

These instructions apply to County employees who:

- Are using a county computer that's connected to the county network while inside a county facility OR connected remotely through [VPN \(Cisco AnyConnect or Microsoft AlwaysOn\)](#)
- Know your **current** password
- Are enrolled in the County's [multifactor authentication \(MFA\)](#)

This entire process may take 15 – 30 minutes.

INSTRUCTIONS

1. Log in to your County computer (and connect to VPN if you're remote), and press **CTRL + ALT + DELETE**
2. Click on **Change a password**.
3. **Fill in** the required fields:
 - a. Your county 5 digit user ID in the format of **CORE\xxxxx**
 - b. Type your current password
 - c. Type your new password
 - d. Re-type your new password
 - e. Click on the arrow



- **If your new password is rejected**, please visit the following link for [Password Rules & Guidelines](#) and then repeat step 3 until your new password is acceptable per county standards.
4. Once your password is updated, **keep working as normal on your computer for the next 15-30 minutes** as your password syncs across programs and applications. **You will likely get pop-up messages or prompts asking you to reauthenticate** with your password and/or multifactor authentication (this is normal).
 5. If you have a mobile device enrolled in the County's MDM system, you will be prompted to update your password and/or reauthenticate on that device as well.

If you run into any problems or have any related questions after following these instructions, contact the IT Help Desk via email helpdesk@co.dakota.mn.us or by phone at (651) 438-4346.