

first login

Before you can use university services, you must first change your password, then you need a second authentication factor for Microsoft services and an additional authentication factor for Shibboleth services and VPN.

You can only access the university mailbox, Primuss, Moodle and many other services once you have successfully completed the initial registration.

IT-Support
phone: 09281 409 3666
email: it-servicedesk@hof-university.de



University of
Applied Sciences

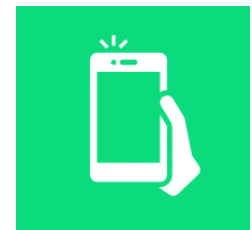
password creation



multifactor authentication for
Microsoft 365 and email



multifactor authentication for
shibboleth services and VPN



password creation



To create a password, you need the following data from the access data sheet:

- username
- initial password

ATTENTION! Please keep the online registration number safe, as you may need it for various university services.

- open Selfservice-Portal:

<https://selfservice.hof-university.de>

- log in with university access data (username and initial password) from the access data sheet
- tick the box **I'm not a robot**

Please Sign in
Password Self Service

amuster

.....

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

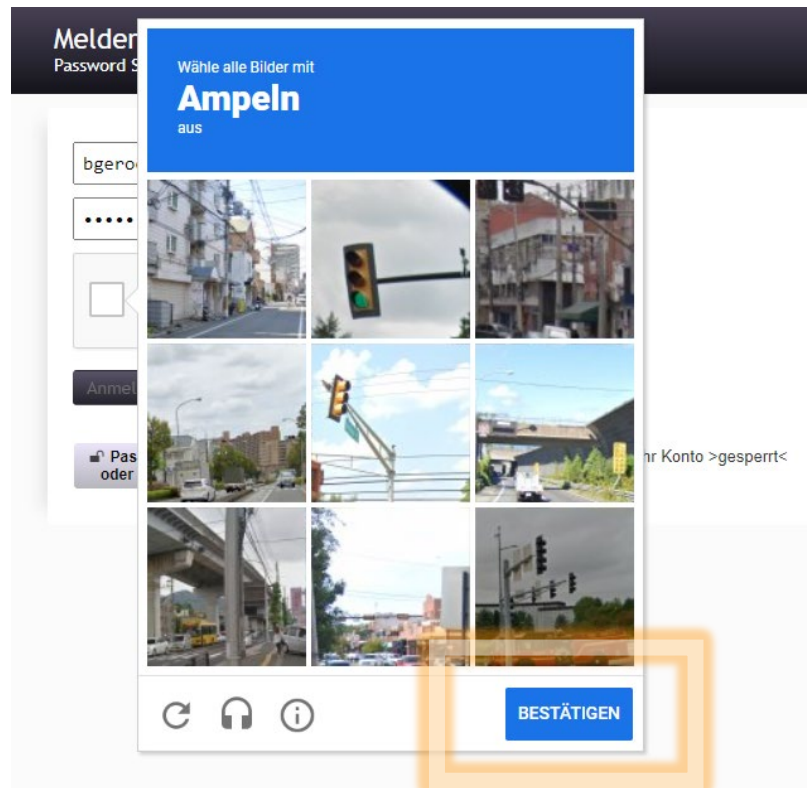
Sign in

Forgotten Password or account locked out. Regain access to your account if it's >locked out< or you have >forgotten< your password.

