

Documentation account activation

Identity & Access Management of the Justus Liebig University Giessen

1 Request for account activation by e-mail

An e-mail with the subject „Aktivieren Sie bitte Ihren JLU-Account / Please activate your JLU-Account“ is sent to the private e-mail address. It contains the following text:

Dear [%Vorname%] [%Nachname%],

Welcome to the Justus Liebig University of Giessen. To be able to use our online services during your studies, you will receive an account. It consists of your user name and your e-mail address. To activate the account you need a one-time password consisting of the following elements:

- 1. your token, which is as follows: [%Token%]*
- 2. your seven-digit matriculation number, which can be found on the certificate of study You are receiving this by post.*
- 3. your complete date of birth*

These three components, separated by hyphens according to the pattern [%Token%]-0000000-YYYY-MM-DD, form your personal one-time password. To activate your account, enter your one-time password here:

<https://uni-giessen.de/iam-account-activation>

During activation you will be given your username and email address. You will also need to set a password to access JLU's online services.

Important: you can only activate once. After successful activation, you will receive a confirmation e-mail which again contains information about your user name and your university e-mail address.

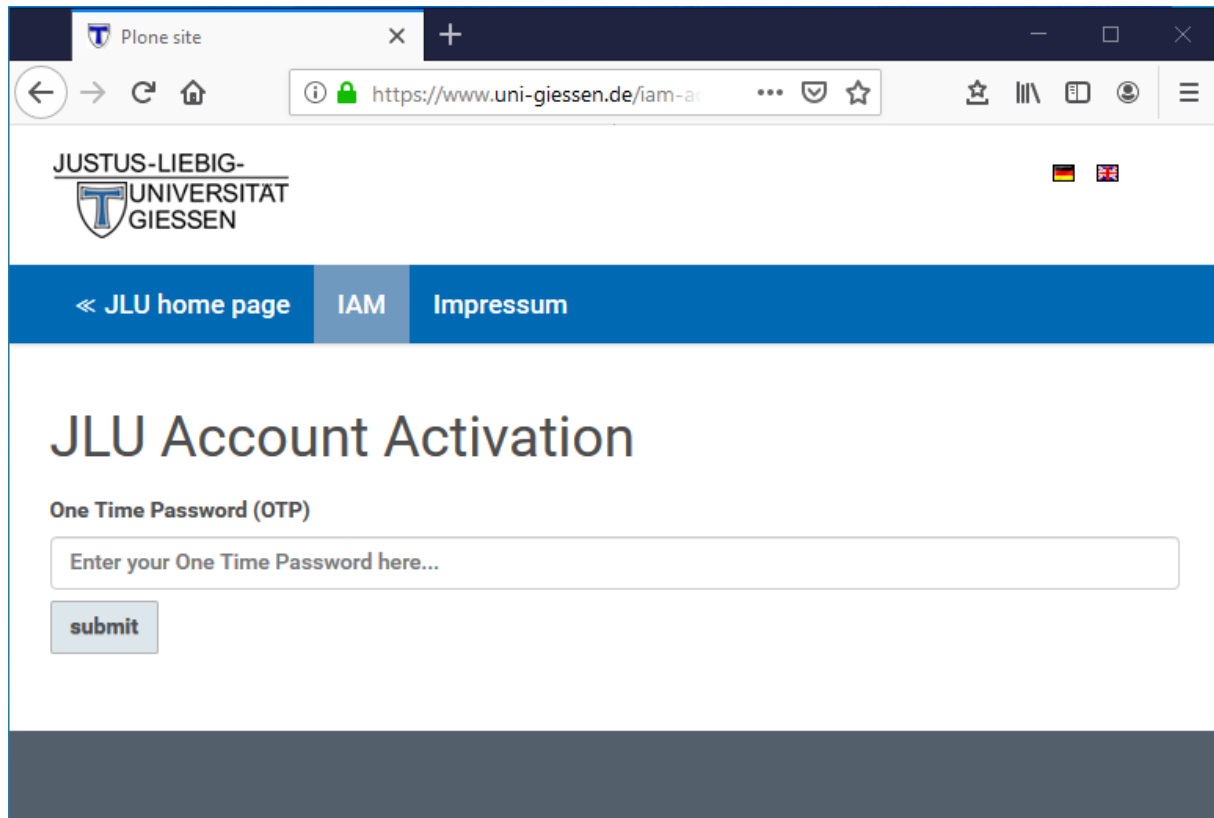
If you have any problems or questions, please contact the helpdesk of the IT Service Centre (HRZ) at 0641 99 13200 or send an e-mail to iam@uni-giessen.de.

