

# User Account Management Service - my.uniwa.gr

Last update: 17/2/2026

## Description

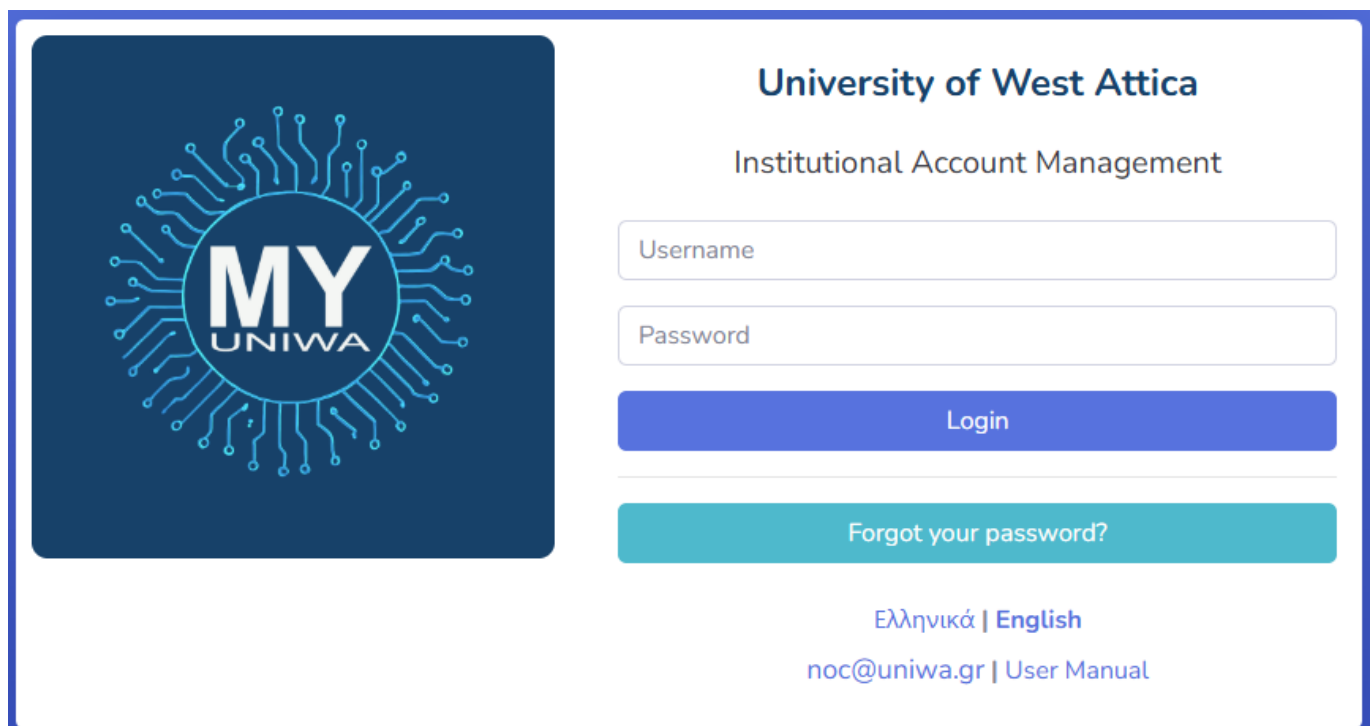
The User Account Management Service is a web-based service that gives users the ability to:

- Change their password.
- Add or change their account recovery email.
- Change their display name in Office 365 (Outlook, Teams, OneDrive, etc.).
- Reset their account password.

## Change password instructions

To change the current password of your institutional account, please follow these steps:

1. Open using a browser the page <https://my.uniwa.gr>
2. Enter your account credentials and click "Login".



The screenshot shows the login interface for the University of West Attica Institutional Account Management service. On the left is a dark blue square logo with a circuit-like pattern and the text 'MY UNIWA'. On the right, the text 'University of West Attica' and 'Institutional Account Management' is displayed. Below this are two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field. A teal button labeled 'Forgot your password?' is located below the login button. At the bottom, there are links for 'Ελληνικά | English' and 'noc@uniwa.gr | User Manual'.

3. Navigate to the "Change Password" tab, either by selecting it from the left-hand menu or by clicking the "Continue" button under the "Change Password" section.

