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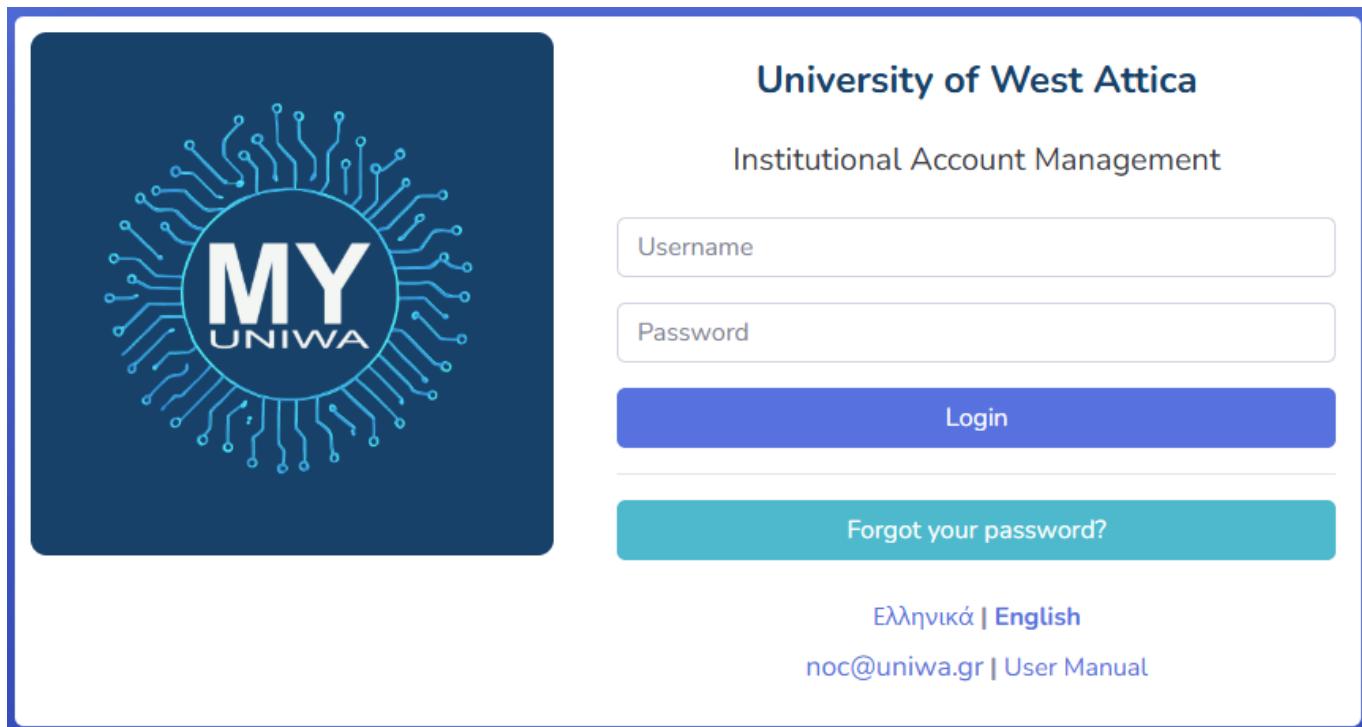
3. Navigate to the "Change Password" tab, either by selecting it from the left-hand menu or by clicking the "Continue" button under the "Change Password" section.

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.

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.

4. Enter a new personal recovery email (e.g., onoma@gmail.com) and click "Send 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:

34391

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

Current Recovery Email :

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

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.

New Recovery Email *

| onoma@gmail.com | **Send Verification Code** |

Enter Verification Code *

| 34391 |

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.

@ Change Recovery Email

Save New Email   **Delete Recovery Email**

Current Recovery Email ▬▬▬▬@gmail.com

✔ The recovery email has been successfully updated.

