# First Time Login to the Registration Portal from Home

From outside of MnDOT's network (i.e. from home), go to the following website to begin the Registration process: https://Registrationportal.dot.state.mn.us/

The first time a user tries to connect to the Registrationportal from home using a Windows computer, Windows will launch your computer's Windows Security login screen.
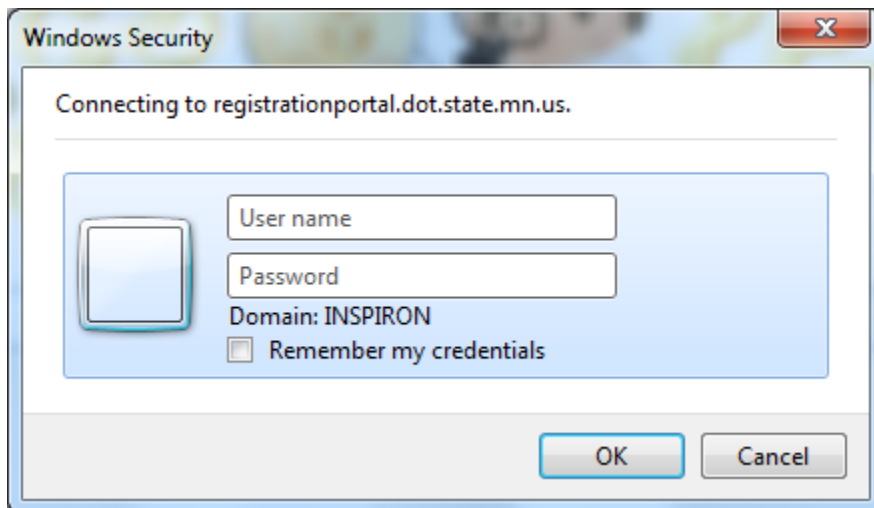

Windows is trying to connect to the site using a user-id and password from your home PC network. You will need to deliberately fail the login, so that it will present an expanded login screen that will give you the ability to use your AD network user-id and password.
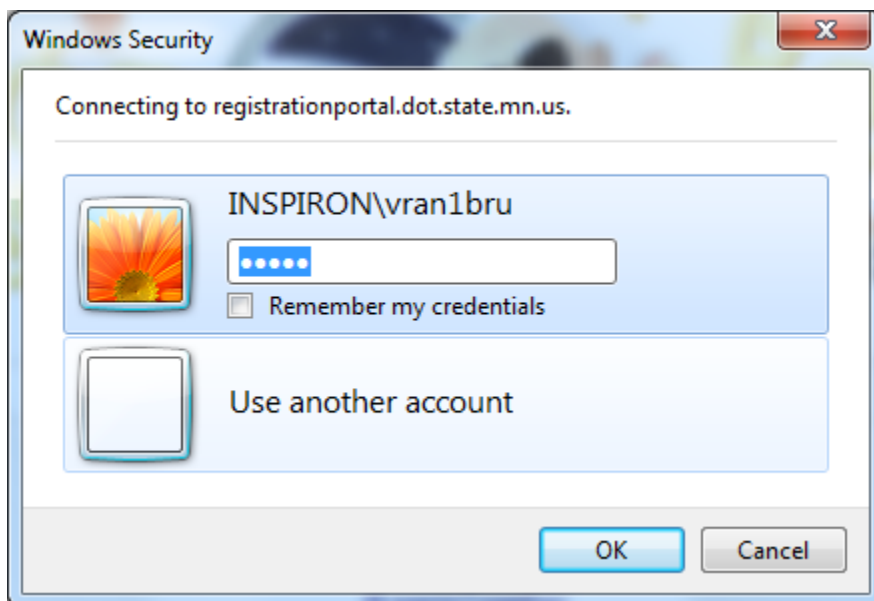