The screenshot shows a user dashboard with a blue sidebar on the left. The sidebar contains a 'MY' header, a 'Dashboard' link, and a 'MANAGEMENT' section with three items: 'Change Password' (circled in red), 'Recovery Email', and 'Display Name'. Below these is a 'Logout' link and a back arrow. The main content area is titled 'Dashboard' and shows user information: Username: teststudent2, Full name: ΦΟΙΤΗΤΗΣ ΔΟΚΙΜΑΣΤΙΚΟΣ, and Deactivation Date: 01/12/2027. Below the info are three cards: 'Change Password' (with a key icon and a 'Continue' button circled in red), 'Change Recovery Email' (with an @ icon and a 'Continue' button), and 'Change Display Name' (with a person icon and a 'Continue' button'). At the top right, it says 'Session expires in 14:21', 'EN', and 'User Manual'.

4. To change your password, enter the new password in the “Change Password” tab and click the “Save New Password” button. If the new password complies with the security requirements, the message “Password changed successfully!” will appear at the top of the application.

The screenshot shows the 'Change Password' form. At the top left is a key icon and the title 'Change Password'. At the top right is a blue button labeled 'Save new Password'. Below this is a light blue box with an information icon and the text: 'To change your password, please follow the instructions below: 1. Fill in the fields “New Password” and “Confirm Password”. 2. Click the Save button. The new password must be 8 to 20 characters long and include at least one special character (e.g. ! @ # \$ % ^ & \* ( )), at least one uppercase letter, and at least one number.' Below the instructions are two input fields: 'New Password \*' and 'Confirm Password \*', each with a toggle eye icon to the right.

## Change Password Save new Password

**✓ Password changed successfully!**

**i** To change your password, please follow the instructions below:

1. Fill in the fields "New Password" and "Confirm Password".
2. Click the Save button.

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The new password must be 8 to 20 characters long and include at least one special character (e.g. ! @ # \$ % ^ & \* ( )), at least one uppercase letter, and at least one number.

New Password \*

👁

Confirm Password \*

👁

## Setting Recovery Mail Address Instructions

To register a recovery email for your institutional account, follow these steps:

1. Open using a browser the page <https://my.uniwa.gr>
2. Enter your account credentials and click "Login".
3. Navigate to the "Recovery Email" tab, either by selecting it from the left-hand menu or by clicking the "Continue" button under the "Change Recovery Email" section.

The screenshot shows a user dashboard interface. On the left is a blue sidebar with the title 'MY' and a 'Dashboard' section. Under 'MANAGEMENT', there are three options: 'Change Password', 'Recovery Email' (circled in red), and 'Display Name'. At the bottom of the sidebar is a 'Logout' button and a back arrow. The main content area is titled 'Dashboard' and displays user information: Username: teststudent2, Full name: ΦΟΙΤΗΤΗΣ ΔΟΚΙΜΑΣΤΙΚΟΣ, and Deactivation Date: 01/12/2027. Below this are three white cards for 'Change Password', 'Change Recovery Email', and 'Change Display Name'. Each card has a blue icon and a blue 'Continue' button with a right arrow. The 'Continue' button for 'Change Recovery Email' is circled in red. At the top right of the page, there is a session timer 'Session expires in 14:33', a language selector 'EN >', and a 'User Manual' link.

4. Enter a new personal recovery email (e.g., onoma@gmail.com) and click “Send Verification Code”.

## @ Change Recovery Email

 Save New Email

**i** The Recovery Email is your personal email address (e.g., Gmail, Yahoo, Outlook) used exclusively for restoring access to your Institutional Account. To change your Recovery Email, please follow the instructions below:

1. Enter your new Recovery Email in the corresponding field.
2. Click the "Send Verification Code" button .
3. A unique 5-digit verification code will be sent to the new email address you entered. Check the Inbox of your new email. if you cannot find the message, please also check the Spam / Junk folder.
4. Enter the verification code you received in the "Verification Code" field.
5. Click "Save" to complete the process.

### Current Recovery Email :




New Recovery Email \*

onoma@gmail.com

 Send Verification Code

Enter Verification Code \*

5. Next, access your personal email account and open the message sent by the application.

From Τμήμα Δικτύων & Τηλεφωνίας   
noreply@uniwa.gr  
To @gmail.com   
Subject **UNIWA - Recovery Email Verification Code**

Dear teststudent2,

The verification code for updating your recovery email is:

**86065**

The code is valid for 10 minutes.