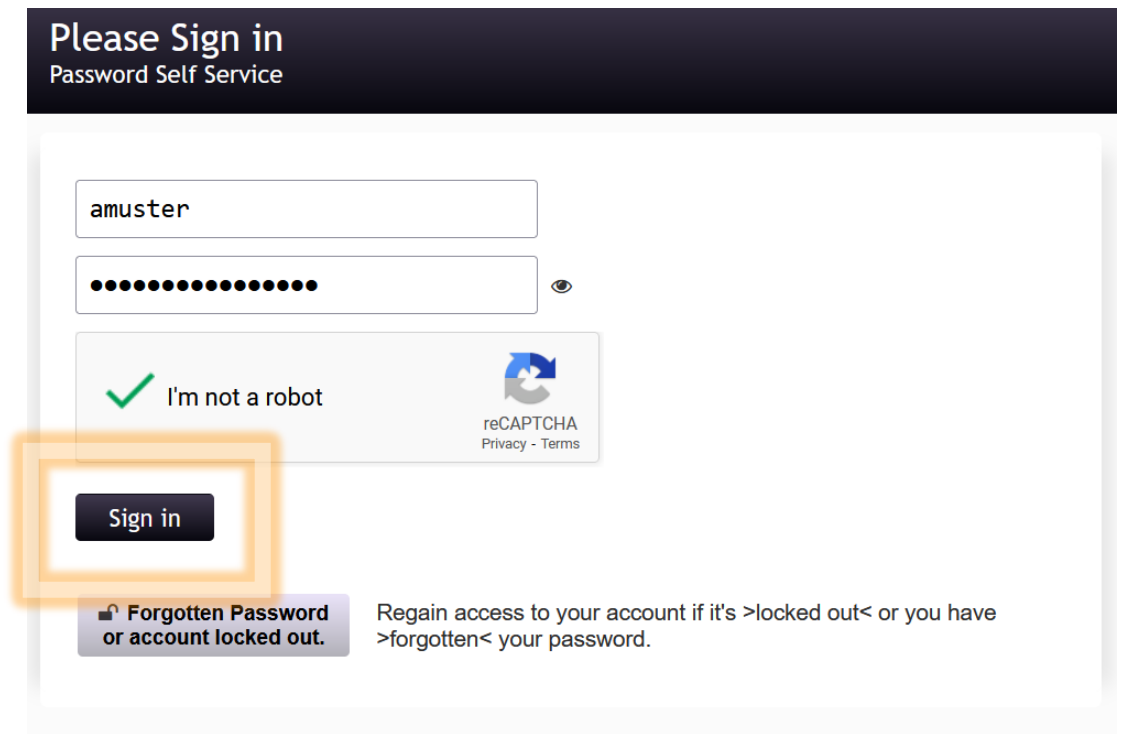
password creation



- select all matching images
- click on **Confirm**



- check if green tick next to **I'm not a robot** is present
- choose **Sign in**



password creation



- answer the security questions

ATTENTION! The security answers are spare keys to your account, so choose questions and answers carefully.

- click on **Save Answers**

Setup Security Questions
Password Self Service

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

Save Answers

- choose **Continue**

Success
Password Self Service

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Continue

password creation



- type in and repeat the new password
- select **Change Password**

Change Password
Password Self Service

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 12 characters long.

Please type your new password

New Password

Confirm Password

Change Password

Please adhere to the following **password rules** when changing your password:

- min. 12 digits
- at least one character from each category: capital letters, lower case, numbers, special characters
- following characters are not permitted @ Ä Ö Ü ä ö ü € ? \$ \$ ^ & [] { } | \ ' / ~ “
- the new password must be different from the last 10 previously used passwords
- max. two consecutive letters from your name/surname are allowed

password creation



The password is being changed, please wait.

Please Wait

Password Self Service

Your password is being changed. This process may take several minutes, please be patient.



- select **Continue**

Success

Password Self Service



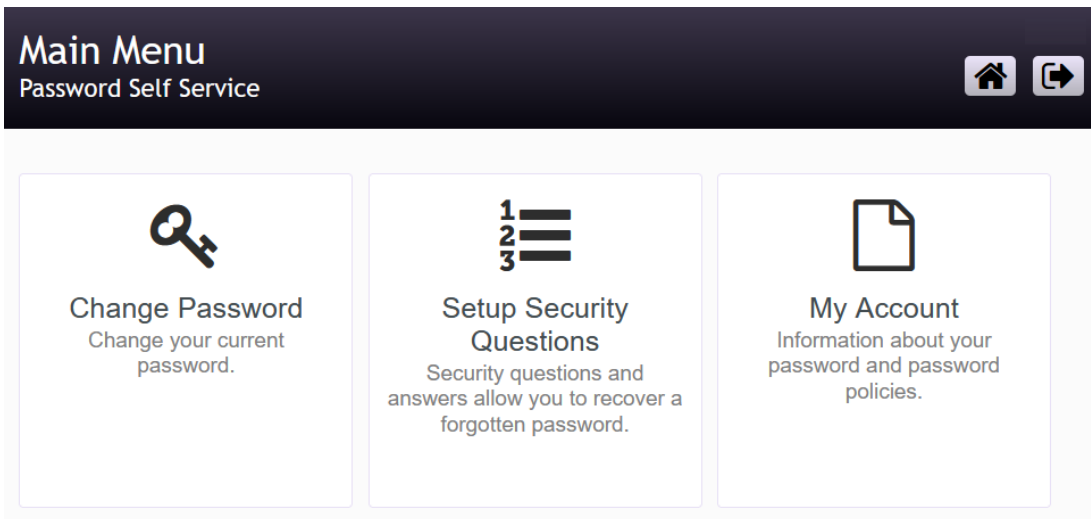
The password has been changed successfully.

▶▶ Continue

password creation



In the future you can change your password or delete your security questions and set them up again in the Selfservice Portal.



You can also unblock your account via the Selfservice portal.

Further information on unblocking and instructions on other topics can be found on our homepage:

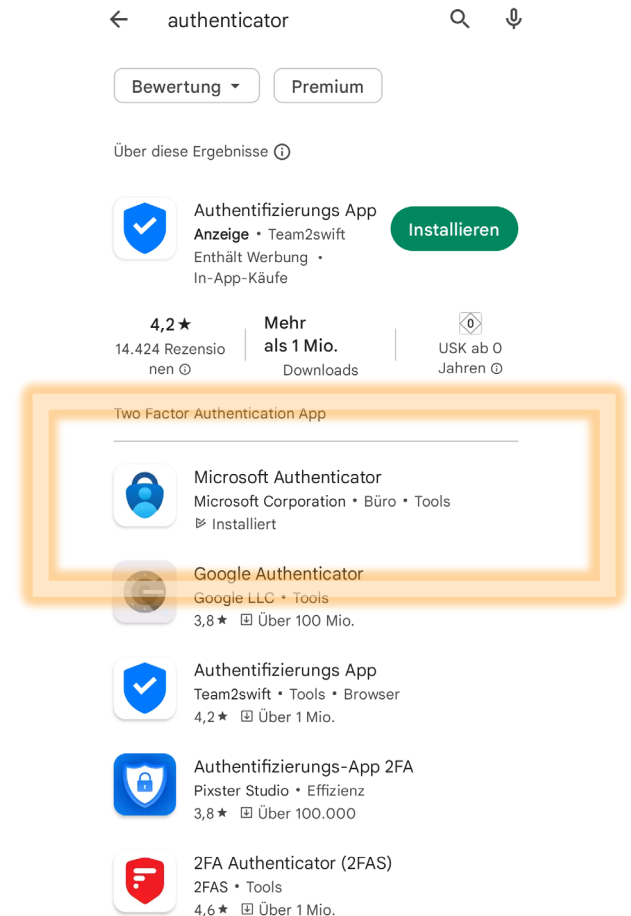
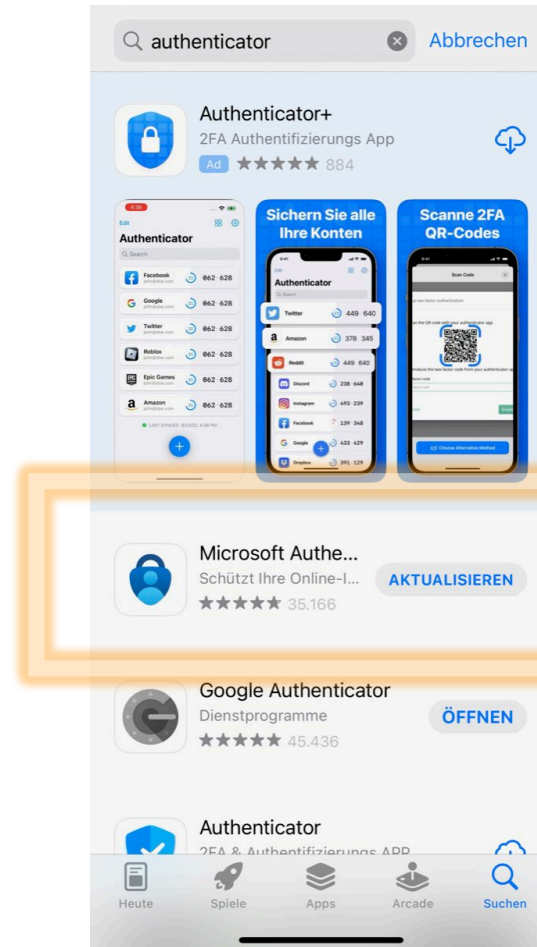
www.hof-university.de/it-service

multifactor authentication for Microsoft 365 and email



To set up the multifactor authentication, you will need an authenticator app.

Microsoft Authenticator is the preferred choice. You can find the app in your App Store.



multifactor authentication for Microsoft 365 and email



- open the Microsoft portal:
<https://portal.microsoftonline.com/>
- type in your **username@hof-university.de**
- choose **Next**

Microsoft

Sign in

amuster@hof-university.de

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

- enter the university password (the new password that was set in the Selfservice Portal)
- click **Sign in**

Microsoft

← @hof-university.de

Enter password

.....

[Forgot my password](#)

Sign in

multifactor authentication for Microsoft 365 and email



- choose **Next**



@hof-university.de

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

- select **Next**

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

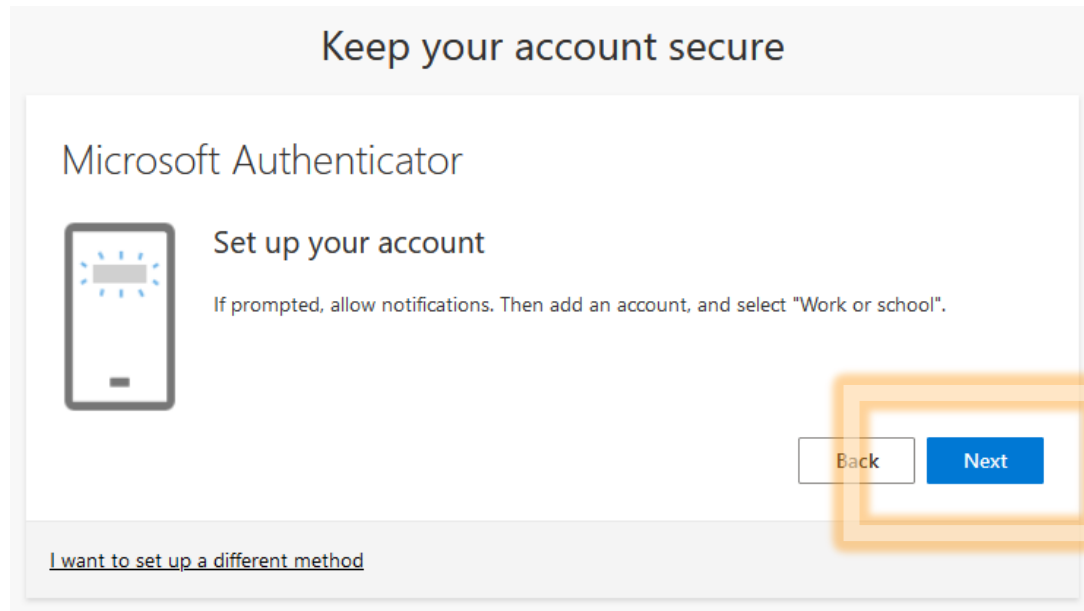
[I want to set up a different method](#)

