

# User Account Management Service - my.uniwa.gr

Last update: 12/5/2023

## Description

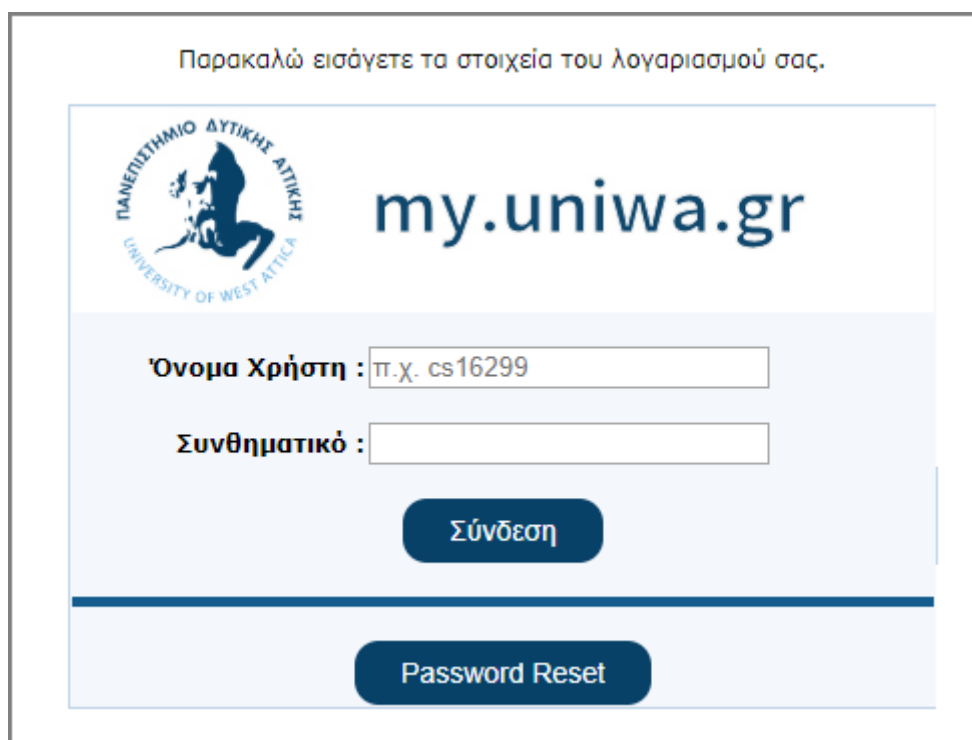
The User Account Management Service is a web-based service which give the user the ability to:

- change their password
- add or change their account recovery mail.
- Reset their account password.


## Change password instructions

If a user wants to change his account password, he should follow the below steps:

1. Open using a browser the page <https://my.uniwa.gr>
2. Input his account credentials and press "Connect".



3. Then he should go the tab "[Change Password](#)", insert the new password (twice) and press the "Update" button. If the new password complies with the system restrictions, then the message "Your account is updated!" will appear at the top of the page.



ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ  
UNIVERSITY OF WEST ATTICA

Account

Exit

### Account

User Info

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014

Change Password


Recovery Mail

Password Change

Password :   
Password2 :

ALERT: The password has to contain letters, one number and one special characters: \_, -, !, @, #, \$, %, ^, \*, [, ], (, ), ?. Also cannot contain the username and has to be equal or larger to 8 digits.

Update



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UNIVERSITY OF WEST ATTICA

Account

Exit

### Account

✓ Your account is updated!

User Info

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014

Change Password

Recovery Mail

Password Change

Password :   
Password2 :

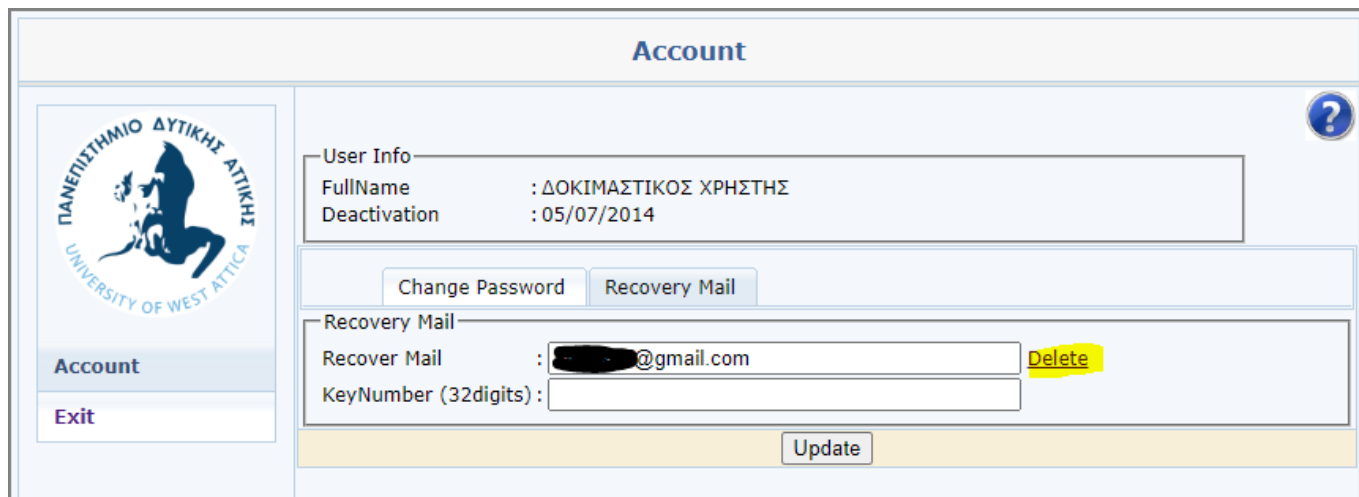
ALERT: The password has to contain letters, one number and one special characters: \_, -, !, @, #, \$, %, ^, \*, [, ], (, ), ?. Also cannot contain the username and has to be equal or larger to 8 digits.