If you did not request this change, you may safely ignore this message.

For your security, please keep this message and do not forward it to anyone.

Kind regards,  
Network Operations Center (NOC),  
University of West Attica

6. Locate the five-digit code in the email and enter it into the “Enter Verification Code” field. Then, click the “Save New Email” button in the top right.

## @ Change Recovery Email

 Save New Email

**i** The Recovery Email is your personal email address (e.g., Gmail, Yahoo, Outlook) used exclusively for restoring access to your Institutional Account. To change your Recovery Email, please follow the instructions below:


1. Enter your new Recovery Email in the corresponding field.
2. Click the "Send Verification Code" button .
3. A unique 5-digit verification code will be sent to the new email address you entered. Check the Inbox of your new email. if you cannot find the message, please also check the Spam / Junk folder.
4. Enter the verification code you received in the "Verification Code" field.
5. Click "Save" to complete the process.

✓ A verification code has been sent to the new email address.

Current Recovery Email :

New Recovery Email \*

onoma@gmail.com

 Send Verification Code

Enter Verification Code \*

86065

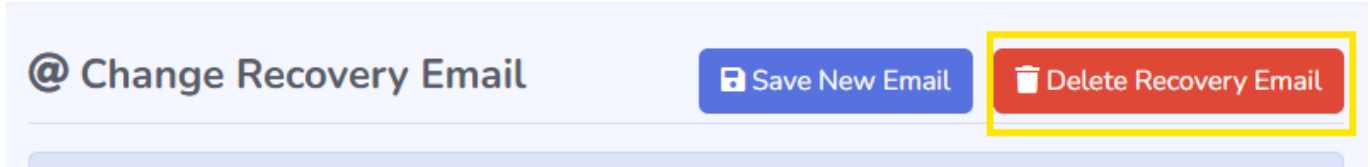
7. Once the five-digit code is entered correctly, the message "The recovery email has been successfully updated" will appear at the top of the application.

✓ The recovery email has been successfully updated.

Current Recovery Email : ██████████@gmail.com



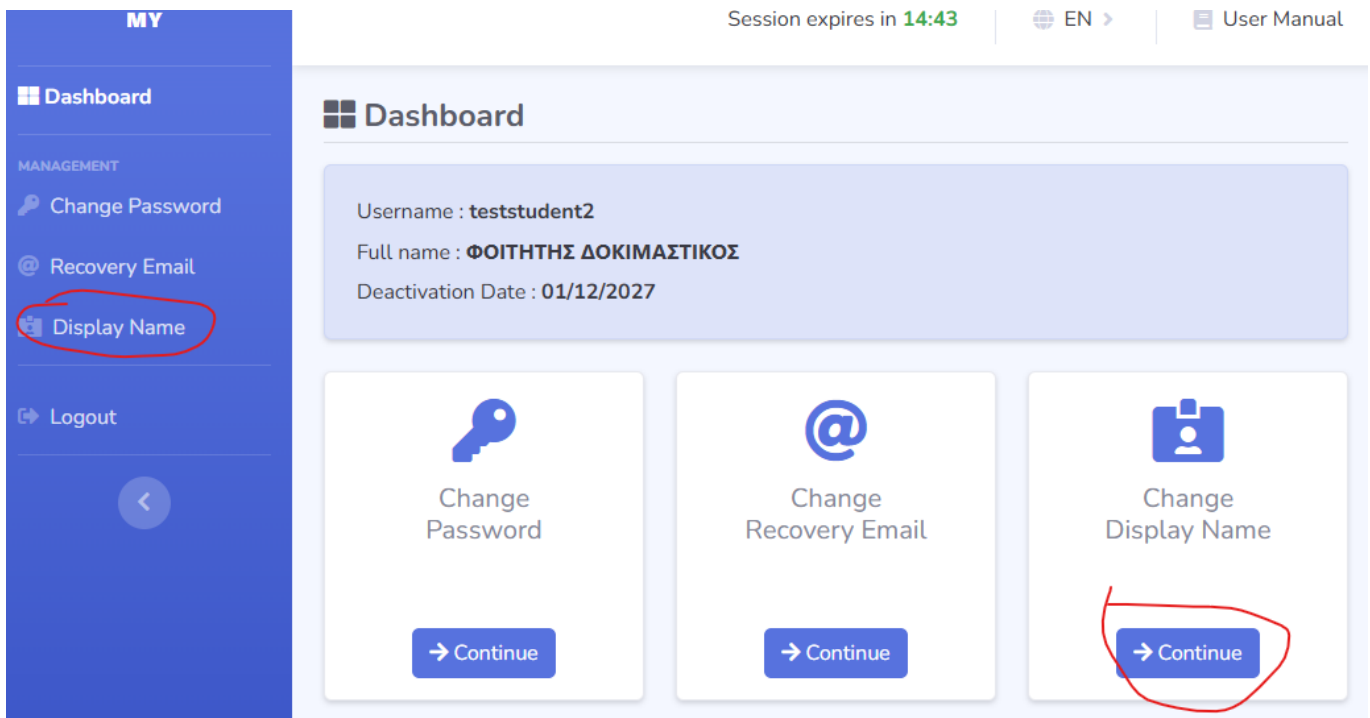
Note: It is possible to delete an existing Recovery Email (without registering a new one) by clicking the "Delete Recovery Email" button at the top right.



