

# How to reset your password

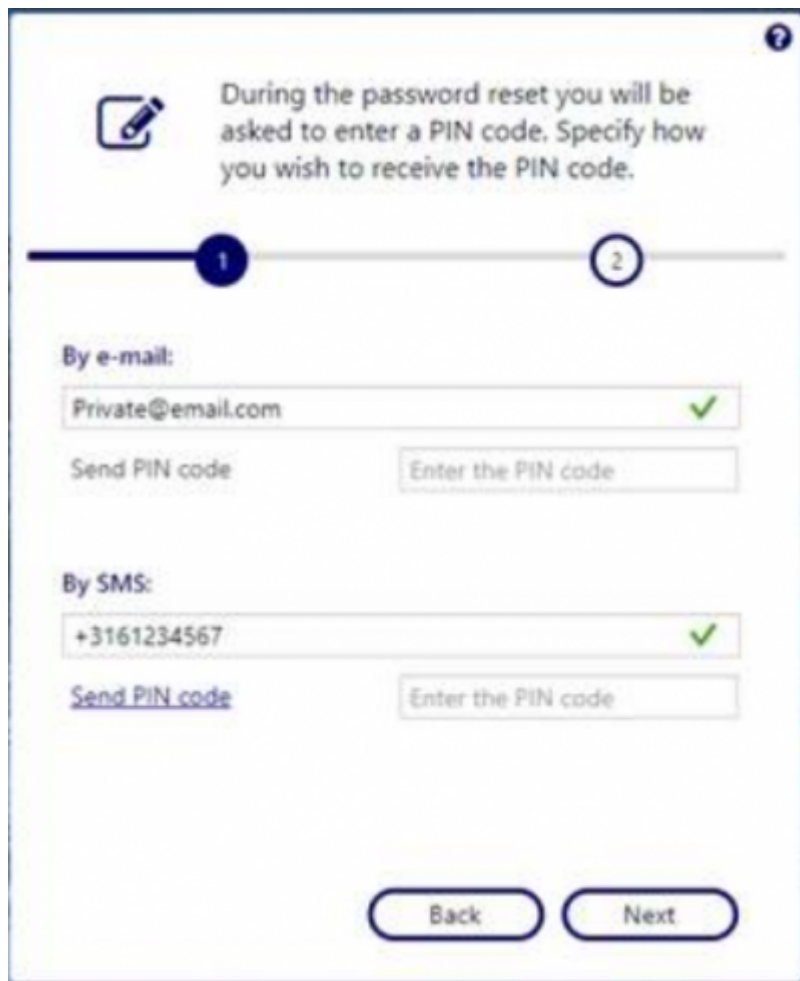
In order to use this new facility you have to register first by supplying your private e-mail address and /or mobile number. Use the “enroll” function to do this.

The name of the website is “SSRPM Web Interface” and the address is :

<https://pwreset.physics.leidenuniv.nl/> You can copy and paste the above address in your web browser because we never send active link in e-mails.



When you click on Enroll you must enter your username and password. This will present the window



The screenshot shows a web interface for password reset. At the top, a message states: "During the password reset you will be asked to enter a PIN code. Specify how you wish to receive the PIN code." Below this is a progress bar with two steps: "1" (selected) and "2". The "By e-mail:" section has a text input field containing "Private@email.com" with a green checkmark, a "Send PIN code" button, and an "Enter the PIN code" input field. The "By SMS:" section has a text input field containing "+3161234567" with a green checkmark, a "Send PIN code" button, and an "Enter the PIN code" input field. At the bottom are "Back" and "Next" buttons.

below:

You can choose one option or both!

Now you can enter your private e-mail address and/or private mobile number preceded by your country code.

When you choose By e-mail: enter your private e-mail address and select "Send PIN code" You will receive the code by e-mail.

Open your private e-mail address and type or copy the code in the field "Enter the PIN code" (the from address is: pwreset@Physics.LeidenUniv.nl)

You can also choose By SMS: enter your private mobile number again preceded by your country code and select "Send PIN code"

You will receive the code by SMS. Type the code in the field "Enter the PIN code"

When finished click "Next" after having finished one of the possible options.

From now on the options "Change Password" or "Forgot my password" and "Forgot my username" are available to you.

If you don't enroll this application you have to stop by physically to the ICT department if you want to reset your password in the future.

From:

<https://helpdesk.physics.leidenuniv.nl/wiki/> - **Computer Documentation Wiki**

Permanent link:

<https://helpdesk.physics.leidenuniv.nl/wiki/doku.php?id=lion:password&rev=1631558817>

Last update: **2021/09/13 18:46**

