

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

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

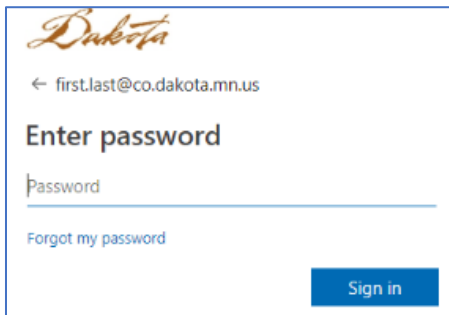
- Connect remotely to the County network or applications
- Need to change the password on their Dakota County user account
- Know their **current** password
- Are familiar with, and are properly set up to use, [multifactor authentication \(MFA\)](#)

This entire process may take 10-15 minutes.

* * * **YOU MAY NEED TO PRINT THESE INSTRUCTIONS OUT BEFORE YOU BEGIN** * * *

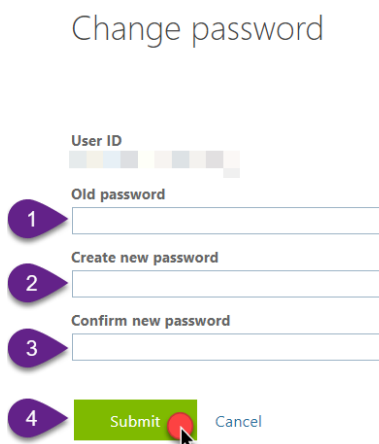
INSTRUCTIONS

1. **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.
2. **Navigate to the Microsoft Change Password Site** by *copy and pasting this link* to the private browsing window you just opened: <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’.**



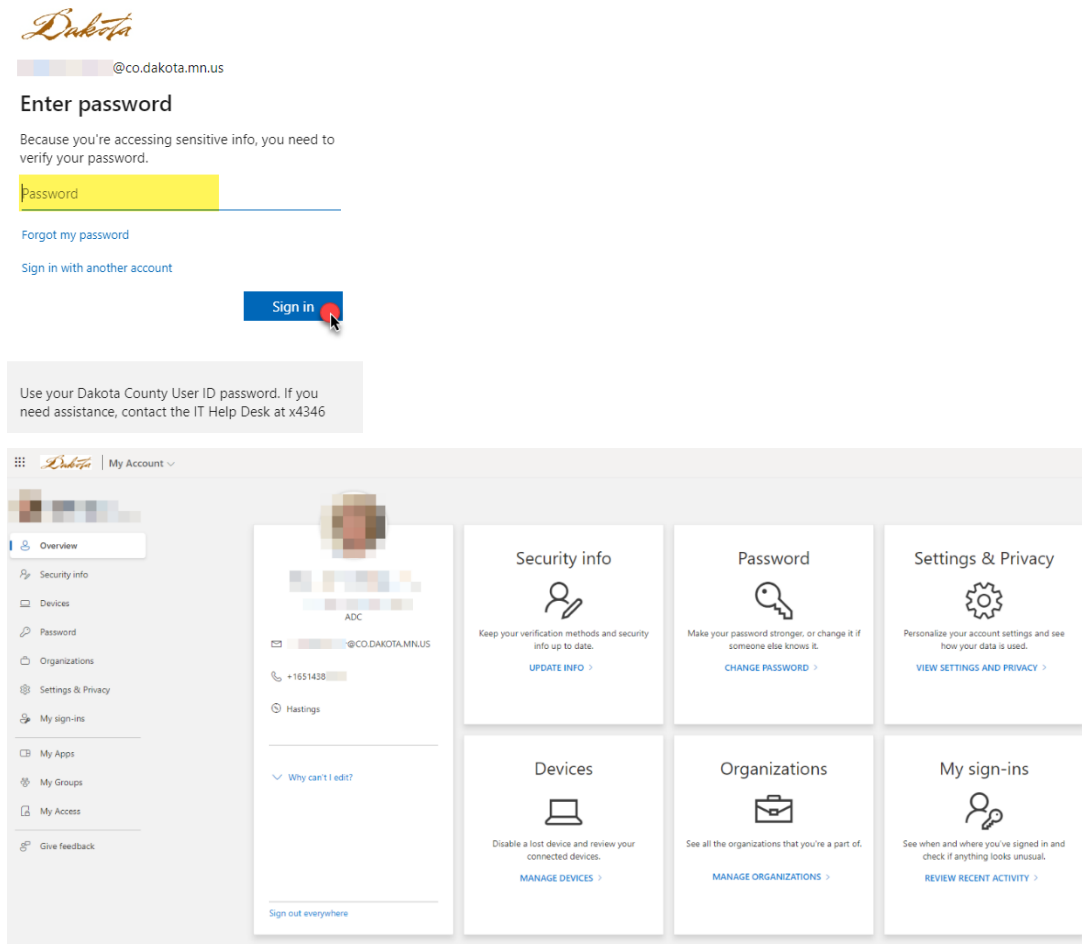
The screenshot shows the Microsoft Change Password site. At the top, the word "Dakota" is written in a cursive font. Below it, there is a back arrow and the email address "first.last@co.dakota.mn.us". The main heading is "Enter password". There is a text input field labeled "Password" with a blue underline. Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "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](#).



The screenshot shows the "Change password" form. The title is "Change password". Below the title, there is a "User ID" field with a greyed-out input. Below that is the "Old password" field, which is the first step in a numbered list (1). Below that is the "Create new password" field, which is the second step (2). Below that is the "Confirm new password" field, which is the third step (3). At the bottom, there is a green "Submit" button and a "Cancel" link. The "Submit" button is the fourth step (4) in the numbered list.

- a. If your password change was successful, you will be prompted to verify your new password. Once you sign-in and complete this step, you will be taken to your *Microsoft Account* page. This browser window can be closed.



- b. If your new password is rejected, repeat step 4 until your new password is acceptable per county standards.

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.