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
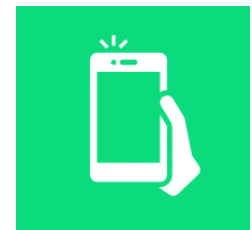
Hochschule Hof
University of Applied Sciences

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
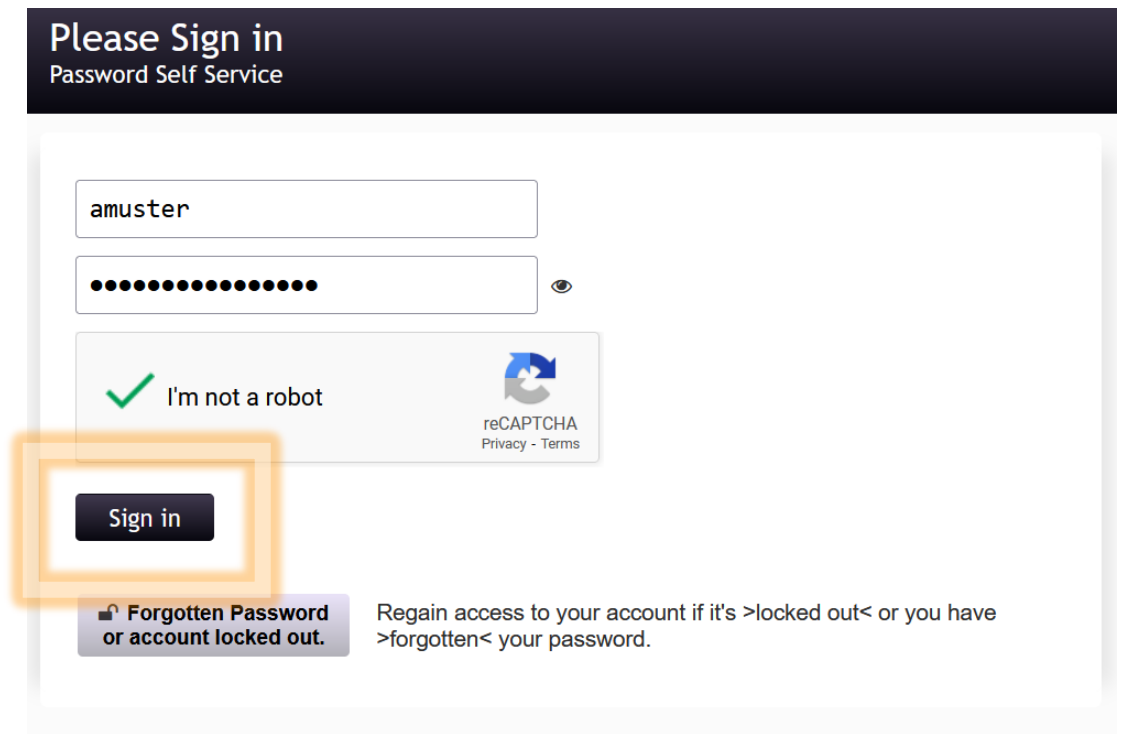
- tick the box **I'm not a robot**

password creation

- select all matching images
- click on **Confirm**
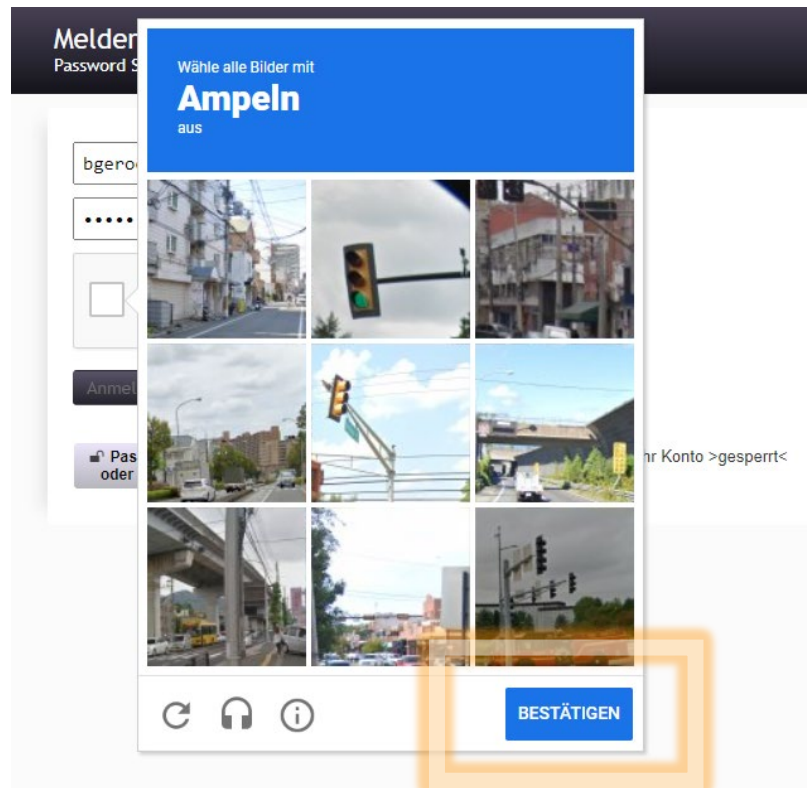
- check if green tick next to **I'm not a robot** is present
- choose **Sign in**

