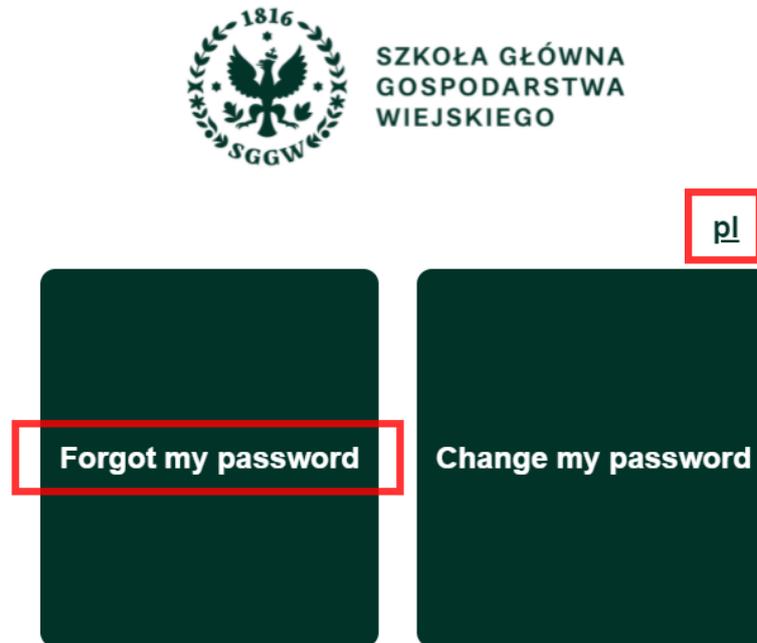


## Procedure for setting or resetting a domain password (@sggw.edu.pl).

1. Open a web browser and go to: <https://konto.sggw.edu.pl>
2. To set/reset your password select language version (EN/PL) and use option 'Forgot my password'.



3. Type your SGGW email address (use appropriate format) and mark the check box.

The image shows the SGGW logo and name: SZKOŁA GŁÓWNA GOSPODARSTWA WIEJSKIEGO. Below the logo, there is a text input field for the university email address, with the example 'University email address, e.g. p123456@sggw.edu.pl'. The input field contains 'student: sXXXXXX@sggw.edu.pl' and 'employee: pXXXXXX@sggw.edu.pl'. Below the input field is a reCAPTCHA box with a checked 'I'm not a robot' checkbox. Below the reCAPTCHA box is a dark green 'NEXT' button. The input field, reCAPTCHA box, and 'NEXT' button are all highlighted with red boxes.

**NOTE:** Student Identification Number is a unique number assigned to a student upon matriculation. Student email address has the following format: [sXXXXXX@sggw.edu.pl](mailto:sXXXXXX@sggw.edu.pl), where XXXXXX is the student record number preceded by zeroes to form six digit number (ie. the address for student record number 1533 is [s001533@sggw.edu.pl](mailto:s001533@sggw.edu.pl))

4. Type your **optional email address** for authentication. Students enter the email address **provided during the registration for studies**.



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Optional email address, e.g. registered in eHMS

Type email



I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)

SEND

Back

Press send button to claim your token. The following message will appear:

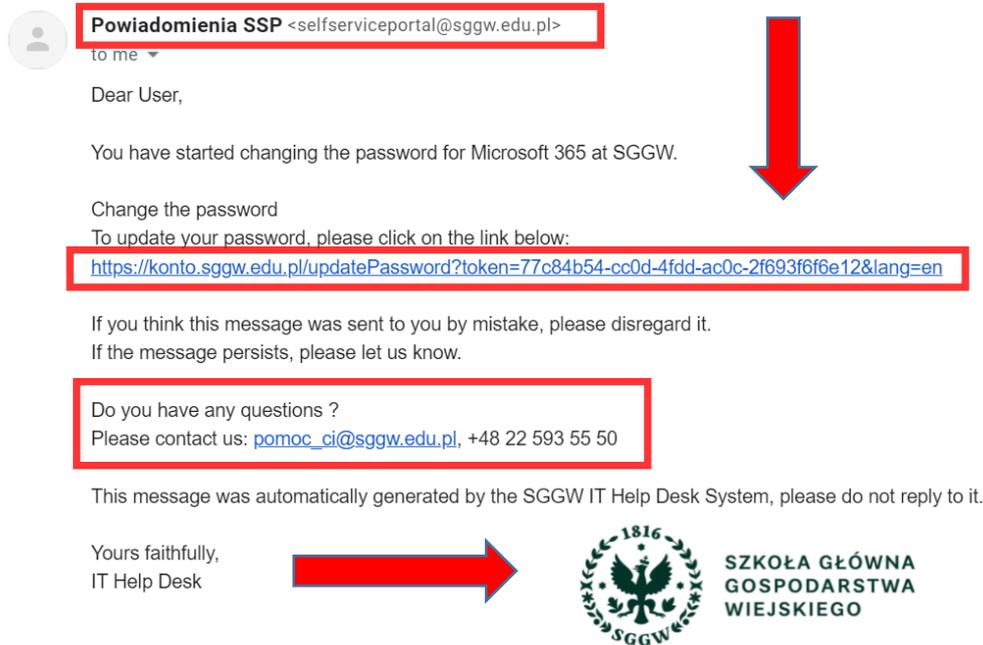


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GOSPODARSTWA  
WIEJSKIEGO

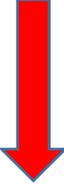
If provided login and optional email address where registered in our system, you will receive a message with a link to change the password. To complete the password reset, check your email inbox and follow the link in the message you received.

If you have not received the email with the link (also check your spam folder), please contact us at email address: [pomoc\\_ci@sggw.edu.pl](mailto:pomoc_ci@sggw.edu.pl)

5. **Email notification.** In response, you will receive an email with a **link to reset the password**. Click on the link or copy and paste it in the address bar of the web browser. A form for entering a new password will be displayed.



**Powiadomienia SSP** <selfserviceportal@sggw.edu.pl>  
to me ▾  
Dear User,  
You have started changing the password for Microsoft 365 at SGGW.  
Change the password  
To update your password, please click on the link below:  
<https://konto.sggw.edu.pl/updatePassword?token=77c84b54-cc0d-4fdd-ac0c-2f693f6f6e12&lang=en>  
If you think this message was sent to you by mistake, please disregard it.  
If the message persists, please let us know.  
Do you have any questions ?  
Please contact us: [pomoc\\_ci@sggw.edu.pl](mailto:pomoc_ci@sggw.edu.pl), +48 22 593 55 50  
This message was automatically generated by the SGGW IT Help Desk System, please do not reply to it.  
Yours faithfully,  
IT Help Desk



**NOTE: Password requirements**  
at least 8 characters, lowercase,  
uppercase, number(s), special  
characters (ie. !, ?)

**Changing password for Microsoft 365**

Password

Type your new password you would like to use to enter Microsoft 365

Confirm password

Retype your new password

I'm not a robot

reCAPTCHA  
Privacy - Terms

SAVE

**NOTE:** SGGW email address ([sXXXXXX@sggw.edu.pl](mailto:sXXXXXX@sggw.edu.pl) or [pXXXXXX@sggw.edu.pl](mailto:pXXXXXX@sggw.edu.pl)) and your password to be used as **login details to access:**

- A. **University mailbox** via a web browser: <https://poczta.sggw.edu.pl>
- B. **Ms Office 365** platform: <https://o365.sggw.edu.pl/>
- C. **eduroam WiFi** - educational roaming wireless computer network on campus