How to Change Your Password Via the MDOT Portal

If your ProjectWise account is validated against the MDOT Active Directory, you will periodically need to change your password.
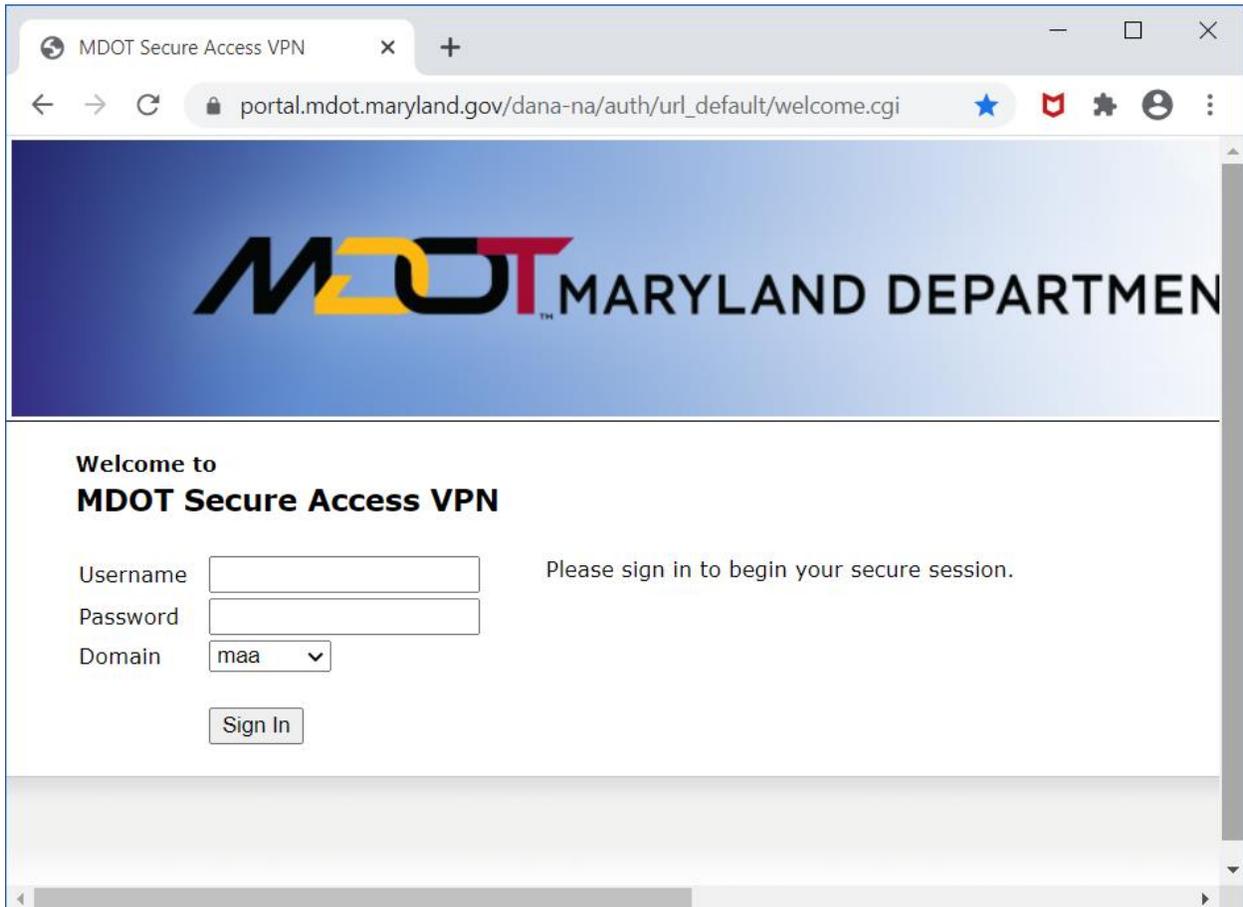
You can do so using the MDOT portal.