[Next](#)

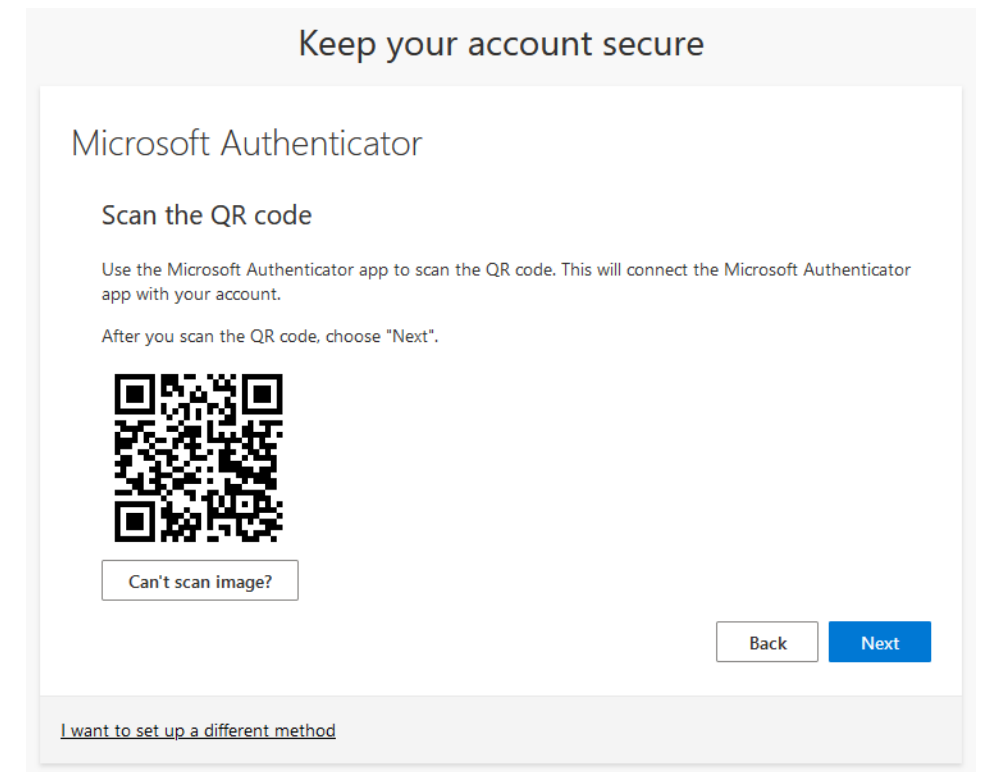
multifactor authentication for Microsoft 365 and email



- choose **Next**



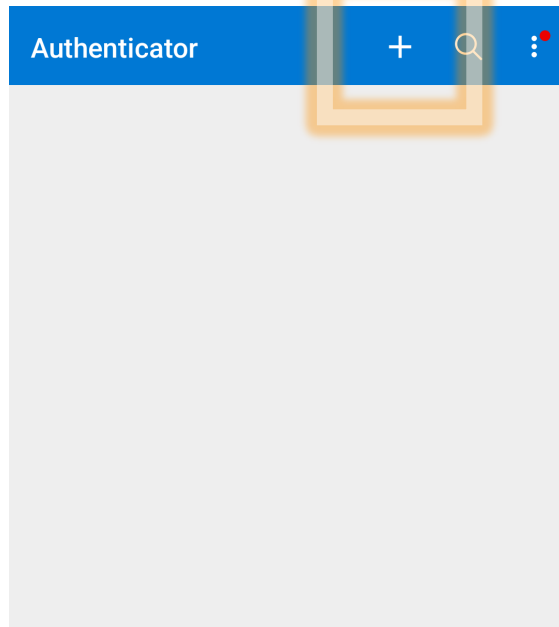
- open Microsoft Authenticator app to scan the QR code



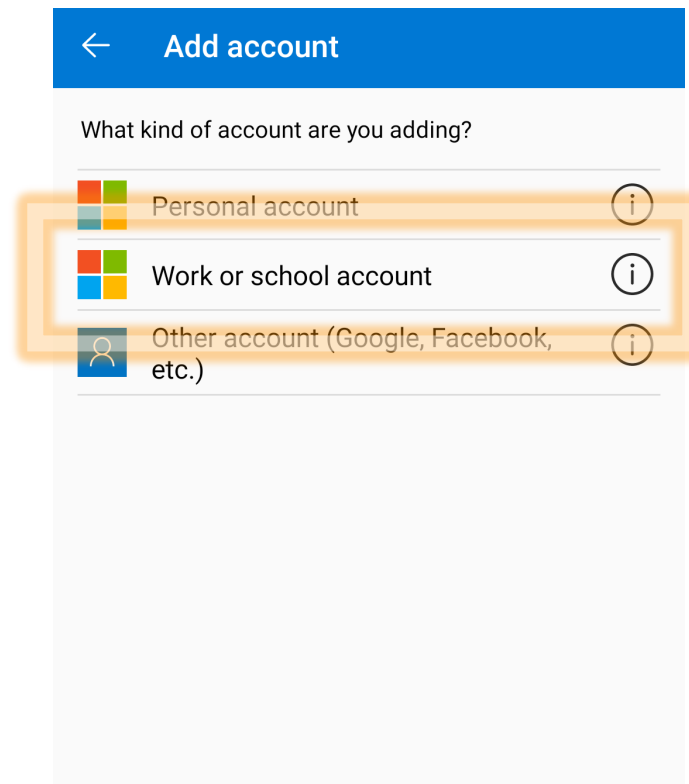
multifactor authentication for Microsoft 365 and email



