

How to Reset Your Forgotten Password

PLEASE READ FIRST: To recover your forgotten password, you must have access to the email account you specified when you first set up this account. If you no longer have access to that email account, you cannot reset your forgotten password. Instead, you must create a new MDE user account.

If you have forgotten the password for your MDE user account and you have access to the email account associated your MDE user account, follow these instructions to reset your password:

1. Go to the Minnesota Department of Education (MDE) home page:
<http://education.state.mn.us>
2. From the **Districts, Schools, and Educators** menu, select **Data Submissions**.



3. On the Data Submissions page, select **Reset Forgotten Password**.

Reset the Forgotten Password for Your Account

If you have forgotten the password to your MDE user account, start here to reset your password.

> [Reset Forgotten Password](#) 

[View step-by-step instructions on how to reset the forgotten password for your account](#)

4. Enter your MDE account User ID as well as your First Name and Last Name. Select the **Next** button to proceed.

Minnesota Department of Education

MDE > Data Submissions > User Account System

Not signed in

User Account System - DEV

Forgotten Password

If you are already registered but have forgotten your password, enter your User Id and Name to proceed.

* User ID

* First Name

* Last Name

[Forgot Your User Id ?](#)

5. NOTE: If you have forgotten your MDE account User ID, select **Forgot Your User Id?** Afterwards, you must still complete the Reset Forgotten Password process to access your MDE user account.
6. Enter the answer to the Security Question you provided during registration. This answer is not case-sensitive. Select the **Next** button to proceed.

Minnesota Department of Education

MDE > Data Submissions > User Account System

Not signed in

User Account System - DEV

Security Question and Answer

What city were you born in ?

Please provide the answer to the question you provided during registration. This is not case sensitive.

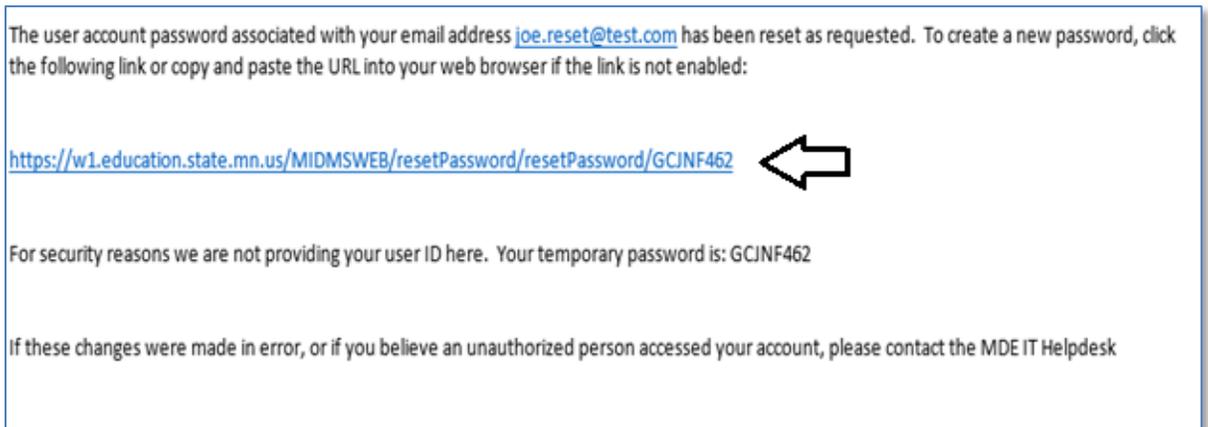
[Forgot your Security Answer?](#)

NOTE: If you have forgotten your security answer, select **Forgot Your Security Answer?** Afterwards, you must still complete the Reset Forgotten Password process to access your MDE user account.

7. Review the confirmation page. A temporary password will be sent to your registered email address.



8. Review the message that was sent to your email account. Select the **Reset Password** link in the email message to continue the Reset Forgotten Password process.



9. Enter your MDE account User ID. (The temporary password that was sent in the email message should already be entered on the screen.)

Create a new password for your MDE user account. Your password must be at least 8 characters long and include at least one upper case character. You may not reuse a password which you have previously used with this account.

Select the **Save Changes** button to proceed.

The screenshot shows a web form titled "Change Your Temporary Password" within the "User Account System - DEV" interface. The page header includes the Minnesota Department of Education logo and navigation links. The form contains the following elements:

- A breadcrumb trail: "MDE > Data Submissions > User Account System".
- A status indicator: "Not signed in".
- A title: "Change Your Temporary Password".
- A note: "If you do not have your temporary password, please start with the [Get Login Help](#) page."
- A requirement notice: "Fields with an "*" are required".
- Input fields:
 - * User Id: An empty text box.
 - * Temporary Password: A text box containing "GCJNF462".
 - New Password: An empty text box.
 - * Confirm New Password: An empty text box.
- A "Save Changes" button.
- Instructions: "The temporary password emailed to your registered email account." and "Your password must be at least 8 characters long and include at least one upper case character."

10. Review the confirmation page and select the **Return to Login Page** button.

The screenshot shows the confirmation page after the password change. The page header is identical to the previous screenshot. The main content area features:

- A light blue notification box with the text: "Your password has been changed." and a close button (X).
- A green button labeled "Return to Login Page to access MDE User Account".

11. To verify your new password, enter your MDE account User ID and your new Password and select the **Login** button.

The screenshot shows the login interface for the Minnesota Department of Education's User Account System. The header includes the Minnesota Department of Education logo and the text "MDE > Data Submissions" and "User Account System". The main heading is "Please Login With Your MDE User Account". Below this, there are two input fields: "User ID:" and "Password:", each with a small asterisk icon to its right. A green "Login" button is positioned below the password field. Below the login fields, there are two links: "Don't Have an Account? [Create Account](#)" and "Can't Access Your Account? [Get Login Help](#)". At the bottom, a disclaimer states: "The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent to such monitoring and recording. Any illegal or unauthorized use could be subject to federal, civil, criminal sanctions/penalties, disciplinary action, and/or other appropriate action."

12. If your MDE account login was successful, your MDE User Account profile page is displayed with a summary of your user account information and the MDE secure systems to which you currently have access.

The screenshot shows the user account profile page for the Minnesota Department of Education's User Account System. The header includes the Minnesota Department of Education logo, the text "MDE > Data Submissions > User Account System", and "Signed in as: joereset Log Out". The main heading is "User Account System - DEVSQL". Below this, the heading "MDE User Account" is displayed. The text "You are currently signed in as:" is followed by a list of user information: "User ID: joereset", "Name: Joe Reset", "Email: joe.reset@test.com", and "Phone: [123-456-7890](tel:123-456-7890)". Below this information, there are three links: "Update Personal Information", "Change Your Password", and "Change Your Security Question and Answer". The heading "Authorized Applications:" is followed by a disclaimer: "If you don't see your desired secured web application in the above list, then you don't have the required authorization. Return to Data Submissions."