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**

- choose **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.

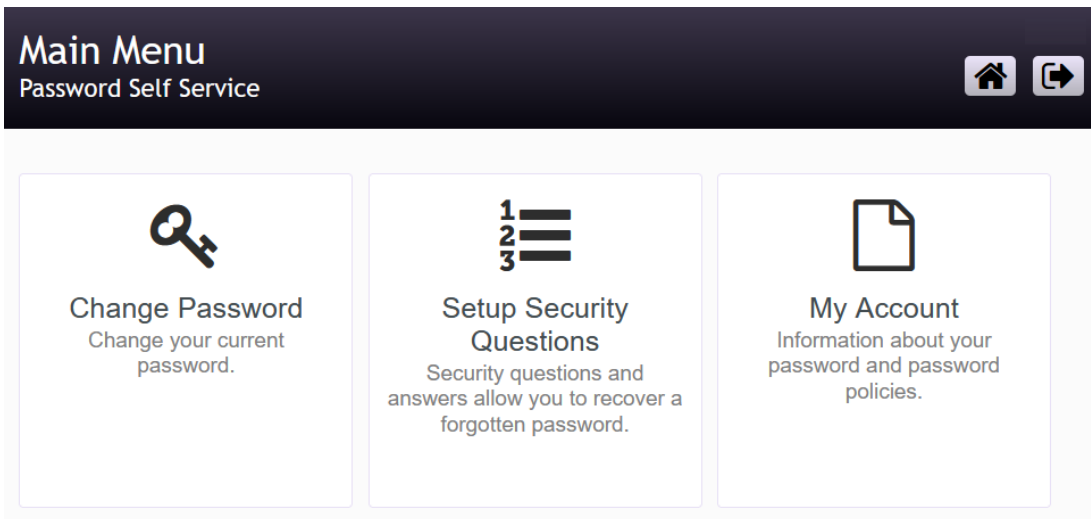- select **Continue**

Success
Password Self Service

The password has been changed successfully.

▶▶ Continue

password creation

In the future you can 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.