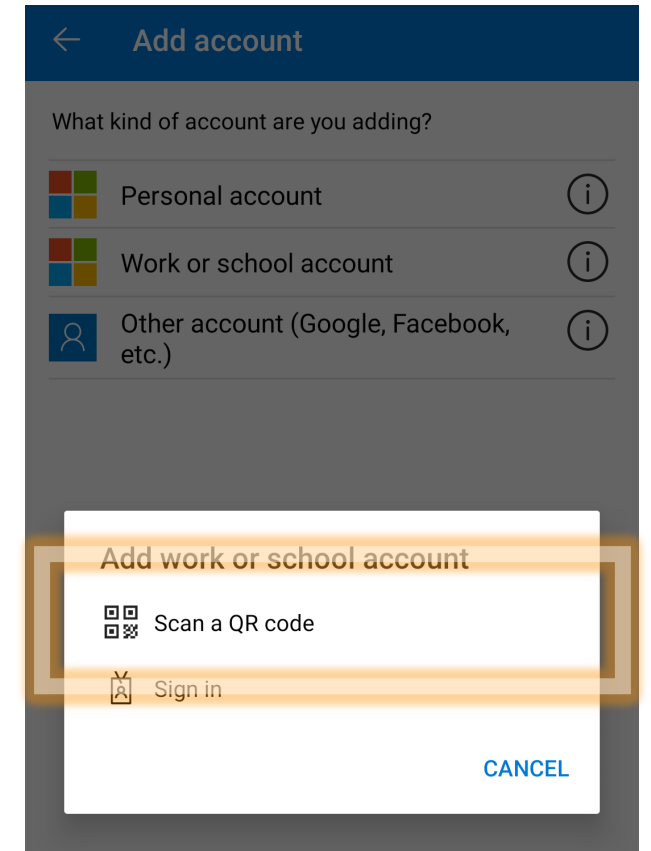
- accept terms and conditions and scan the QR code or tap on the plus symbol



- select **work or school account**



- choose **scan a QR code**



multifactor authentication for Microsoft 365 and email



- go back to the browser / Microsoft portal and click on **Next**
- remember the number displayed in the Microsoft portal

Microsoft Authenticator



Let's try it out

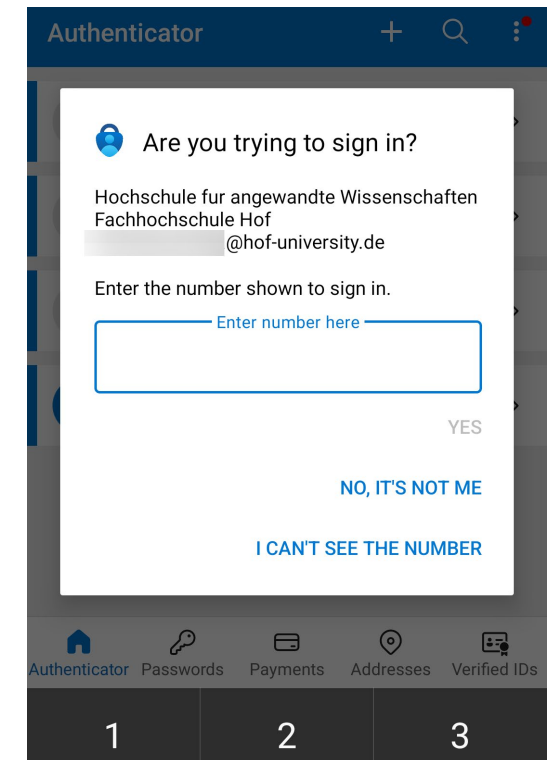
Approve the notification we're sending to your app by entering the number shown below.

78

Back

Next

- switch to Microsoft Authenticator
- type in the number from the browser
- click on **YES**



multifactor authentication for Microsoft 365 and email



- choose **Next**

Keep your account secure

Microsoft Authenticator



✓ Notification approved

Back

Next

[I want to set up a different method](#)

