

Changing your Dakota County user account password

These instructions only apply to Dakota County Vendors who:

- Need to change the password on their Dakota County user account
- Know their **current** password
- Are familiar with, and have enrolled in the County's [multifactor authentication \(MFA\)](#)

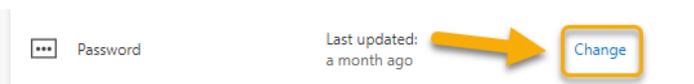
This entire process may take 10 – 15 minutes.

If you encounter any issues or have questions after reviewing and using these instructions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.

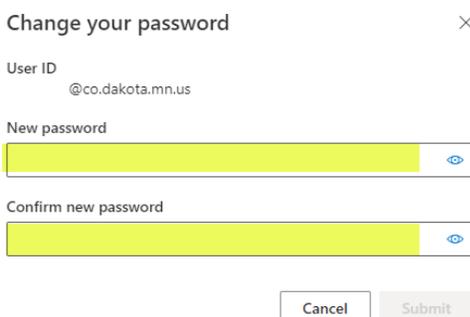
Note: screenshots within these instructions may vary based on updates from Microsoft.

INSTRUCTIONS

1. **DISCONNECT and/or log out of the County network.**
 - Log out of any remote desktop or Virtual Desktop (VDI) sessions
 - Disconnect from the **Dakota County VPN (Cisco AnyConnect).**
2. **Open a private browsing window (using keyboard shortcut Ctrl+Shift+N)** in your Google Chrome or Microsoft Edge browser. This helps prevent issues during the process.
3. **Navigate to the Microsoft Change Password Site** by *copy and pasting this link* to the private browsing window you just opened: <https://mysignins.microsoft.com/security-info>
4. **Enter your Dakota County log-in (in the format of first.last@co.dakota.mn.us), password, and click 'Sign in'.**
5. **Click on [Change](#) next to Password.**



6. **Enter a new password twice** and click **Submit** to confirm. For your reference, click here for [Password Rules & Guidelines](#)

A screenshot of the Microsoft Change Password dialog box. The dialog has a title bar "Change your password" with a close button (X). Below the title bar, there is a "User ID" field with the text "@co.dakota.mn.us". Below that is a "New password" field with a yellow background and a visibility icon (eye). Below that is a "Confirm new password" field with a yellow background and a visibility icon (eye). At the bottom of the dialog are two buttons: "Cancel" and "Submit".

- a. **If your password change was successful**, you will see a message that states your password has been successfully changed. This window can be closed.

Success, password changed ×

You can now use your new password when you next sign in.

Done

- b. **If your new password is rejected**, please visit the following link for password guidelines ([Password Rules & Guidelines](#).) and then repeat step 6 until your new password is acceptable per county standards.
7. It is recommended you **wait 10 minutes** after changing your password before logging back into the County network or systems. This gives your password time to synchronize across the network.