## Display Name Change Instructions

To change your display name in Office 365 services, follow these steps:

1. Open using a browser the page <https://my.uniwa.gr>
2. Enter your account credentials and click "Login".
3. Navigate to the "Display Name" tab, either by selecting it from the left-hand menu or by clicking the "Continue" button under the "Change Display Name" section.



4. Select one of the available options and click the "Save display name" button at the top right.

## Change Display Name

[Save Display Name](#)

**i** Choose how your name will appear across Office 365 services (Outlook, Teams, OneDrive, etc.).

**Note:** If you are a member of the academic or administrative staff and the below options do not meet your needs, please send us a request at: [noc@uniwa.gr](mailto:noc@uniwa.gr) from your institutional email, specifying the display name you would like.

**i Attention!** Updating your display name is not immediate. The change will appear across Office 365 services within the day, after the systems have completed their synchronization.

Current Display Name : ΧΡΗΣΤΗΣ2 ΦΟΙΤΗΤΗ

Choose one of the available display name formats.

- ΧΡΗΣΤΗΣ2 ΦΟΙΤΗΤΗ
- ΦΟΙΤΗΤΗ ΧΡΗΣΤΗΣ2
- CHRISTIS2 FOITITI
- FOITITI CHRISTIS2
- Christis2 Foititi**
- Foititi Christis2

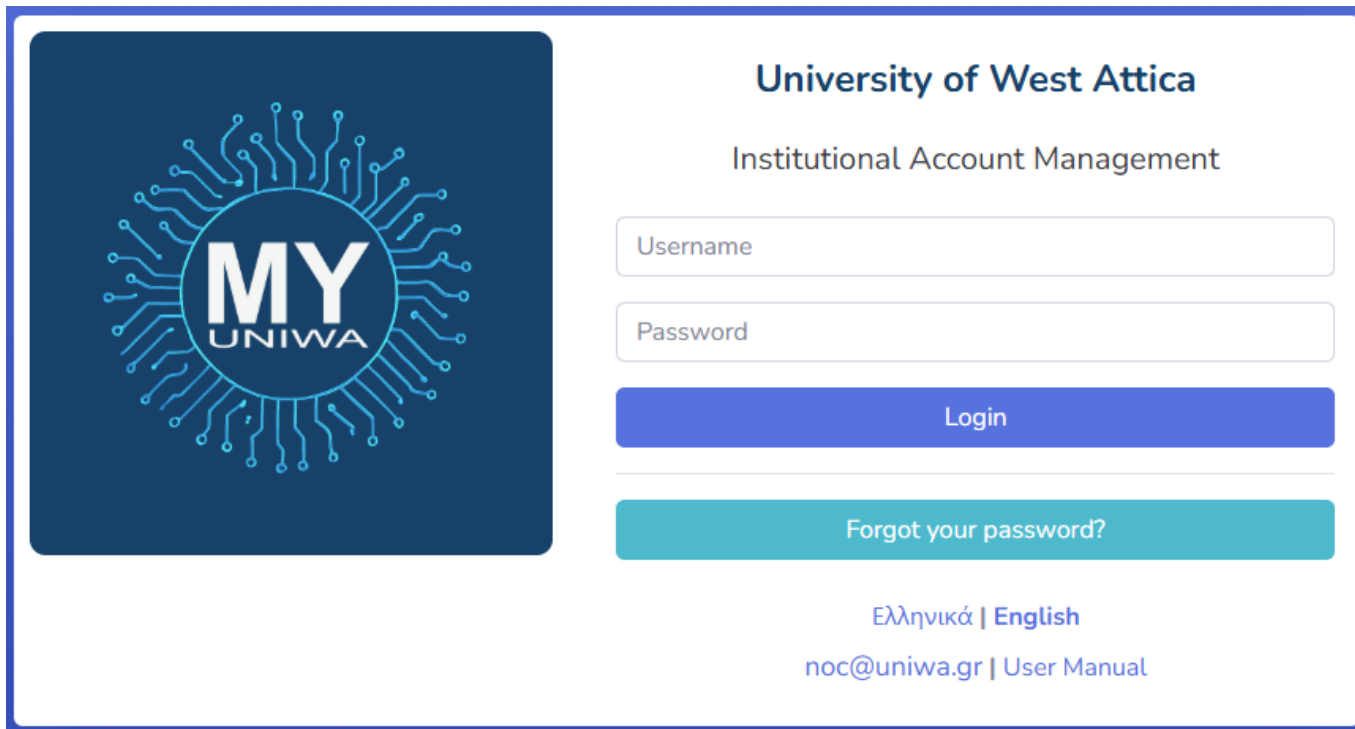
✓ Display name has been successfully updated.