Kind regards,

Justus Liebig University Giessen

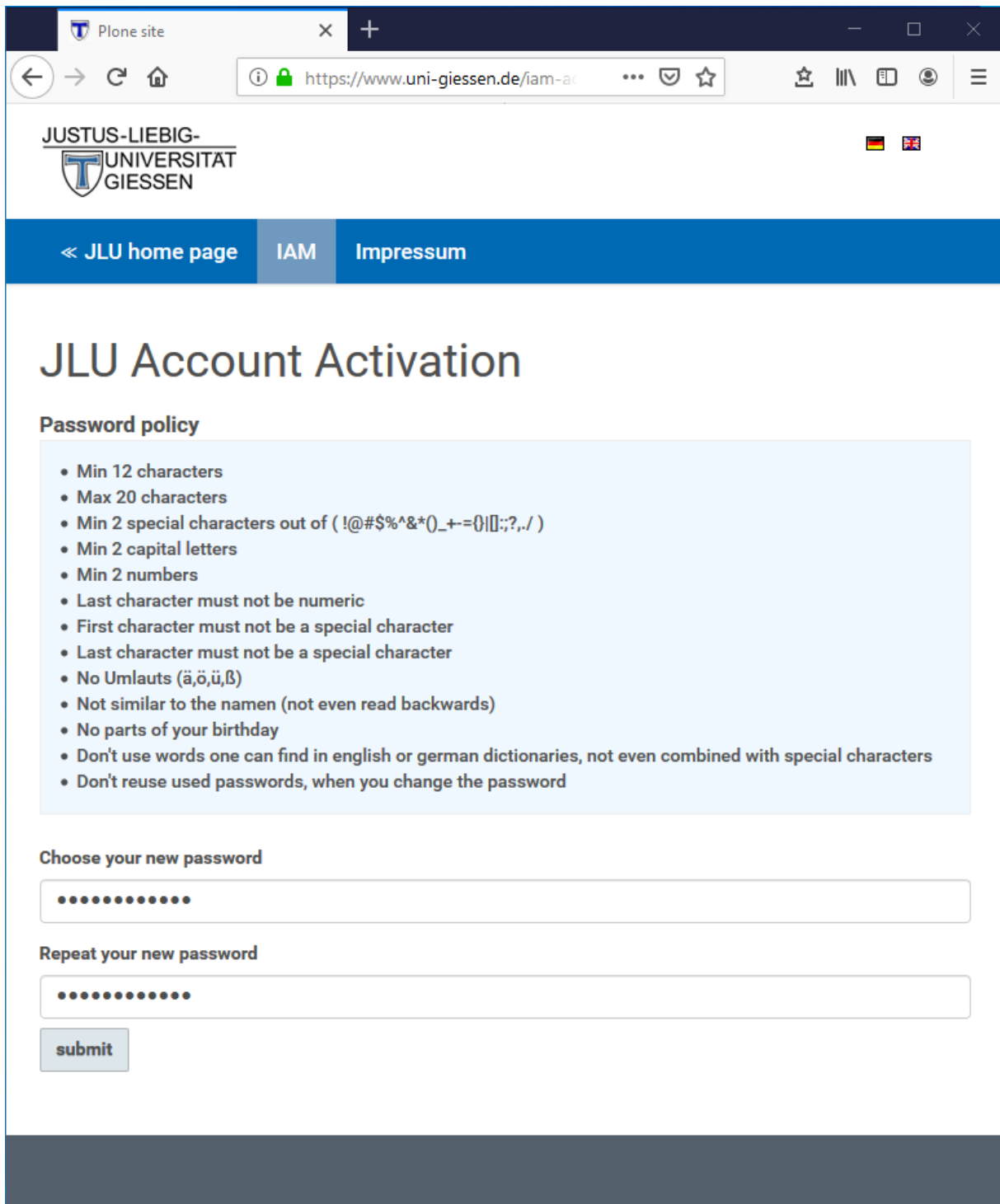
2 Set password

The personal token is only contained in this e-mail. On the page <https://uni-giessen.de/iam-account-activation> the compound one-time password must be entered.



