

## 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.

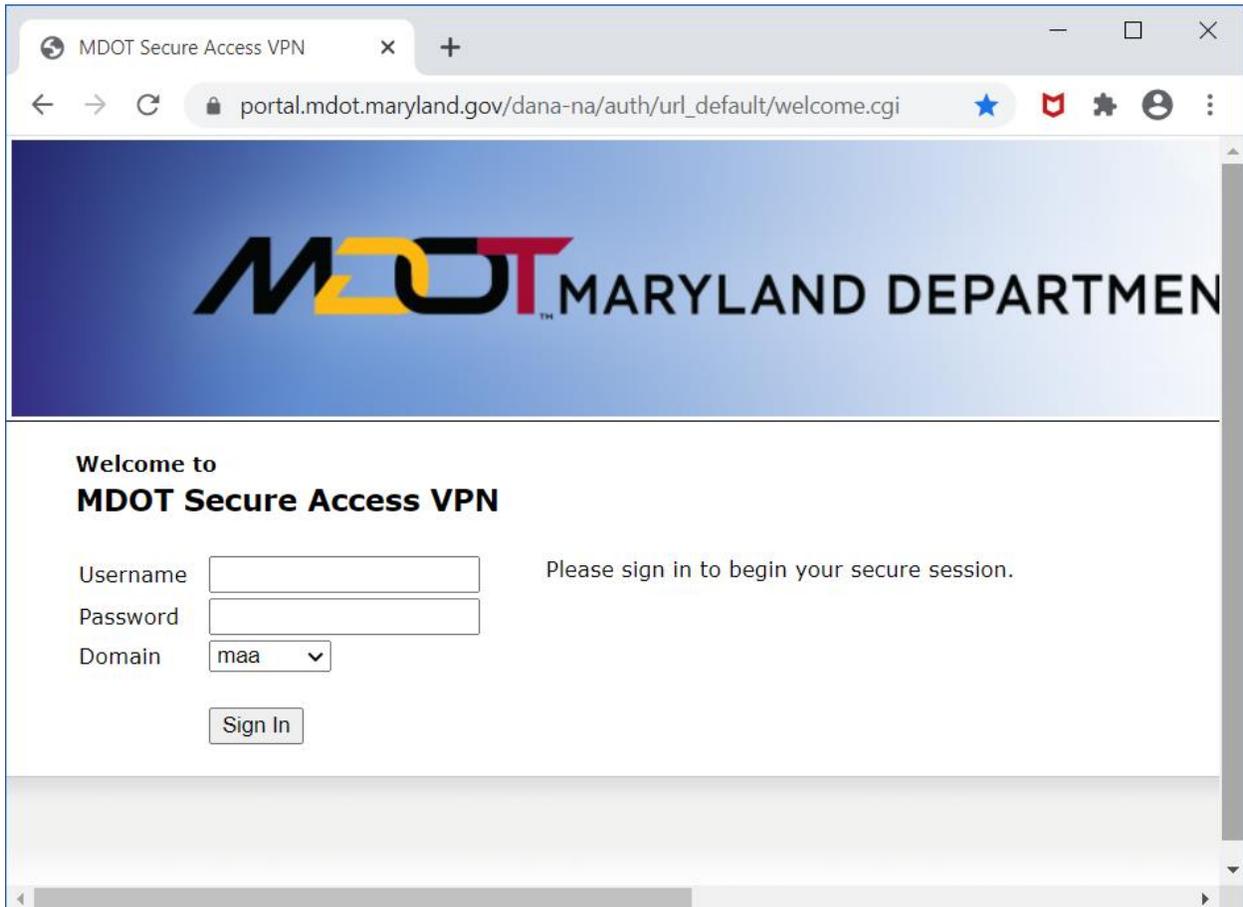
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### Forgot your password and/or username?

- If you have an AD Domain account, send an email to [ids@mdot.maryland.gov](mailto: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](https://portal.mdot.maryland.gov/dana-na/auth/url_default/welcome.cgi)



