

## 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.

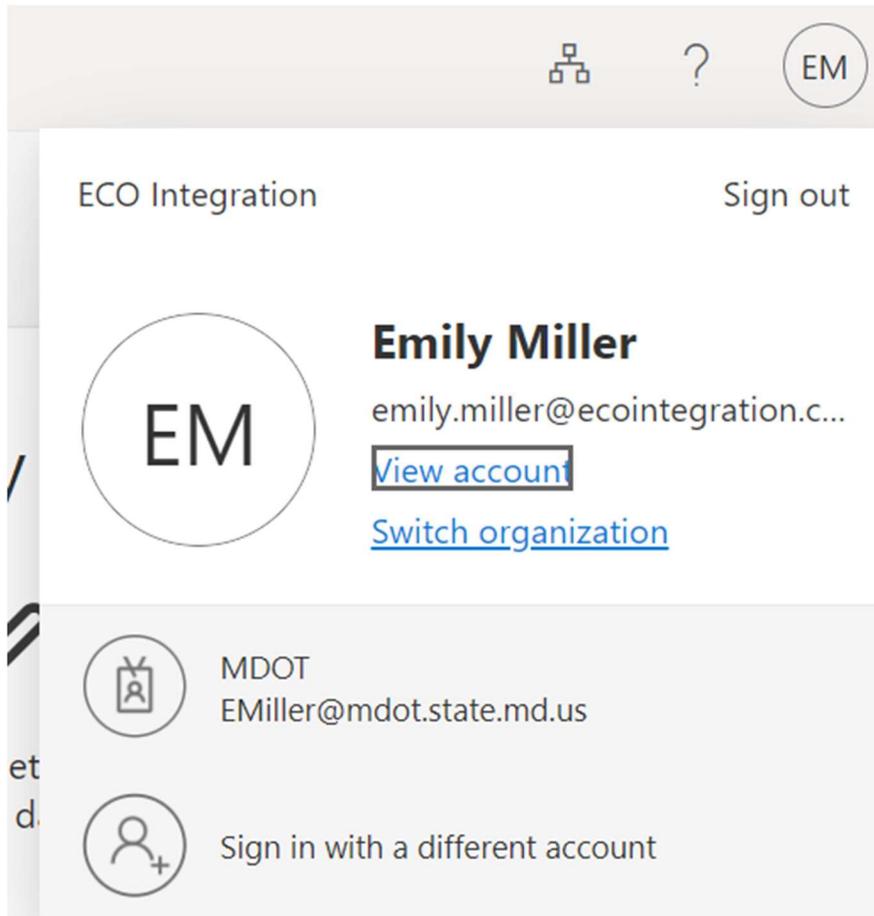
---

### Forgot your password and/or username?

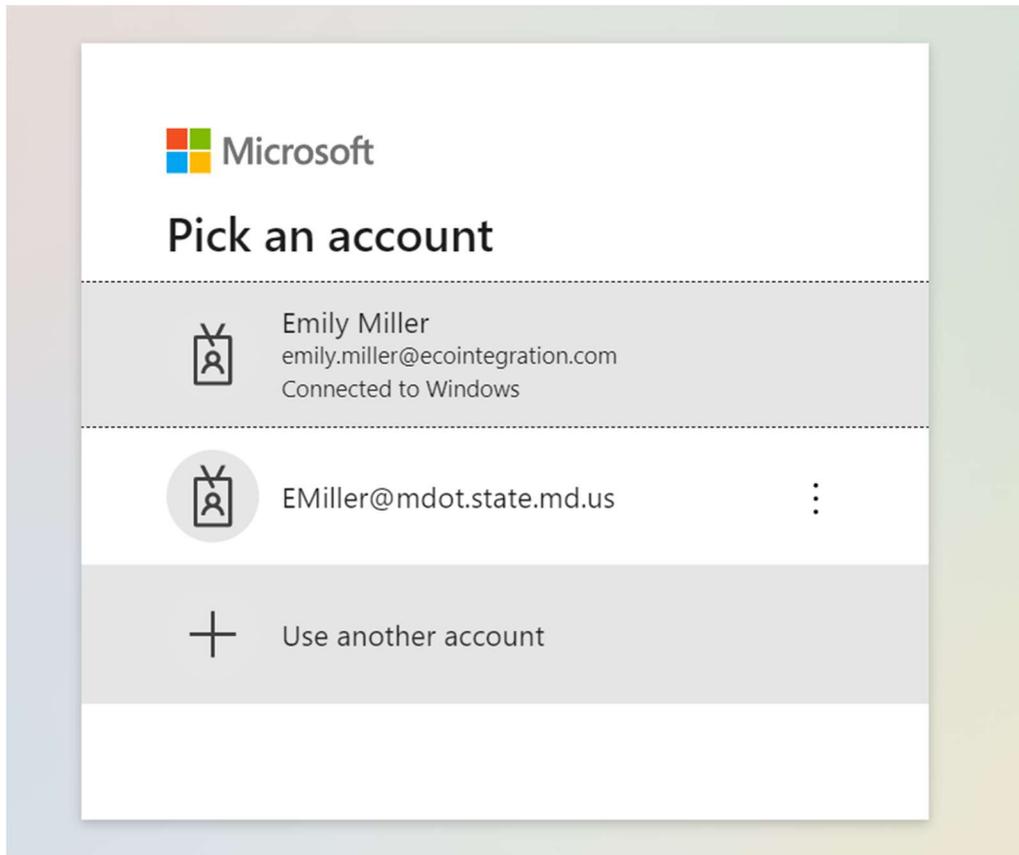
- If you have an AD Domain account, send an email to [ids@mdot.maryland.gov](mailto:ids@mdot.maryland.gov).
- If you have a SHACADD Domain account, contact the SHA Service Desk.

