

North Dakota State Courts

Password Portal

You must first go and create your Profile Registration in the Courts Password Portal so that you can authenticate in the event you need to change your password or unlock your account. See option A

Password Portal is for Changing or Unlocking your Password for North Dakota Court Applications

You have 3 options for changing your password as Court Users

- A) Profile Registration -- <https://passwordportal.ndcourts.gov>
- B) Mobile phone – You can download the ManageEngine ADSelfService Plus application
- C) PC/Laptop -- You can change your password on your PC/Laptop via Reset Password/ Unlock Account Option

A) Profile Registration

You can change your password or register your profile by going to <https://passwordportal.ndcourts.gov>

You need to register your profile before you ever get locked out or need to change your password. Please register ASAP as this will allow you to change your password or unlock your password 24/7 without assistance from the IT Helpdesk.

{Profile Registration allows the system to validate that the correct person is allowed to access this profile (Userid) }

The screenshot shows the North Dakota State Courts Password Portal. The browser address bar displays <https://passwordportal.ndcourts.gov/showLogin.cc>. The page features the State of North Dakota Courts logo and a navigation menu on the left with options: Profile Registration, Update Profile, Change Password, Unlock Account, and Reset Password, each with a corresponding help link. A central 'Sign in' box contains fields for User Name and Password, and a Login button. On the right, there is a section for 'Other Password Portals' listing File and Serve, PeopleSoft, and Verifone, and a 'Court Access' section listing Document Access, Attorney Subscription Management, and Document Access Request. Annotations with red arrows point to the 'Profile Registration' link, the 'Sign in' box, and the 'Other Password Portals' section. A large blue text overlay reads 'North Dakota State Courts Password Portal'. A box at the top right states: 'Additional websites that have their own specific password portal not associated with the North Dakota Courts Password'.

Help Manual for each option

This is where you log on to enroll or make changes to your password or profile

Additional websites that have their own specific password portal not associated with the North Dakota Courts Password

North Dakota State Courts Password Portal

Update Your Profile Efficiently :

- Profile Registration**
Profile Registration Help
- Update Profile**
Profile Update Help
- Change Password**
Change Password Help
- Unlock Account**
Unlock Account Help
- Reset Password**
Reset Password Help

Sign in

User Name:

Password:

Login

Other Password Portals

- File and Serve Password Portal File & Serve
- PeopleSoft Password Portal (ND.gov).. NDGov
- Verifone..... Verifone

Court Access

- Document Access to Court Records ... Document Access
- Attorney Subscription Management... Attorney_Portal
- Document Access Request..... Access Form

After Logging into the website... Press the **Click Here** button

Getting Started IIS Windows Server

STATE OF NORTH DAKOTA
COURTS

Change Password Enrollment

Change Password ?

Old Password

New Password

Confirm New Password

- Minimum length should be at least 8
- Number of special characters to include 1
- Must contain both upper and lowercase characters
- Number of numerals to include 1
- You can ignore complexity rules if password length is at least 15
- Must not contain restricted patterns [List](#)

Welcome! This portal offers you the power of password self-service!

- Password Reset: Securely reset your machine password without help desk assistance.
- Account Unlock: Unlock your account when you get locked out without help desk assistance.

Complete your enrollment now!

Press Click Here and start answering the questions

STATE OF NORTH DAKOTA
COURTS

Change Password

Enrollment

User Registration

A minimum of 3 questions/answers must be completed.

Remember, the answers to the questions are case sensitive and the answers cannot be used more than once.

Note! You can unhide to see your spelling without having to type twice.

Please enroll for the forced verification methods enabled for your account.

Security Questions

Question : -- Please Select a Question --

Answer

Confirm Answer

Question : -- Please Select a Question --

Answer

Confirm Answer

Question : Write your own question

Answer

Confirm Answer

☒ Hide Answer(s)

The minimum length of the question(s) should be 5 characters and maximum allowed is 255 characters

The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Step 2 of 2

Next

Make your own question with your own answer

Change Password

Enrollment

You have successfully enrolled! The information you provided will help us verify your identity when you login or during the password reset/account unlock process.