MDOT Secure Access VPN

portal.mdot.maryland.gov/dana-na/auth/url\_default/welcome.cgi

**MDOT** MARYLAND DEPARTMENT

Welcome to  
**MDOT Secure Access VPN**

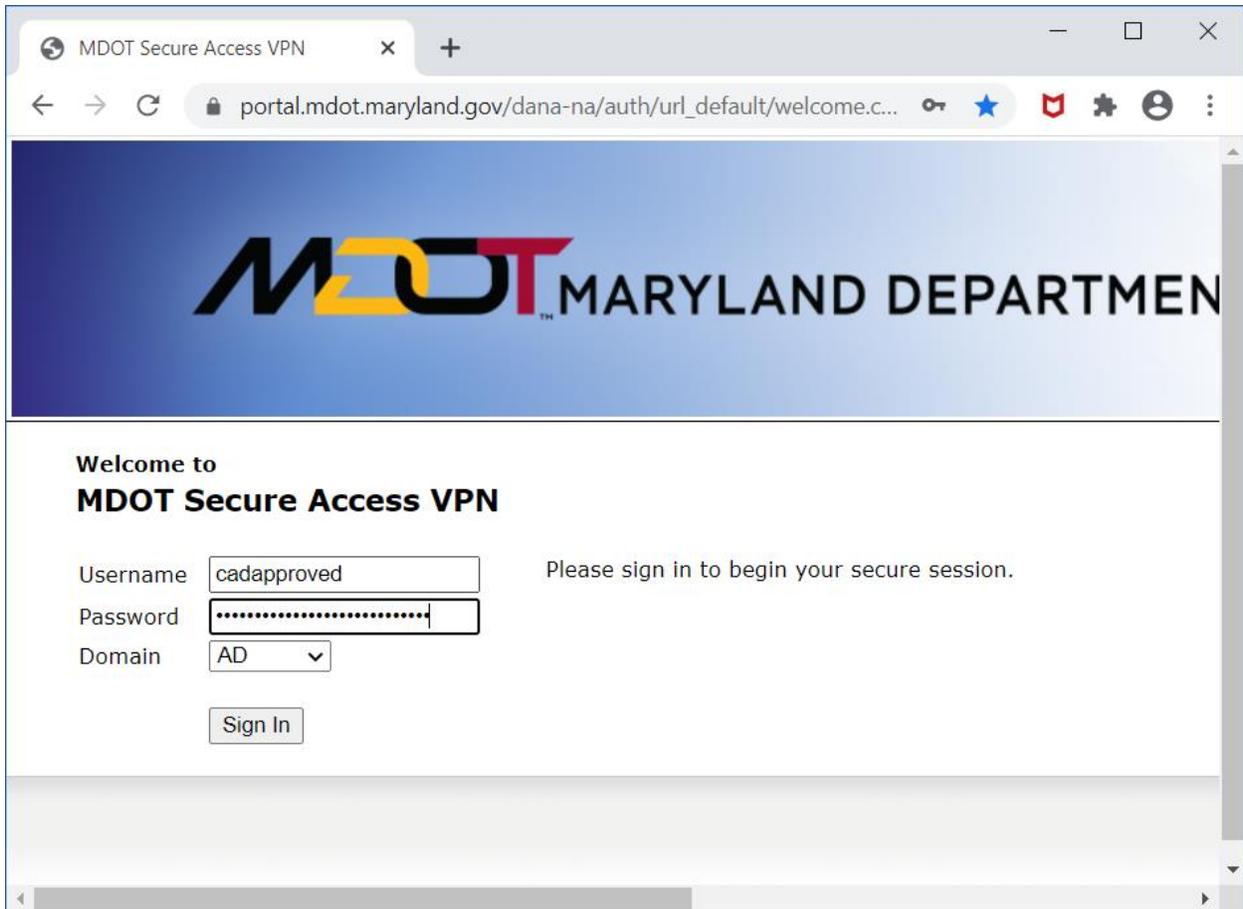
Username

Password

Domain

Please sign in to begin your secure session.

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**.

