North Dakota State Courts

Password Portal

You must <u>first go and create your Profile Registration</u> 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) }

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

User Registration ⑦

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]

Make your own question with your own 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

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.   X

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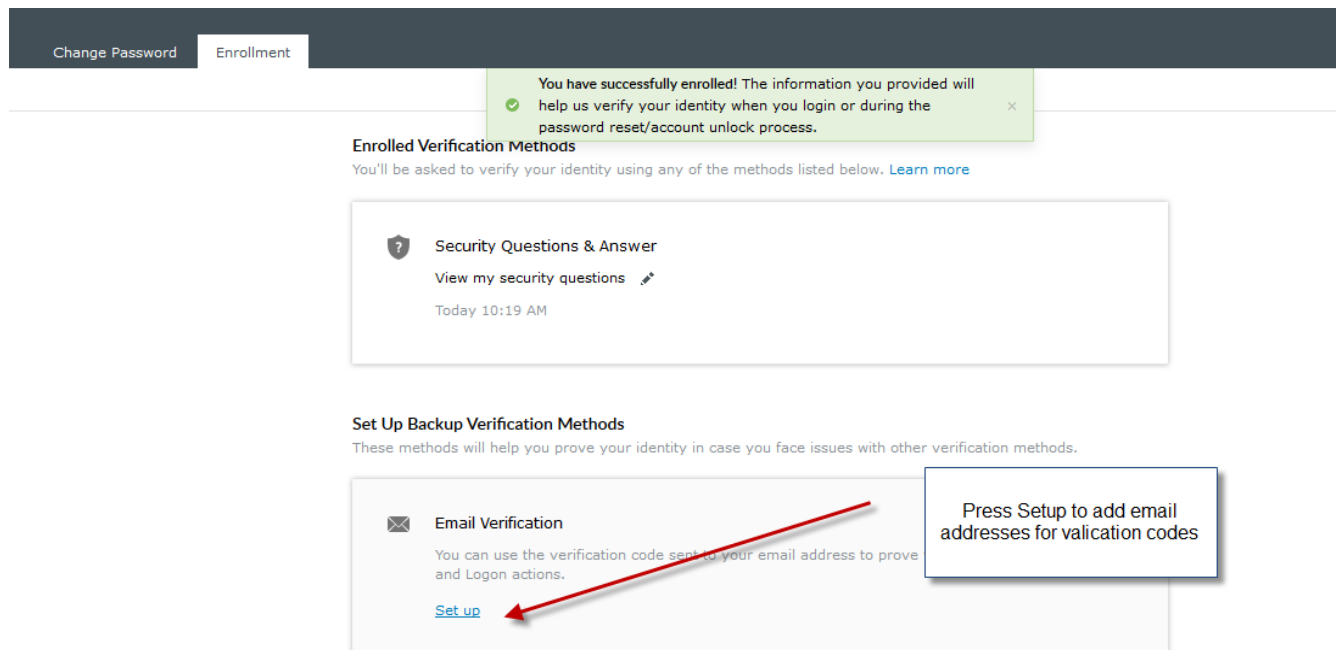
If you have a Gmail Account – It can take up to 15 minutes before you receive your verification codeAtt.
Duplicate Email ID found --- Means the Email that you are entering has already been registered to your account

Email Verification

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

| Enter Email address | **Send Code** |

Enter your email address -- Now press the **Send Code** button to recieve the verifcation code in your email box

Enter the code that you received via email

| Enter verification code | **Verify Code** |

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**

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Change Password   Enrollment

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
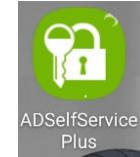
[Change Password]   [Cancel]

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   or Apple Store
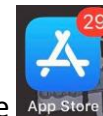
3) Now log into https://passwordportal.ndcourts.gov