Enrolled Verification Methods

You'll be asked to verify your identity using any of the methods listed below. [Learn more](#)

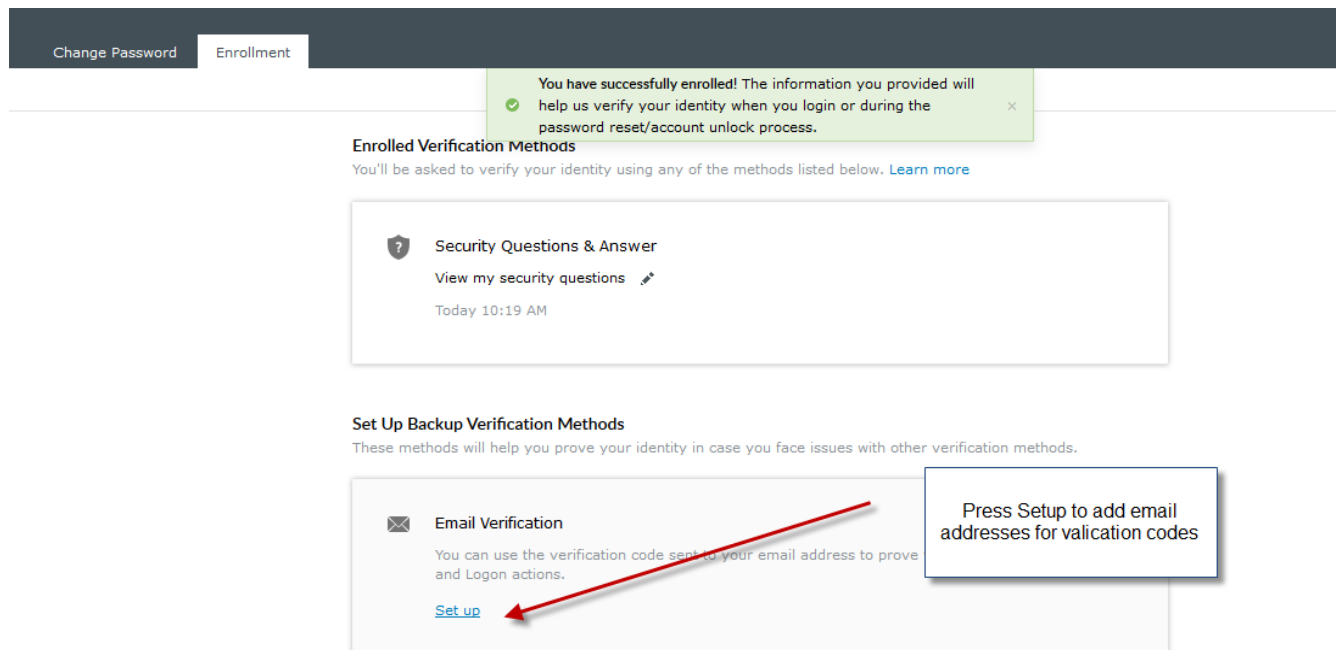
Security Questions & Answer

View my security questions

Today 10:19 AM

Now you need to setup your email verification in the event you need a validation code...

Note! You can setup more than one email address in the event you have an issue with your primary email address.



If you have a Gmail Account – It can take up to 15 minutes before you receive your verification codeAtt.
Duplicate Email ID found --- Means the Email that you are entering has already been registered to your account

The image shows a web form titled "Email Verification". It contains two main sections. The first section is labeled "Enter the email address where you want to receive the verification code" and includes a text input field with the placeholder "Enter Email address" and a green "Send Code" button. A red arrow points from a callout box to this button. The second section is labeled "Enter the code that you received via email" and includes a text input field with the placeholder "Enter verification code" and a green "Verify Code" button. A red arrow points from a second callout box to this button. Below the form, there is a section titled "Security Questions & Answer" with a link "View my security questions" and a timestamp "Today 07:52 AM".

Email Verification

Enter the email address where you want to receive the verification code

Send Code

Enter the code that you received via email

Verify Code

Callout 1: Enter your email address -- Now press the **Send Code** button to receive the verification code in your email box

Callout 2: When you receive the verification code in your email box, you need to enter this new code and press the **Verify Code** button

Security Questions & Answer
View my security questions
Today 07:52 AM

Passwords can only be changed once every 7 days

Change Password ?

Old Password

New Password

Confirm New Password

- Password must contain a minimum of eight characters : 8
- Password may include one or more special characters : 1
- Password must contain a combination of upper-case and lower-case characters
- Password must contain at least one number : 1
- You can ignore the above password complexity rules if password length exceeds fifteen characters : 15
- Password must not contain restricted patterns [List](#)

**Password
Parameters for
creating a New
Password**

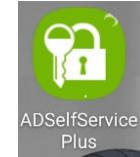
Change Password

Cancel

B) Mobile Phone Access

You can change, unlock or reset your password via your mobile phone.