The screenshot shows a web browser window with the URL <https://www.uni-giessen.de/iam-account-activation>. The page header includes the Justus Liebig University Giessen logo and navigation links for 'JLU home page', 'IAM', and 'Impressum'. The main content area is titled 'JLU Account Activation' and contains a section for 'One Time Password (OTP)'. Below this section is a text input field with the placeholder text 'Enter your One Time Password here...' and a 'submit' button.

After a successful login the password rules appear and a corresponding password must be entered twice.



The screenshot shows a web browser window with the URL <https://www.uni-giessen.de/iam-act>. The page header includes the Justus Liebig University Giessen logo and navigation links for 'JLU home page', 'IAM', and 'Impressum'. The main heading is 'JLU Account Activation'. Below this, a section titled 'Password policy' lists the following requirements:

- Min 12 characters
- Max 20 characters
- Min 2 special characters out of (!@#\$%^&*()_+-=|[]:;?.,/)
- Min 2 capital letters
- Min 2 numbers
- Last character must not be numeric
- First character must not be a special character
- Last character must not be a special character
- No Umlauts (ä,ö,ü,ß)
- Not similar to the namen (not even read backwards)
- No parts of your birthday
- Don't use words one can find in english or german dictionaries, not even combined with special characters
- Don't reuse used passwords, when you change the password

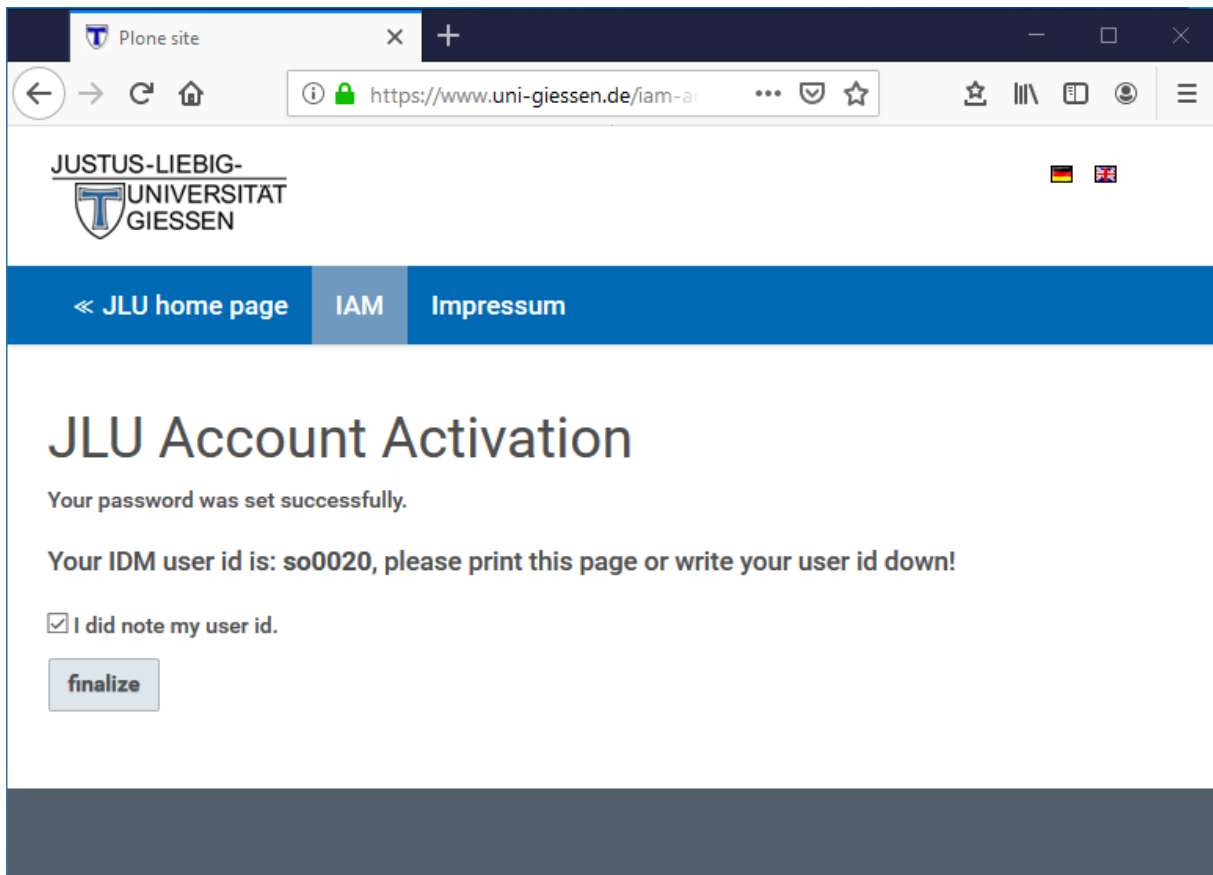
Below the policy list, there are two input fields for password creation:

Choose your new password

Repeat your new password

A 'submit' button is located below the second input field.

Afterwards the user name is displayed. It is necessary to confirm that the username has been noted by ticking a checkbox.



The screenshot shows a web browser window with the URL <https://www.uni-giessen.de/iam-act>. The page header includes the Justus Liebig University Giessen logo and navigation links: « JLU home page, IAM, and Impressum. The main content area is titled "JLU Account Activation" and contains the following text:

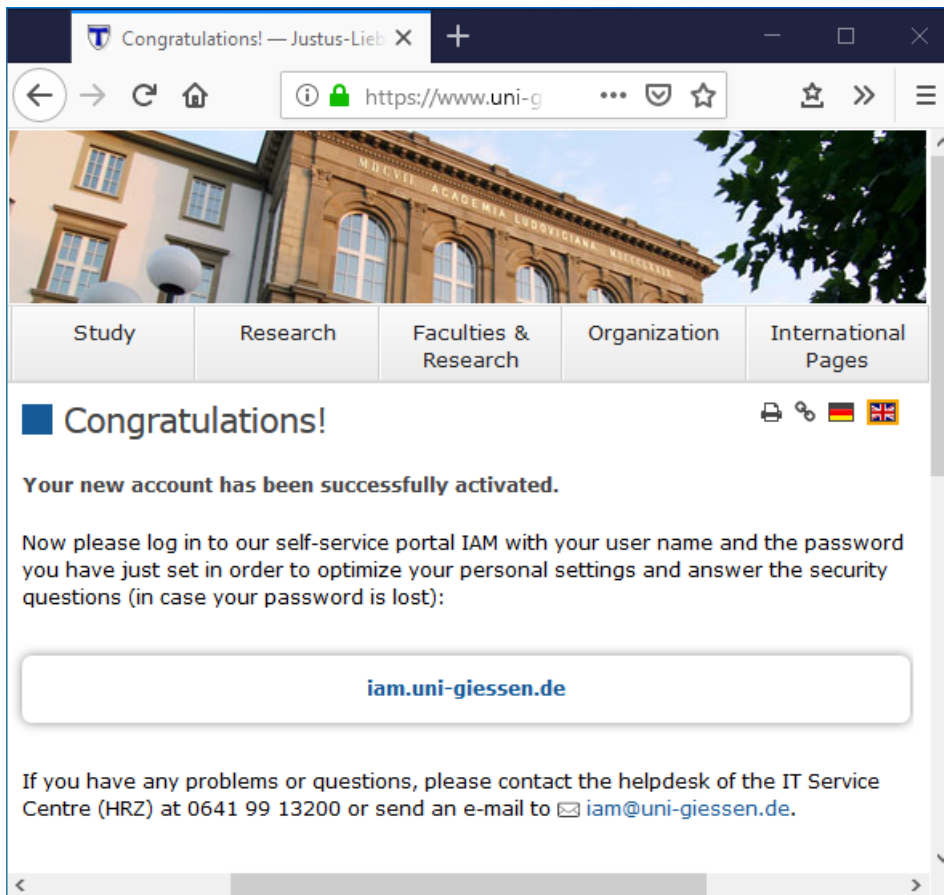
Your password was set successfully.

Your IDM user id is: **so0020**, please print this page or write your user id down!

I did note my user id.

[finalize](#)

You will be redirected to the page <https://www.uni-giessen.de/iam-account-info>. There you will be asked to log in with your new access data to answer the security questions.



3 Confirmation by e-mail

For confirmation, an e-mail with the subject "Erfolgreiche Aktivierung Ihres JLU-Accounts / Your JLU-Account was activated successfully " will be sent to the private and to the JLU address, in which the user name and the JLU e-mail address are communicated. The message also contains the request to log in to the IAM system to answer the security questions.

