



SharePoint Hosted Services

User Guide

Change User Settings and Password

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Version History

Version No.	Version date	Author	Affected section and description of change
1.0	20.08.2018	Susanne Schaffar	Created initial version
1.1	01.04.2019	Susanne Schaffar	Updated links to dxc.com
1.2	19.12.2023	Mabel Voss	Updated for new SharePoint spse.dxc.com

Introduction

SharePoint Hosted Services is provided by DXC and includes application hosting and support services based on Microsoft SharePoint Subscription Edition.

SharePoint Hosted Services offers 3 self-services functions to the users. These functions are related to the Users Settings and Users Password.

The functions are:

- Password Reset
- Password Change
- and
- Change User Name and Email

This documents is an User Guide and describes how these functions are used.

Change Password

The following section describes how users can change their passwords.

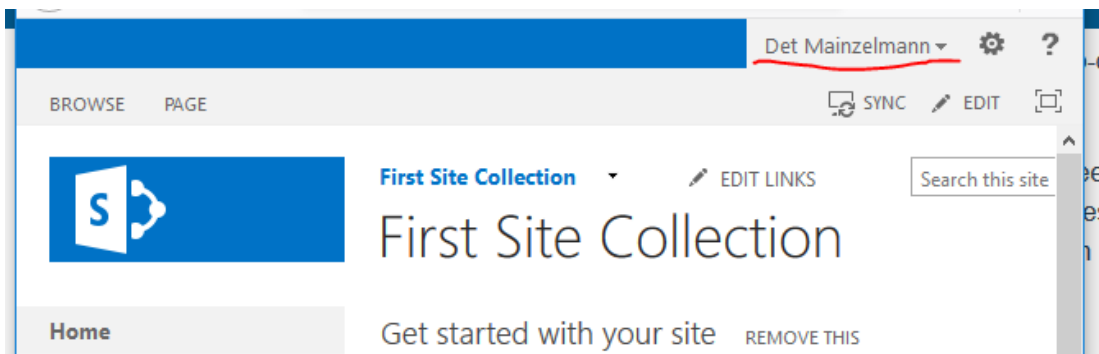
Remark:

You can only change your own password.

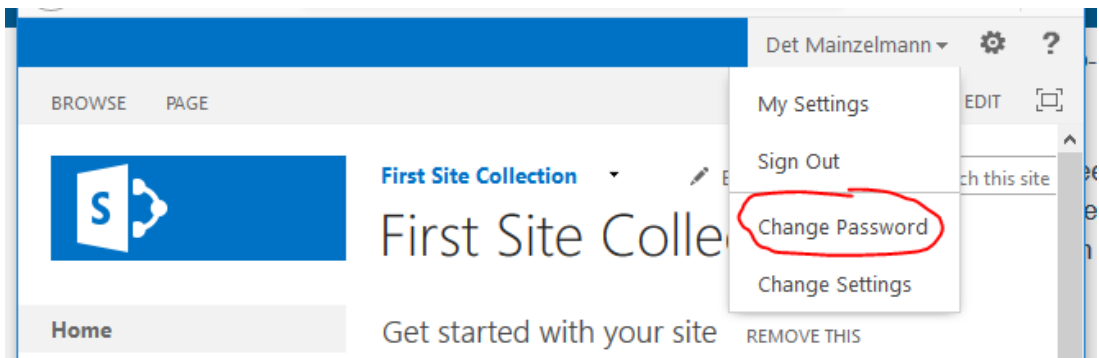
The function is only available in pages with 'classic experience' and in root site spse.dxc.com.

To change your password please follow the steps below:

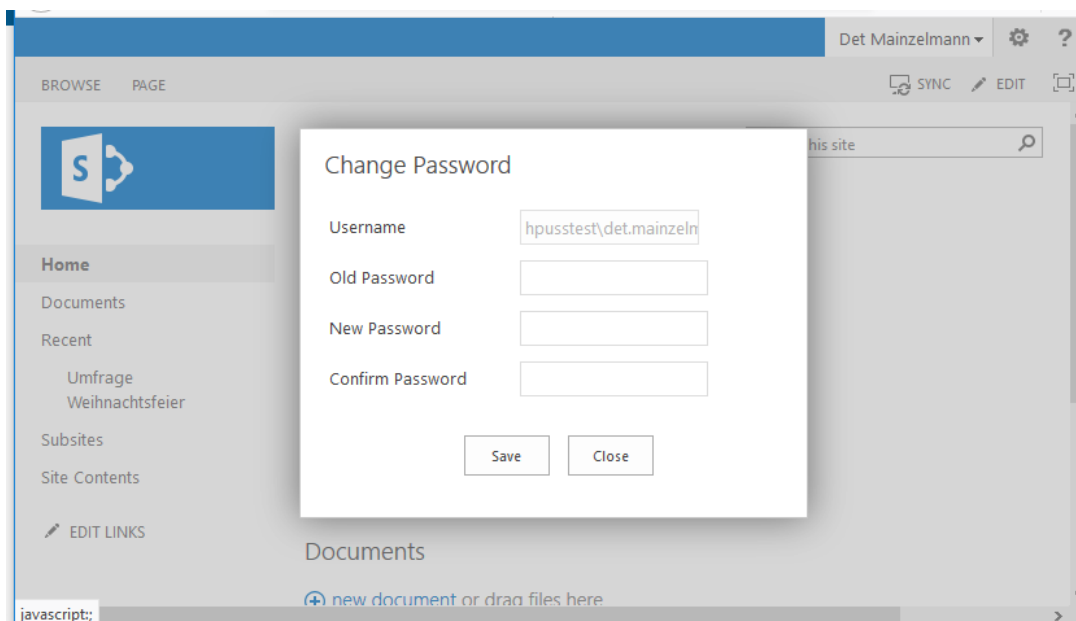
1. Logon to any SharePoint site you have access to within the SharePoint Hosted Services environment or logon to the default start page at <https://spse.dxc.com>.
2. Navigate to the drop-down menu with your name and expand the drop-down list. (The list can be found in the upper right corner)



3. Select "Change Password" from the drop down list.



4. A dialog box opens. Please enter your old password and twice your new password in the corresponding fields. When finished please click “Save”.



Your password has to adhere to our password policies:

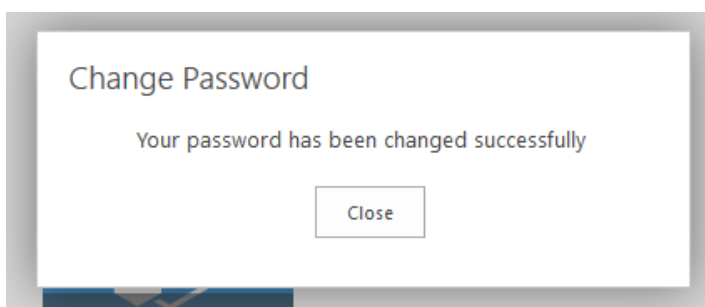
- Minimum password length is 8.
- Passwords must contain 3 of the following 4 classes:
 - English upper case letters (A to Z)
 - English lower case letters (a to z)
 - Westernized Arabic numerals (0 to 9)
 - Non-alphabetic characters (for example: !, \$, #, %)[white space is not allowed]

Please note:

After 10 unsuccessful logon attempts your access will be denied for 1 hour.

Your password expires after 90 days and you will not receive any notice when your password expires.

5. Your password is changed immediately.



Change Name and Email

The following section describes how users can change their name and email address.

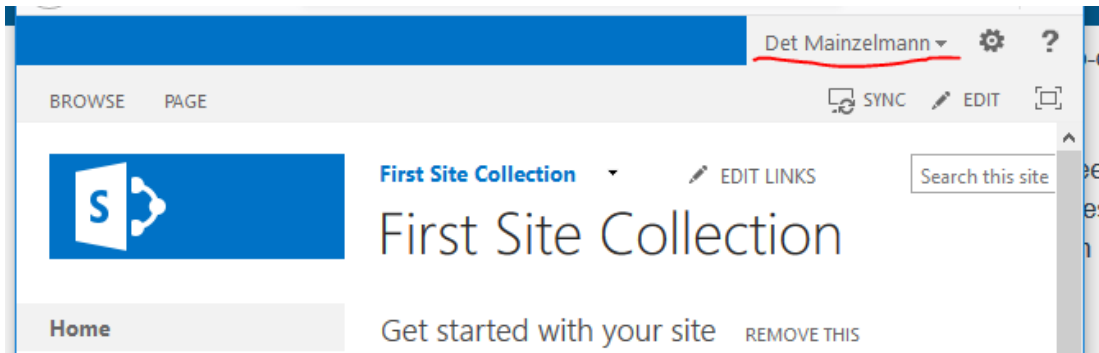
Remark:

You can only change your own name and email address.

