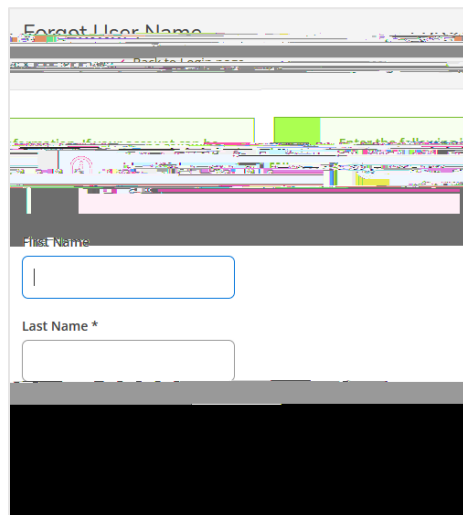
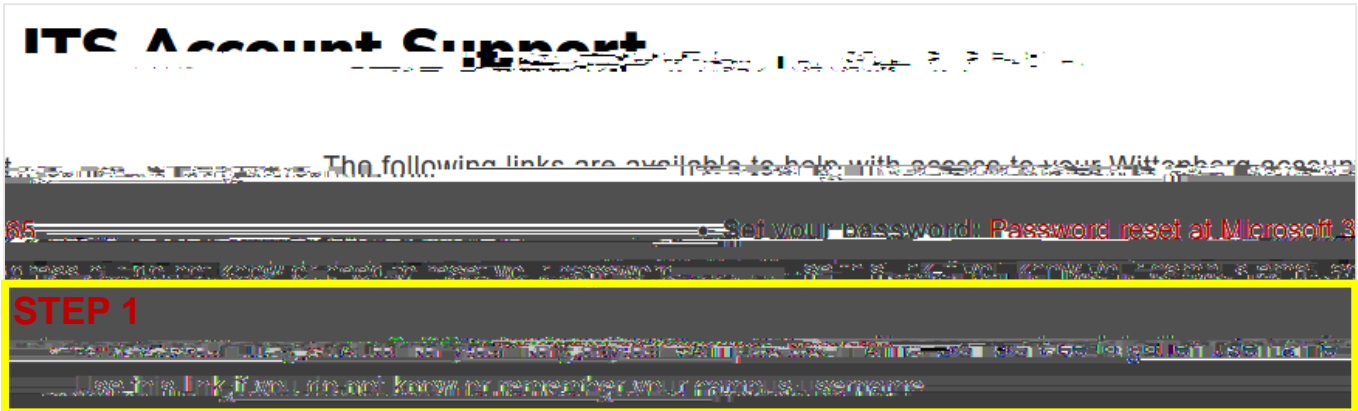


How to set up your Wittenberg account

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 information to help us find your account.' There are two input fields: 'First Name' and 'Last Name *'. Below the 'Last Name *' field is a larger input field for an email address. At the bottom of the form is a 'Submit' button.

Add your legal first and last name

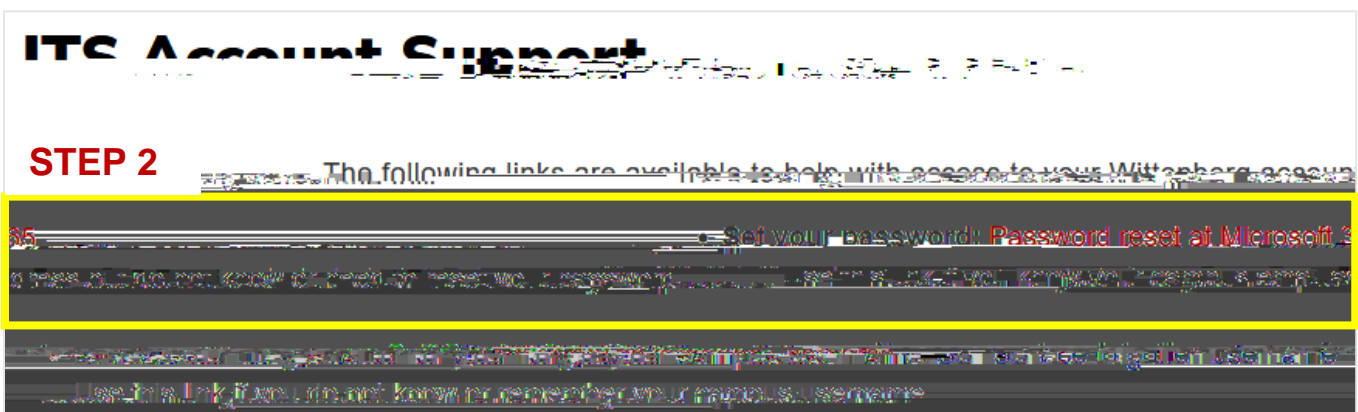
Enter the personal email address that you applied with. Contact HR if you are unsure.