Dear [%Vorname%] [%Nachname%],

congratulations, your new account has been successfully activated:

Your username is [%username%]

Your e-mail address is [%JLU-E-Mail%]

If you have not already done so immediately after activation, please log in to our self-service portal IAM with your user name and the password you have just set in order to optimize your personal settings and answer the security questions (in case your password is lost):

<https://iam.uni-giessen.de>

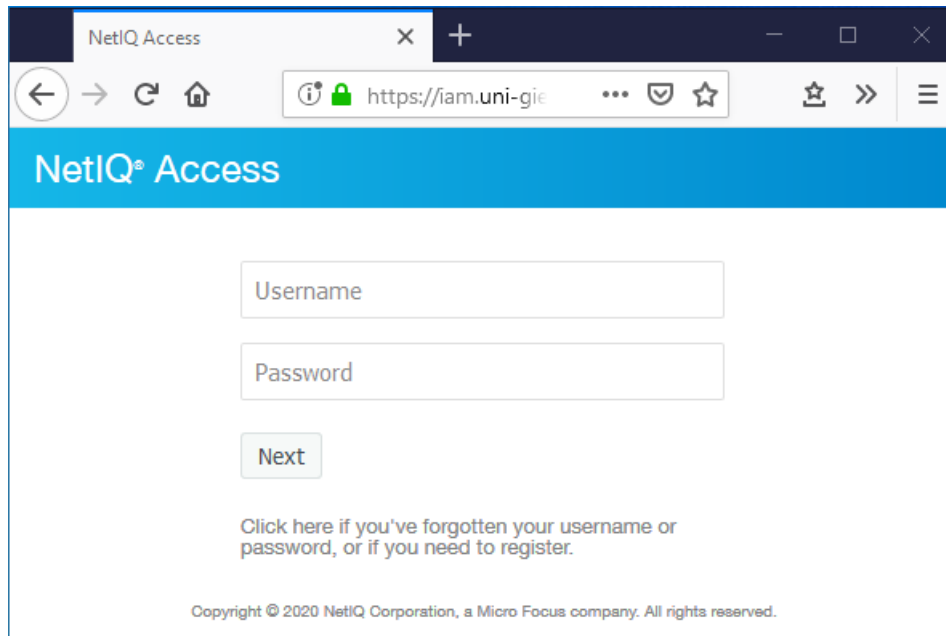
If you have any problems or questions, please contact the helpdesk of the IT Service Centre (HRZ) at 0641 99 13200 or send an e-mail to iam@uni-giessen.de.

Kind regards,

Justus Liebig University Giessen

4 Answer security questions

The login takes place with user name and the password that has just been set.



The screenshot shows a web browser window with the title "NetIQ Access". The address bar displays "https://iam.uni-gie". The page content includes a blue header with the "NetIQ® Access" logo. Below the header, there are two input fields: "Username" and "Password". A "Next" button is positioned below the password field. A link is provided for users who have forgotten their credentials or need to register. At the bottom, a copyright notice states: "Copyright © 2020 NetIQ Corporation, a Micro Focus company. All rights reserved."

Now both security questions must be answered (it is not enough to answer just one question).

so0020 Self Service Password Re X

https://iam.uni-gie

Identity Management - JLU Giessen so0020

Setup Security Questions

Choose two security questions which only you can answer. These question will help us verify your identity should you forget your password.

Your answers meet the requirements. Click Save Answers when ready.

Which city would you definitely not like to visit?