Update


## Setting Recovery Mail Address Instructions

If a user want to add a new Recovery Mail Address or update the current one, he should:

1. Open using a browser the page <https://my.uniwa.gr>
2. Input his account credentials and press "Connect".
3. Go the tab "Recovery Mail".
4. If there is a current Recovery Mail, first delete it.



**Account**



**User Info**

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014

[Change Password](#) [Recovery Mail](#)

**Recovery Mail**

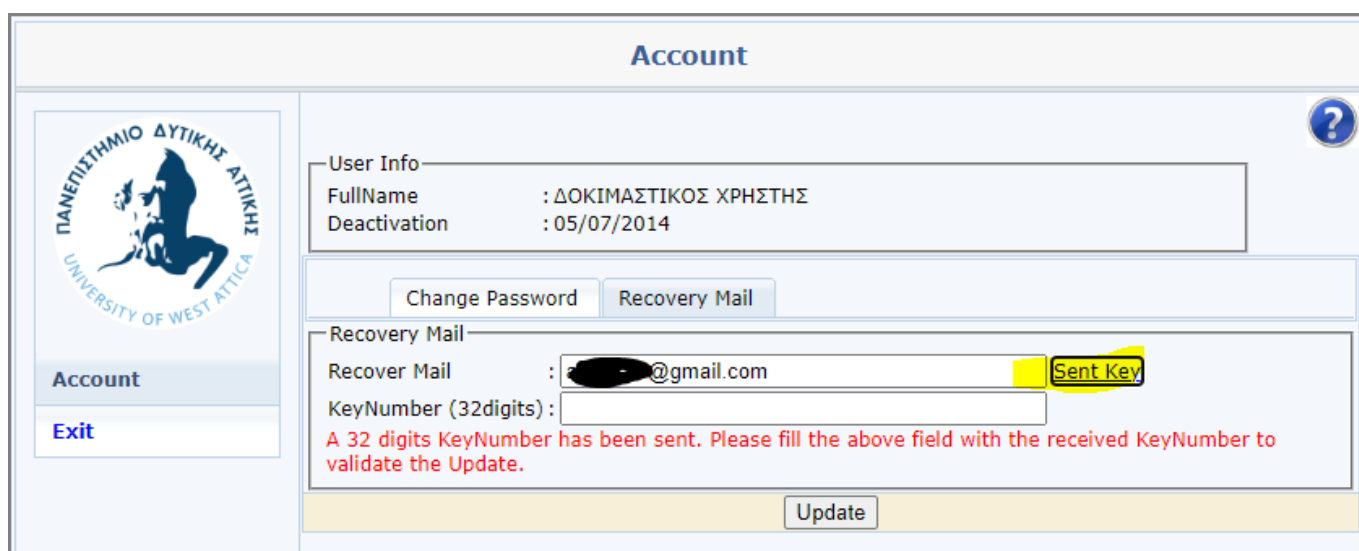
Recover Mail : [redacted]@gmail.com [Delete](#)

KeyNumber (32digits) : [ ]


[Update](#)

[Account](#)  
[Exit](#)

5. Insert a new Recovery Mail (e.g name@gmail.com) and press “Sent Key”.



**Account**



**User Info**

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014

[Change Password](#) [Recovery Mail](#)

**Recovery Mail**

Recover Mail : [redacted]@gmail.com [Sent Key](#)