Current Display Name : Christis2 Foititi

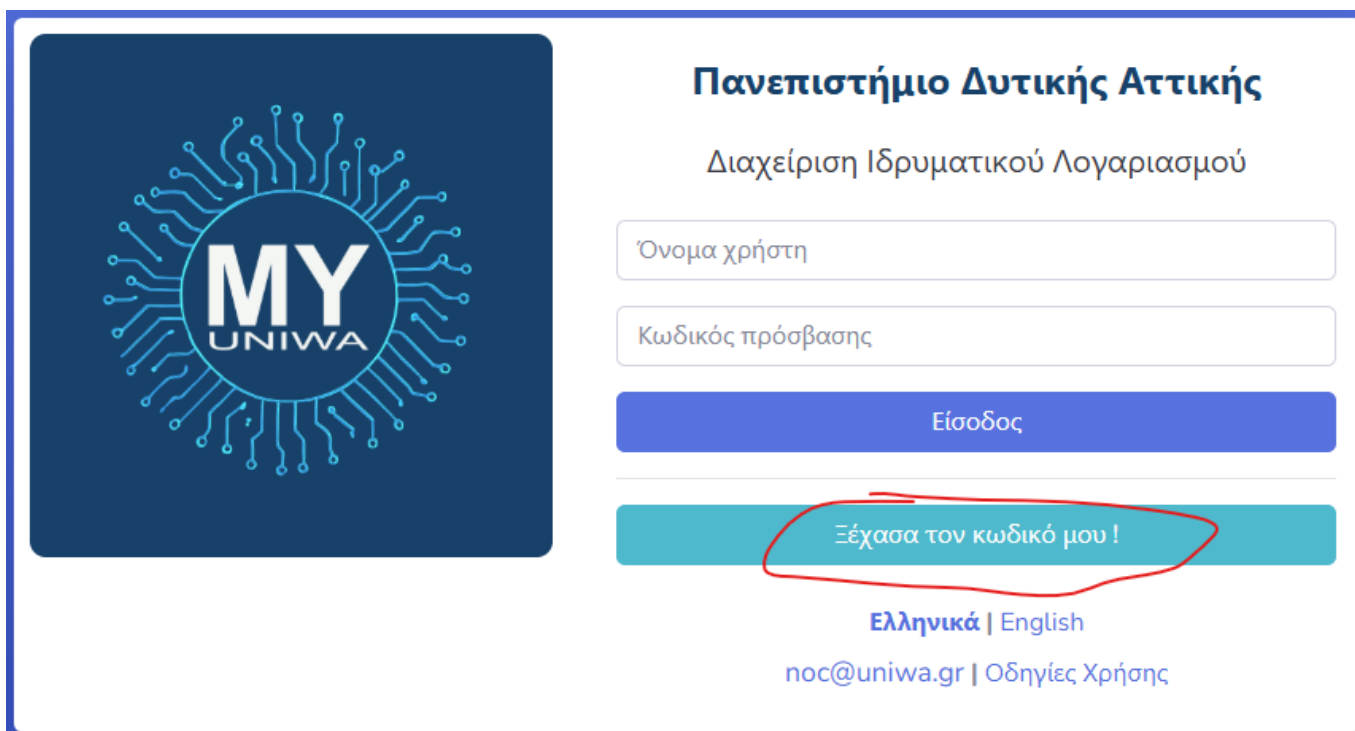
## Password Recovery Instructions

To recover your account password, follow these steps:

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



2. Click the “Forgot your password?” button.



3. On the next page, enter your username (e.g., teststudent2) and your recovery email (if previously registered) and click “Send password reset link”.



