

How to create the password before granted get access the EQA webtool

Mandatory

Go to <https://guest.dtu.dk/Sites/GuestLogin/RetrievePassword.aspx>

After clicking the link, you can follow the below steps to reset your password.

Step 1

1. Enter your Username or the Email associated with your profile.
2. Click on Email, an email will shortly be sent to the email address associated to the profile.

Guest.dtu.dk English

Forgot password

Username or email address:

Send password by Email Sms

[Back](#)

Optional

Here you can change your password after resetting of the password

go to <https://guest.dtu.dk/Sites/GuestLogin/Default.aspx>

After clicking the link, you can follow the below steps to change your password.

Step 1

1. enter your username and password
2. click on (Login)

Guest.dtu.dk English

Login to change password or update profile

Username:

Password:

[Forgot password](#)

[Back to the frontpage](#)

Step 2

Once logged in, click on (Update password)

Guest.dtu.dk

[Log out](#)

Welcome 

On this page you are able to change the settings for your guest.dtu.dk profile and change your password.

Your user account has access to the following services:

- Share DTU

First name

Family name

Email

Mobile phone

Save account data

Update password

Step 3

1. Under (Update password) please fill out the field for your news password
 - a. The password must contain at least 12 and at most 50 characters (a-Z, 0-9, {-,.,_,=,?,!,+})
 - b. Avoid using your first name, last name or user ID as part of your password as this will cause problems when logging in on some systems and services on DTU, particularly Windows services
 - c. You are not allowed to use number sequences such as e.g. "123" or "654"
 - d. You are not allowed to repeat the same character/number three or more times in a row, e.g. "aaa" or "000"
2. Write the same password again in the (repeat) field so that the texts in the two fields match
3. Click on the (Update password) button to save the password change

[Update password](#)

You should use this function to order a password for your DTU account. This can also be used to re-order a password if you have forgotten the one you have previously ordered. Choose a password in accordance with the password regulations below. Type your new password in the two boxes below and then click on the box 'order password'. You will now receive a confirmation that your new password has been approved. Please note that your username will also appear on the confirmation. If you have any problems with ordering a new password, please contact CampusNet support on help@campusnet.dtu.dk or by phoning +45 45 25 7443

New password:

New password (repeat):

Your new password must comply to the following rules:

- It must contain at least 6 characters among at least three of the following four categories: lowercase letters ('a' to 'z'), uppercase letters ('A' to 'Z'), digits ('0' to '9') and special characters (see below).
- Avoid using your first name, last name or user ID as part of your password as this will cause problems logging in on some systems and services on DTU, particularly Windows services.
- Use only the special-characters: {'.', '-', '_', '+', '!', '?', '='}

DTU needs your help to improve the Information Security.

- You should never give your password to anyone.
- The password is strictly private and for your personal use only.
- Treat it like the pin code for your credit card that neither your boss, your colleagues nor the IT department should know.
- DTU will never ask you to give us your password.

Update password

Please note that it can take up to 15 minutes before the password change is in the system.