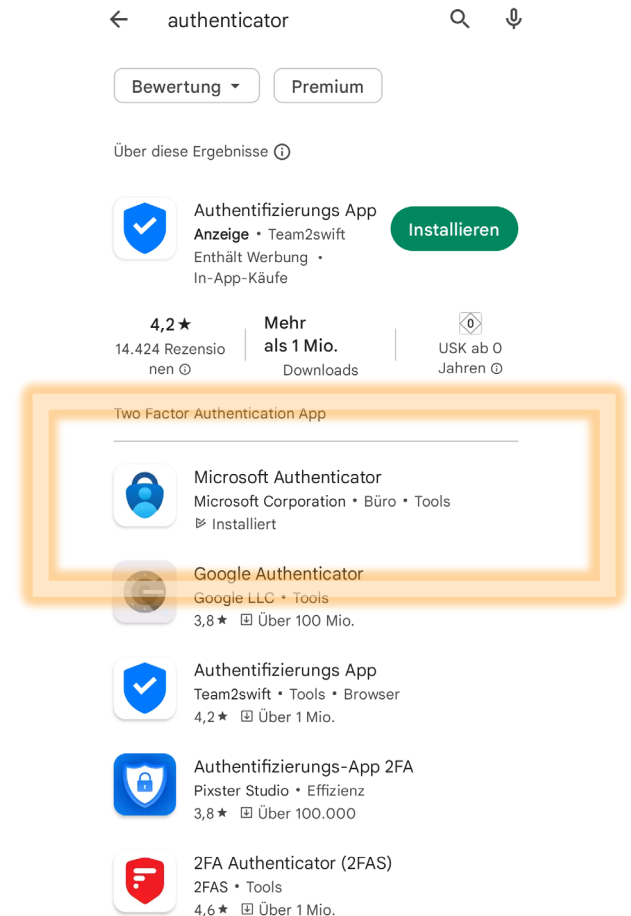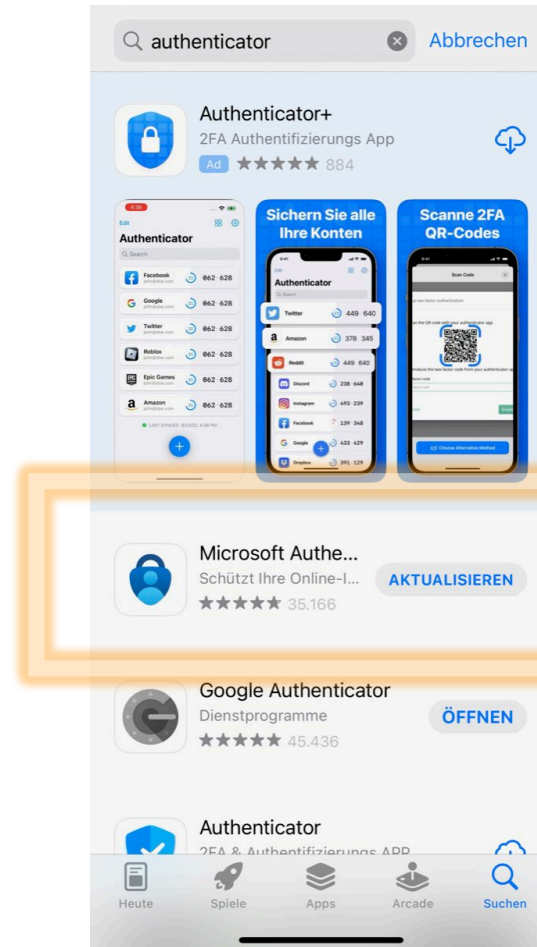Further information on unblocking and instructions on other topics can be found on our homepage:

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**

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

- click **Sign in**

multifactor authentication for Microsoft 365 and email

- choose **Next**
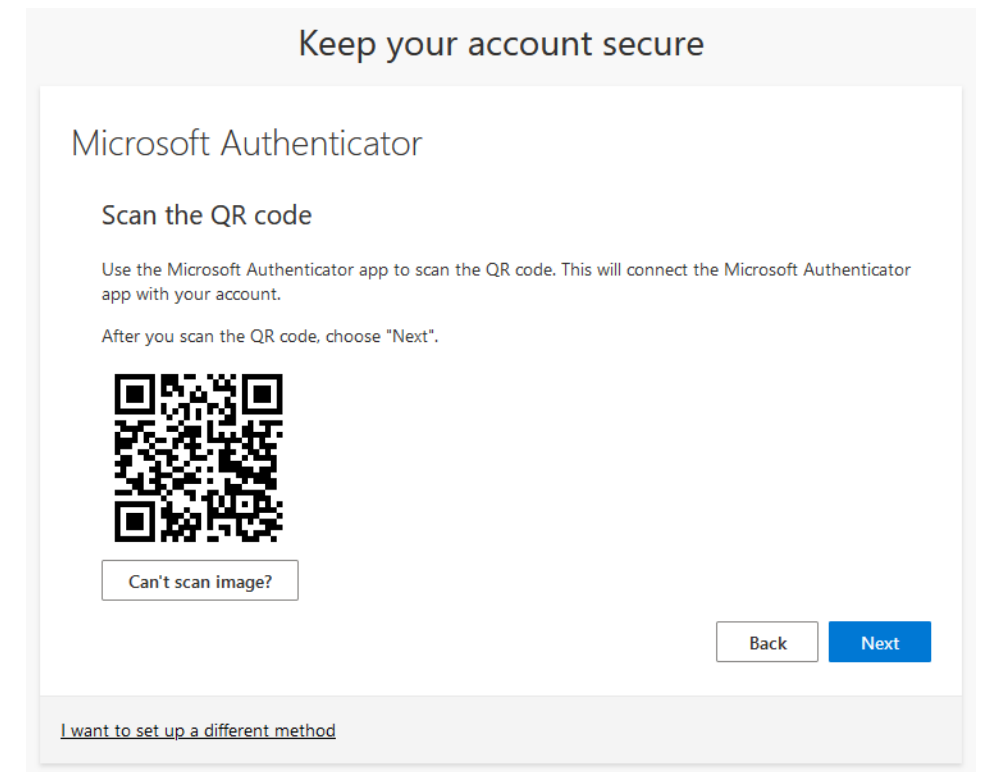

- select **Next**

multifactor authentication for Microsoft 365 and email
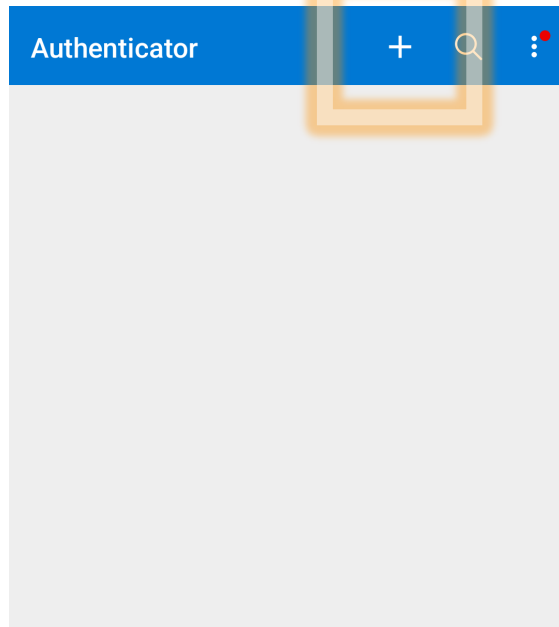
- choose **Next**

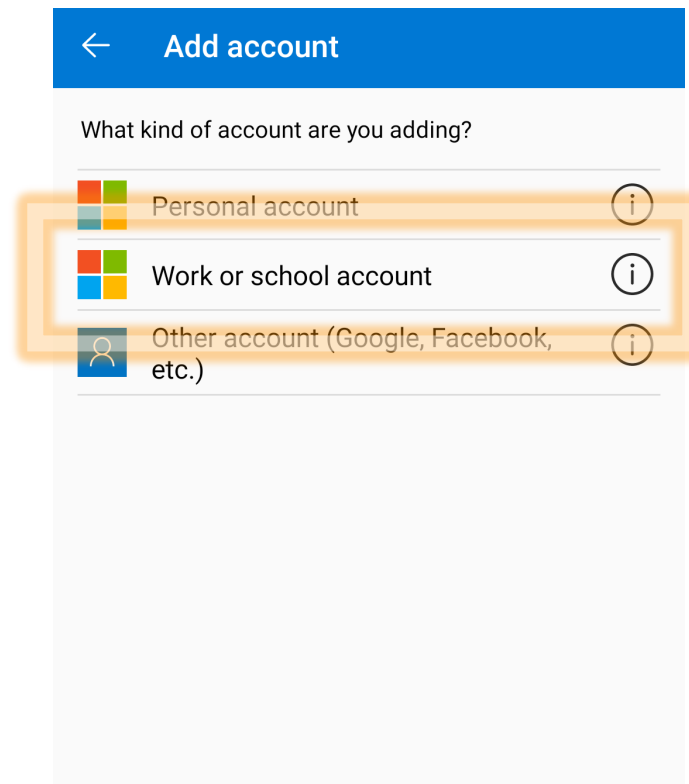- open Microsoft Authenticator app to scan the QR code