- 1) You must first download the mobile phone app – called ManageEngine ADSelfService Plus

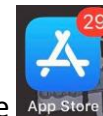


- 2) The application is available from Google Play



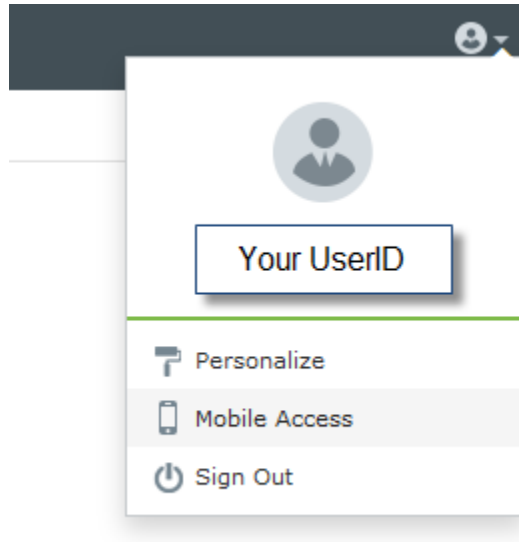
Google Play

or Apple Store



- 3) Now log into <https://passwordportal.ndcourts.gov>

Select Mobile Access



Change Password ⓘ

Old Password

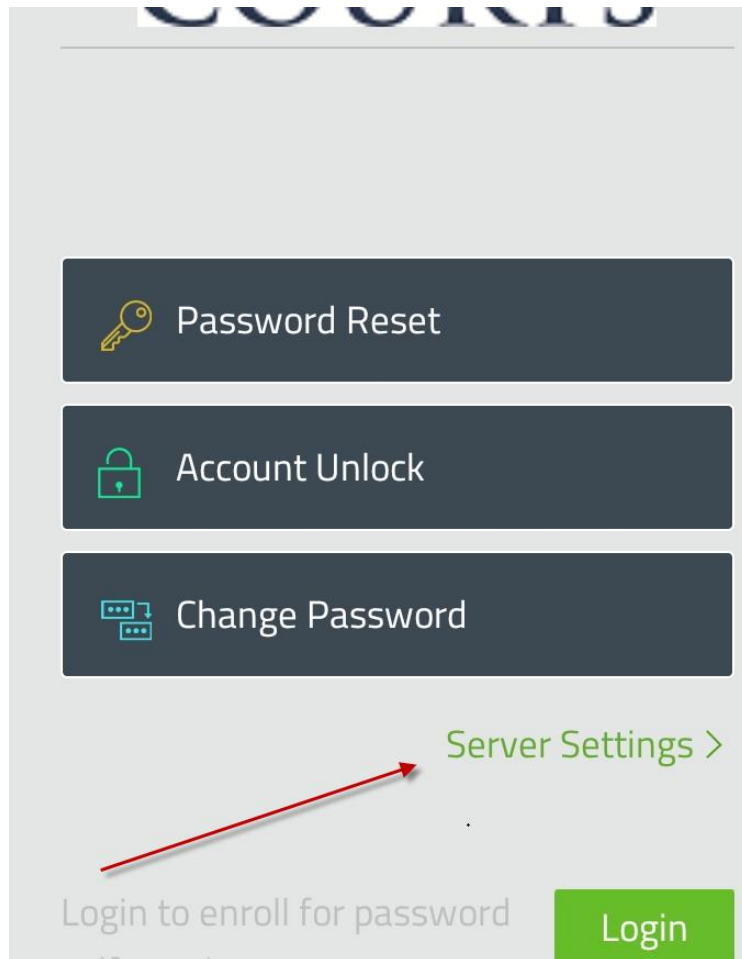
New Password

Confirm New Password

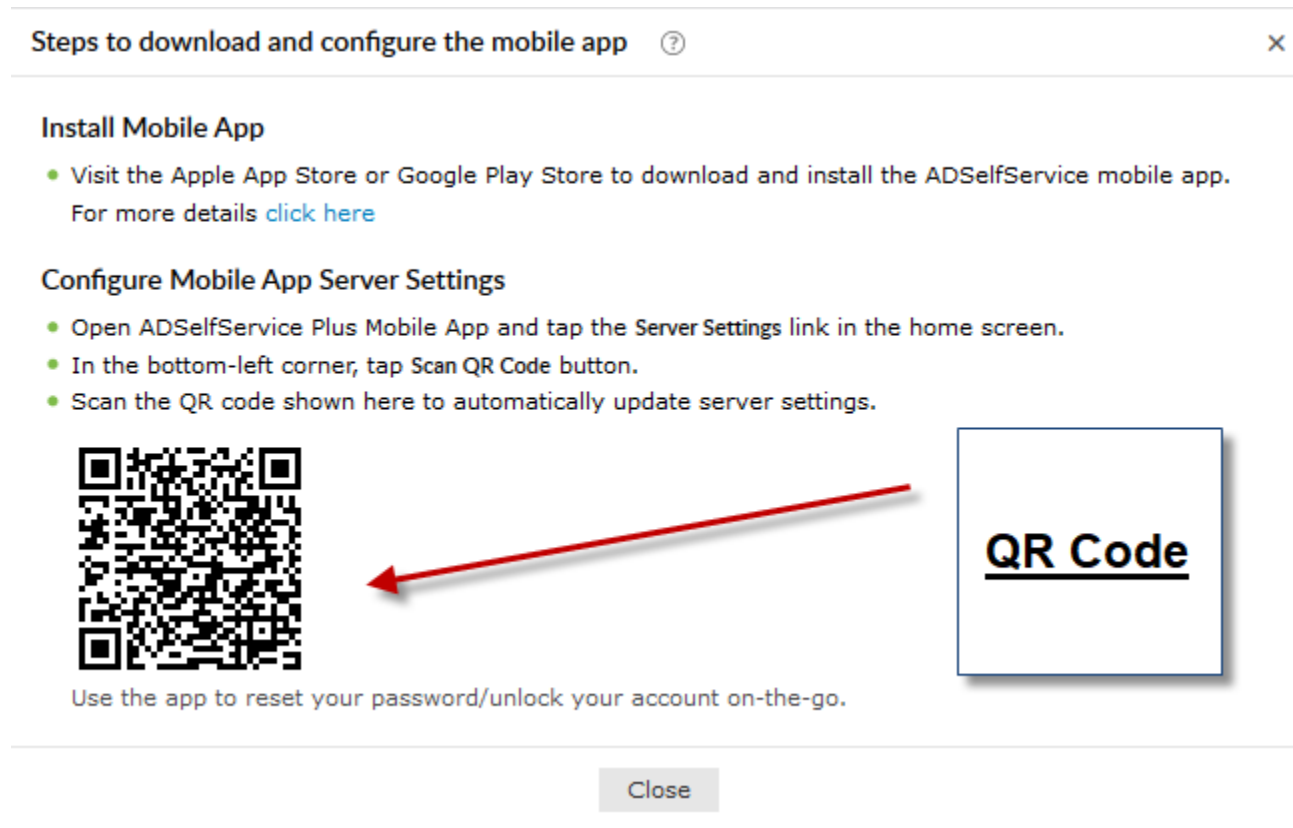
- Minimum length should be at least 8
- Number of special characters to include 1
- Must contain both upper and lowercase characters
- Number of numerals to include 1
- You can ignore complexity rules if password length is at least 15
- Must not contain restricted patterns [List](#)

**Personalize Website Screen,
Mobile Phone Access Setup,
and Sign Out of the website**

After downloading the app to your mobile phone, open the ManageEngine ADSelfService Plus application ... Click on [Server Settings](#) on the main app window...



- 1) Select Scan QR Code (You will get a demo of how to scan) -- Press OK, GOT IT? At the bottom of the screen
- 2) Now a screen with a green border of a box will be on your screen
- 3) Point the camera from your phone to the QR code on your monitor and the settings will be uploaded from the screen.



You should now be able to log in with your courts userid and password to Reset, Unlock or Change your password via your Mobile Phone

C) PC/Laptop Change Password Locally

Note! Profile Registration needs to be completed prior or you will not be able to modify your password... Please see instruction above.

If you are at the login screen you will see...



You can reset or unlock your password at the login screen or log off of your PC by pressing <CTRL> <ALT> and select lock for lock workstation.

STATE OF NORTH DAKOTA
COURTS

