

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

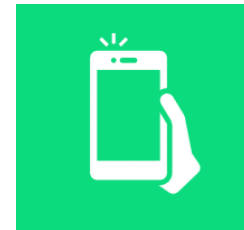
password creation



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:

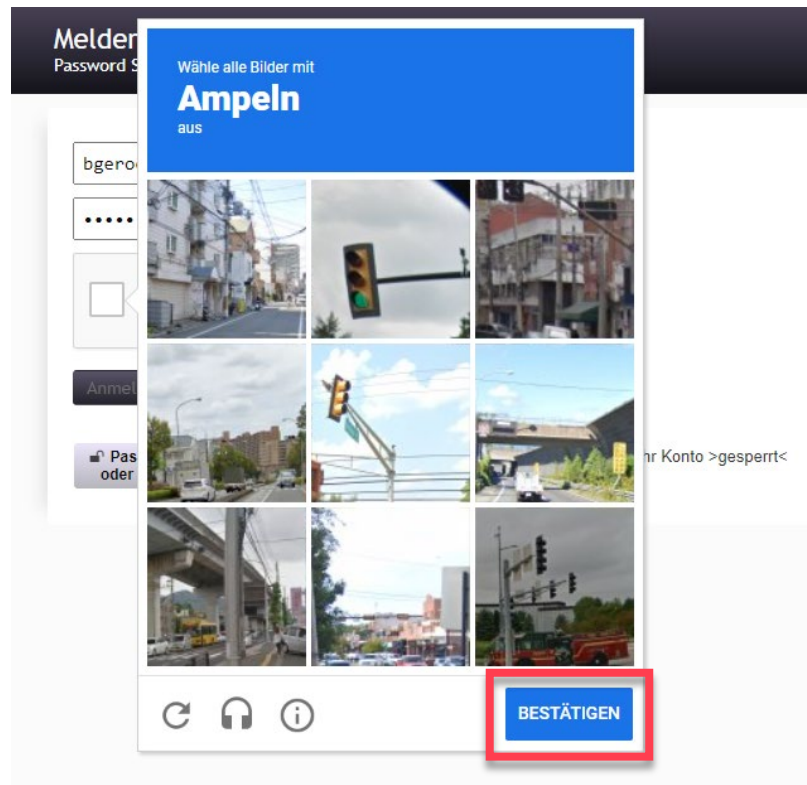
<https://selfservice.hof-university.de>

- 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**



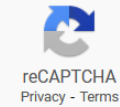
- check if green tick next to **I'm not a robot** is present
- choose **Sign in**

Please Sign in Password Self Service

amuster

.....

✓ I'm not a robot



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



- 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

- click on **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
- click on **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.

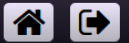
Please Wait
Password Self Service

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



- click on **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.

Main Menu
Password Self Service

Change Password
Change your current password.

Setup Security Questions
Security questions and answers allow you to recover a forgotten password.

My Account
Information about your password and password policies.

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:

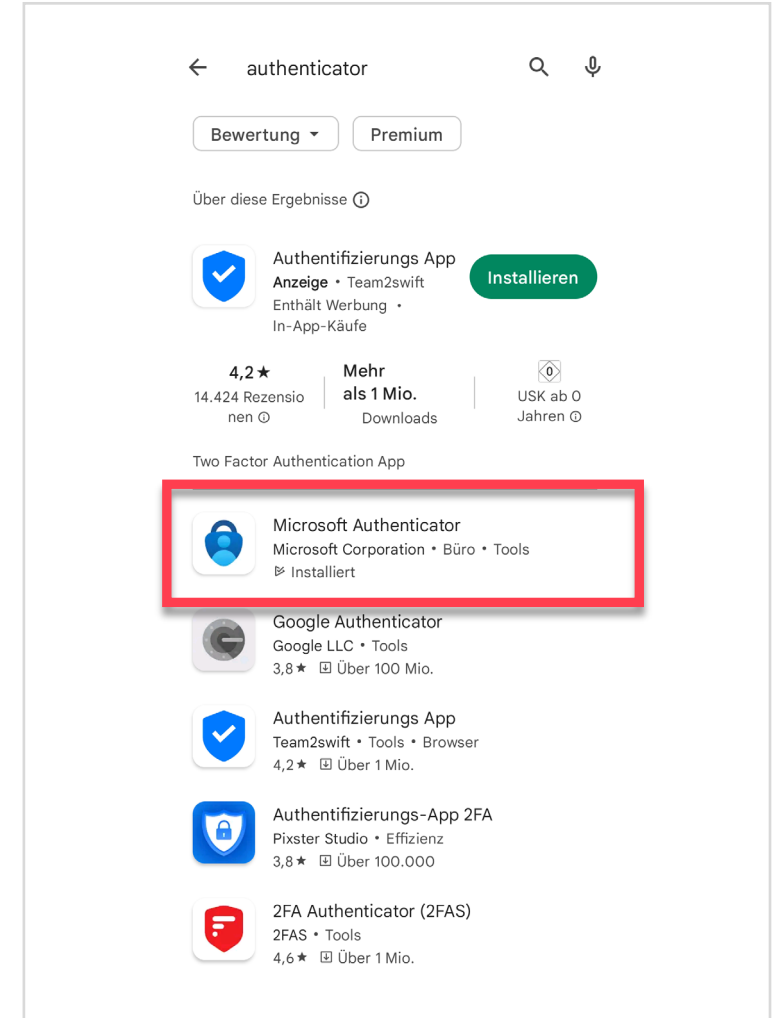
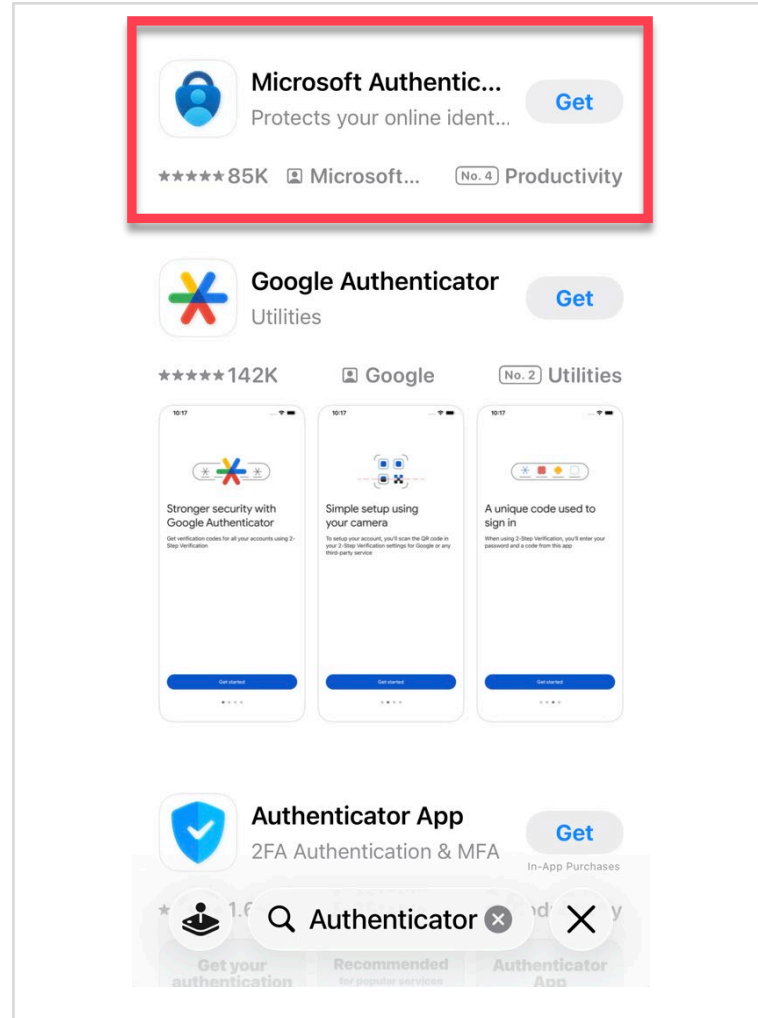
www.hof-university.de/it-service

