# Instructions for changing one’s password in azure for the NTIA SM domain

## Changing password:

One must know their current password to change it. If the current password is unknown, then contact [servicedesk@ntia.gov](mailto:servicedesk@ntia.gov) to get a temporary password set on the account. The service desk will supply the user with the new temporary password for accessing the password reset function.

## Password reset:

1. Log into <https://myaccount.microsoft.com> using your SM user account and password. SM user accounts are fully qualified. Ex: [user@sm.ntia.doc.gov](mailto:user@sm.ntia.doc.gov)
2. Choose the “Security info” selection for changing your password

Graphical user interface, application, website

Description automatically generated

1. Select “change” on the password row

Graphical user interface, text, application

Description automatically generated

1. Update the password. Note that passwords for this domain must have at a minimum: 2 uppercase characters, 2 lower case characters, 2 numbers, and 2 special characters. Passwords must be at least 12 characters in length.

Graphical user interface, application

Description automatically generated

You may now use the new password for logging into NTIA systems that you are authorized for.