multifactor authentication for Microsoft 365 and email

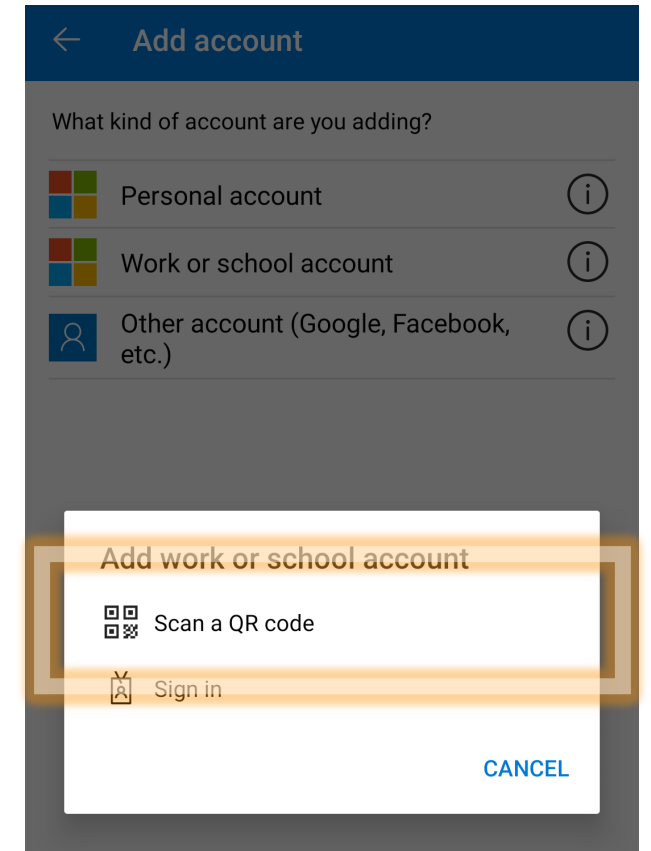- accept terms and conditions and scan the QR code or tap on the plus symbol

- 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
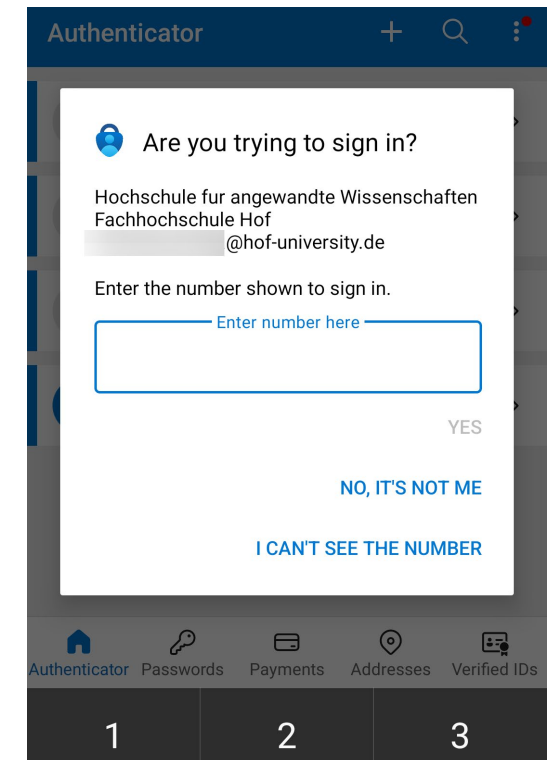

- switch to Microsoft Authenticator

- 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.
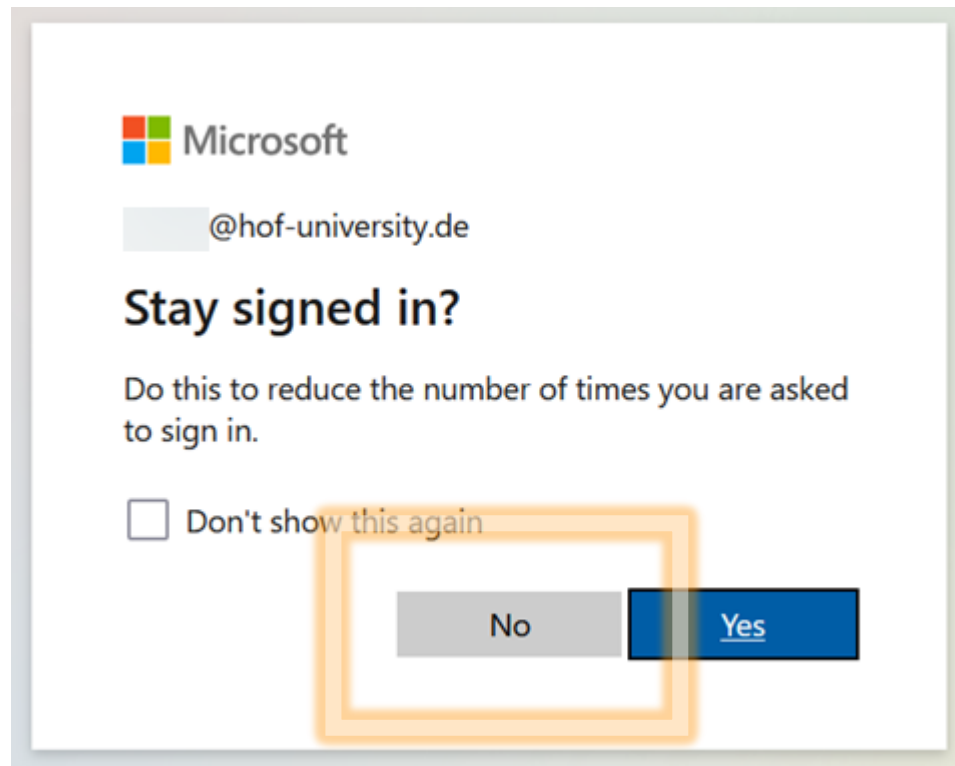
Default sign-in method:

Microsoft Authenticator

Done

multifactor authentication for Microsoft 365 and email

- choose **No**

multifactor authentication for shibboleth services and VPN

For the first login to:
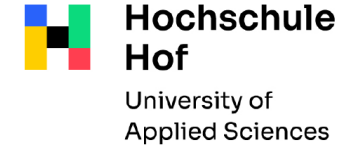
https://mfa.hof-university.de

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
University of Applied Sciences

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 Zeichen

Ihre Nachricht vom

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

Bitte bei Antwort angeben
Unser Zeichen / Student ID Number

Sehr geehrter

Zentralverwaltung

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.

Studentenverwaltung

usernmame:

Microsoft 365 and email username: @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

- type in the new password

- 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.
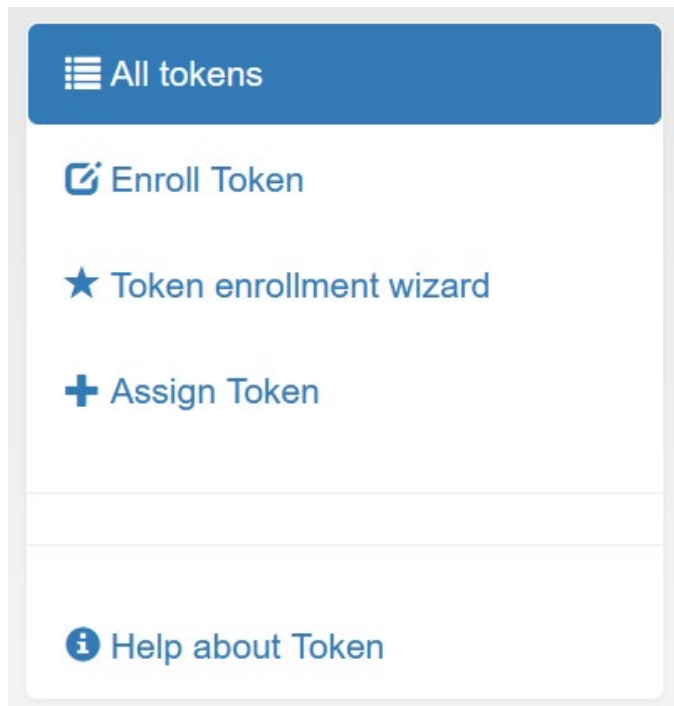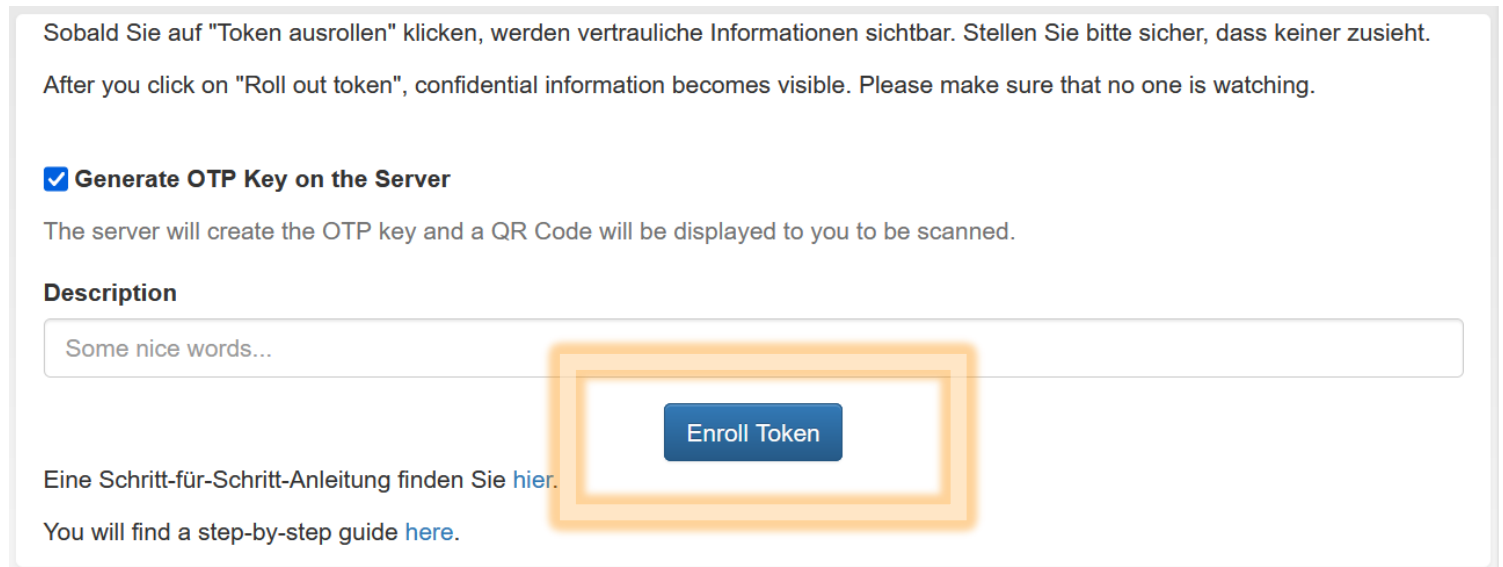
multifactor authentication for shibboleth services and VPN