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

Get help with 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.

Username: *

user@contoso.onmicrosoft.com or user@contoso.com

Email or phone number

Example: user@contoso.onmicrosoft.com or 4085551234

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

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 (Gurso)

Get help with 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.

Username: *

user@contoso.onmicrosoft.com or user@contoso.com

Email or phone number

Example: user@contoso.onmicrosoft.com or 4085551234

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

Choose the first contact method we should use for verification

Email my alternate email

Text my mobile phone

Call my mobile phone

Approve a notification

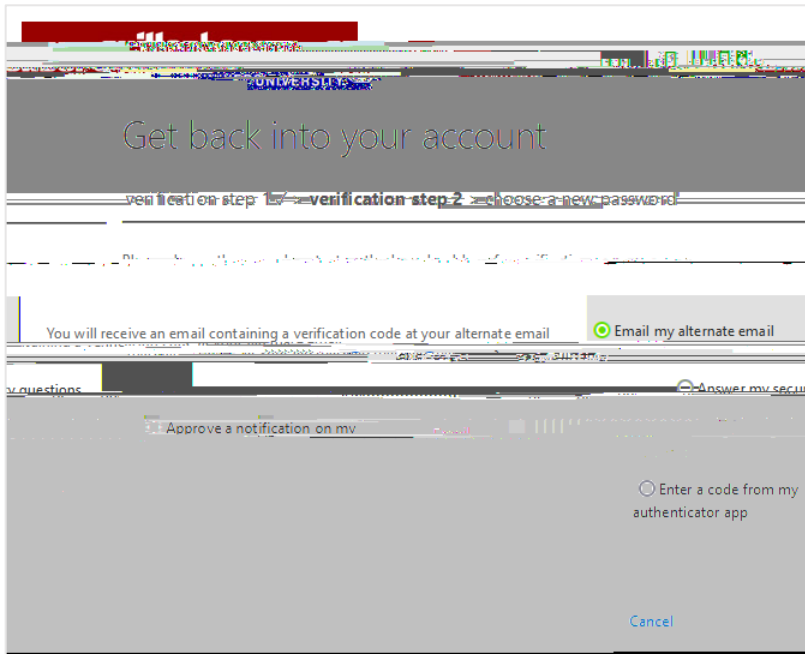
Enter a mobile security key

We've sent you a text message containing a verification code to your phone.

[Try again](#) [Contact your administrator](#)



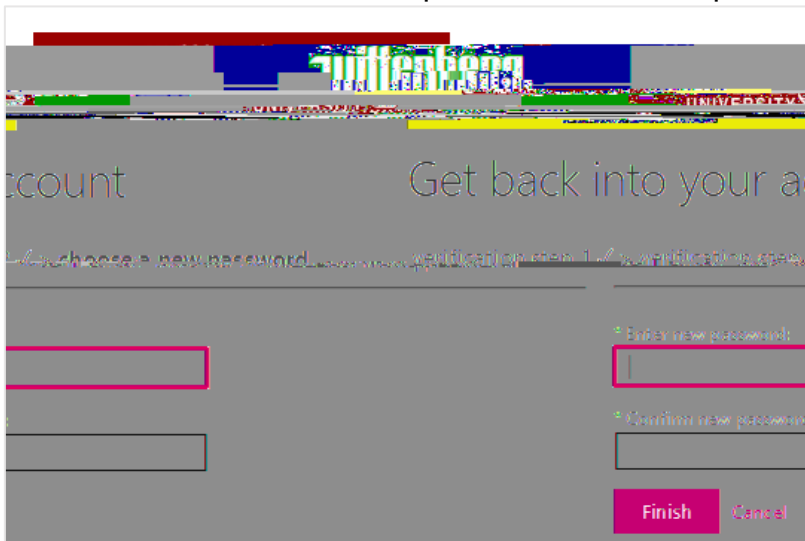
Choose a second method of verification:



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**