multifactor authentication for Microsoft 365 and email



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

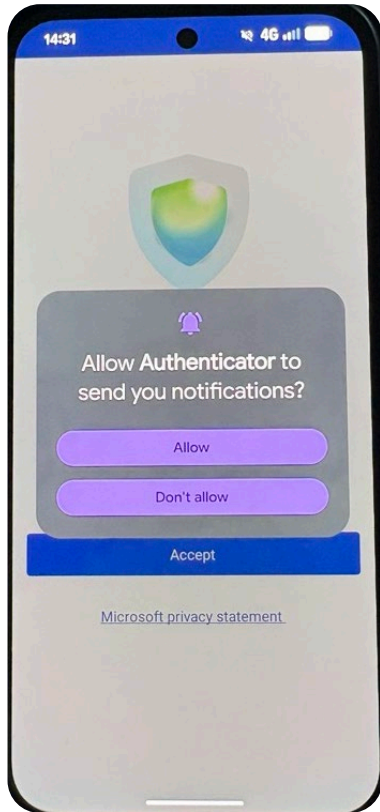
Microsoft Authenticator is the preferred choice. You can find the app in your App Store.



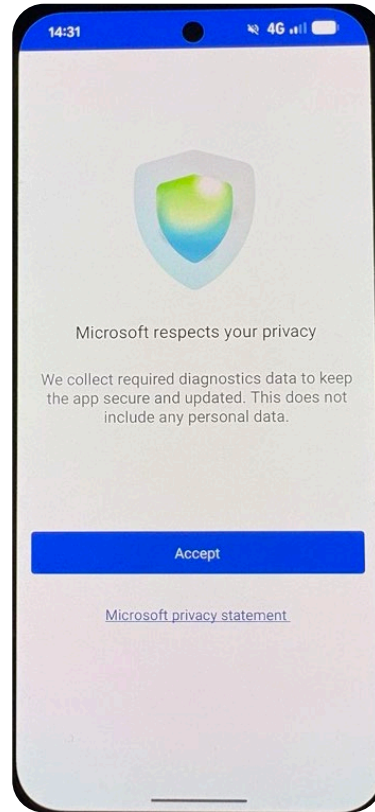
Microsoft Authenticator



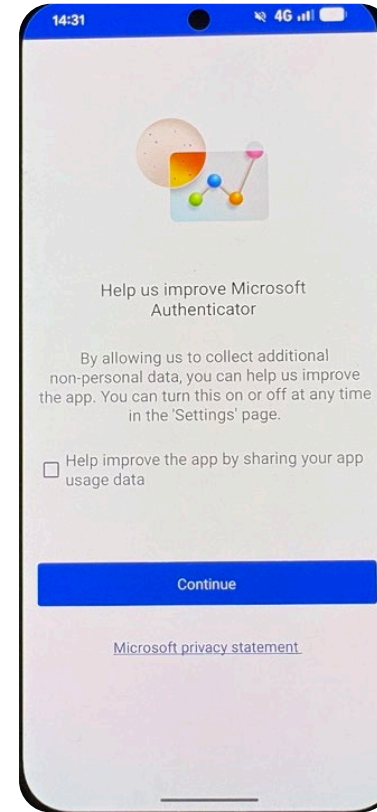
- click on **Allow**



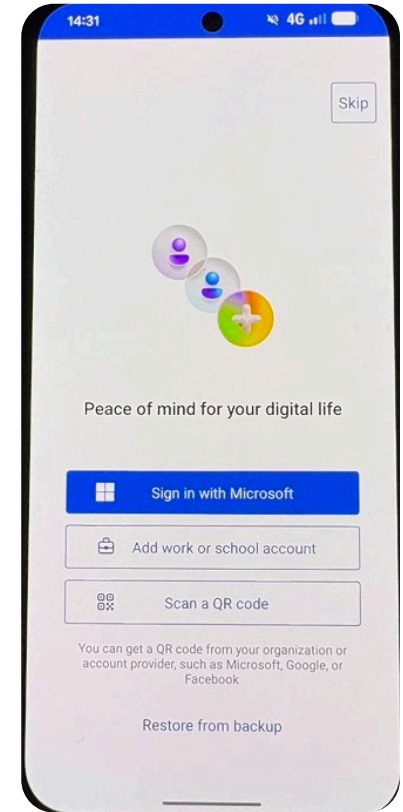
- click on **Accept**



- click on **Continue**



- click on **Scan a QR Code**



multifactor authentication for Microsoft 365 and email



- open the Microsoft portal:

<https://portal.microsoftonline.com/>

- type in **your username@hof-university.de**
- click on **Next**

Microsoft

Sign in

username@hof-university.de

No account? [Create one!](#)

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

Next

Sign-in options

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

Microsoft

← username@hof-university.de

Enter password

.....

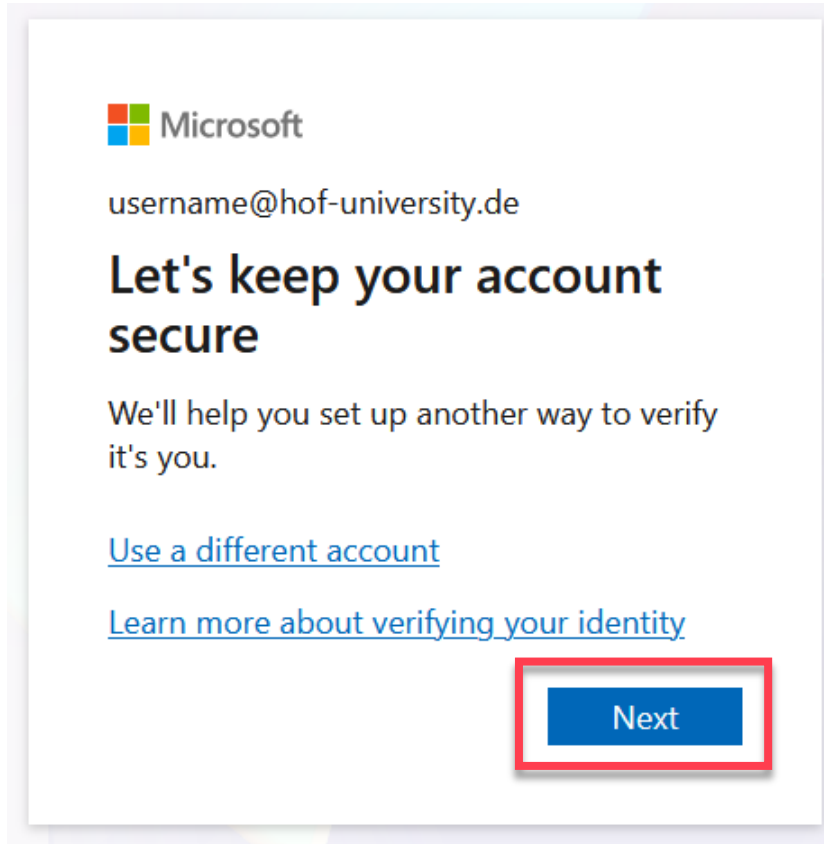
[Forgot my password?](#)