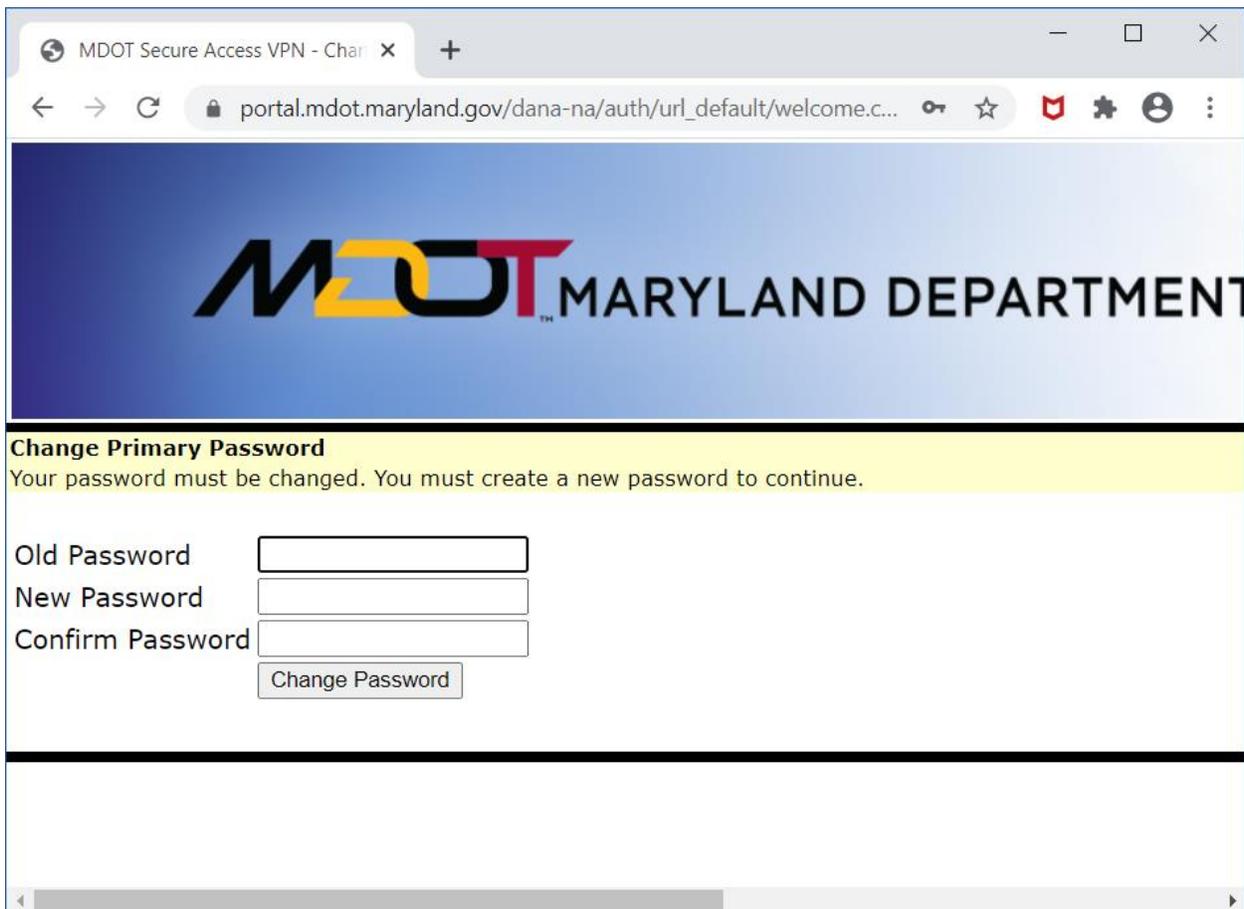


5. If your password has already expired, you will be presented with the change password screen.  
Enter your current password. Then enter and confirm your new password.

