

How to Change Your Password Via Azure

You will need to change your MDOT SHA ProjectWise password every 90 days.

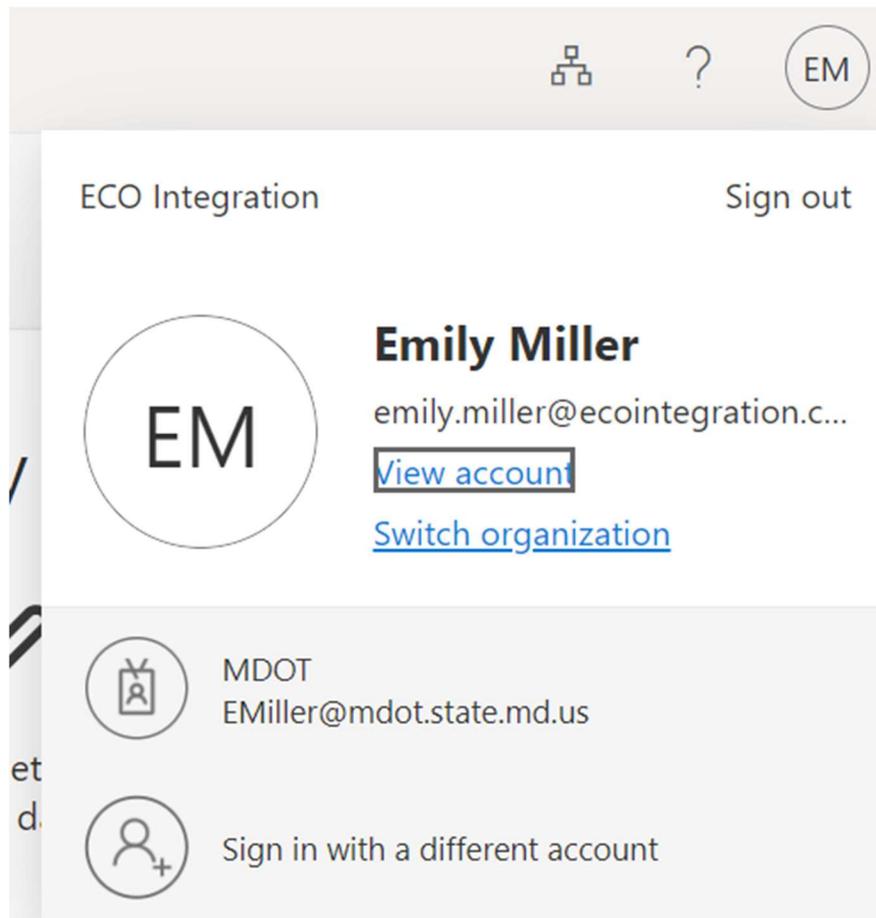
You can do so using Azure.

Forgot your password and/or username?