- choose **Token enrollment wizard**

- click on **Enroll Token**

≡ **All tokens**

☑ Enroll Token

★ Token enrollment wizard

➕ Assign Token

ℹ Help about Token

Sobald Sie auf "Token ausrollen" klicken, werden vertrauliche Informationen sichtbar. Stellen Sie bitte sicher, dass keiner zusieht.

After you click on "Roll out token", confidential information becomes visible. Please make sure that no one is watching.

☑ **Generate OTP Key on the Server**

The server will create the OTP key and a QR Code will be displayed to you to be scanned.

Description

Some nice words...

Enroll Token

Eine Schritt-für-Schritt-Anleitung finden Sie hier.

You will find a step-by-step guide here.

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.
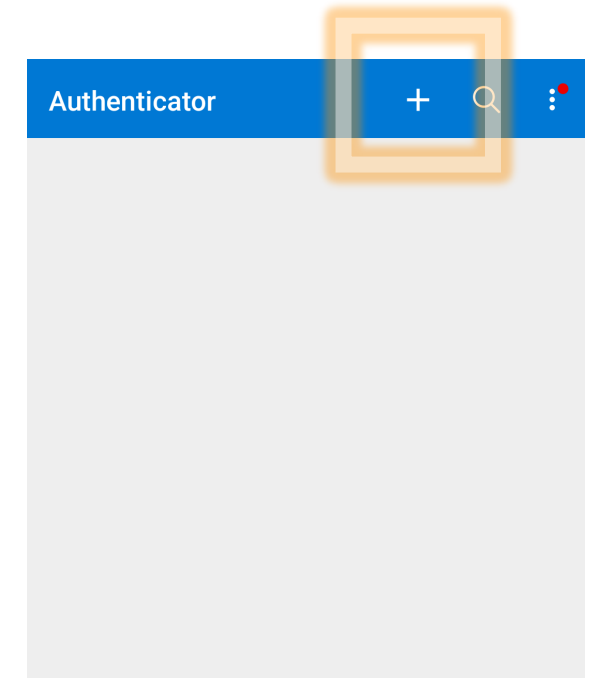

The OTP key

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.