Sign in

multifactor authentication for Microsoft 365 and email



- click on **Next**



Microsoft

username@hof-university.de

Let's keep your account secure

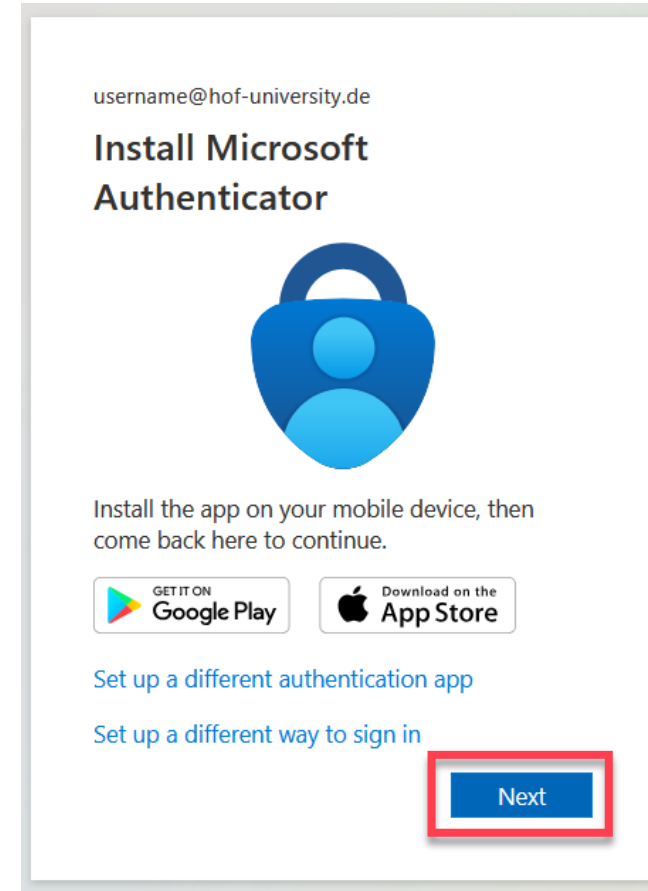
We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)


Next

- click on **Next**





username@hof-university.de

Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.

 GET IT ON Google Play

 Download on the App Store

[Set up a different authentication app](#)

