

Initial sign in and account registration to access Hennepin County extranet sites

Initial sign in and account registration

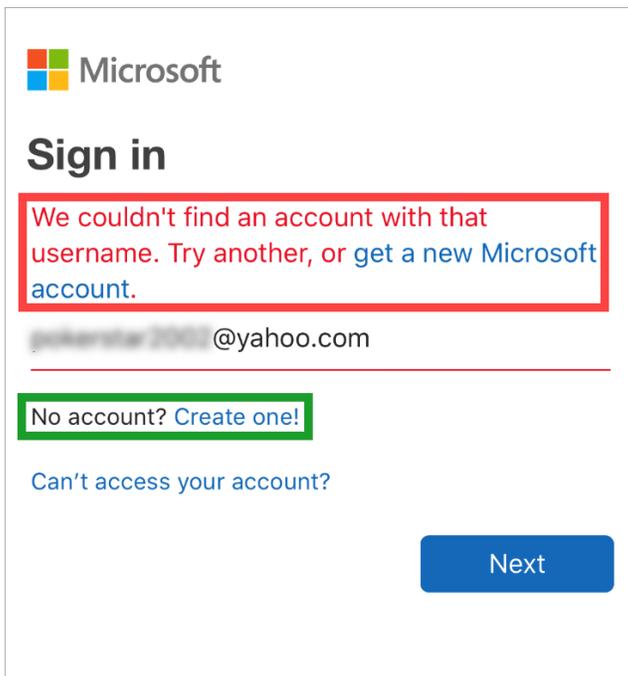
These are the steps to follow for your initial sign in and account registration for Hennepin County extranet sites.

This is a one-time process where you will register your email account and make the future login process faster.

Hennepin County has added **2-step verification**, a process (password and additional security verification) for increased security.

NOTE: If your account is already linked to a Microsoft account, or your organization uses Office 365, you will be taken directly to Step 13.

Create an account



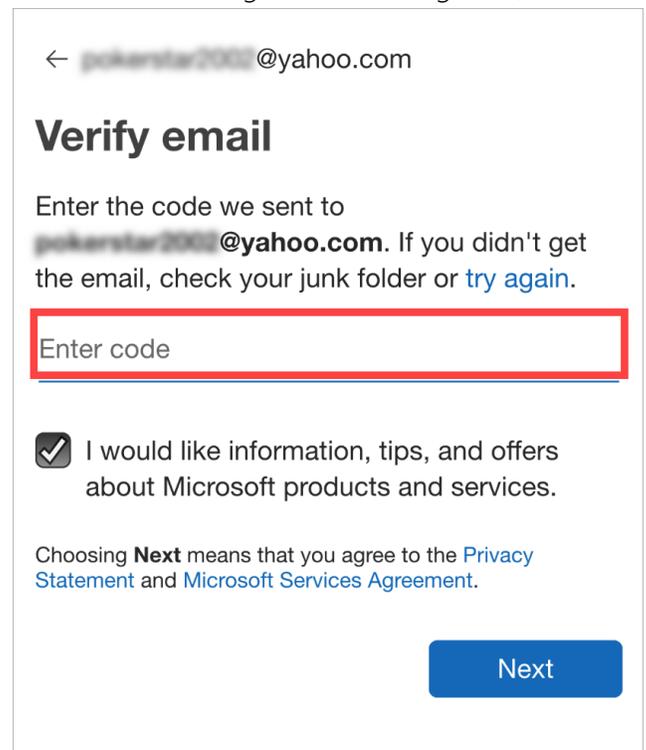
The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". A red-bordered box highlights an error message: "We couldn't find an account with that username. Try another, or get a new Microsoft account." Below this, the email address "jpkarstar2000@yahoo.com" is entered in a text field. A green-bordered box highlights a link that says "No account? Create one!". Below that is a link "Can't access your account?". At the bottom right is a blue "Next" button.

(Figure 1) Create a new Microsoft account.

Steps to create a Microsoft account.

1. Open a web browser to the Hennepin County extranet site.
The "Sign in" page opens.
2. Type your **email address** and click the **Next** button.
The "Sign in" page indicates they couldn't find you with that email address (see the red box in Figure 1).
3. Click the **No account? Create one!** link (see the green box in Figure 1).
The "Create account" page opens.

4. Click the **Next** button.
5. Type your first and last name and click the **Next** button.
The "Add details" page opens.
6. Enter your country and birthday and click the **Next** button.
The "Create a password" page opens.
7. Type **a password** for this account and click the **Next** button.
The "Verify email" page opens with instructions to get the one-time, 4-digit code (see Figure 2).