- click on **Done**

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



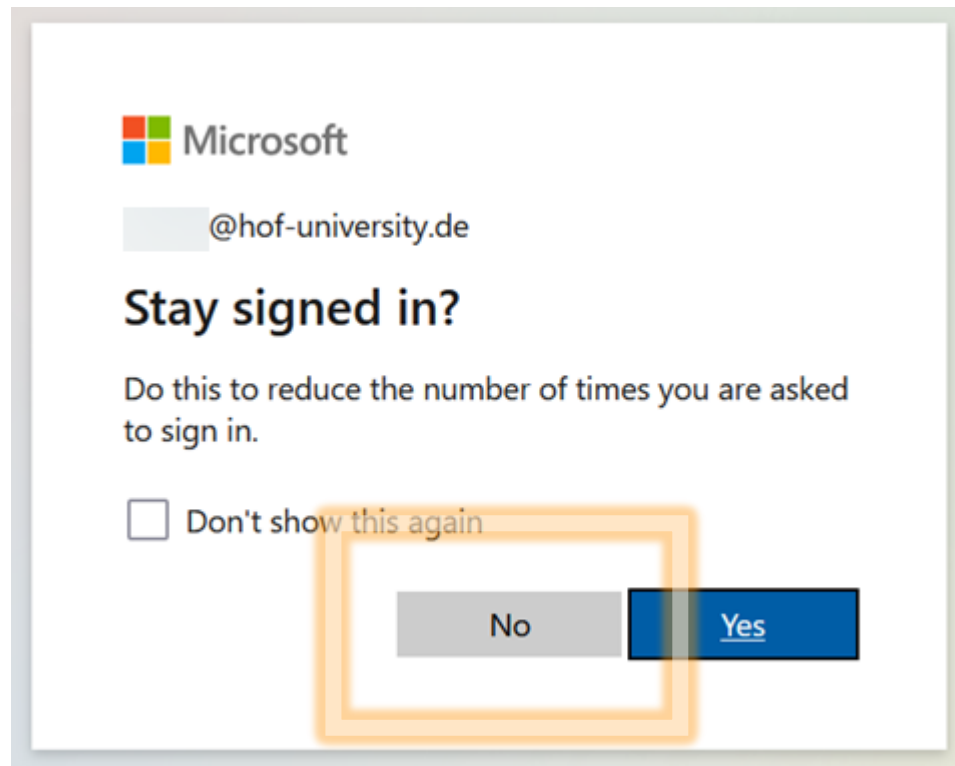
Microsoft Authenticator

Done

multifactor authentication for Microsoft 365 and email



- choose **No**



multifactor authentication for shibboleth services and VPN



For the first login to:

<https://mfa.hof-university.de>

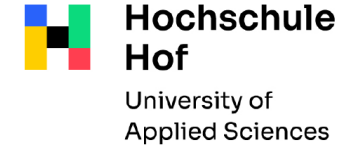
you will need your online registration number, this number:

- can be requested from the Student Affairs Office
- can be found in your access data sheet
- is part of your initial password.

The 11-digit online registration number consists of your matriculation number and 3-digits secret number, it is also included in your initial password:

initial password: !01234567000Hof

online registration number: 01234567000



Hochschule Hof, Alfons-Goppel-Platz 1, D-95028 Hof

Alfons-Goppel-Platz 1
D-95028 Hof
Fon 09281 409 3000
Fax 09281 409 4000
mail@hof-university.de
www.hof-university.de

Hof, 05.04.2023

**Ihre Immatrikulation zum Sommersemester 2023
im Masterstudiengang «Studiengang»
Ihre persönlichen Zugangsdaten / Zusendung CampusCard**

Sehr geehrter

die Hochschulkennungen wurden am «rmdat» an der Hochschule Hof im Studiengang Marketing Management angelegt. Mit diesem Schreiben erhalten Sie Ihre CampusCard sowie Ihre persönlichen Zugangsdaten.

Ihre Zeichen

Ihre Nachricht vom

Bitte bei Antwort angeben
Unser Zeichen / Student ID Number

Zentralverwaltung

Studentenverwaltung

username: [redacted]
Microsoft 365 and email username: [redacted]@hof-university.de
initial password: !01234567000Hof
online registration number: !01234567000

multifactor authentication for shibboleth services and VPN



- open the MFA-Portal on a laptop or computer:
<https://mfa.hof-university.de>
- type in the short username

This screenshot shows the login page of Hochschule Hof. The title "Please sign in" is centered. Below it, there are two input fields. The first field, labeled "amuster", is highlighted with an orange border. The second field, labeled "Password", is empty. Below the fields is a blue "Log In" button.

Hochschule Hof

Please sign in

amuster

Password

Log In

- type in the new password

This screenshot shows the same login page as the previous one, but the second input field, labeled "Password", is now filled with a series of dots, indicating that a password has been entered. The "amuster" field remains highlighted with an orange border. The "Log In" button is still visible at the bottom.

Hochschule Hof

Please sign in

amuster

.....

Log In

- type in the **online registration number** in the answer field

Online registration number can be found in your access data sheet and is also part of your initial password.

ATTENTION! If you have entered your online registration number correctly but see the error message: **Challenge-Response Registration. Your response was invalid!** Please contact the IT service it-servicedesk@hof-university.de immediately.

This screenshot shows the "Response" section of the login process. The title "Response" is centered. Below it, there is a large input field containing the text "ple" followed by the number "01234567000". The field is highlighted with a red border. Below the field is a blue "Log In" button.