- 
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".

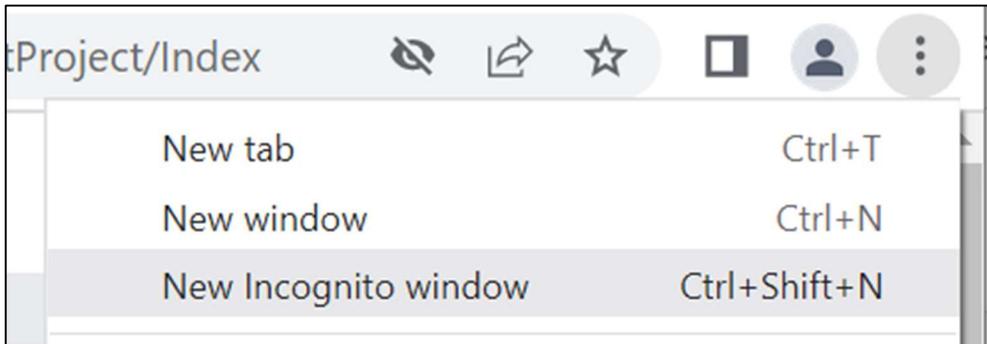


On the next screen, select "Use another account".

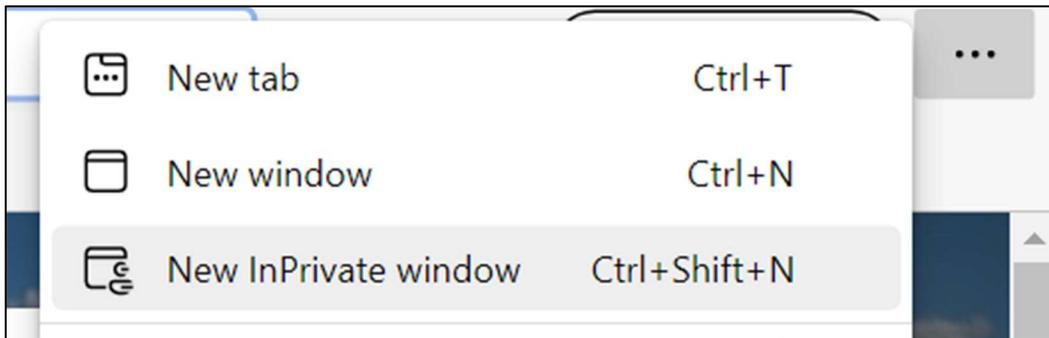


Alternatively, you can open and use a new incognito window (Chrome) or a new private window (Edge).