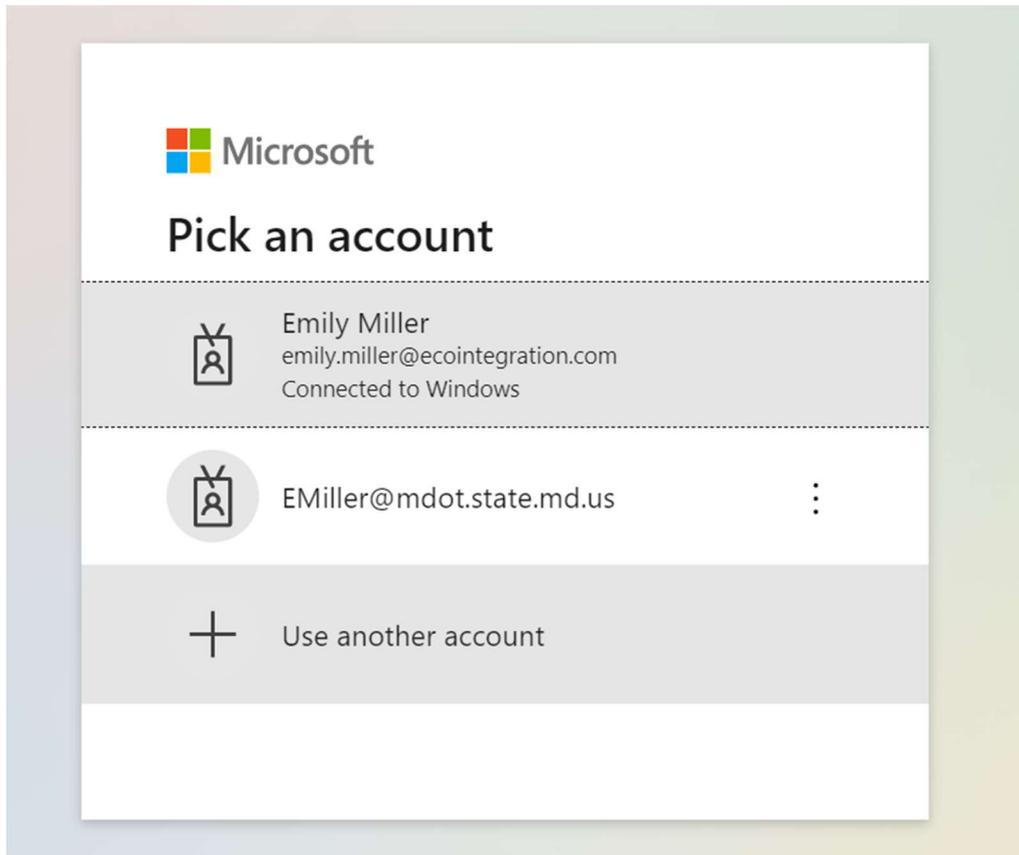
- If you have an AD Domain account, send an email to ids@mdot.maryland.gov.
- If you have a SHACADD Domain account, contact the SHA Service Desk.

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1. Go to <https://myaccount.microsoft.com/>.

If you are already signed in with a different account, click the icon on the upper right and select "Sign in with a different account".

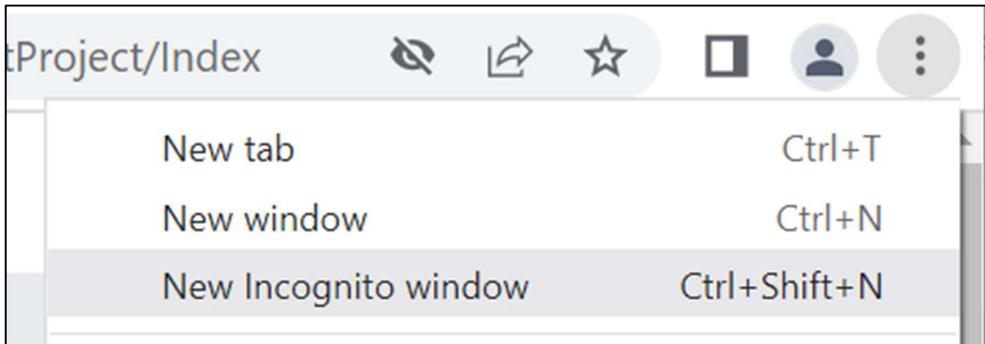


On the next screen, select “Use another account”.

