

How to reactivate a LIC account (expired password)

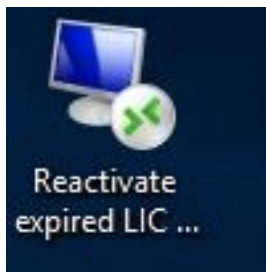
General information:

This guide only works within the internal network of Freiburg University with direct access to the 10.5.xxx.xxx subnet. Please note that a RDP connection requires a Windows OS to work out of the box. Other operation systems might work but are not supported

Step 1: Open a Remote Desktop Connection to our Service Workstation.

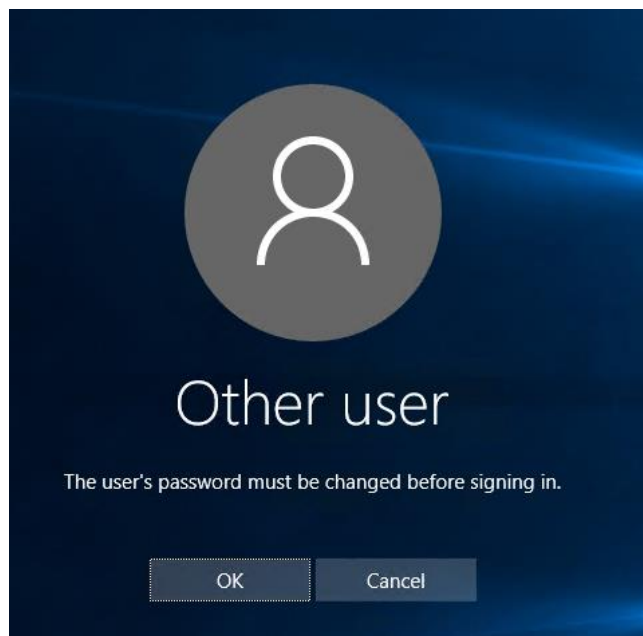
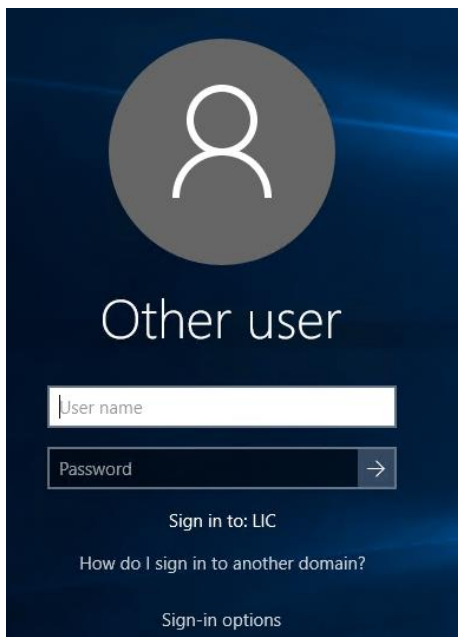
Please use the Link we sent to you, otherwise authentication with our workstation might fail.

You will find the Link directly on our website. [Please download here.](#)



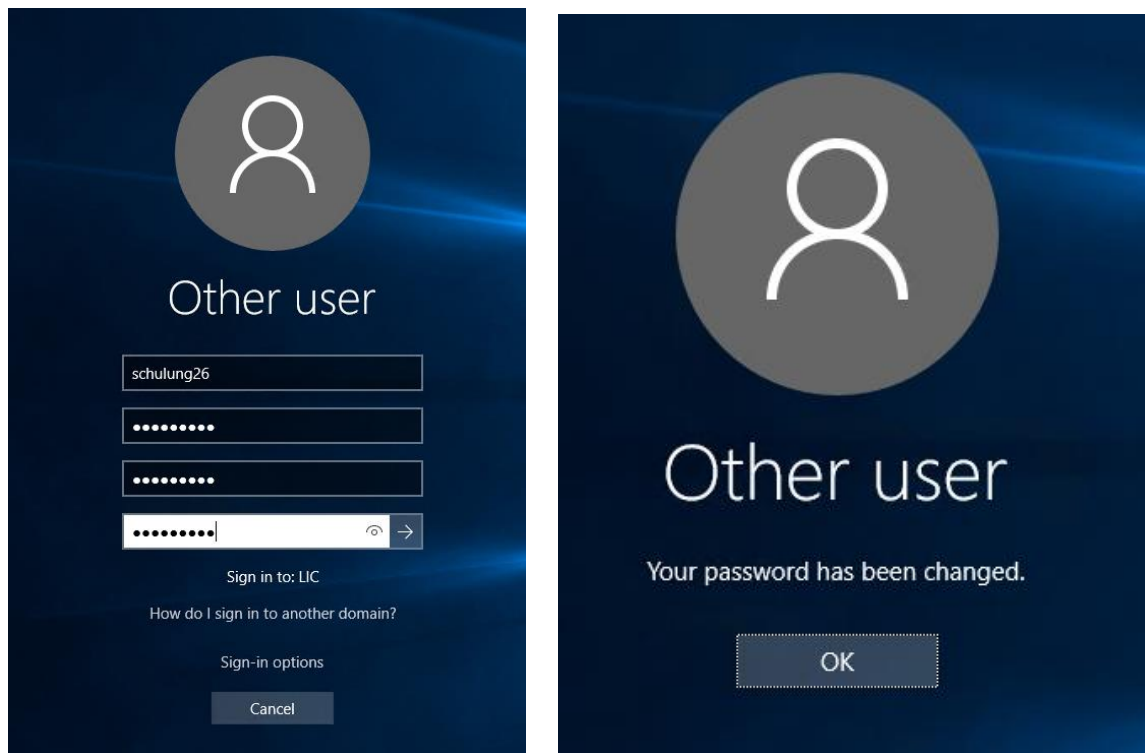
Step 2: Enter your credentials

Please use your old password. You will be notified that you have to change your password.



Step 3: Enter your new password

Please note that you have to choose a different password than the last ones you used



Step 4: Close the session

Please note that after you changed your password the session will close since your account has not the required rights to work on this special workstation. This is a normal behavior. Once you see the screen below your password was changed. Now you can close the session and use the booking calendar again.