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

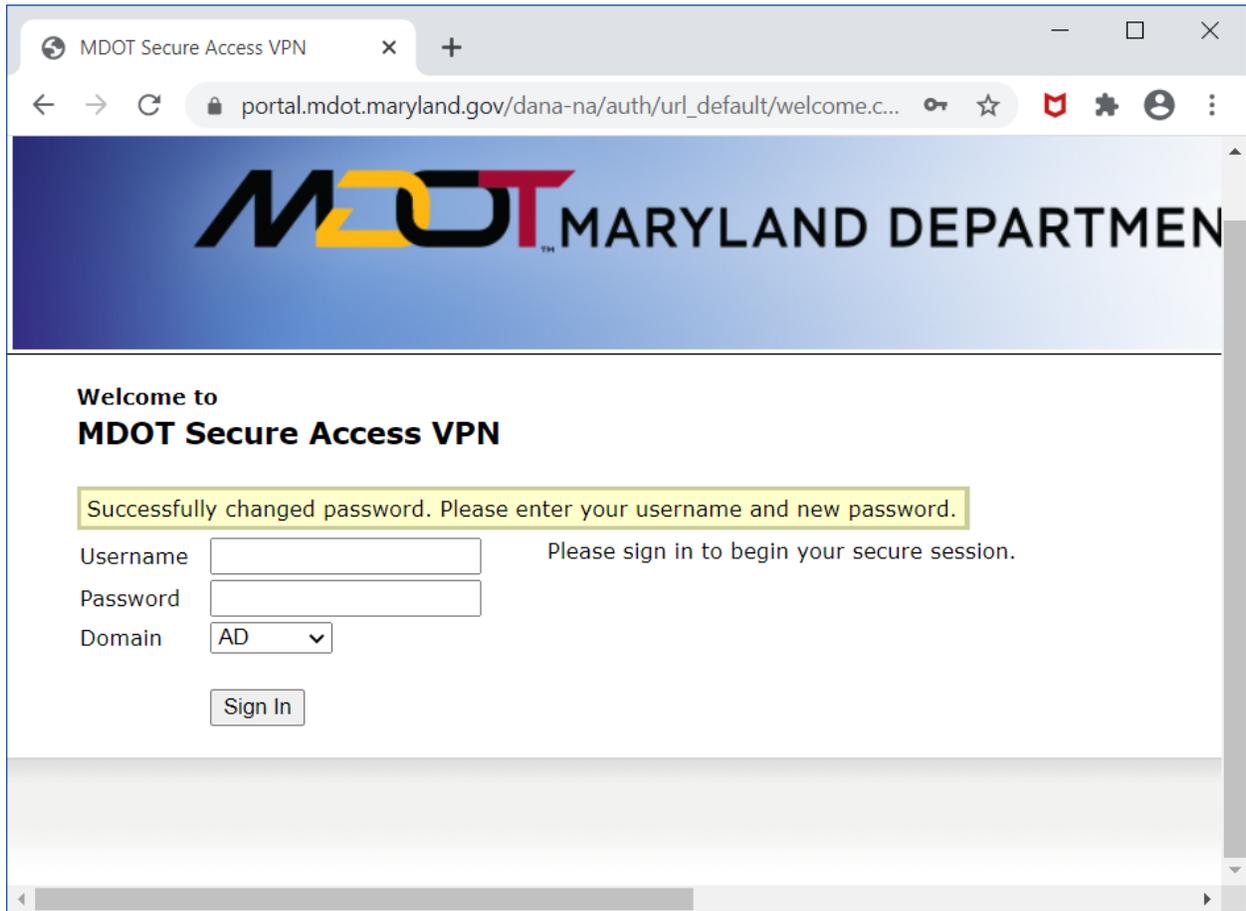
- Uppercase letters
- Lowercase characters
- A number
- A special character (!, \*, etc.)

Click **Change password**.



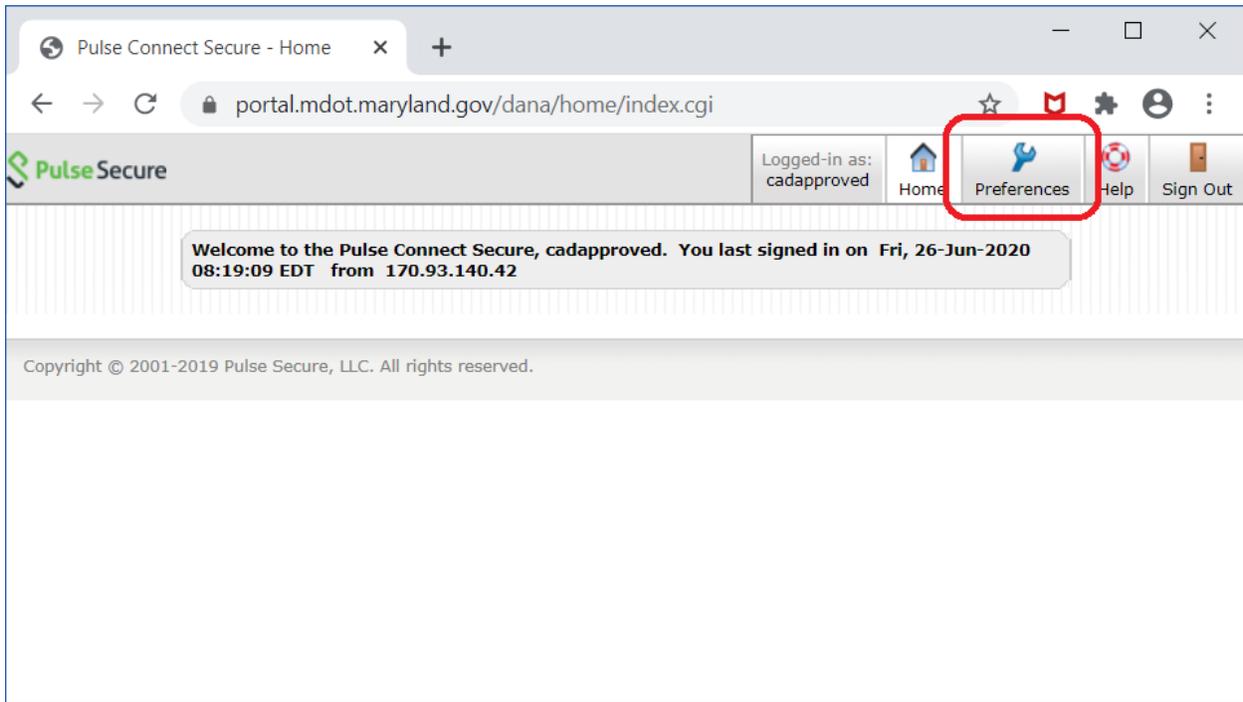
The screenshot shows a web browser window with the MDOT logo and the text 'MARYLAND DEPARTMENT'. Below the logo, there is a yellow banner with the text 'Change Primary Password' and 'Your password must be changed. You must create a new password to continue.' Below the banner, there are three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. A 'Change Password' button is located below the 'Confirm Password' field.