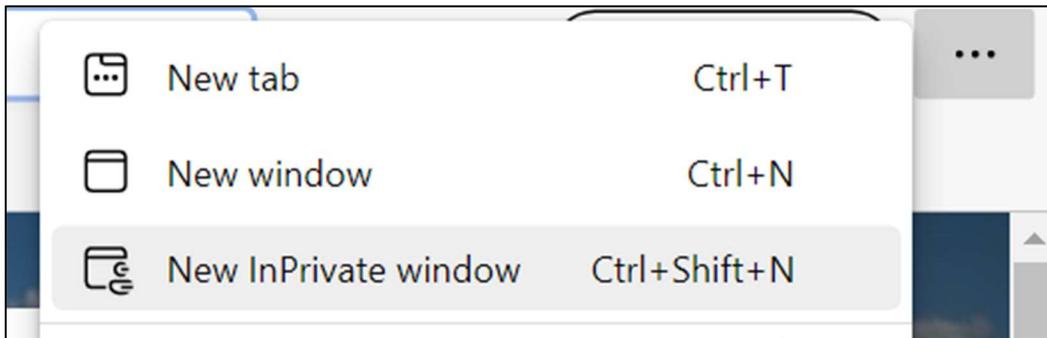


Alternatively, you can open and use a new incognito window (Chrome) or a new private window (Edge).

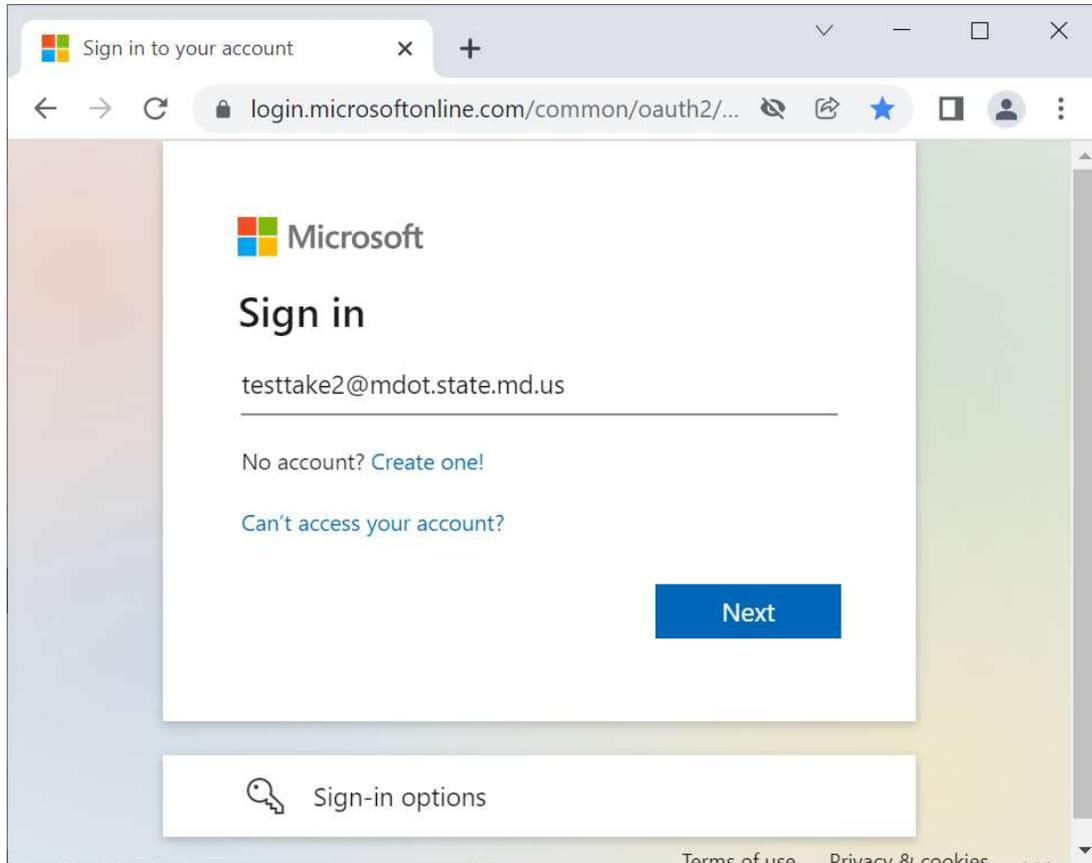
Chrome:



Edge:

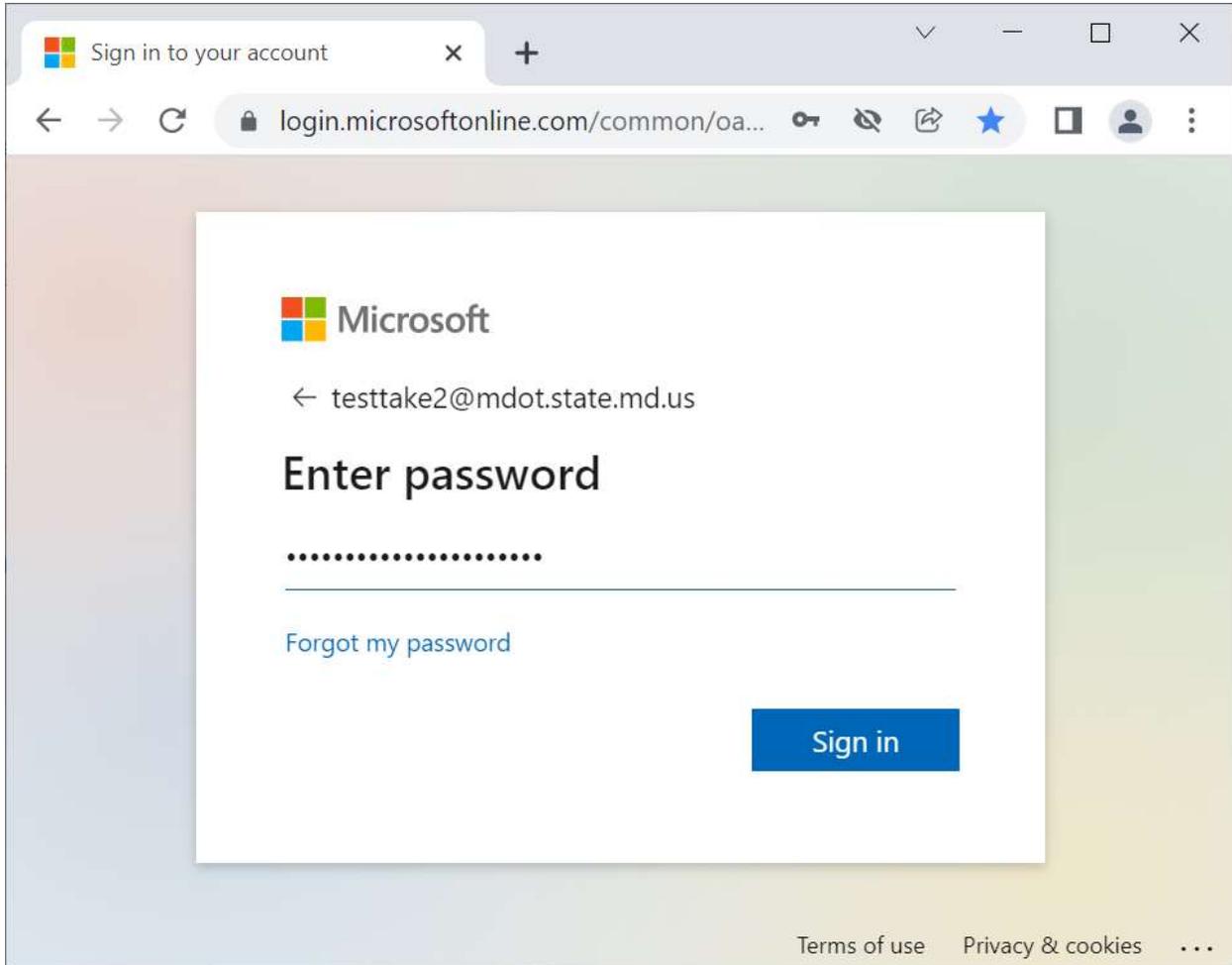


2. You will be redirected to the Microsoft login page. Enter your username. Use [username]@mdot.state.md.us
3. Click **Next**.



4. Enter your current password.
5. Click **Sign in**.

If asked if you want to stay signed in, click **No**.



6. If your password has already expired, you will be presented with the change password screen. Enter your current password. Then enter and confirm your new password.