Response

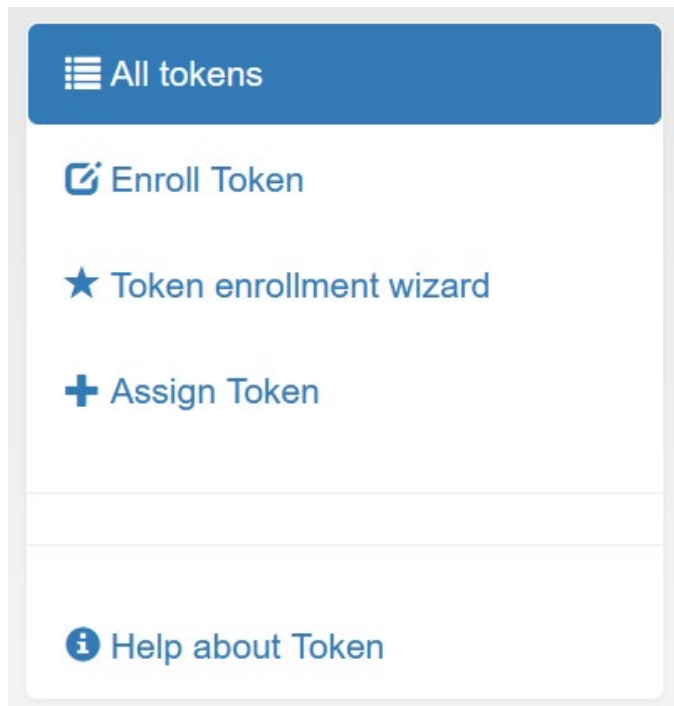
ple 01234567000

Log In

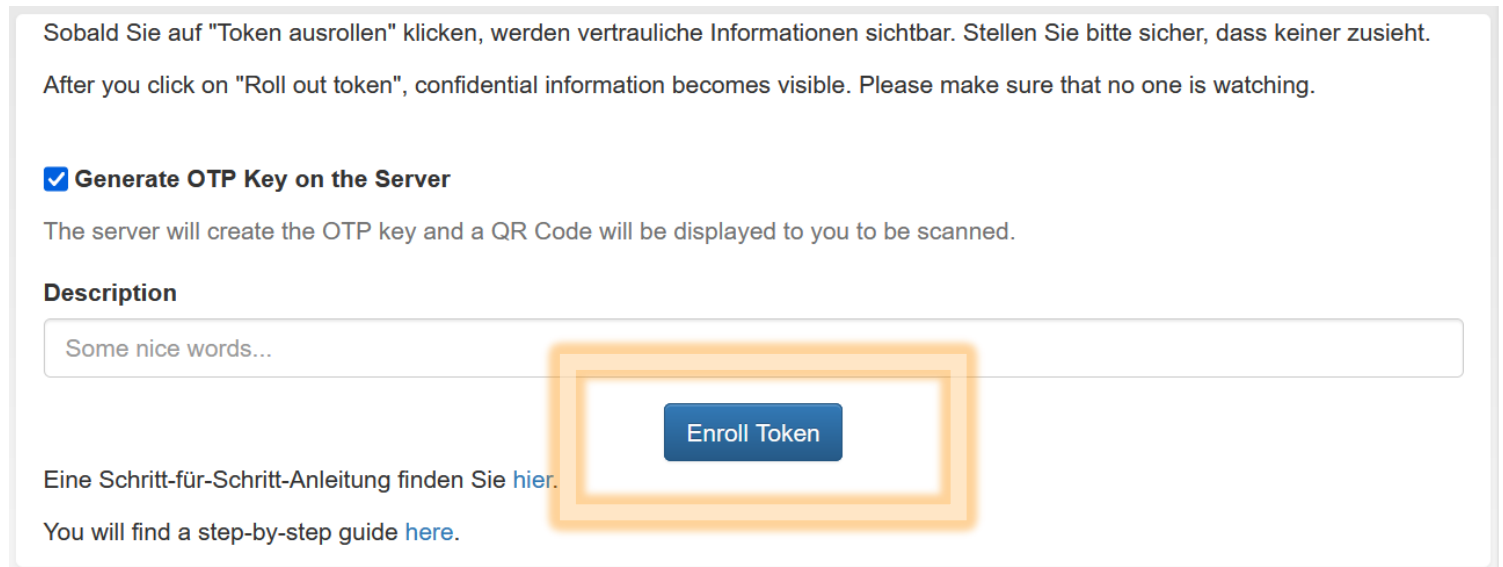
multifactor authentication for shibboleth services and VPN



- choose **Token enrollment wizard**



- click on **Enroll Token**




multifactor authentication for shibboleth services and VPN



- scan the QR code with Microsoft Authenticator app

ATTENTION! The one-time password (6-digit number) must be verified before the process is completed, see page 21.

Scannen Sie den QR-Code mit der Authenticator App ihrer Wahl ein, z.B. Microsoft Authenticator.
Please scan the QR code with an Authenticator-App, e.g. Microsoft Authenticator.



The OTP key

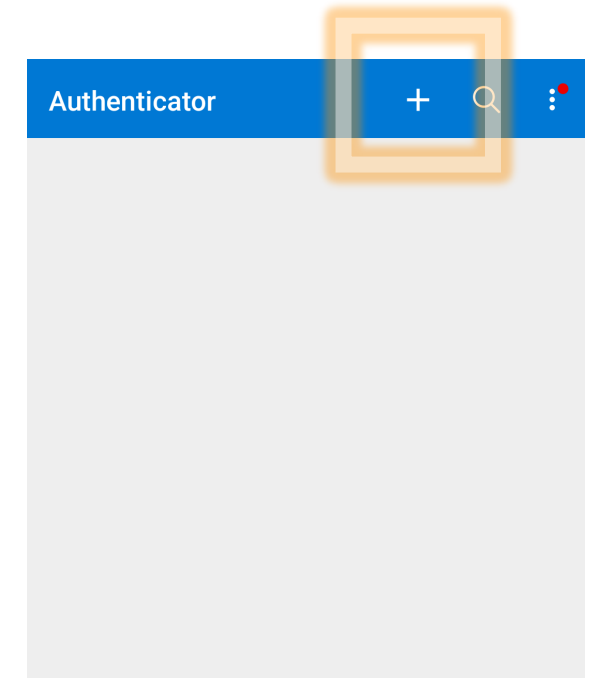
The token was enrolled, but you still need to verify it before you can use it!