## University of West Attica

Institutional Account Management

Forgot your password?

**i** Please enter your username and the password recovery email address (e.g. gmail.com, yahoo.gr, etc.) that you have registered.

Username

Recovery email

Send password reset link



## University of West Attica

Institutional Account Management

Forgot your password?

**i** Please enter your username and the password recovery email address (e.g. gmail.com, yahoo.gr, etc.) that you have registered.

teststudent2

██████████@gmail.com

Send password reset link



## University of West Attica

### Institutional Account Management




#### Forgot your password?

**i** Please enter your username and the password recovery email address (e.g. gmail.com, yahoo.gr, etc.) that you have registered.

The Password reset link has been successfully sent to your Recovery email.

Send password reset link

4. Next, access your personal email account and open the message sent by the application. Click the password reset link provided in the email.

From Τμήμα Δικτύων & Τηλεφωνίας   
noreply@uniwa.gr  
To @gmail.com   
Subject **UNIWA - Password Reset Link**

Dear teststudent2,

We have received a request to change the Password of your Institutional Account.

You can change your Password for the NOC services of UNIWA by following the link below:

[https://\[redacted\]/password/reset/ROHlzNlm5ld00X2NjA5JRG5DwvgMDckslahRj3yjnc11BKetgvz3RNgeAOEQa8PZ](https://[redacted]/password/reset/ROHlzNlm5ld00X2NjA5JRG5DwvgMDckslahRj3yjnc11BKetgvz3RNgeAOEQa8PZ)

The link is valid for 30 minutes.

If you did not request this change, you may safely ignore this message.

For your security, please keep this message and do not forward it to anyone.

Kind regards,  
Network Operations Center (NOC),  
University of West Attica

5. After clicking the link, enter a new password for your account. Enter the new password in both required fields and click the “Save New Password” button.




# University of West Attica

## Institutional Account Management

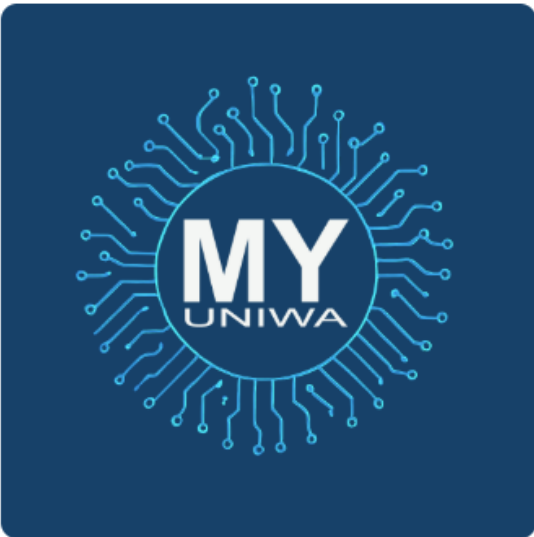
### Change password !

**i** To change your password, please follow the instructions below:

- 1. Fill in the fields "New Password" and "Confirm Password".
- 2. Click the Save button.

 **WARNING!!!** The password must: a) be between 8 and 20 characters, b) contain at least one uppercase letter, and c) contain at least one special character: !, @, #, \$, %, ^, &, \*, (, ).

6. Once the process is completed successfully, a confirmation message will appear at the top.



# University of West Attica

## Institutional Account Management

Your password has been successfully changed.

From:

<https://wiki.noc.uniwa.gr/> - **UNIWA NOC Documentation Wiki**

Permanent link:

[https://wiki.noc.uniwa.gr/doku.php?id=my\\_uniwa\\_service\\_en\\_test](https://wiki.noc.uniwa.gr/doku.php?id=my_uniwa_service_en_test)

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