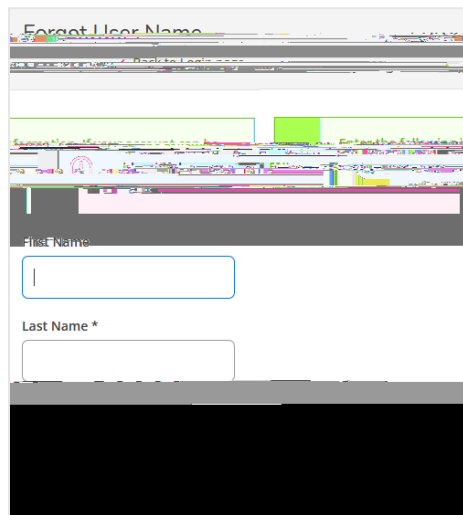
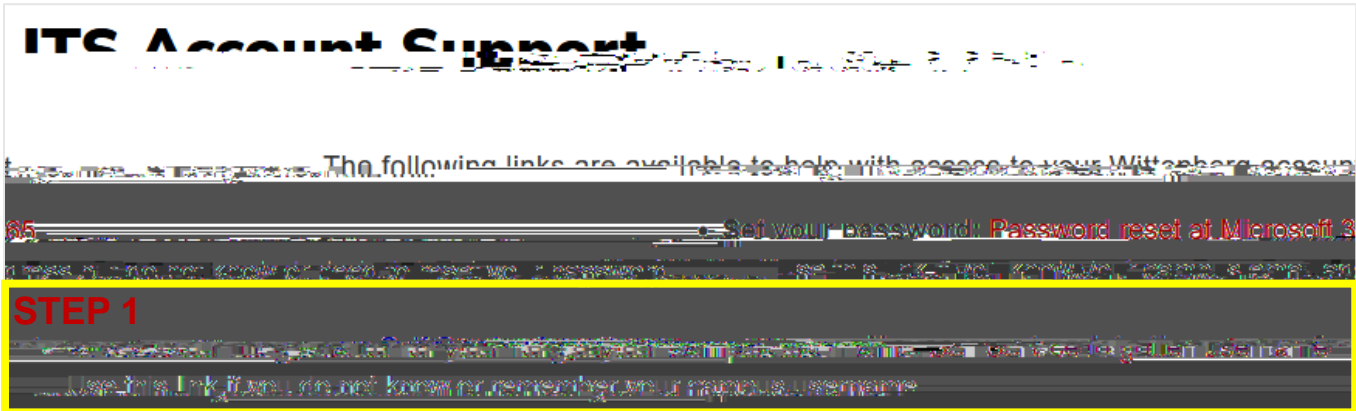


How to set up your Wittenberg account

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



The screenshot shows the 'Forgot User Name' form. It has two input fields: 'First Name' and 'Last Name *'. Below the 'Last Name *' field is a larger input field for an email address. A 'Submit' button is at the bottom.

Add your legal first and last name

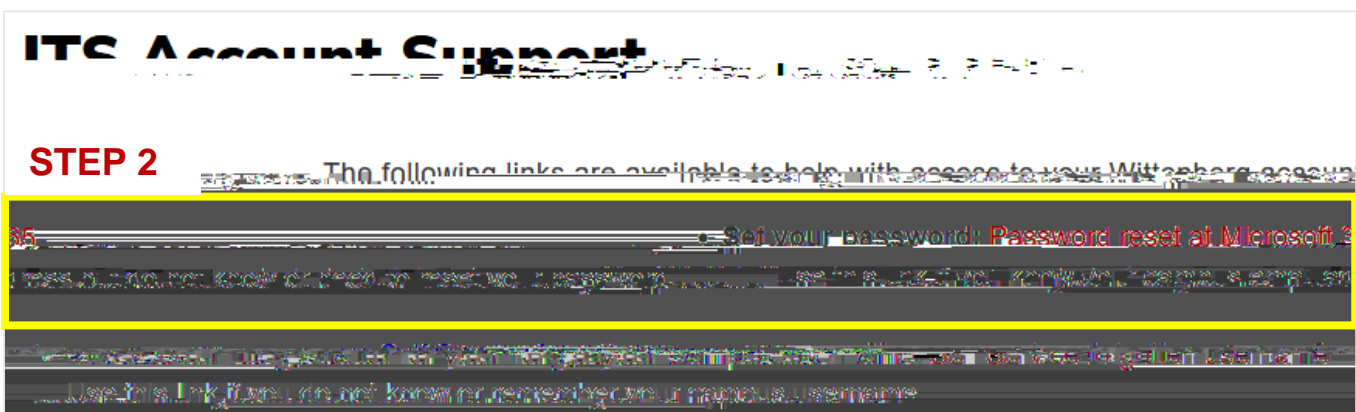
Enter the personal email address that you applied with. Contact HR if you are unsure.