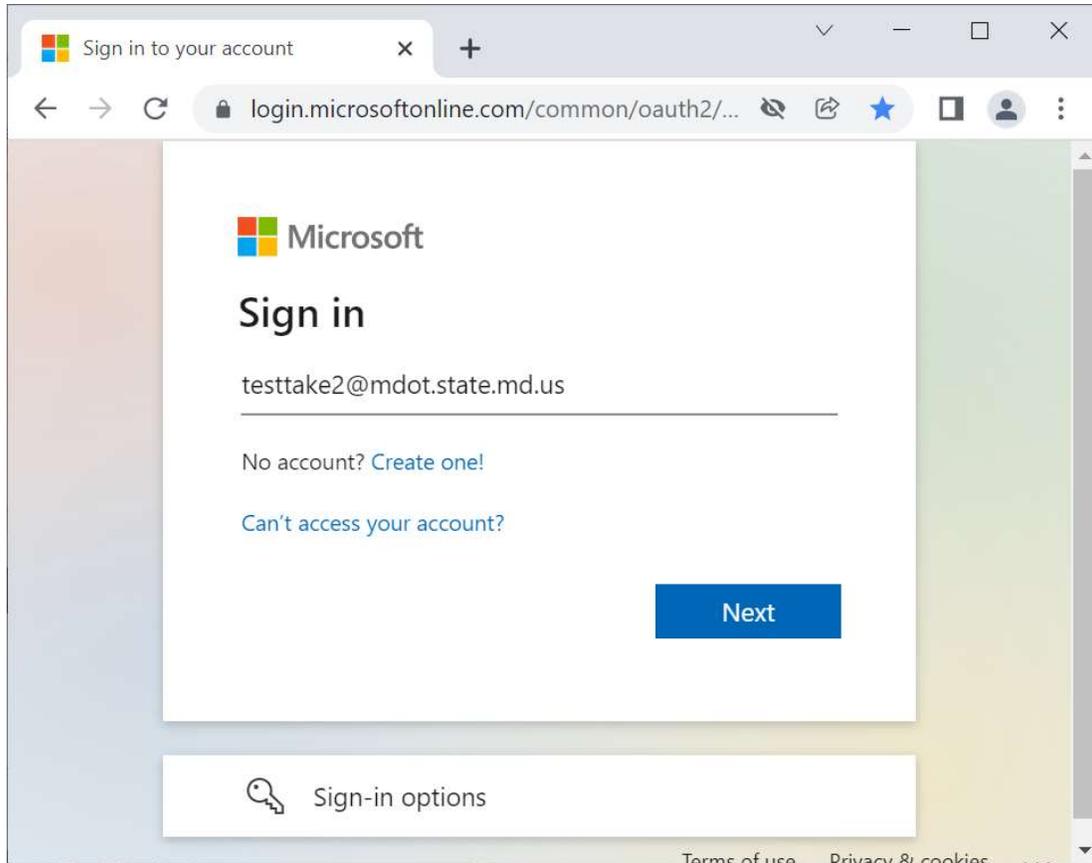
**Chrome:**



**Edge:**

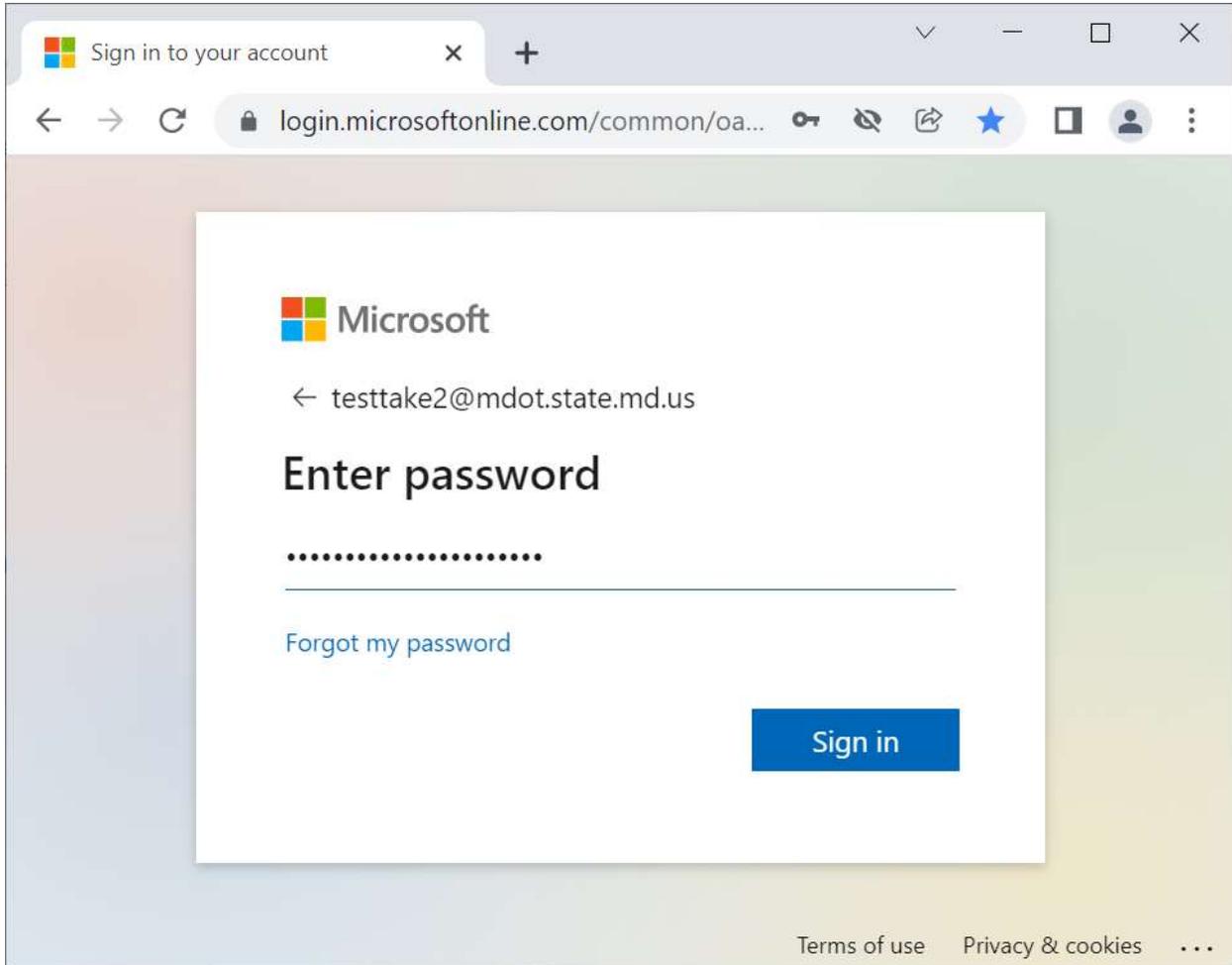


2. You will be redirected to the Microsoft login page. Enter your username. Use [username]@mdot.state.md.us
3. Click **Next**.