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 the MDOT Portal.

   https://portal.mdot.maryland.gov/dana-na/auth/url_default/welcome.cgi

2. Enter your username and your password.

3. Set the **Domain** dropdown to your domain.

    a. If you are using your SHA account to access ProjectWise (i.e., you have a SHA email), set the domain to "SHACADD".

    b. If you are not a member of MDOT SHA, set the domain to "AD".
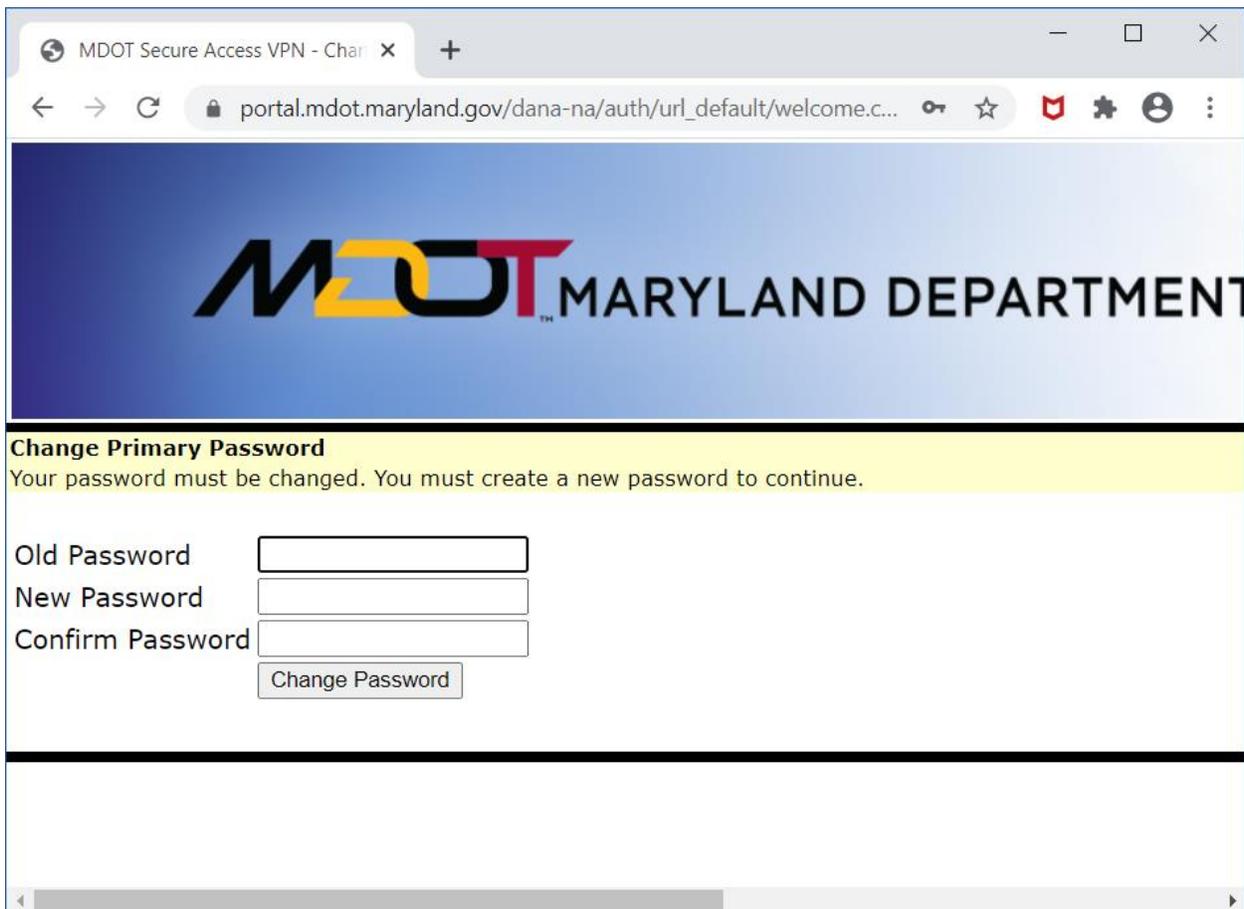
4. Click **Sign In**.
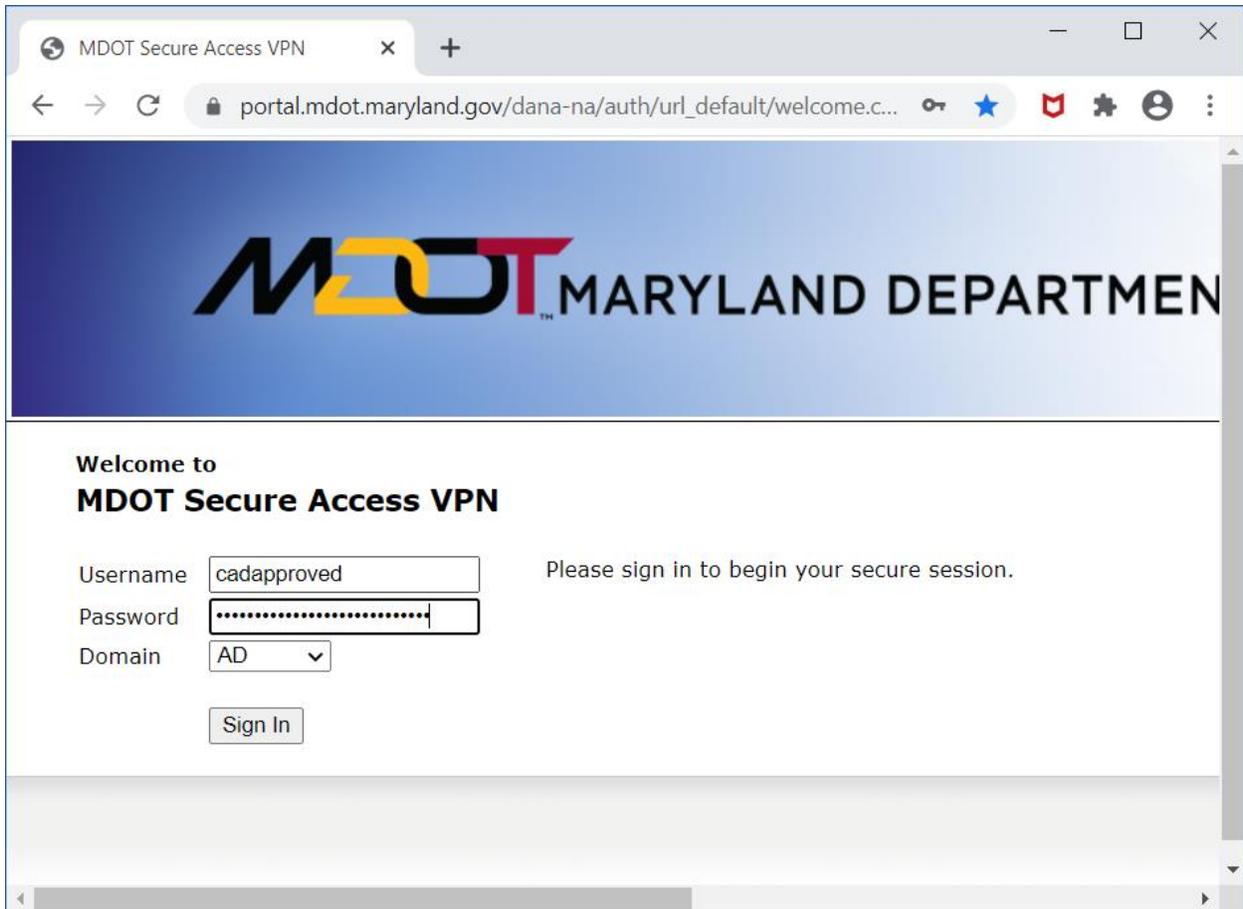
5. If your password has already expired, you will be presented with the change password screen.