Please enter a valid OTP value of the new token.

Verify Token

Eine Schritt-für-Schritt-Anleitung finden Sie [hier](#).
You will find a step-by-step guide [here](#).

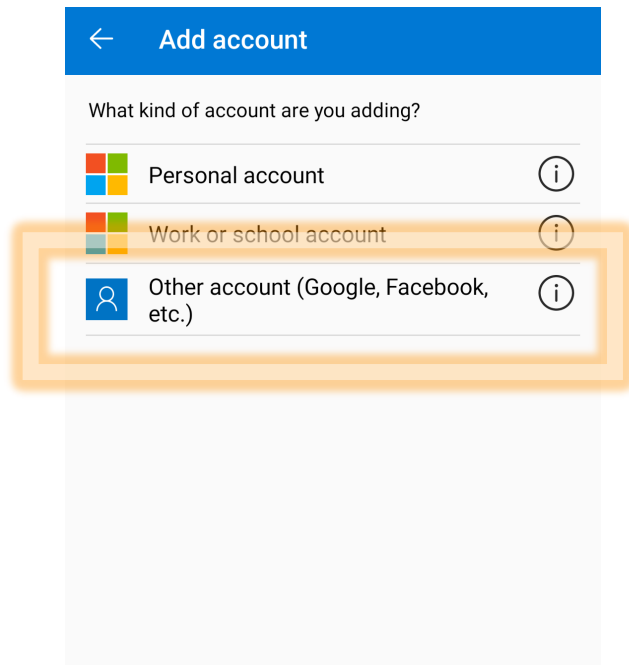
- start **Microsoft Authenticator** on your Smartphone
- tap on the plus symbol



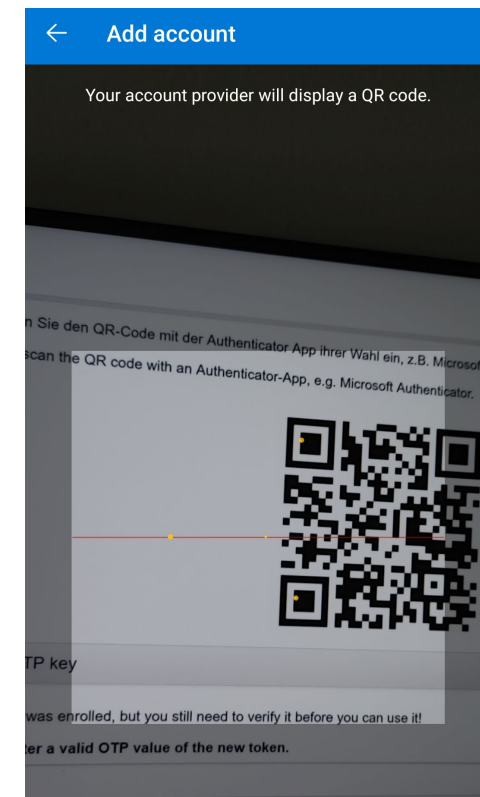
multifactor authentication for shibboleth services and VPN



- choose **Other account**



- scan the QR code

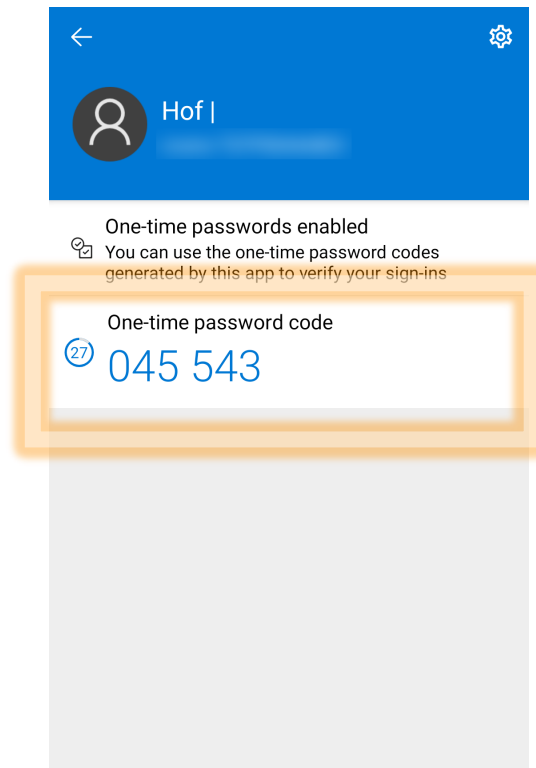


multifactor authentication for shibboleth services and VPN



- remember the number displayed in the app

ATTENTION! A new one-time password is generated every 30 seconds.



- enter the valid one-time password for verification
- click on **Verify Token**

