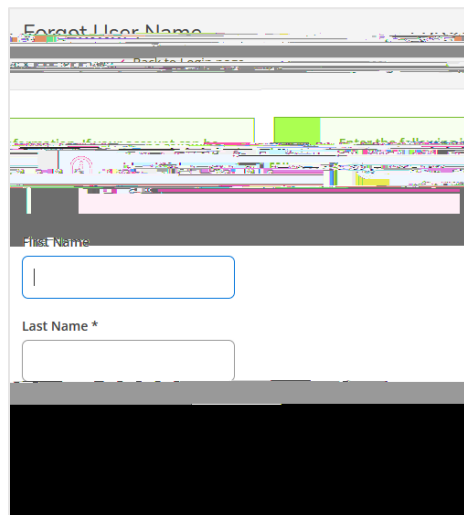
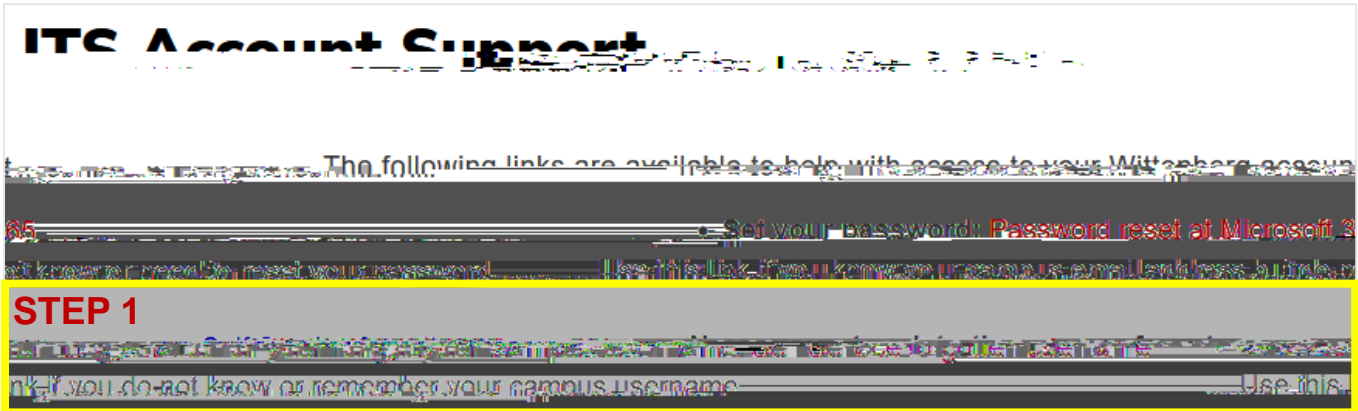


## How to set up your Wittenberg account

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



The screenshot shows the 'Forgot User Name' form. It has a title 'Forgot User Name' and a subtitle 'Please enter your personal email address and your legal first and last name. We will email you your Wittenberg username.' There are two input fields: 'First Name' and 'Last Name \*'. Below the fields is a 'Submit' button.

Add your legal first and last name

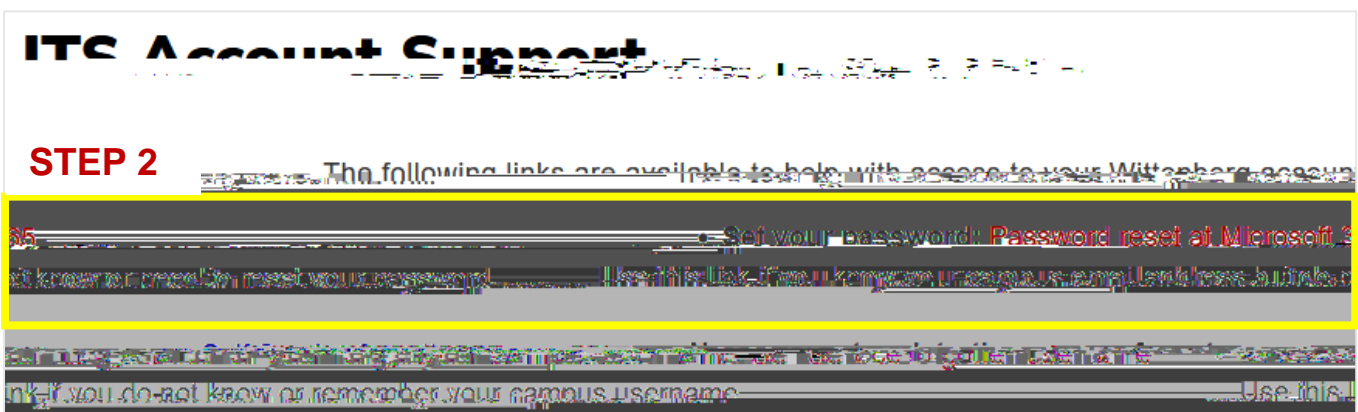
Enter the personal email address that you applied with. Contact HR if you are unsure.