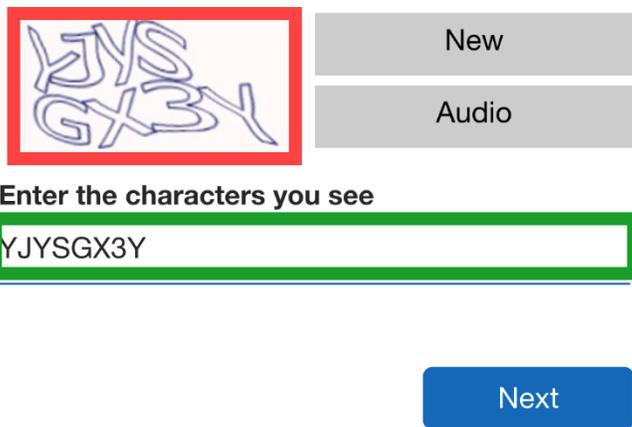


The screenshot shows the "Verify email" page. At the top, it says "← jpkarstar2000@yahoo.com". The heading is "Verify email". Below that, it says "Enter the code we sent to jpkarstar2000@yahoo.com. If you didn't get the email, check your junk folder or [try again](#)." A red-bordered box highlights an input field labeled "Enter code". Below that is a checked checkbox with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom, it says "Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#)." A blue "Next" button is at the bottom right.

(Figure 2) Enter the one-time, 4-digit code sent to you in an email message.

8. Open the email account associated to the email address and get the 4-digit code.
Go back to the "Verify email" page.
9. In the **Enter code** field, type the **4-digit code** (see the red box in Figure 2) and click the **Next** button.
The "Create account" page opens.

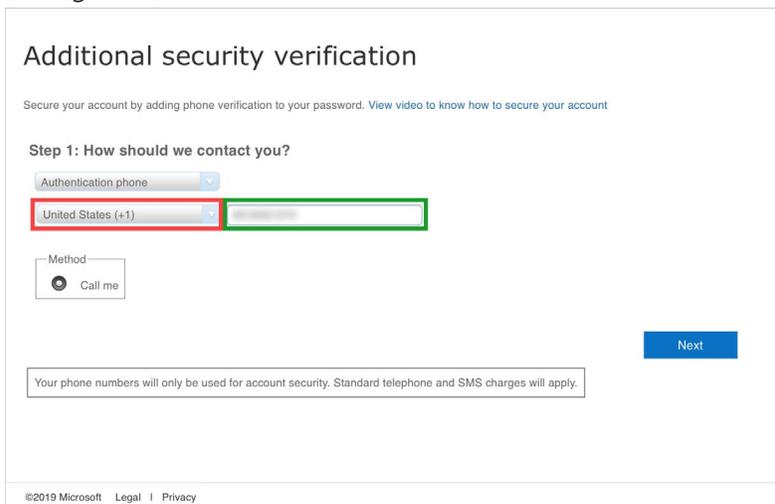
person is creating this account.



The screenshot shows a security character entry screen. At the top, it says "person is creating this account." Below this, there are two buttons: "New" and "Audio". A red box highlights a set of security characters "YJYSGX3Y" displayed in a stylized font. Below the characters, there is a text input field containing "YJYSGX3Y" and a blue "Next" button.

(Figure 3) Typing the security characters.

10. Type the *characters seen* (see the red box in Figure 3) in the **Enter the characters you see** field (see the green box in Figure 3) and click the **Next** button.
The "Is your security info still accurate?" page opens.
11. Click the **Looks good!** button.
Your Microsoft account is created and the Hennepin County "More information required" page opens.
12. Click the **Next** button.
The "Additional security verification" page opens (see Figure 4).



The screenshot shows the "Additional security verification" page. The title is "Additional security verification" and the subtitle is "Secure your account by adding phone verification to your password. View video to know how to secure your account". Below this, there is a section titled "Step 1: How should we contact you?". There is a dropdown menu for "Authentication phone" with "United States (+1)" selected and highlighted by a red box. To the right of the dropdown is a text input field for the phone number, highlighted by a green box. Below this, there is a "Method" section with a radio button selected for "Call me". At the bottom right, there is a blue "Next" button. At the bottom left, there is a small text box that says "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." At the very bottom, there is a footer that says "©2019 Microsoft Legal | Privacy".

(Figure 4) the Additional security verification page.

13. Click the **Select your country or region** drop down menu and select the **United States (+1)** option (see the red box in Figure 4).
14. In the text box, type a *phone number* (see the green box in Figure 4) where you can receive an immediate call.
15. Click the **Next** button.

The "Step 2: we're calling your phone" page opens. Wait for a call from 612-348-6662 to come through your phone.

16. Answer the call on your phone, follow the automated message prompt to "press the pound key to finish your verification" and hang up when the voice says, "Goodbye".
The webpage will display a "Verification successful!" message.
17. Click the **Done** button.
You are connected to the Hennepin County extranet site.