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

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



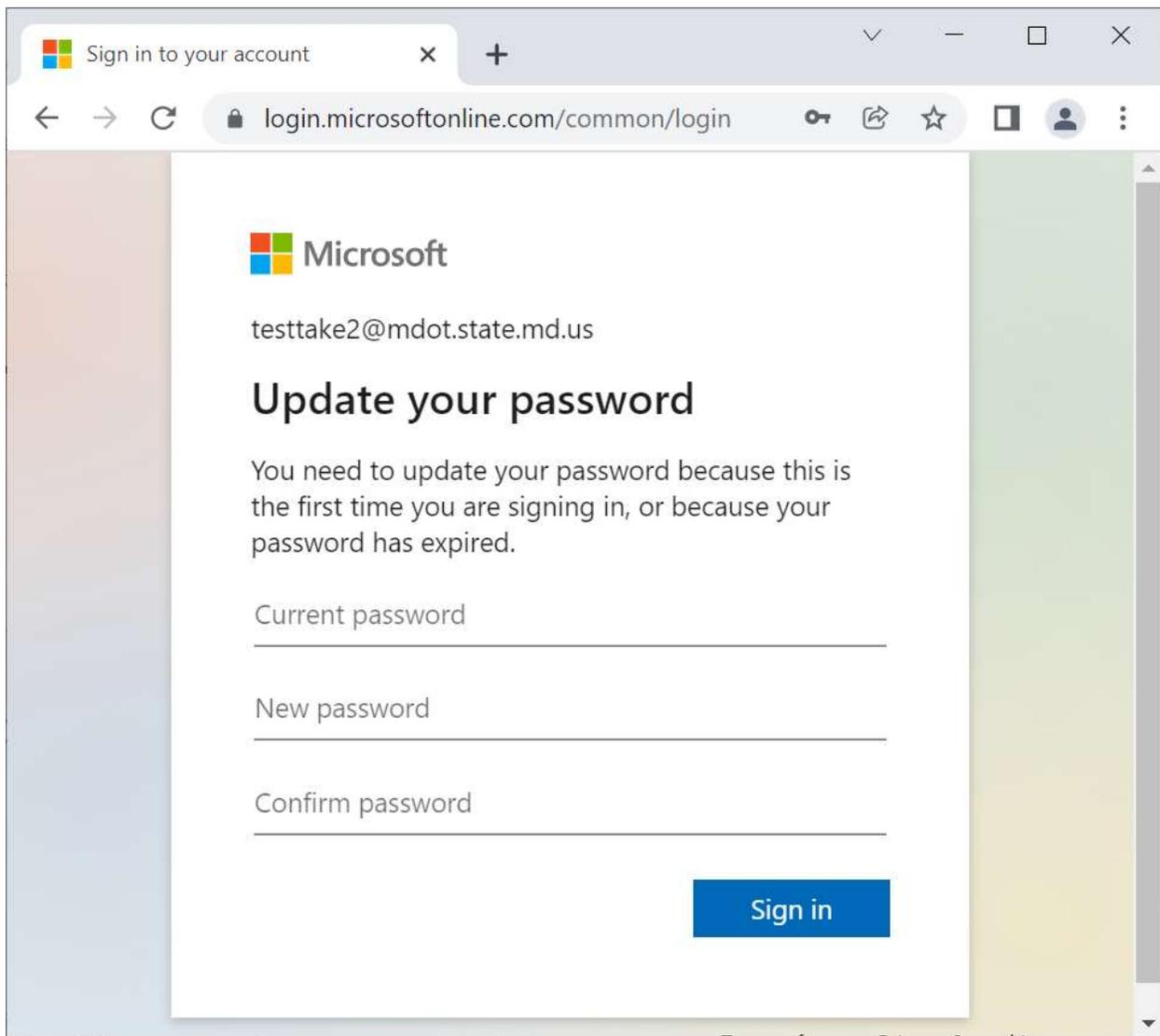
6. If your password has already expired, you will be presented with the change password screen. Enter