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

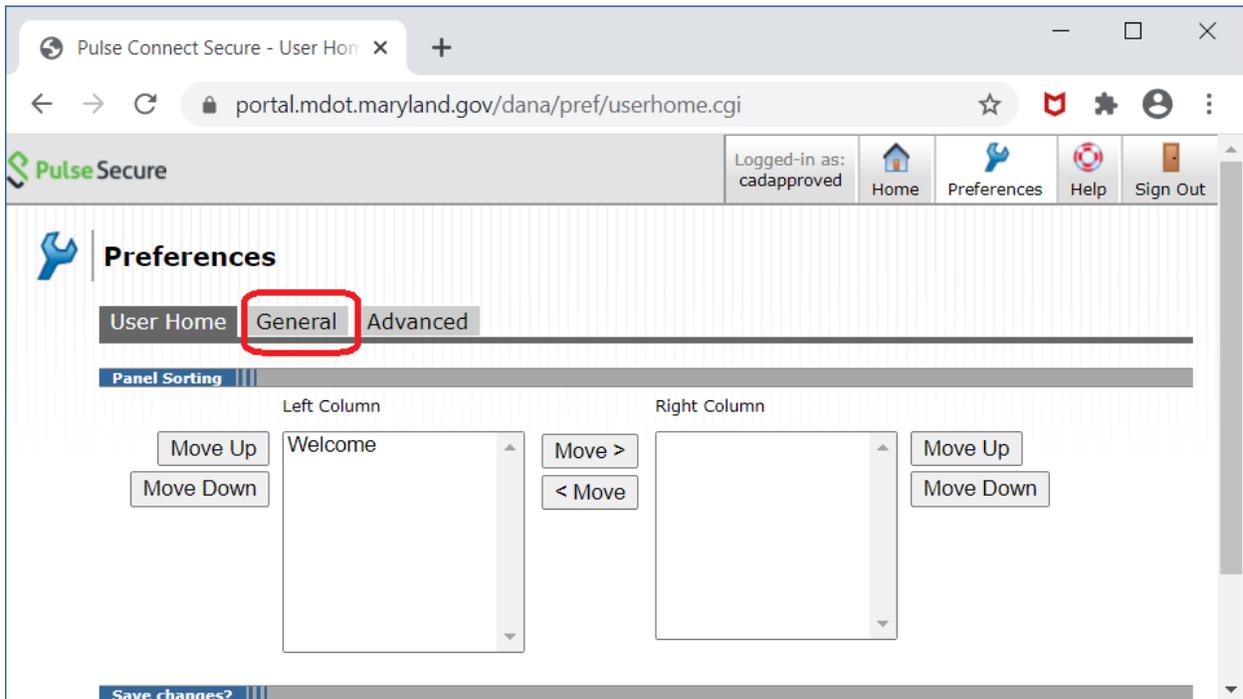


6. If your password has not yet expired, you will see the home page.

Click **Preferences**.