A password must be at least 12 characters and include at least three of below:

- Uppercase letters
- Lowercase characters
- A number
- A special character (!, *, etc.)

It cannot include your username. It cannot be one of the last 24 passwords that you used.

Click **Sign in**.

Sign in to your account

login.microsoftonline.com/common/login

Microsoft

testtake2@mdot.state.md.us

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

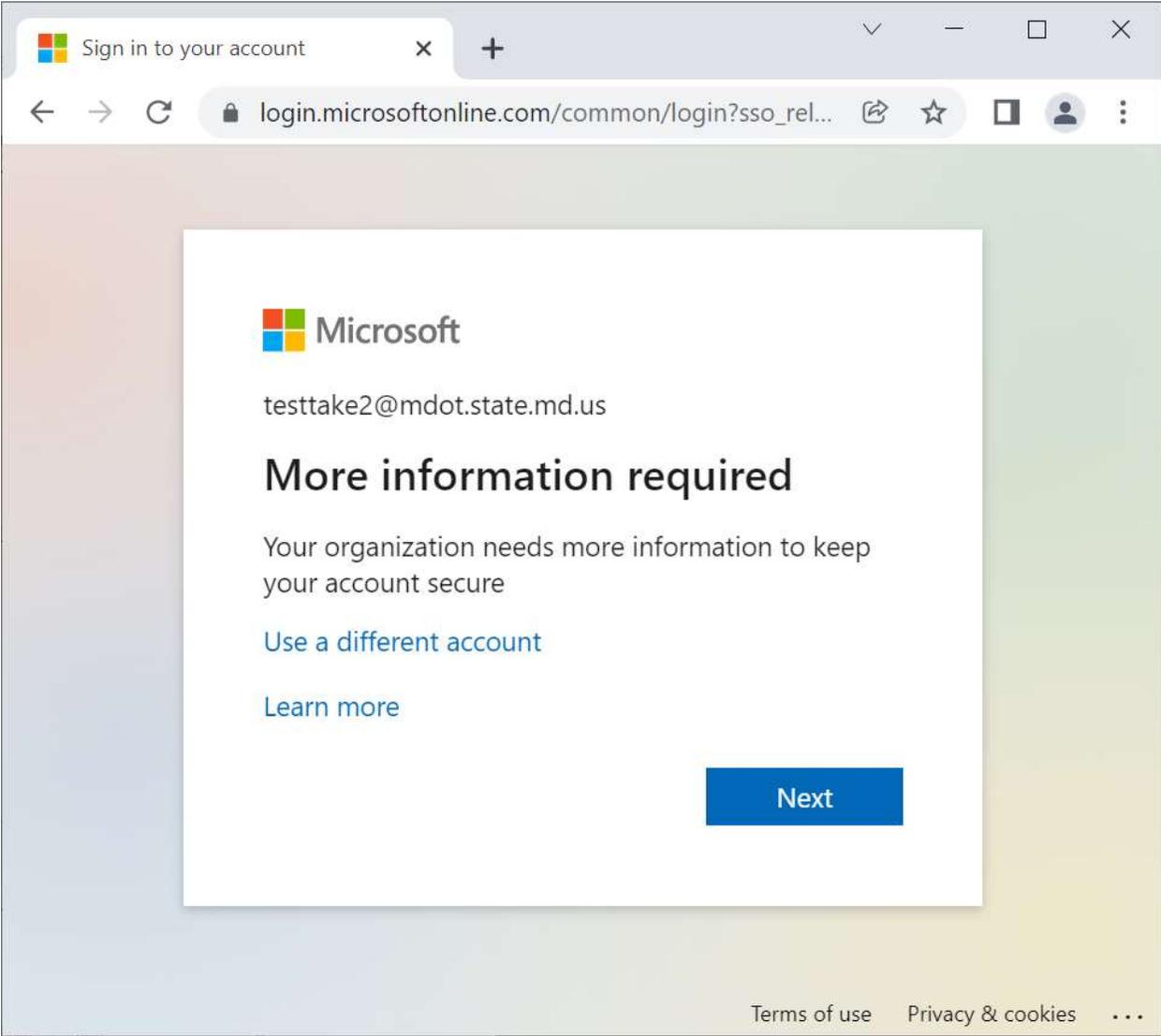
Current password

New password

Confirm password

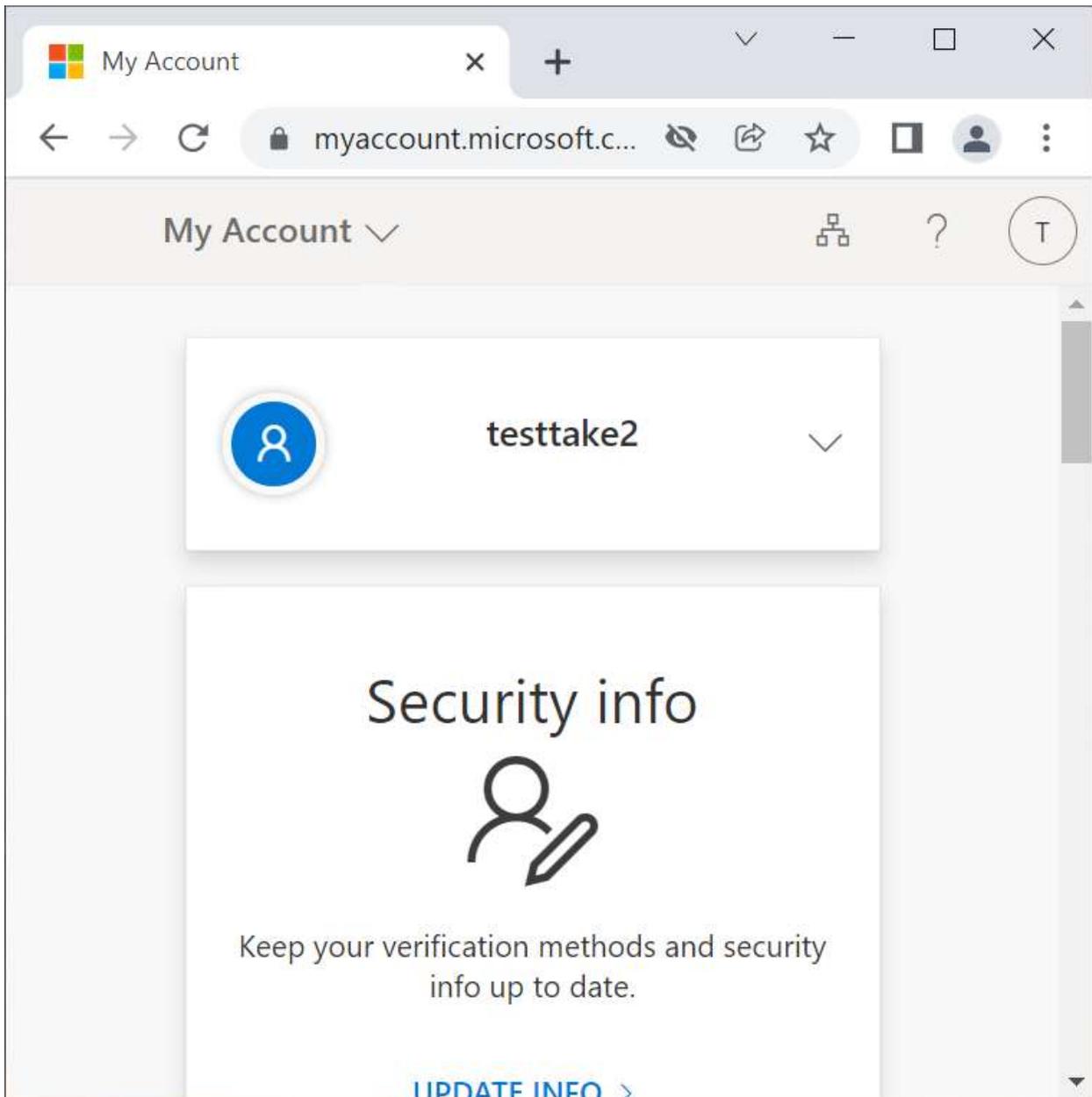
Sign in

If this is your first time signing into Azure, you will be asked to set up two factor authentication. Click **Next** and follow the directions to do so.