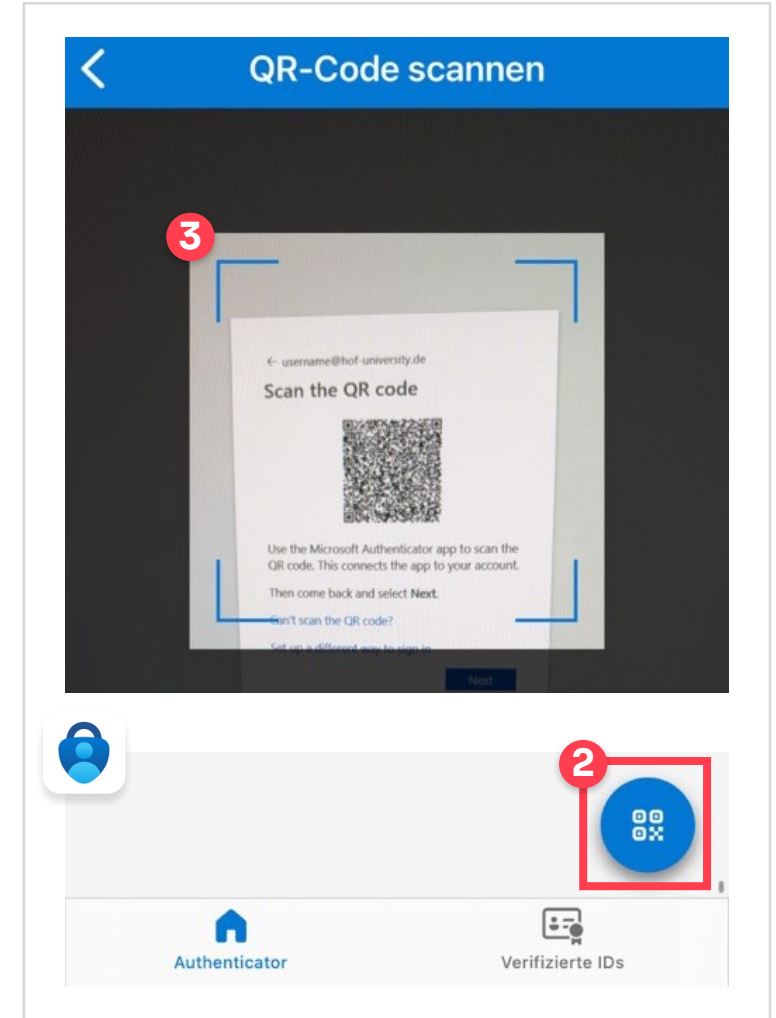
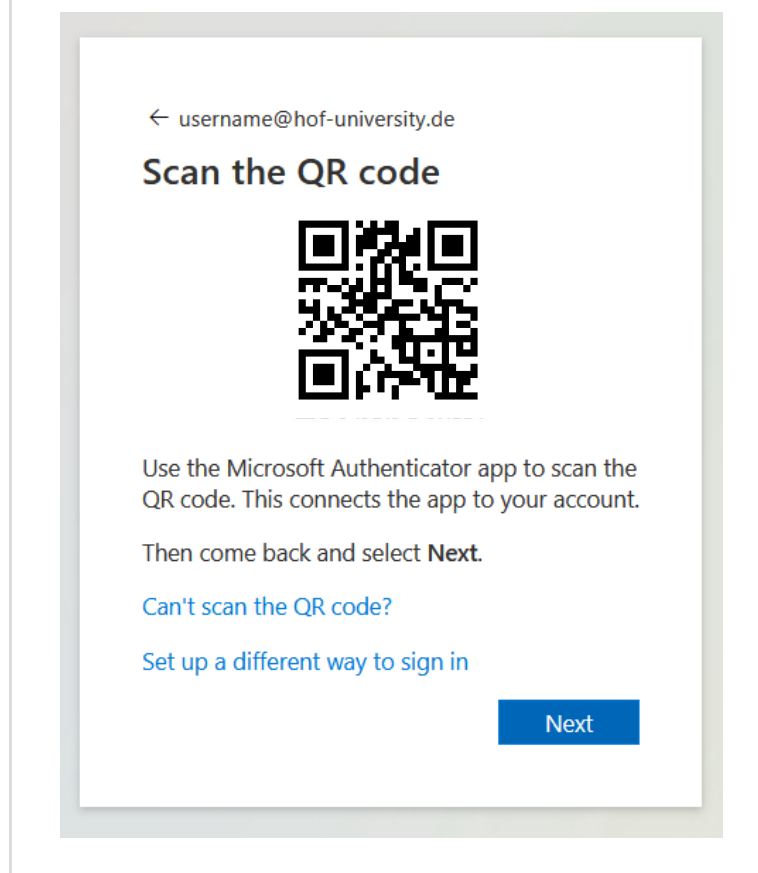
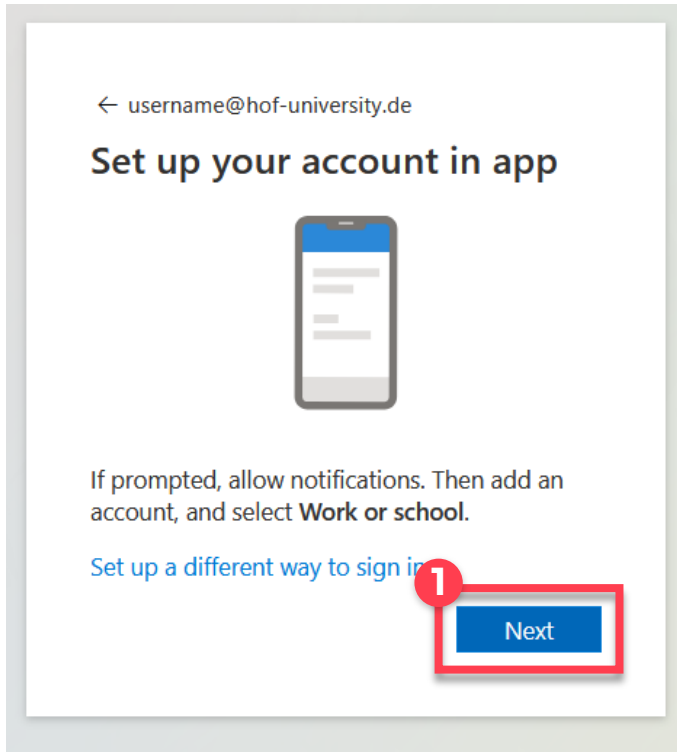
[Set up a different way to sign in](#)

Next

multifactor authentication for Microsoft 365 and email



- click on **next**




multifactor authentication for Microsoft 365 and email



- click on **next**

← username@hof-university.de

Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)


[Set up a different way to sign in](#)