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

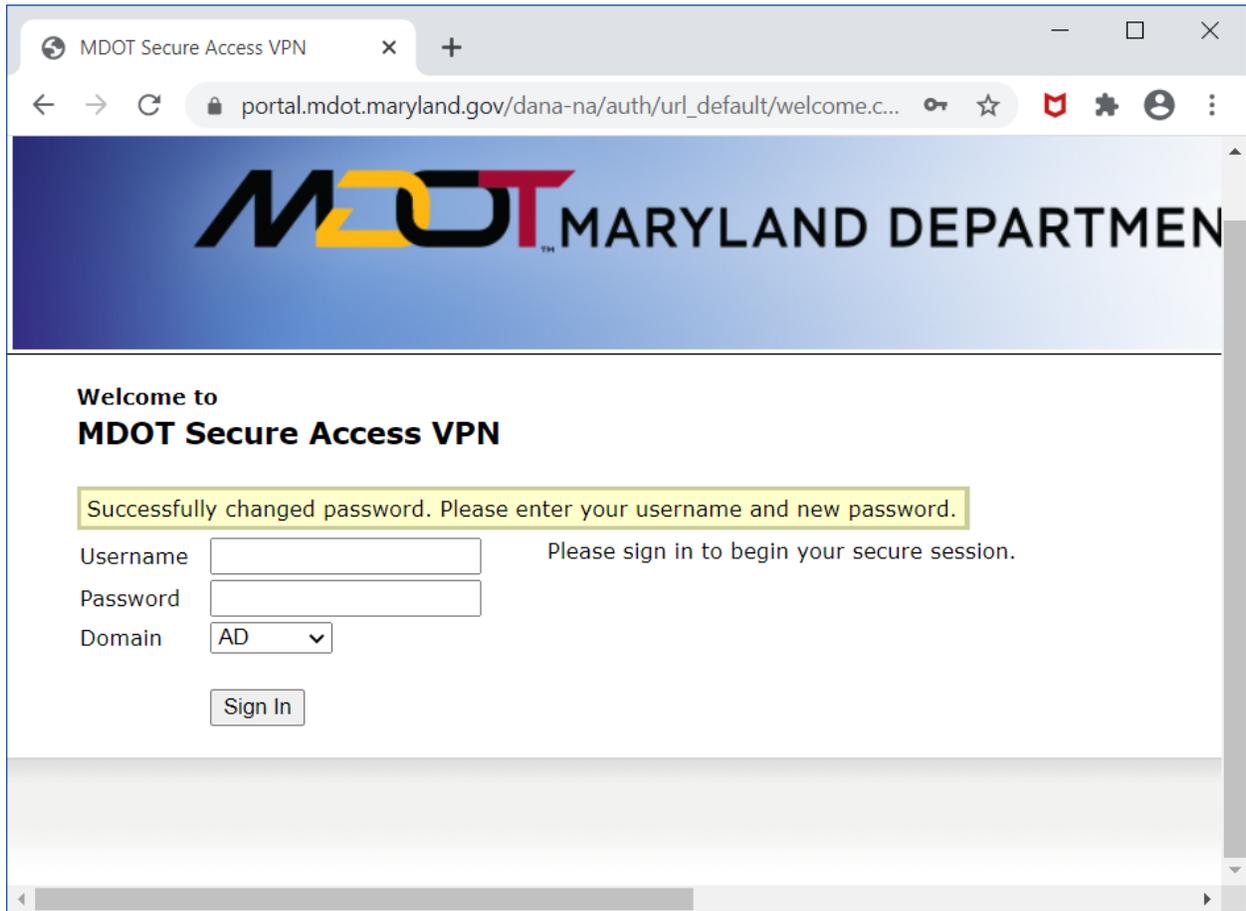   A password must be at least 12 characters and include at least three of below:

   - Uppercase letters

   - Lowercase characters

   - A number

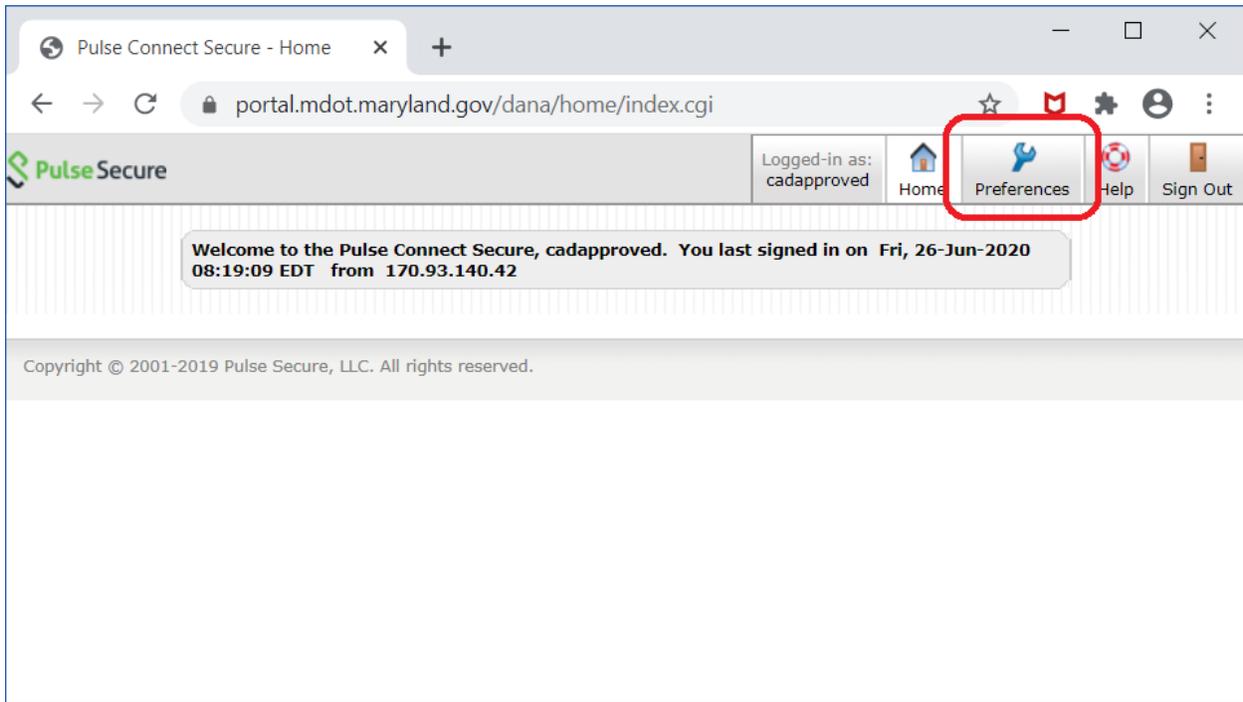   - A special character (!, *, etc.)

   Click **Change password.**

If you successfully change your password, you will receive a message confirming it was changed.
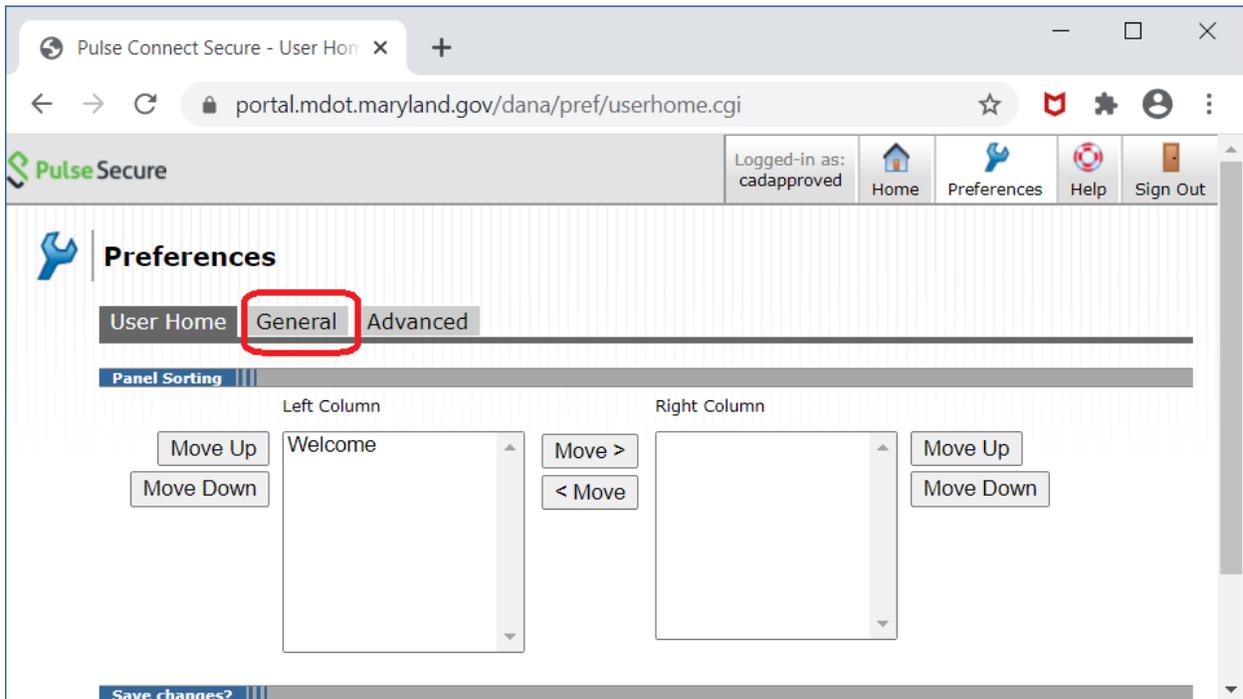
6. If your password has not yet expired, you will see the home page.