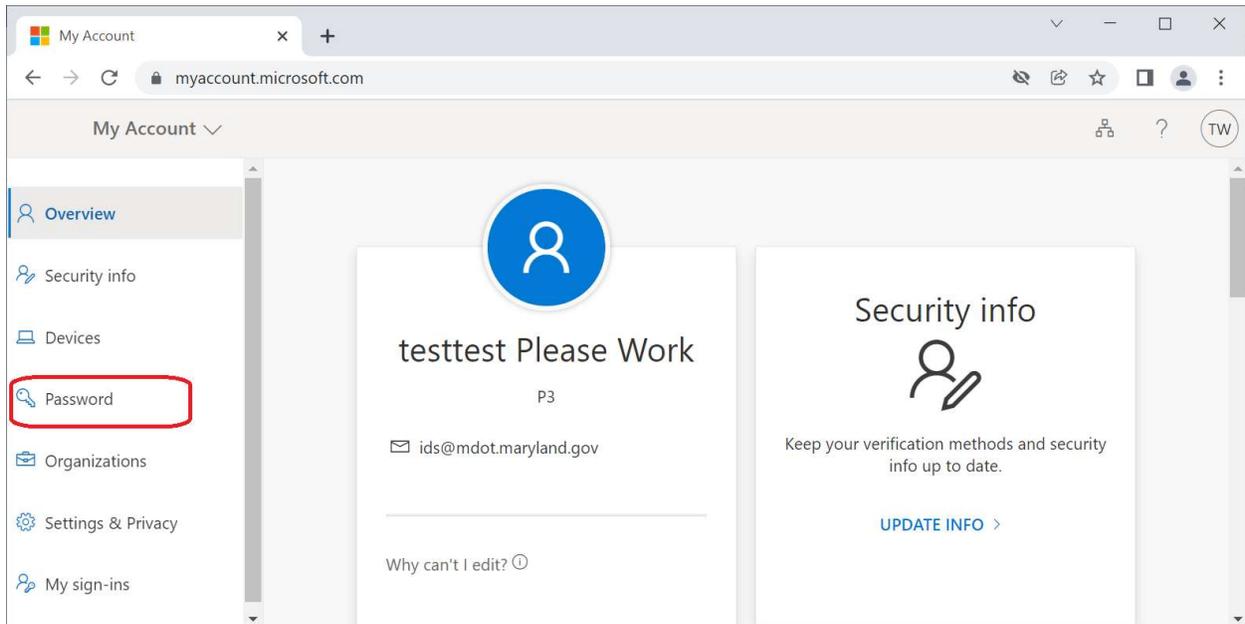
If asked if you want to stay signed in, click **No**.

If you successfully change your password, you will see the home page.



7. If your password has not yet expired, you will see the home page.

On the left click **Password**.



8. You will go to the **Change Password** screen

Enter your current password. Then enter and confirm your new password.

A password must be at least 12 characters and include at least three of below:

- Uppercase letters
- Lowercase characters
- A number
- A special character (!, *, etc.)

Click **Submit**.

The screenshot shows a web browser window with the title "Change password". The address bar displays "account.activedirector...". The user is logged in as "testtest@mdot.state.md.us". The main content area of the page is titled "Change password" and contains the following form elements:

- User ID**: testtest@mdot.state.md.us
- Old password**: A text input field.
- Create new password**: A text input field.
- Confirm new password**: A text input field.
- Submit**: A green button.
- Cancel**: A text link.

9. If you successfully change your password, you will go your profile page.