Next

- Pay attention to the **number** you see in the middle of the screen

← username@hof-university.de

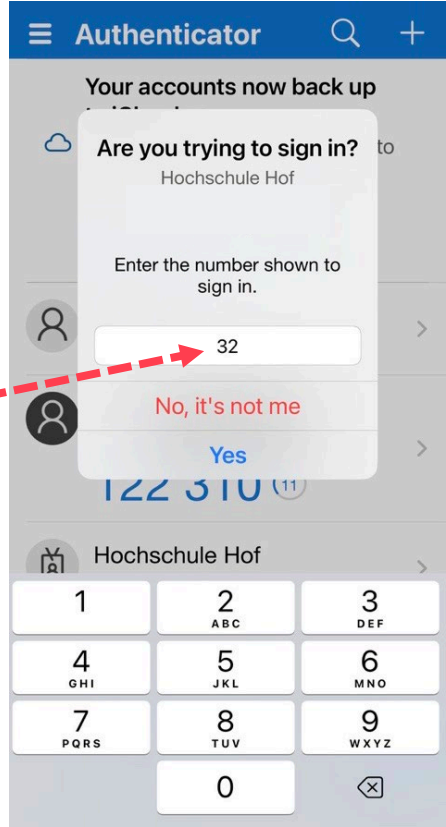
Let's try it out



Enter the number shown in the app to approve the sign-in request.

[Set up a different way to sign in](#)

- Enter the **code** in the **Authenticator**



Authenticator

Your accounts now back up

Are you trying to sign in? Hochschule Hof

Enter the number shown to sign in.

32

No, it's not me

Yes

122 310 (1)

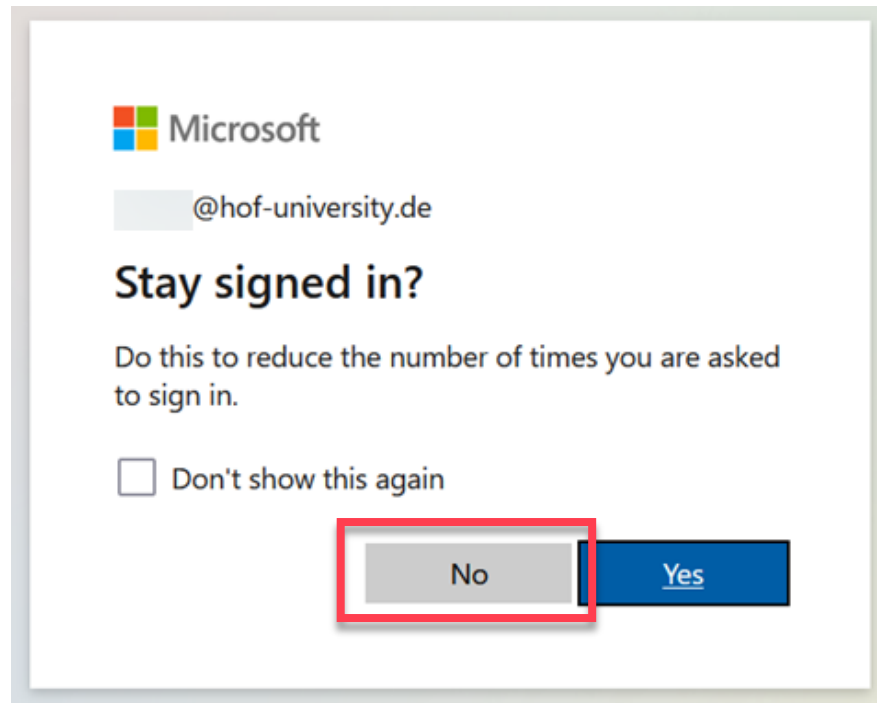
Hochschule Hof

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⊗

multifactor authentication for Microsoft 365 and email



- click on **No**



multifactor authentication for shibboleth services and VPN



For the first login to:

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

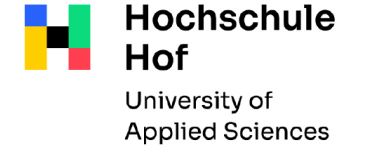
you will need your online registration number, this number:

- 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>

(1) type in the short **username**

Hochschule Hof

Please sign in

1 amuster

Password

Log In

(2) type in the **new password**

Hochschule Hof

Please sign in

amuster

2

Log In

(3) 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.