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



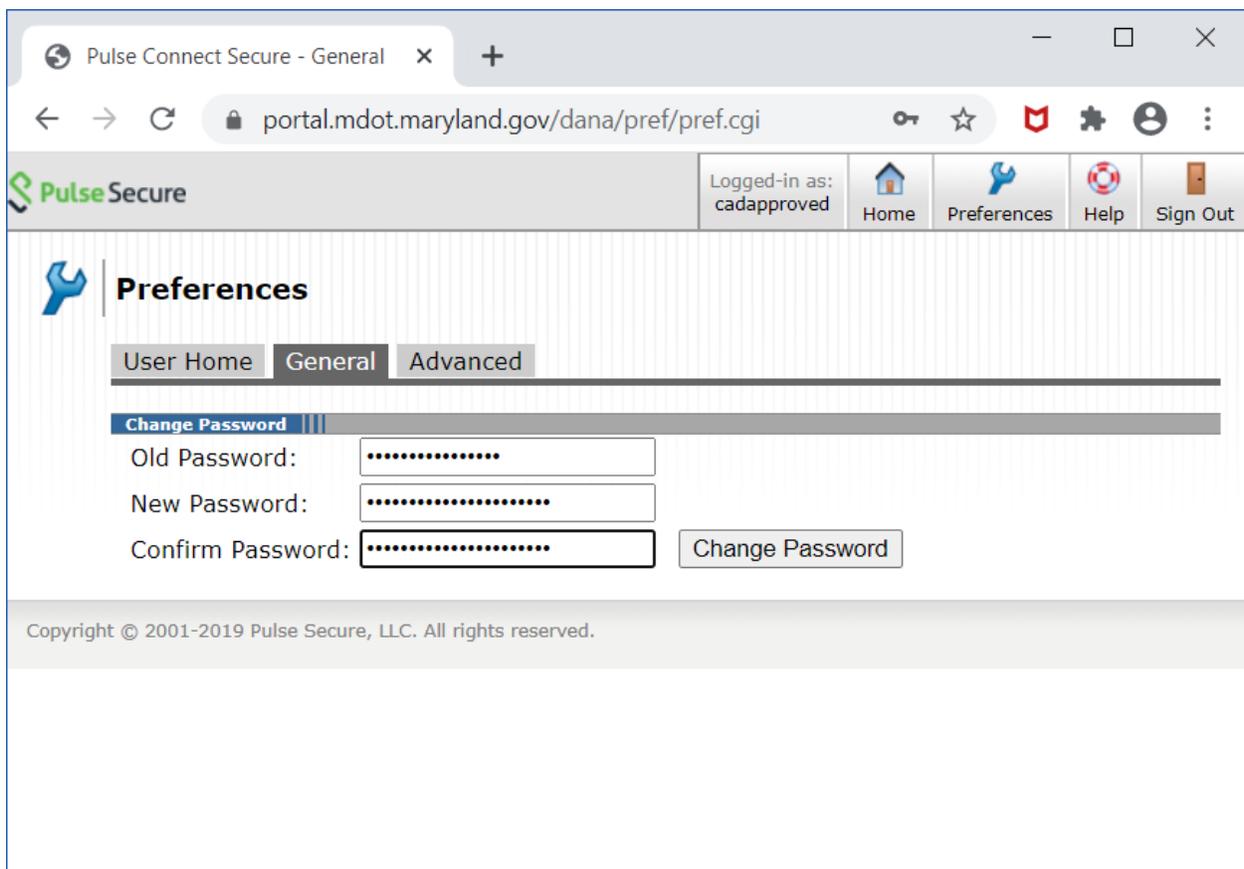
8. Enter your current password.

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**.



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Pulse Connect Secure - General
- Address Bar:** portal.mdot.maryland.gov/dana/pref/pref.cgi
- Page Header:** Pulse Secure logo, Logged-in as: cadapproved, Home, Preferences, Help, Sign Out.
- Main Content:**
  - Preferences** (wrench icon)
  - Navigation tabs: User Home, **General**, Advanced
  - Change Password** (highlighted)
  - Form fields: Old Password: [password masked], New Password: [password masked], Confirm Password: [password masked]
  - Submit button: Change Password
- Footer:** Copyright © 2001-2019 Pulse Secure, LLC. All rights reserved.

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

The screenshot shows a web browser window with the following elements:

- Browser tab: Pulse Connect Secure - General
- Address bar: portal.mdot.maryland.gov/dana/pref/pref.cgi?p=acc...
- Page header: Pulse Secure logo, Logged-in as: cadapproved, Home, Preferences, Help, Sign Out.
- Section header: **Preferences** (with a wrench icon)
- Message: **Account information has been updated.** (highlighted in yellow)
- Navigation tabs: User Home, General (selected), Advanced
- Section header: **Change Password** (with a vertical bar icon)
- Form fields: Old Password: , New Password: , Confirm Password:
- Button: Change Password
- Footer: Copyright © 2001-2019 Pulse Secure, LLC. All rights reserved.