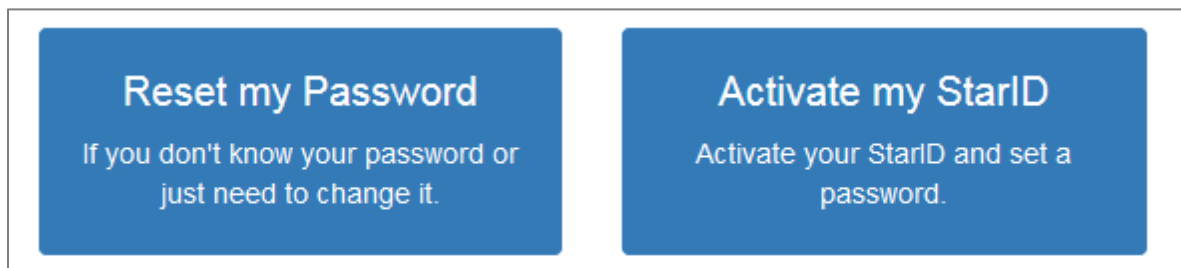


Topic: How to Activate or Reset your StarID password

If you are activating your StarID for the first time, have forgotten your password, or your password has expired you will want to follow these instructions.

***NOTE: After resetting your password, it may take up to 10 minutes for email & Office 365 applications to work with the new password. Please give it a little time.

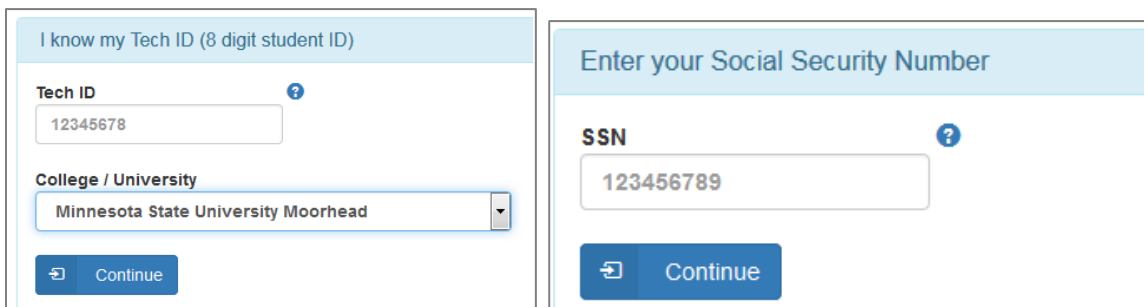
1. Go to the [StarID web site](https://starid.minnstate.edu/) (https://starid.minnstate.edu/).
2. Click on 'Reset Password ' or 'Activate StarID' as appropriate for your situation.



3. Choose a method for activation or reset such as "I know my Tech ID" or "I know my Email Address" (this must be the email address on file with MSUM's records office). You may try the other links if these do not work for you.



4. Next Steps
 - a. If You choose "I know my Tech ID"
 - i. Fill in the Tech ID (which is your Dragon Student ID number). Choose Minnesota State University Moorhead from the drop down list and, then press 'continue'. Fill in your Social Security Number (without the dashes) and then click 'continue'. Go to Step #5



The image shows two screenshots of the StarID activation form. The left screenshot is titled "I know my Tech ID (8 digit student ID)" and shows a form with a "Tech ID" field containing "12345678", a "College / University" dropdown menu with "Minnesota State University Moorhead" selected, and a "Continue" button. The right screenshot is titled "Enter your Social Security Number" and shows a form with an "SSN" field containing "123456789" and a "Continue" button.

- b. If you chose 'I know my email address'.
- i. Enter in your alternate email address on file with the Registrar's office (Students) or Human Resources (Employees). This will be a gmail, yahoo, hotmail, etc type of account that is personal to you. A code will be sent to that email address which you will need to retrieve and enter in on the StarID reset page. Enter the code and your last name, hit "Continue" to proceed to the next step.

The image shows two screenshots of a web form. The left screenshot is titled "Email address" and features a text input field and a blue button with a right-pointing arrow and the text "Continue". The right screenshot is titled "Code" and features a text input field, a label "Last Name or Email address we sent the code to" above another text input field, and a blue button with a right-pointing arrow and the text "Continue".

5. You will be prompted to enter in a password and confirm the password, make sure to follow the password guidelines. Also decide which email you want to use as a "preferred" email. This is the address you will get notifications sent to when it is time to renew your StarID password. Click on the "acknowledge" button on the page and choose to "set password". Your StarID is now ready for use.

The image shows a screenshot of a web form for setting a new password. It has three main input sections: "New Password" with a text field, "Confirm New Password" with a text field, and "StarID Notification Email (preferred email)" with a text field. Below the email field is a checkbox labeled "I acknowledge that I am subject to the terms of access and use as defined in the StarID User Agreement. For more information, see Computers and Information Technology Resources." At the bottom is a blue button with a right-pointing arrow and the text "Set Password".

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.