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?

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

Email or Username: *

username@wittenberg.edu

onmicrosoft.com or user@contoso.com

Example: user@contoso.com

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

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

Next

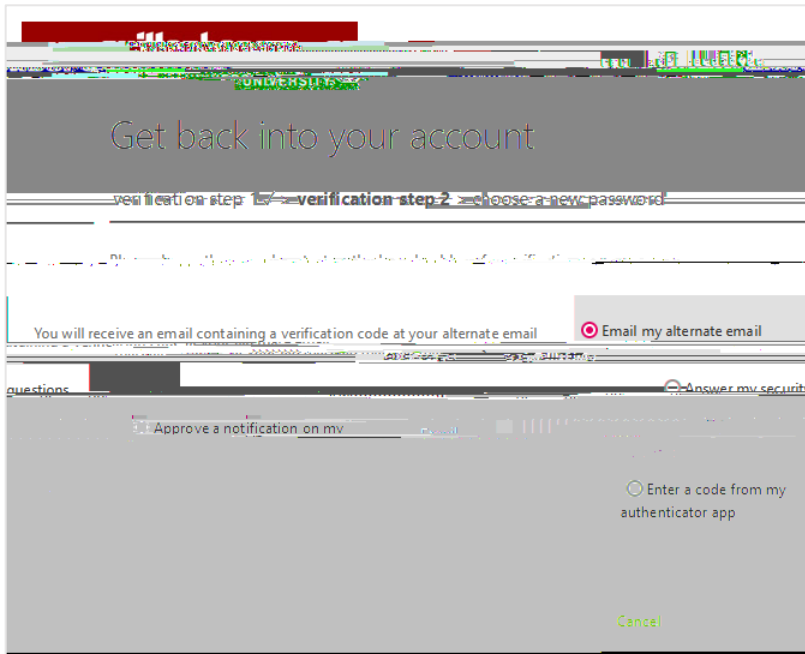
Try again

Contact your administrator

Cancel



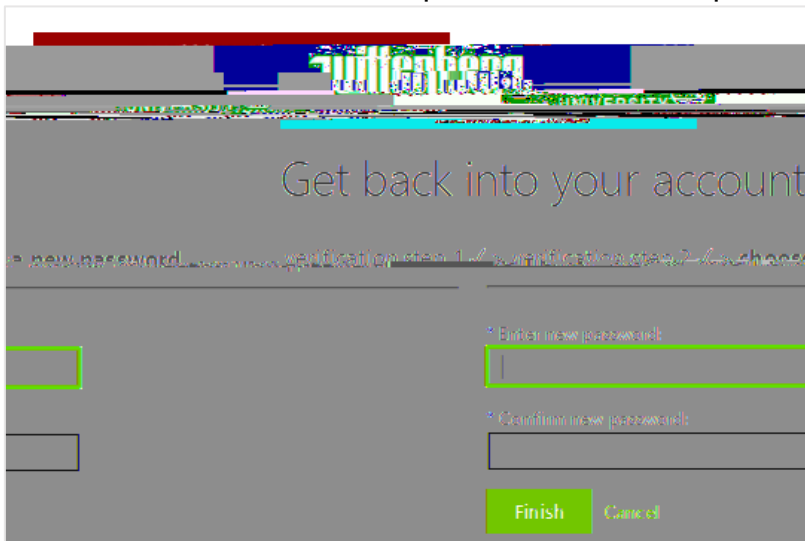
Choose a second method of verification:



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**