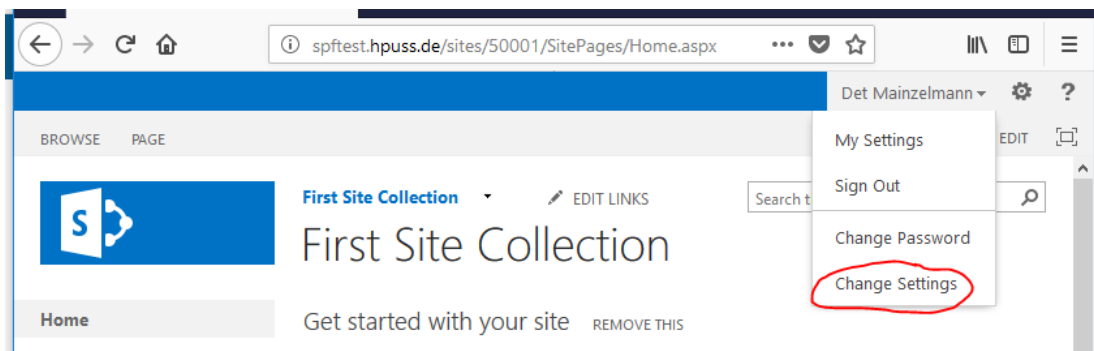
The function is only available in pages with 'classic experience' and in root site spse.dxc.com.

To change your password please follow the steps below:

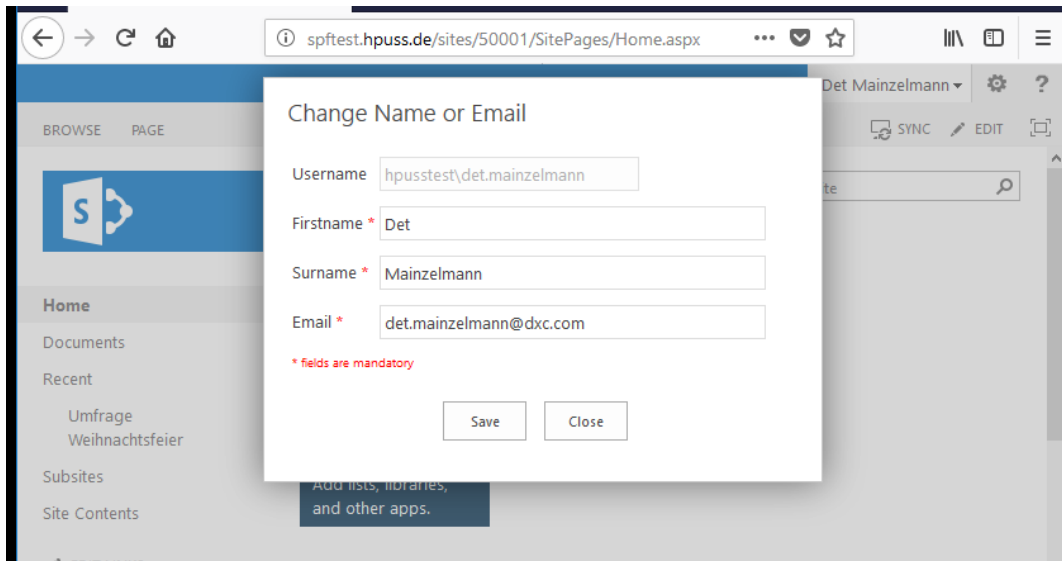
1. Logon to any SharePoint site you have access to within the SharePoint Hosted Services environment or logon to the default start page at <https://spse.dxc.com>.
2. Navigate to the drop-down menu with your name and expand the drop-down list. (The list can be found in the upper right corner)



