

How to set up your Wittenberg account

Go to https://www.wittenberg.edu/its/accountsupport

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<u>845</u>	Set your baseword: Password reset at Microsoft 3			
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STEP 1 An and a second of the second	na n			
Forget Lloor Name				
Last Name *	Add your legal first and last name			
	Enter the personal email address that you applied with. Contact HR if you are unsure.			
	Click Submit			

Check the personal email account you submitted and wait for an email with your Wittenberg username.

Go back to https://www.wittenberg.edu/its/accountsupport

Click the link next to Set your password





Microsoft	
	The workthic your sta
	Who are you?
r username and the characters in the picture or audio below.	To recover your account, begin by entering your email o
username@wittenberg.edu	Email or Username: * Example: user@contoso.onmicrosoft.com or user@cont
picture or the words in the audio. *	Enter the characters in the

Enter the username received in your personal email and add "@wittenberg.edu"

Enter the letters in the CAPTCHA Click **Next**

Choose a contact method to verify 2 (2) Gurso

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Choose a second method of verification:

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Get back into your account	-
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You will receive an email containing a verification code at your alternate email	il O Email my alternate email
Approve a notification on mv	
	 Enter a code from my authenticator app
	Cancel

You will enter your phone number/email and then enter the code that you received.

Click Next

Once all verifications are complete, enter the new password. Enter it again to confirm it is correct.

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	Finish Cancel	Click Finish

Please contact <u>hure-mail@wittenberg.edu</u> or (937) 327-7517 with any questions regarding your personal information supplied during the onboarding process.

Please contact <u>solution@wittenberg.edu</u> or (937) 525-3801 with any technical issues.