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

Initial sign in and account registration

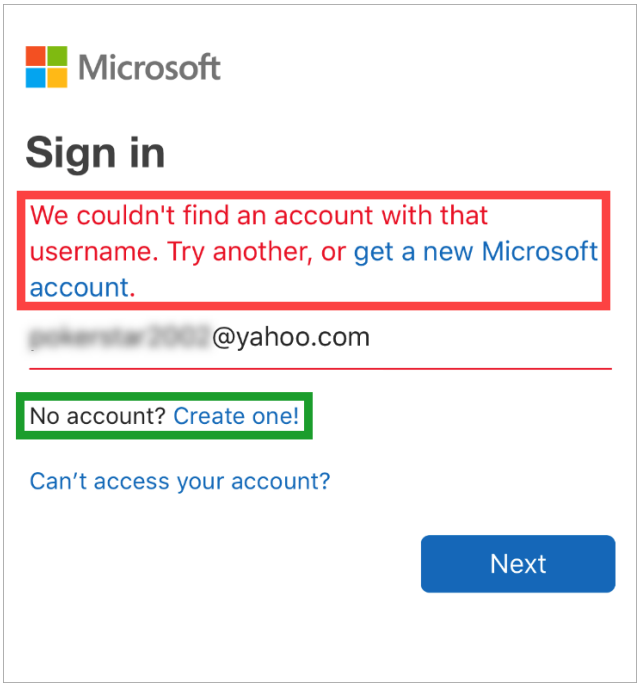
These are the steps to follow for your initial sign in and account registration for Hennepin County extranet sites.

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.

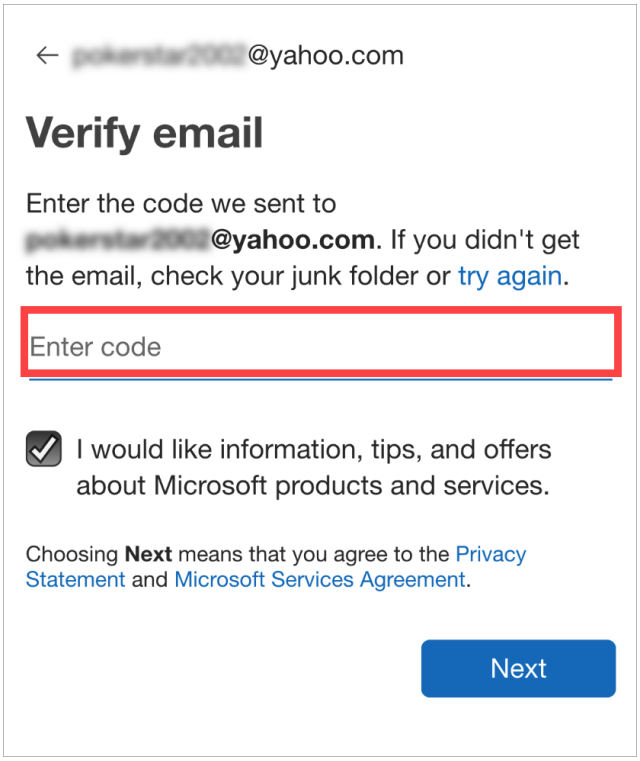
Create an account



(Figure 1) Create a new Microsoft account.

Steps to create a Microsoft account.

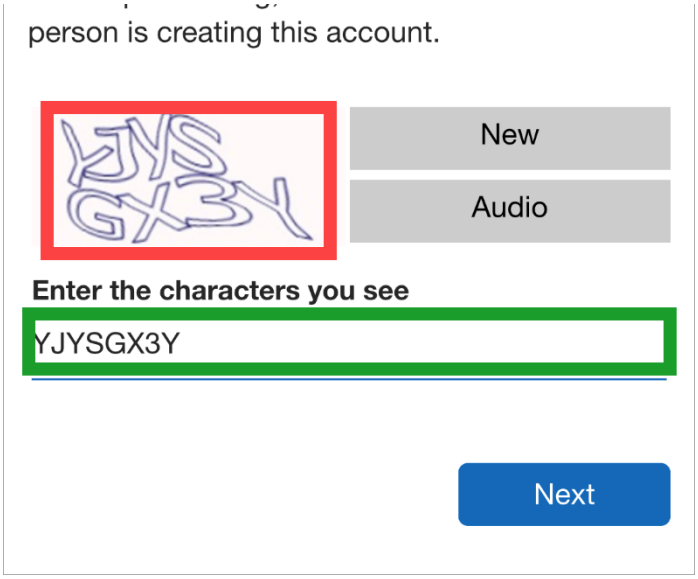
1. Open a web browser to the Hennepin County extranet site.
   The "Sign in" page opens.
2. Type your ***email address*** and click the Next button.
   The "Sign in" page indicates they couldn't find you with that email address (see the red box in Figure 1).
3. Click the No account? Create one! link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



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

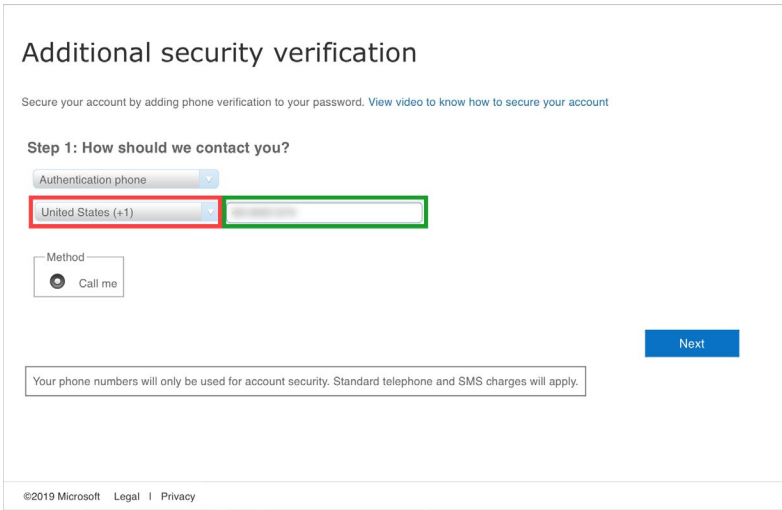
8. Open the email account associated to the email address and get the 4-digit code.
   Go back to the "Verify email" page.
9. In the Enter code field, type the ***4-digit code*** (*see the red box in Figure 2*) and click the Next button.
   The "Create account" page opens.

Create Date 3/17/2019
Version 2.1, Revision Date 3/21/2019



(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).



(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.