



Minnesota Health Care Programs (MHCP) Modify or Change Your MN-ITS Password

<http://mn-its.dhs.state.mn.us>

Objective Modify or Change Your MN-ITS Password

Performed by All MN-ITS Users

Background MN-ITS is a secure system which requires a Username and “strong” password. Your organization’s MN-ITS Administrator assigns the Usernames and temporary passwords. You will be prompted to change your password on your first login attempt or if you need to modify your existing password to a new, strong password.

First Time Users

1. Go to <http://mn-its.dhs.state.mn.us>.
2. Ensure that your MN-ITS Administrator has set up an account for you and assigned you a User Name and temporary Password.
3. Enter your User Name in the **Username** field on the Login field of the Home Page. Do not use the CAPS LOCK.
4. Enter your Temporary Password in the **Password** field.
5. Click the **Login** button.
6. Enter your User ID again on the System Access page and click **Submit**.
7. Enter the temporary password in the **Old Password** field. You must determine your own unique password on your first login attempt.
8. Create a unique, strong password and enter it in the **New Password** field.
 - When choosing a password, follow standard strong [password](#) requirements
 - Strong passwords:
 - Must be at least eight characters in length
 - Must contain both upper and lower case letters
 - May contain numbers
 - May contain these symbols: ! # \$ % () * + , - . / : ; = ? @ [\] ^ { | } ~
Note: Do not use these symbols: “ ‘ < > &
 - Are case sensitive
9. Re-enter your new password in the **Retype New Password** field.
10. Click **Save** to complete the process and reach the confirmation page.
11. The change will take effect on your next login. Click on the **MN-ITS Home** logo to return to the MN-ITS Home page. If you choose, you may login with your new password and continue using MN-ITS.

Note: You will be allowed five attempts to login successfully. After that, you will be "locked out" until your password has been reset by an administrator.

General users must contact their MN-ITS Administrator (PA or PPA), not MHCP

Existing MN-ITS Users – change your own password

1. Enter your user name in the **Username** field. Do not use the CAPS LOCK key.
2. Enter your existing password in the **Password** field. Click the Login button.
3. Select **User Administrator** from the left-hand menu to reach your User Profile.
4. Enter your current password in the **Old Password** field.
5. Create and enter a [new strong password](#) in the **New Password** field.
6. Enter your new password again in the **Retype New Password** field.
7. Click the **Submit** button.
8. A confirmation notification will appear stating, "The demographic detail for user profile is being altered as of [date/time]."
9. Click the **Confirm Change** button to continue.
10. The system will then post a second confirmation that the change occurred. You may continue using MN-ITS or select **Back** to return to the User Profile.

Note: You have 5 attempts to successfully log in to MN-ITS before your account is locked. If you get locked out, contact your organization's MN-ITS Administrator to reset your password.