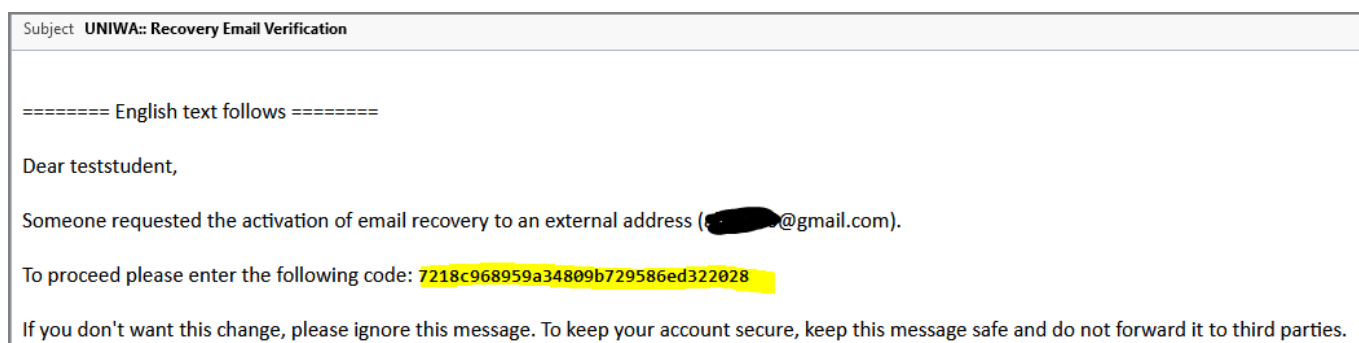
KeyNumber (32digits) : [ ]

A 32 digits KeyNumber has been sent. Please fill the above field with the received KeyNumber to validate the Update.

[Update](#)

[Account](#)  
[Exit](#)

6. The he should access his recovery mail, and open the message that he received from our app.



Subject **UNIWA:: Recovery Email Verification**

===== English text follows =====


Dear teststudent,

Someone requested the activation of email recovery to an external address ([redacted]@gmail.com).

To proceed please enter the following code: **7218c968959a34809b729586ed322028**

If you don't want this change, please ignore this message. To keep your account secure, keep this message safe and do not forward it to third parties.

7. In this email, there a 32digits keynumber. He should take this keynumber with copy/paste and copy it into the “KeyNumber (32digits)” field.



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UNIVERSITY OF WEST ATTICA

Account

Exit

### Account

User Info

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014


Change Password Recovery Mail

Recovery Mail

Recover Mail : [redacted]@gmail.com [Sent Key](#)  
KeyNumber (32digits) : **7218c968959a34809b729586ed322028**  
**A 32 digits KeyNumber has been sent. Please fill the above field with the received KeyNumber to validate the Update.**

Update

8. Lastly he should press the “Update” button. If the keyNumber was copied correctly, the message “Your account is updated!” will appear at the top of the page.



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Account

Exit

### Account

✓ **Your account is updated!**

User Info

FullName : ΔΟΚΙΜΑΣΤΙΚΟΣ ΧΡΗΣΤΗΣ  
Deactivation : 05/07/2014

Change Password Recovery Mail

Recovery Mail

Recover Mail : [redacted]@gmail.com [Delete](#)  
KeyNumber (32digits) :

Update

## Recover Password Instructions

If a user has lost his password, he can reset it by following the below steps.

1. Open using a browser the page <https://my.uniwa.gr>

Please insert your login credentials.



my.uniwa.gr

**UserName :**

**Password :**

**Connect**

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**Password Reset**

2. Press the “Password Reset” button.

Please insert your login credentials.



my.uniwa.gr

**UserName :**

**Password :**

**Connect**

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**Password Reset**

3. Insert his account username (e.g cs323232) and his recovery mail. The press the “Send” button.

Please insert your personal recovery mail address  
κωδικού ( gmail.com, yahoo.gr, etc)



# my.uniwa.gr


**UserName :**

**Recovery Mail :**

[Help](#) [Return](#)

**Send**

Please insert your personal recovery mail address  
κωδικού ( gmail.com, yahoo.gr, etc)



# my.uniwa.gr

**UserName :**

**Recovery Mail :**

[Help](#) [Return](#)

**Send**

An email has been sent to you recovery mail address containing all the required informations for creating a new password.



# my.uniwa.gr

**UserName :**

**Recovery Mail :**

[Help](#) [Return](#)

**Send**

4. The he should access his recovery mail, and open the message that he received from our app.

Subject: **UNIWA:: Recovery mail address**

Dear teststudent,

You can create a new password using the following link :

[Create New Password](#)

If you don't want this change, please ignore this message. To keep your account secure, keep this message safe and do not forward it to third parties.

5. In this email, he should find a link with the name “Create New Password”. By opening the link, he will be redirected in a web page, where he can fill in a new password for his account.

Please insert new password



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**Password :**

**Password2 :**

[Return](#)

**IMPORTANT NOTICE!!!:** The password has to contain letters, one number and one special characters: `_ , - , ! , @ , # , $ , % , ^ , * , [ , ] , ( , ) , ?`. Also cannot contain the username and has to be equal or larger to 8 digits.

6. Lastly he should press the “Update” button. If the new password complies with the restrictions a message “Your account is updated!” will appear at the top of the page.

Update was succefully!



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**UserName :**

**Password :**

**Connect**

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**Password Reset**

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