Register your Wittenberg account and create a password

For new Employees, Volunteers, and Contractors

1) HR will give you a username (example: yourname@wittenberg.edu).

2) Go to https://www.wittenberg.edu/administration/informationtechnology/accountsupport.

3) Click the link for "Set your password"

> • **Set your password:** Password reset at Microsoft 365
> Use this link if you know your campus email address but do not know or need to reset your password

4) Enter the username given to you by HR. Be sure to keep the "@wittenberg.edu". Enter the characters in the Captcha box and click Next.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

Next   Cancel

5) Choose a contact method to verify your account. Select Text my mobile phone and enter the number. Then enter the code you receive.

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

⦿ Text my mobile phone

○ Call my mobile phone

○ Answer my security questions

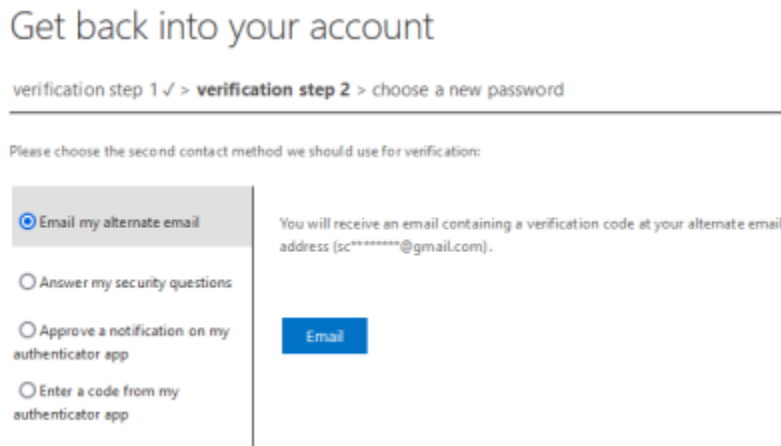○ Approve a notification on my authenticator app

○ Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (***********14) below. You will then receive a text message with a verification code which can be used to reset your password.
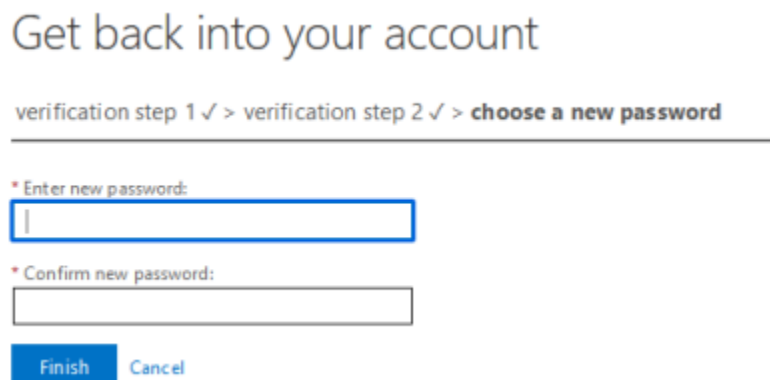
Enter your phone number

Text

6) Choose a second method of verification:

7) Once all verifications are complete, create a password. Enter it again to confirm it matches, and click Finish.

8) Go to https://portal.office.com/ or https://selfservice.wittenberg.edu/ and use the username and password to log in.

Contact HR at hure-mail@wittenberg.edu or (937) 327-7517 with any questions regarding your personal information supplied during the onboarding process.

Contact ITS at solution@wittenberg.edu or (937) 525-3801 with any technical issues.