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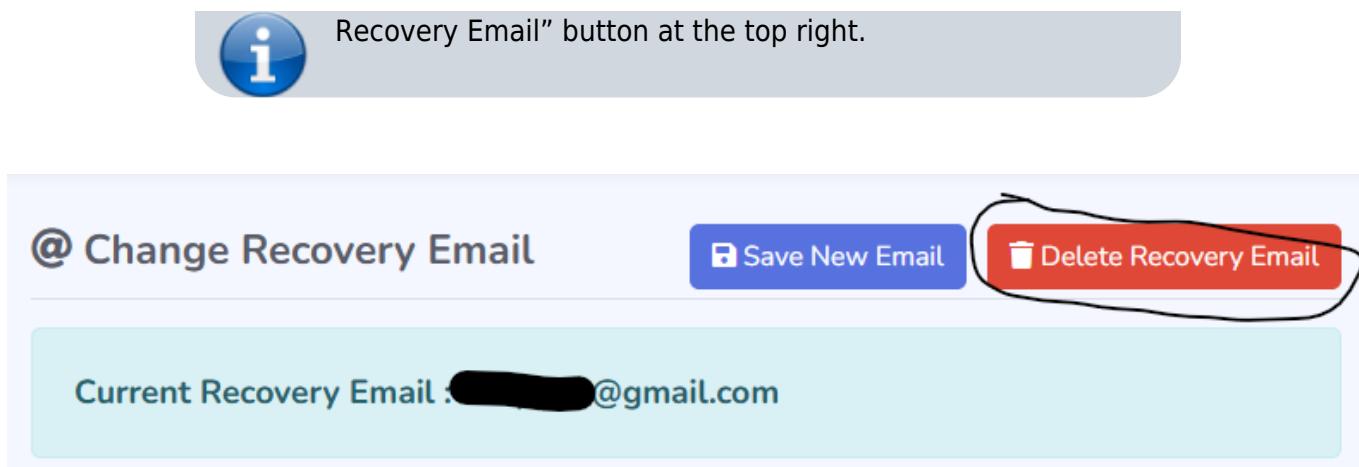
Recovery Email" button at the top right.

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

Current Display Name : Dokimastikos Foititis

ⓘ 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 bellow options do not meet your needs, please send us a request at: noc@uniwa.gr from your institutional email, specifying the display name you would like.

ⓘ **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.

Choose one of the available display name formats.
- ○ ΔΟΚΙΜΑΣΤΙΚΟΣ ΦΟΙΤΗΤΗΣ
- ○ ΦΟΙΤΗΤΗΣ ΔΟΚΙΜΑΣΤΙΚΟΣ
- ○ DOKIMASTIKOS FOITITIS
- ⦿ FOITITIS DOKIMASTIKOS
- ○ Dokimastikos Foititis
- ○ Foititis Dokimastikos

Change Display Name   ⊞ Save Display Name

Current Display Name : FOITITIS DOKIMASTIKOS

✔ Display name has been successfully updated.

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?

ⓘ 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?

ⓘ 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
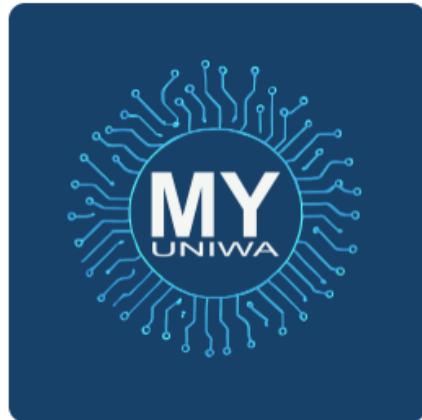
University of West Attica

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.

| Username |
| 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://████████████/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 !

ℹ️ To change your password, please follow the instructions below:
- 1. Fill in the fields "New Password" and "Confirm Password".
- 2. Click the Save button.

New Password

Confirm Password

Save new password

❌ **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.
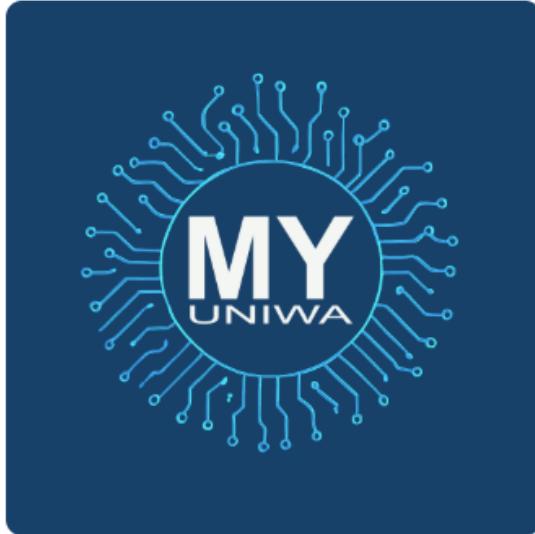
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Institutional Account Management

Your password has been successfully changed.

Username

Password

Login

Forgot your password?

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

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