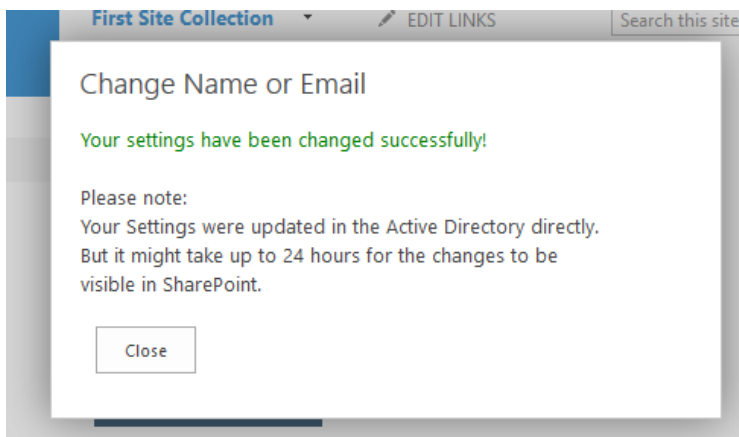
3. Select "Change Password" from the drop down list.



4. A dialog box opens. Here you can check your data. If some data is incorrect, please edit the entries as needed. When finished please click “Save”.



5. A confirmation is shown



Please note:
Your Settings are updated in the Active Directory directly. But it might take up to 24 hours for the changes to be visible in your SharePoint sites.

Reset Password

The following section describes how users can reset their passwords. In case a user forgets his password or the user's password expired before it was changed, it is possible for the user to reset his password using the Reset Password functionality.

Remark:

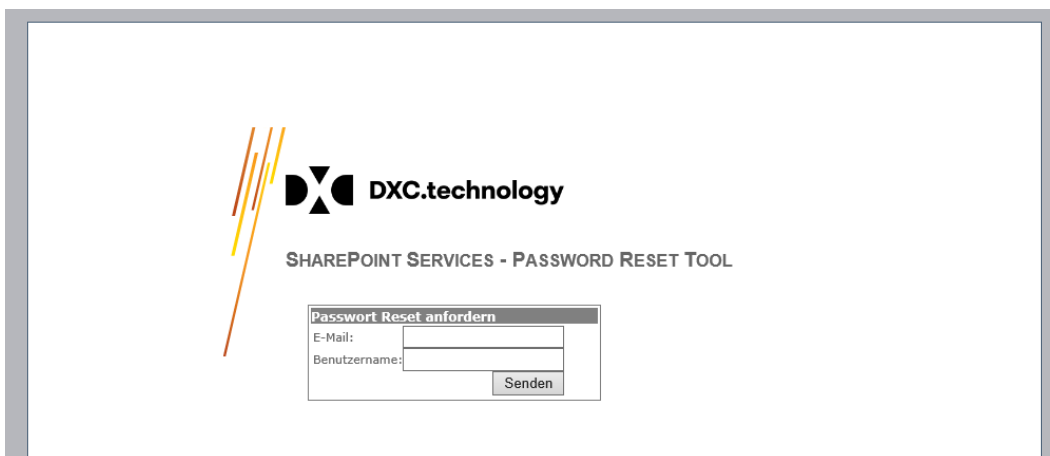
The password expires every 90 days. We offer a web part to display the remaining day till expiration. This web part can be added to any SharePoint site by SharePoint admins or page editors. A reminder mail will be sent 10 days and 5 days prior to expiration.

Prerequisite:

The users email address has to be valid.

To obtain a new password please follow the steps below:

1. Visit site: <https://spf-pwdreset.dxc.com/>



The screenshot shows a web page for the 'SHAREPOINT SERVICES - PASSWORD RESET TOOL'. It features the DXC technology logo on the left and a form titled 'Passwort Reset anfordern' on the right. The form contains two input fields: 'E-Mail:' and 'Benutzername:', followed by a 'Senden' button.

2. Enter your email address and your SharePoint User Name (Remark: Please omit domain postfix '@spfmfa.dxc.com')
example:
login: 'max.mustermann@spfmfa.dxc.com'
enter Benutzername: 'max.mustermann'
3. Click on "Submit"
4. Wait until an Email with "Validation link" arrives in your mailbox.
This is to confirm that your e-mail address exists and that you are the owner of this account.

5. Click on (visit) the URL specified in the "Validation E-mail".
This will confirm your e-mail address and sent you a next e-mail with your new password
Important: Please click on that URL as soon as possible because within 1 hour the token expires and you will be getting an error saying that "Token has expired".
Therefore please take immediate action to look at the email when it arrives.
If the token expires please do not worry. You may repeat the password reset process from step 1.

6. You will receive a new password per mail
(Several minutes after clicking on validation link)

You are encouraged to change your given password to a private password using the Change Password function.