your current password. Then enter and confirm your new password.

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

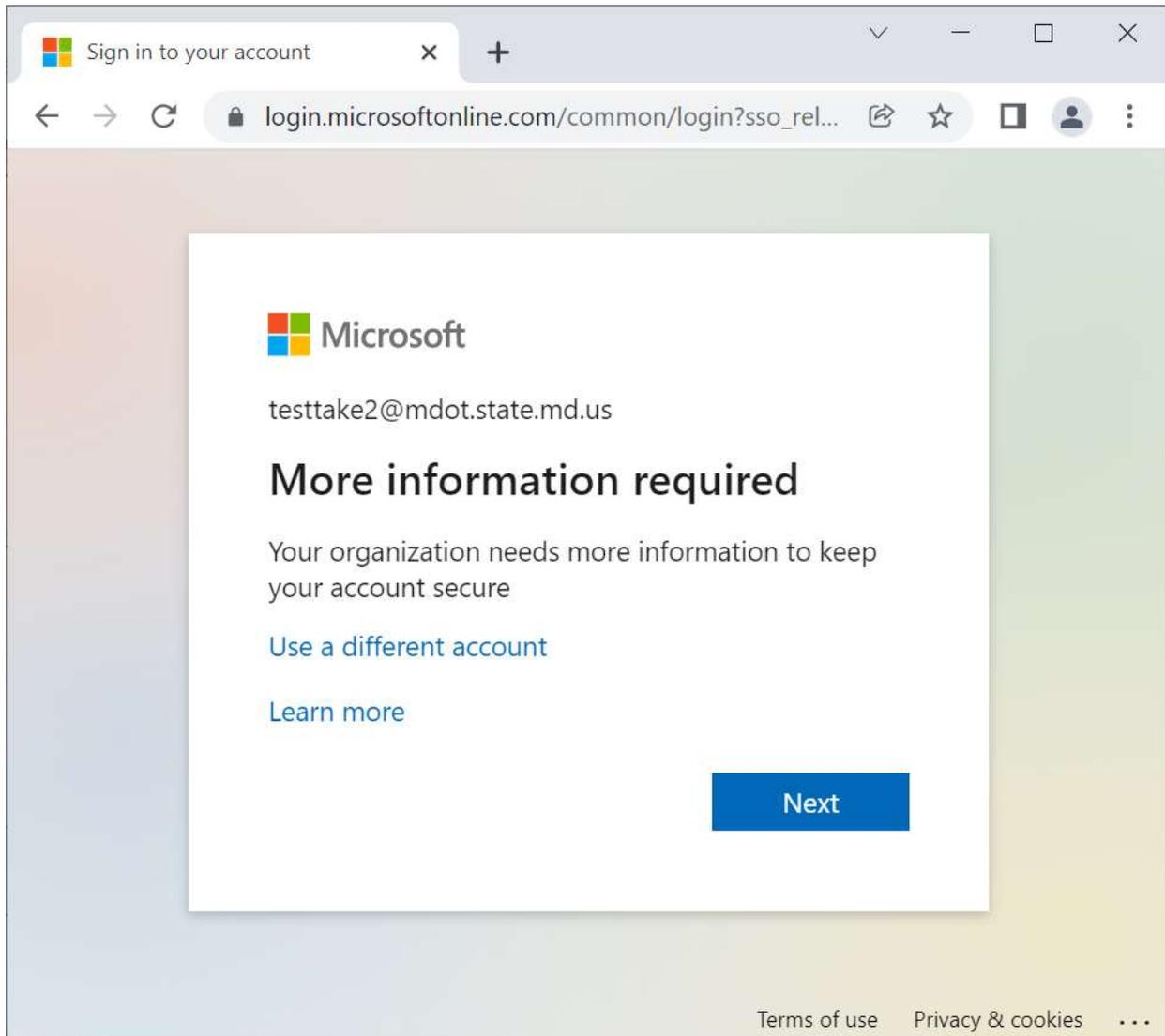
- Uppercase letters
- Lowercase characters
- A number
- A special character (!, \*, etc.)

