completed correctly, this message appears:

✓ GRATULACJE!

Kod został wysłany.

OK

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8. Open additional browser window (do not close the original window with the process of password reset), check the email you have selected in paragraph 5 and check the message entitled "verification code"[kod weryfikacyjny]. Check your SPAM folder if it is not in the Inbox.
9. Go back to the window with the password reset process and do step three. In appropriate boxes type in password and confirm. In the third box type the verification code from the email in point 8.

THE PASSWORD SHOULD CONSIST OF AT LEAST 8 CHARACTERS INCLUDING CAPITAL AND small LETTERS, NUMBERS AND A SPECIAL CHARACTER.



The screenshot shows a web interface for password reset. At the top is a dark blue header with the text "NIE PAMIĘTAM SWOJEGO HASŁA" in white. Below this is a light blue section titled "KROK 3/3". There are three input fields: the first two are for password and confirmation, each with a lock icon and a series of dots; the third is for a verification code, with a calculator icon and the text "00000".

10. To confirm click "change password" (in Polish – *zmień hasło*).



11. The password for the account in **@uwr.edu.pl** has now been changed. In case of an ERROR message please make sure you have followed all the steps correctly and all data (password, confirmed password and the code) have been entered correctly.

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