Hochschule Hof

Response

3 ple 01234567000

Log In

multifactor authentication for shibboleth services and VPN



- click on **Token enrollment wizard**

All tokens

Enroll Token

★ Token enrollment wizard

+ Assign Token

Help about Token

- click on **Enroll 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...

2

Enroll Token

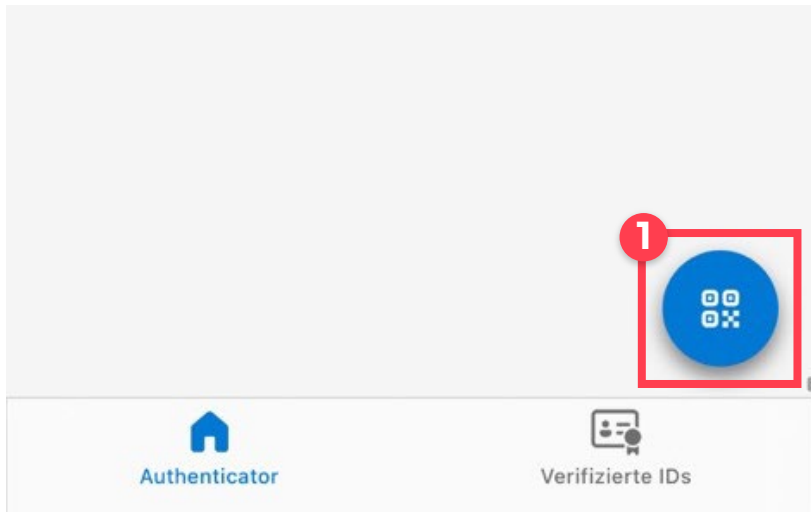
Eine Schritt-für-Schritt-Anleitung finden Sie [hier](#).

You will find a step-by-step guide [here](#).

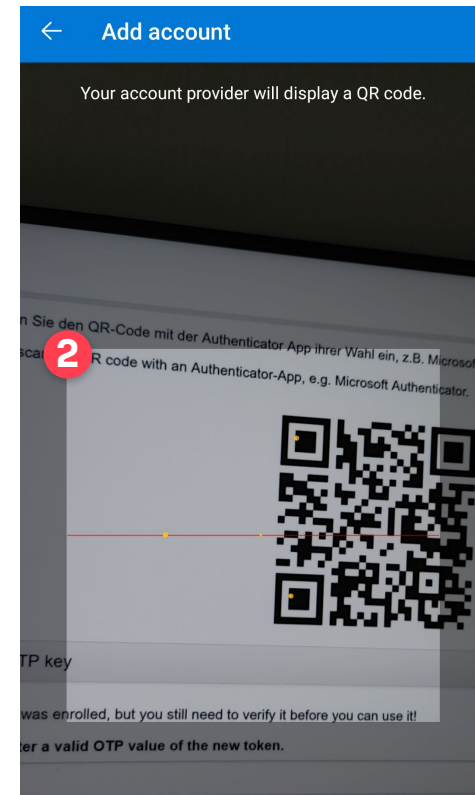
multifactor authentication for shibboleth services and VPN



- click on the **QR code** icon at the bottom right



- scan the QR code

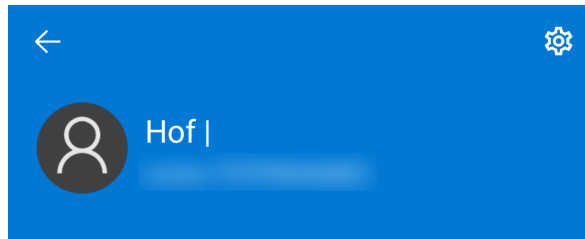


multifactor authentication for shibboleth services and VPN



- remember the number displayed in the app

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



One-time passwords enabled

You can use the one-time password codes generated by this app to verify your sign-ins

1 One-time password code
27 045 543

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

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!

2 Please enter a valid OTP value of the new token.

045543

3 Verify Token

Eine Schritt-für-Schritt-Anleitung finden Sie [hier](#).

You will find a step-by-step guide [here](#).