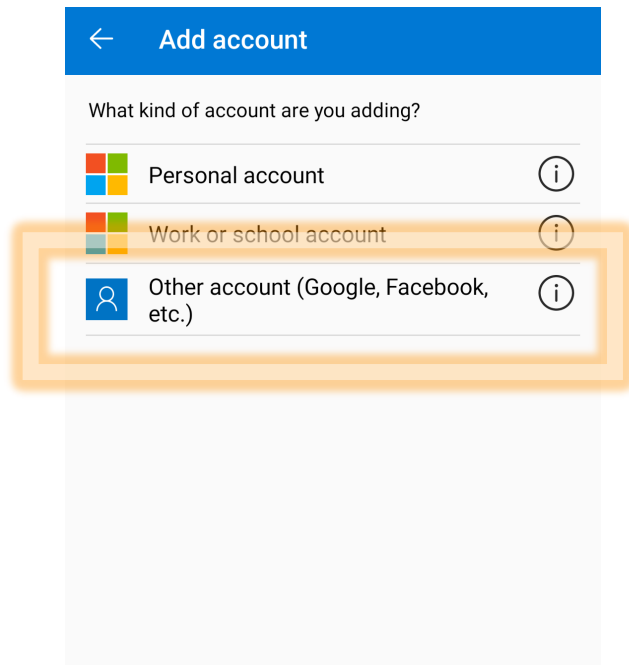- start **Microsoft Authenticator** on your Smartphone

- tap on the plus symbol
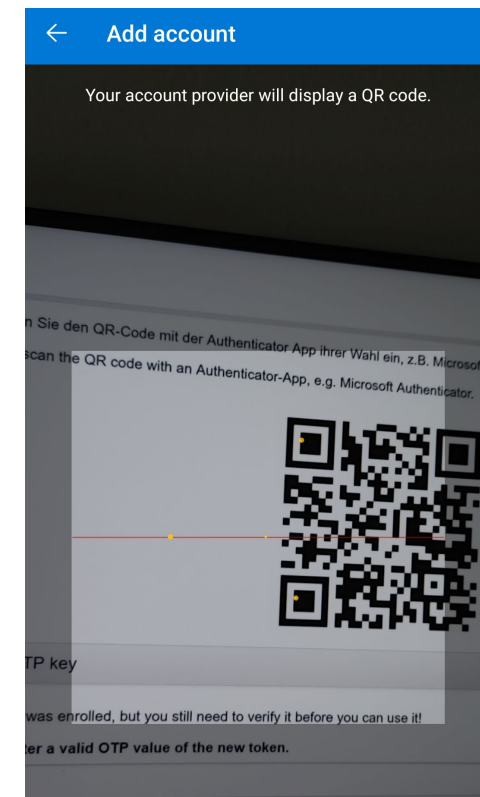

Authenticator   +   🔍   ⋮

multifactor authentication for shibboleth services and VPN

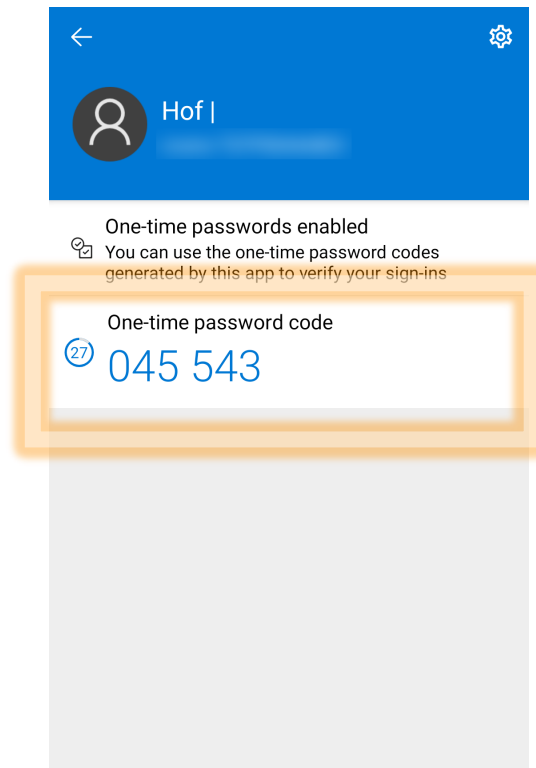- choose **Other account**

- 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**