   Click **Preferences**.

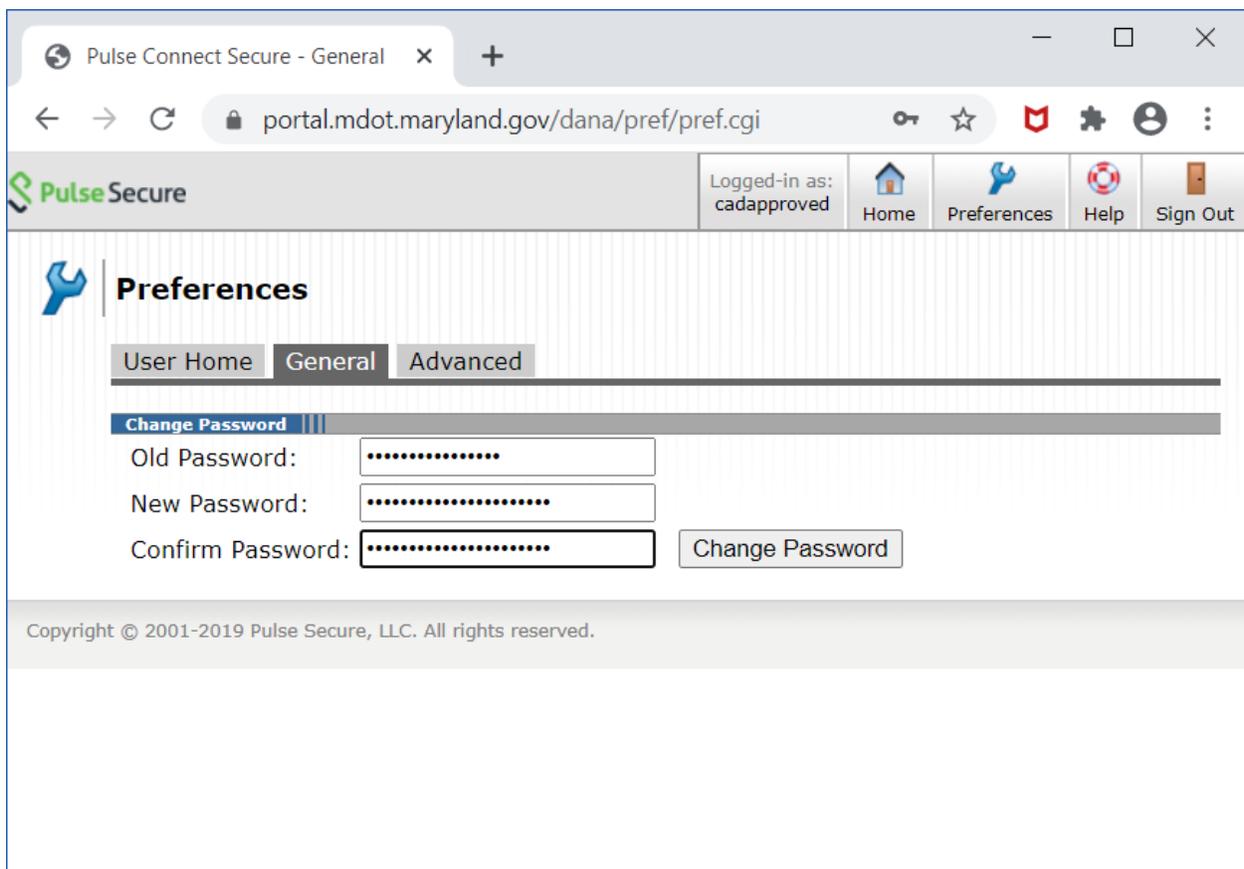7. On the Preferences tab, click **General.**

8. Enter your current password.

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 **Change Password**.

9. If you successfully change your password, you will receive a message confirming it was changed.