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

Who are you?

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

username@wittenberg.edu

oso.com

Email or Username: \*

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

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

Enter the characters in the

Next Cancel

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 your account

Choose the first contact method we should use for verification.

Send me a text message containing a verification code to my mobile phone.

Send me a text message containing a verification code to my alternate email.

Enter your verification code

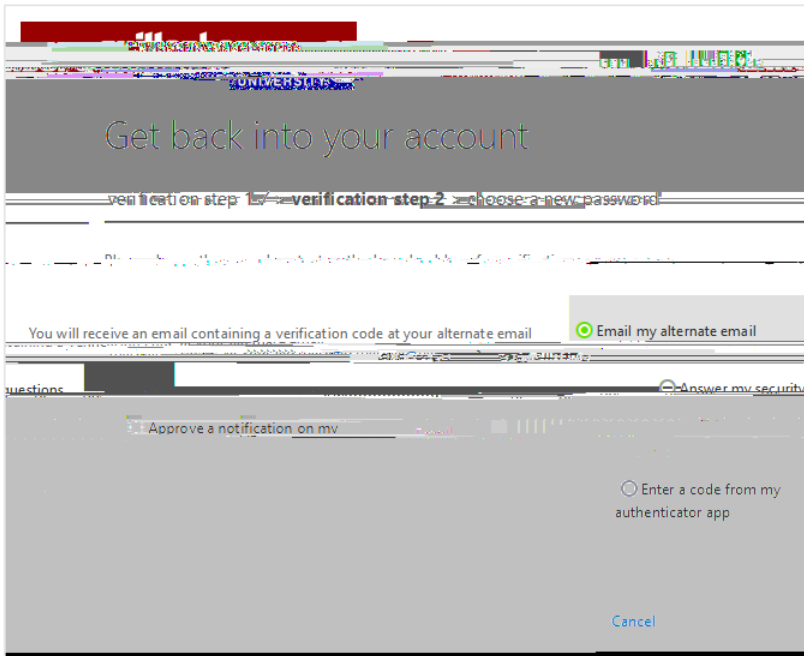
Next Try again Contact your administrator

Approve a notification

Cancel



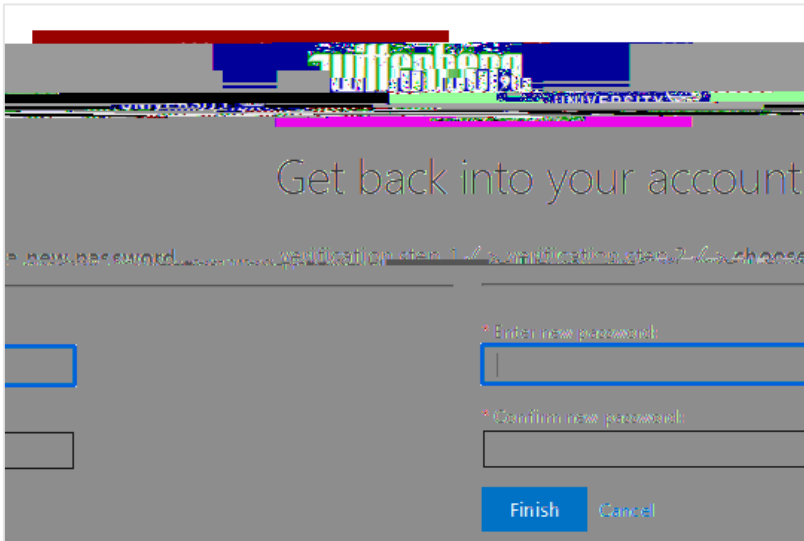
Choose a second method of verification:



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.



Click **Finish**

Please contact [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu) or (937) 327-7517 with any questions regarding your personal information supplied during the onboarding process.

Please contact [solution@wittenberg.edu](mailto:solution@wittenberg.edu) or (937) 525-3801 with any technical issues.