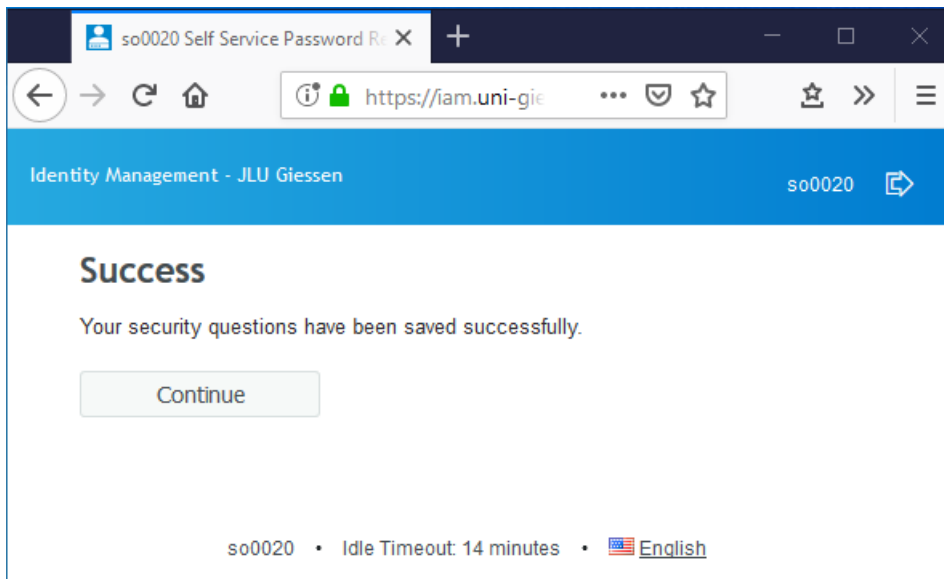
••••••••

Which important exam or test did you fail?

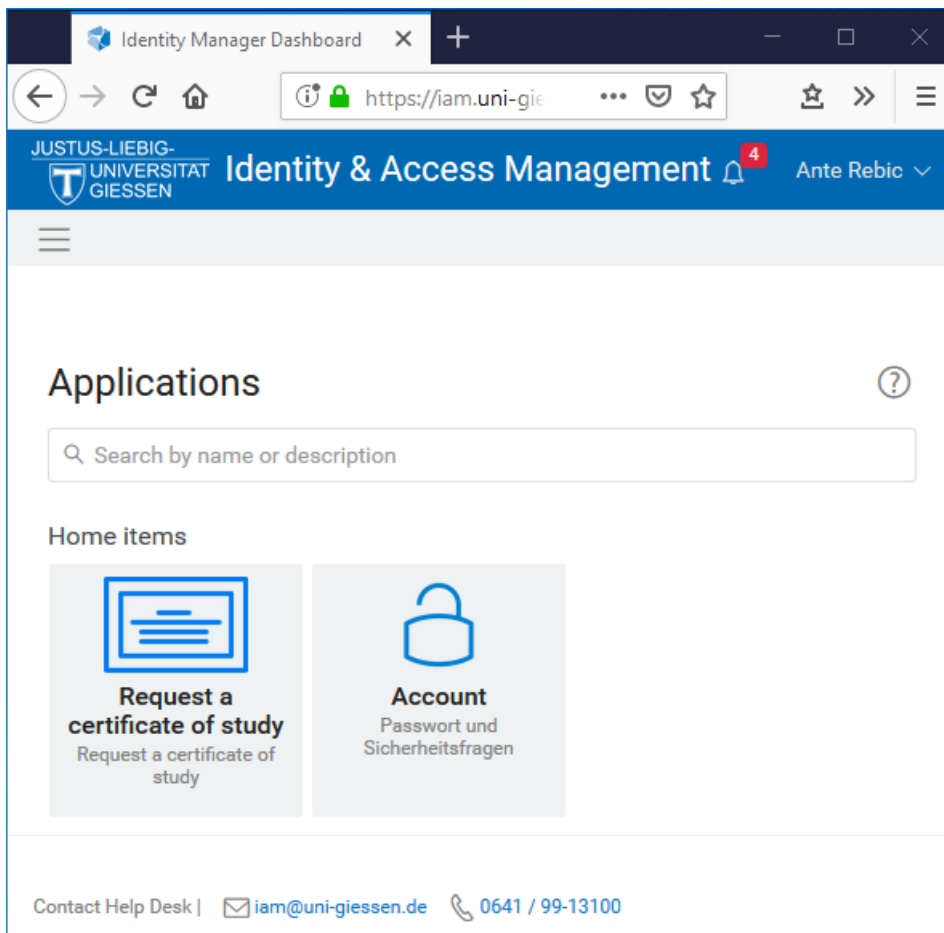
••••••••••••••••••••

Save Answers

so0020 • Idle Timeout: 14 minutes • English



Finally you are redirected to the homepage of the IAM system.



Under the entry "Account" you can change your password and the security questions at any time. With a click on the name in the upper right corner you can log out of the system.