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

Click **Sign in**.

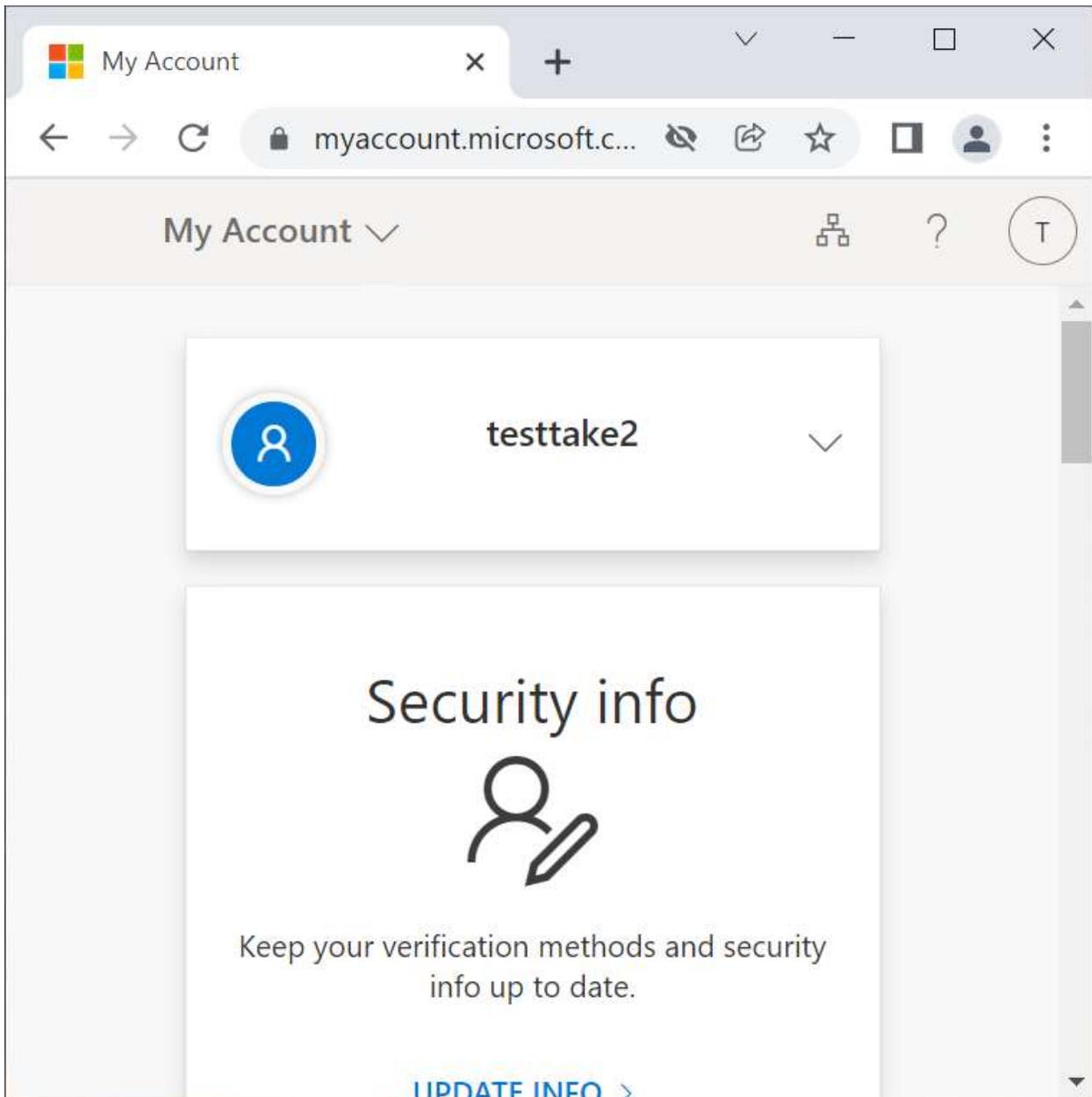


If this is your first time signing into Azure, you will be asked to set up two factor authentication. Click **Next** and follow the directions to do so.



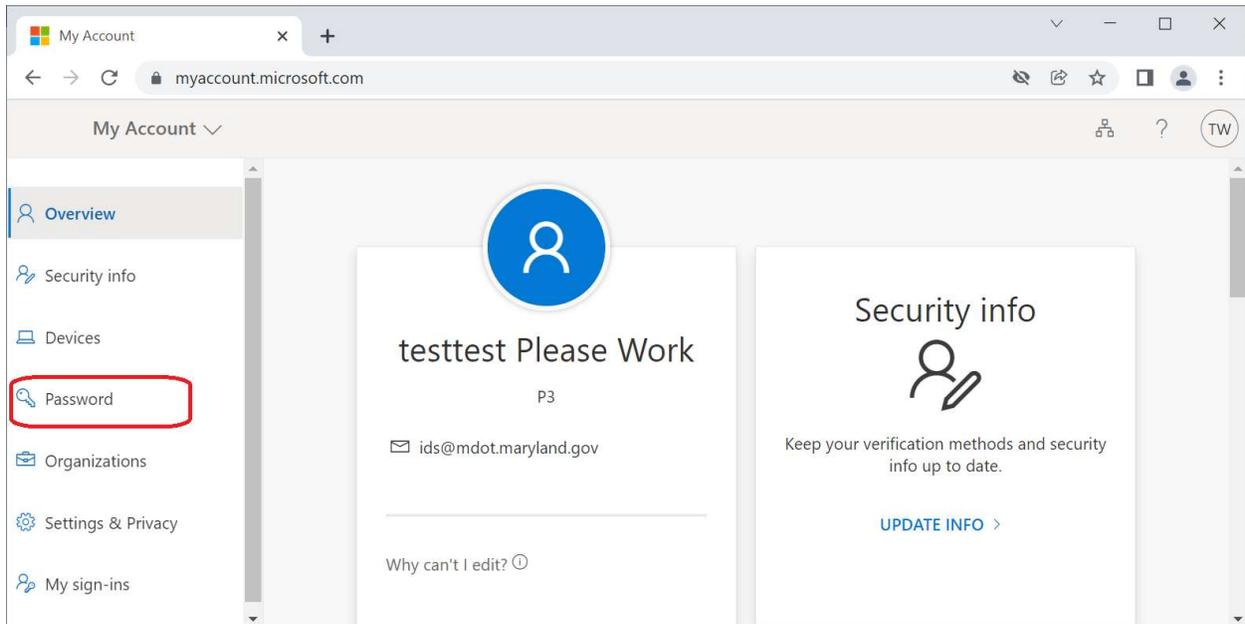
If asked if you want to stay signed in, click **No**.

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.

