

Non-employee users – Changing your Dakota County user account password

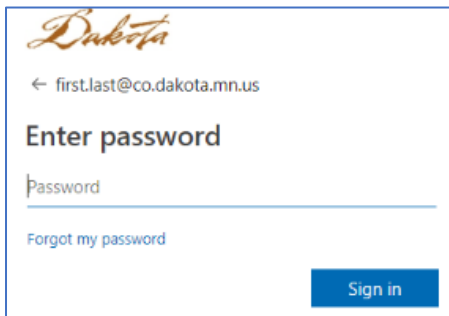
These instructions only apply to users who are not county employees who:

- Connect remotely to the County network or applications
- Need to change the password on their Dakota County user account
- Know their **current** password
- Are familiar with, and are properly set up to use, [multifactor authentication \(MFA\)](#)
- Allow yourself 10 minutes to complete this process.

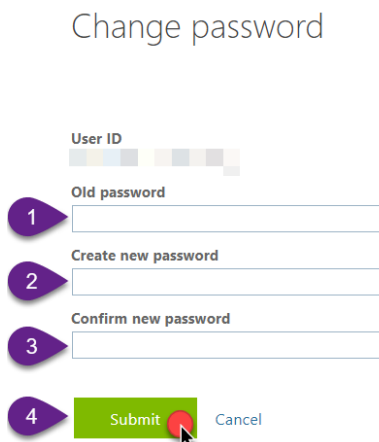
* * * **YOU MAY NEED TO REFERENCE THESE INSTRUCTIONS THROUGHOUT THE PROCESS** * * *

INSTRUCTIONS

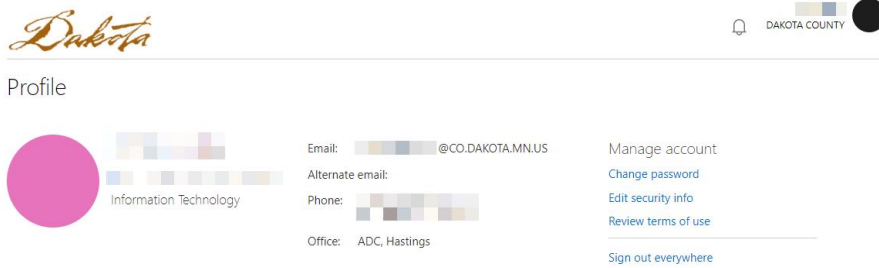
1. **Open a private browsing window in your Google Chrome or Microsoft Edge browser (use keyboard shortcut Ctrl+Shift+N).** This helps prevent issues during the process.
2. **Navigate to the Microsoft Change Password Site at <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>.**
3. **Enter your Dakota County log-in (in the format of first.last@co.dakota.mn.us), password, and click ‘Sign in’.**



4. **Once logged in successfully, you can update your password (follow the steps on the screen).** For your reference, click here for [Password Rules & Guidelines](#).



- a. If your password change was successful, you will see your profile appear on the next screen and can close the browser window.



- b. If your new password is rejected, repeat step 4 until your new password is acceptable per county standards.
5. Once your password is successfully updated, **wait at least five (5) minutes** for your password to synchronize across the network before logging in again.

If you encounter any problems or have any related questions, feel free to contact the IT Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.