Select Mobile Access

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Change Password   Enrollment   ☺▾
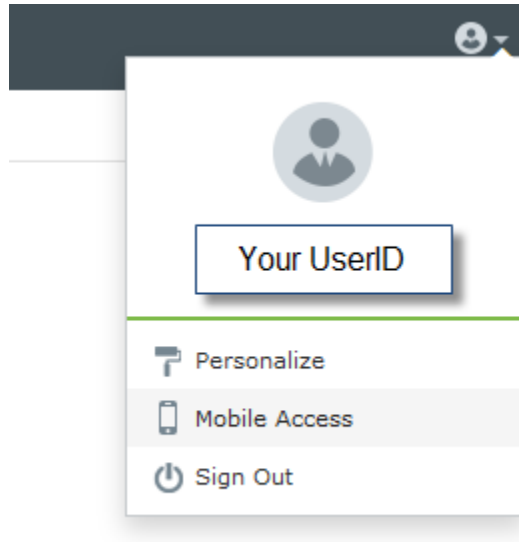
Change Password ⍰

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

[Change Password]   [Cancel]

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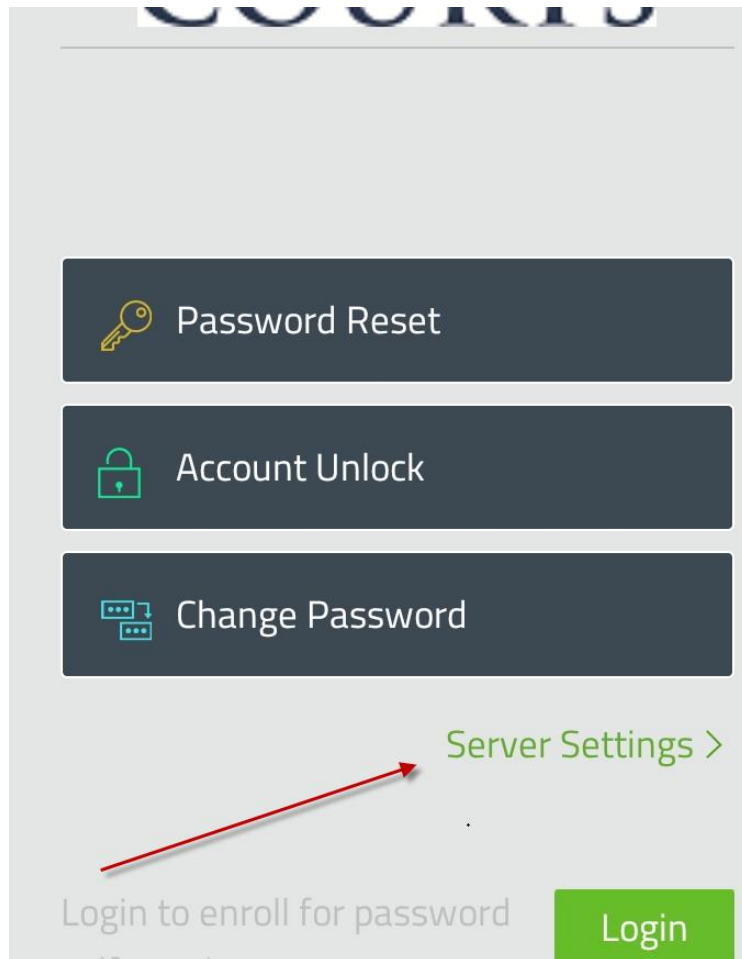
1) Select Scan QR Code (You will get a demo of how to scan) -- Press OK, GOT IT?   At the bottom of the screen
2) Now a screen with a green border of a box will be on your screen
3) Point the camera from your phone to the QR code on your monitor and the settings will be uploaded from the screen.

Steps to download and configure the mobile app   ⑦   ✕

Install Mobile App

- Visit the Apple App Store or Google Play Store to download and install the ADSelfService mobile app.
  For more details click here

Configure Mobile App Server Settings

- Open ADSelfService Plus Mobile App and tap the Server Settings link in the home screen.
- In the bottom-left corner, tap Scan QR Code button.
- Scan the QR code shown here to automatically update server settings.

Use the app to reset your password/unlock your account on-the-go.

Close

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> <DEL> and select lock for lock workstation.

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Reset Password

Unlock Account