When the new screen appears, click on the icon to *"Use another Account"….*

This will give you the opportunity to type in your AD credentials. When you enter your AD login user-id, be sure to put *"AD\"* in front of your user-ID, then press the TAB key. In the lower field, enter your password and press *"ENTER"* or click *"OK"* to continue.
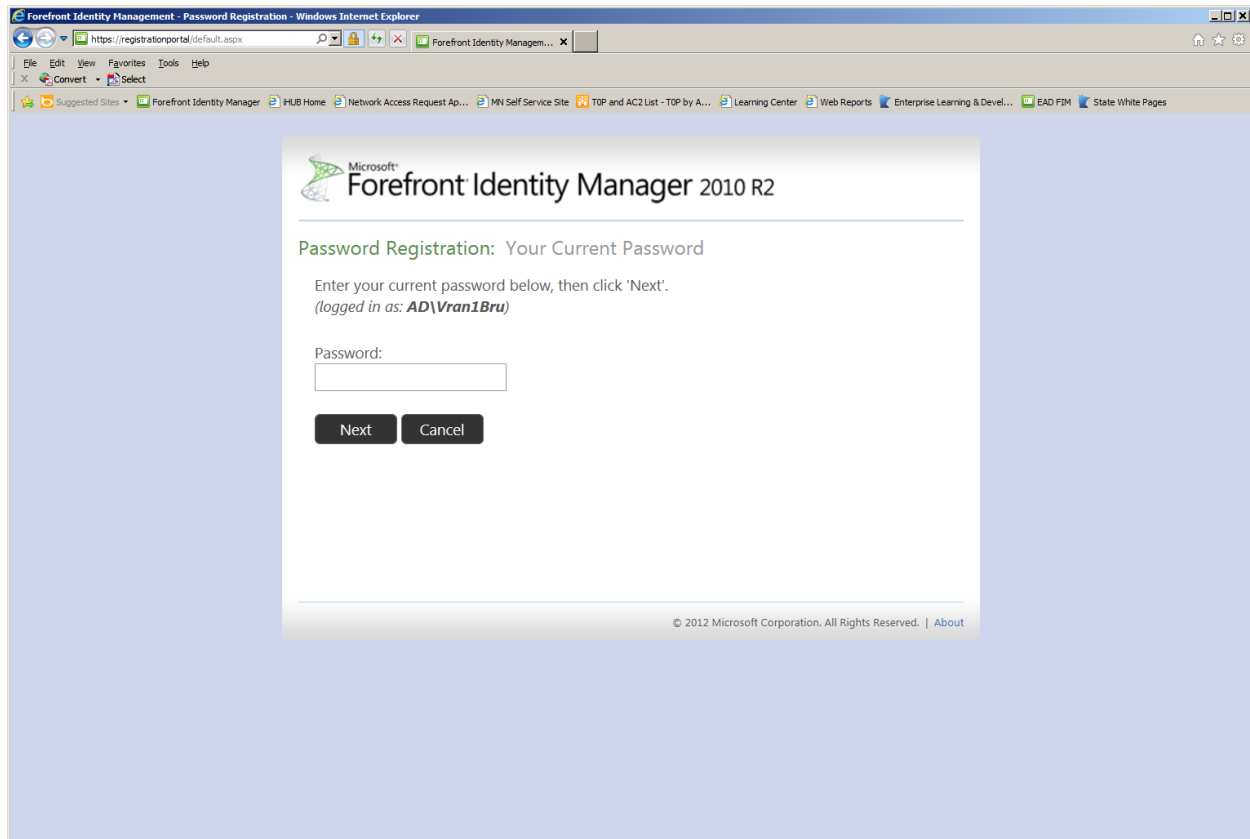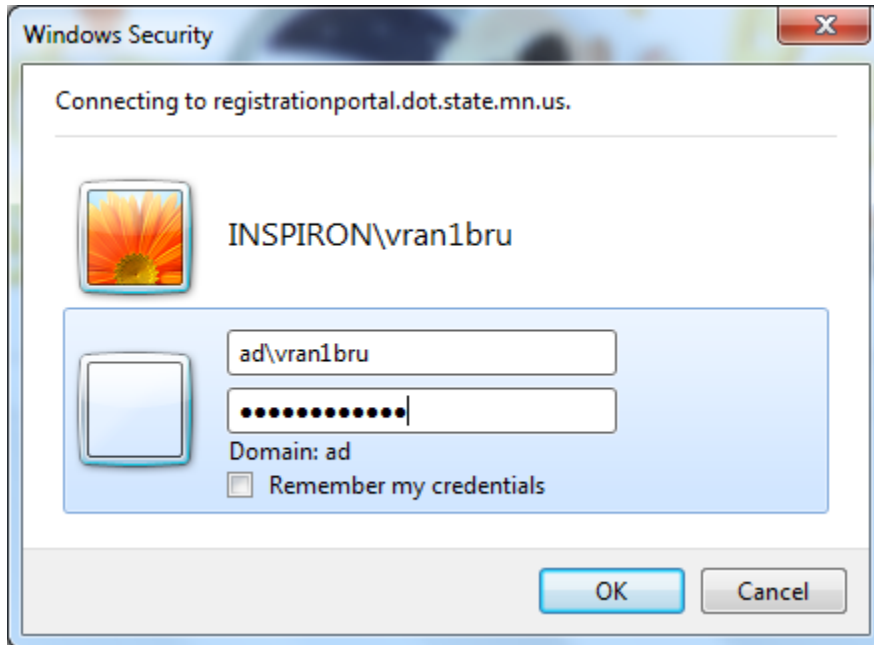

If entered correctly, this should bring you to the FIM Registration Portal screen.
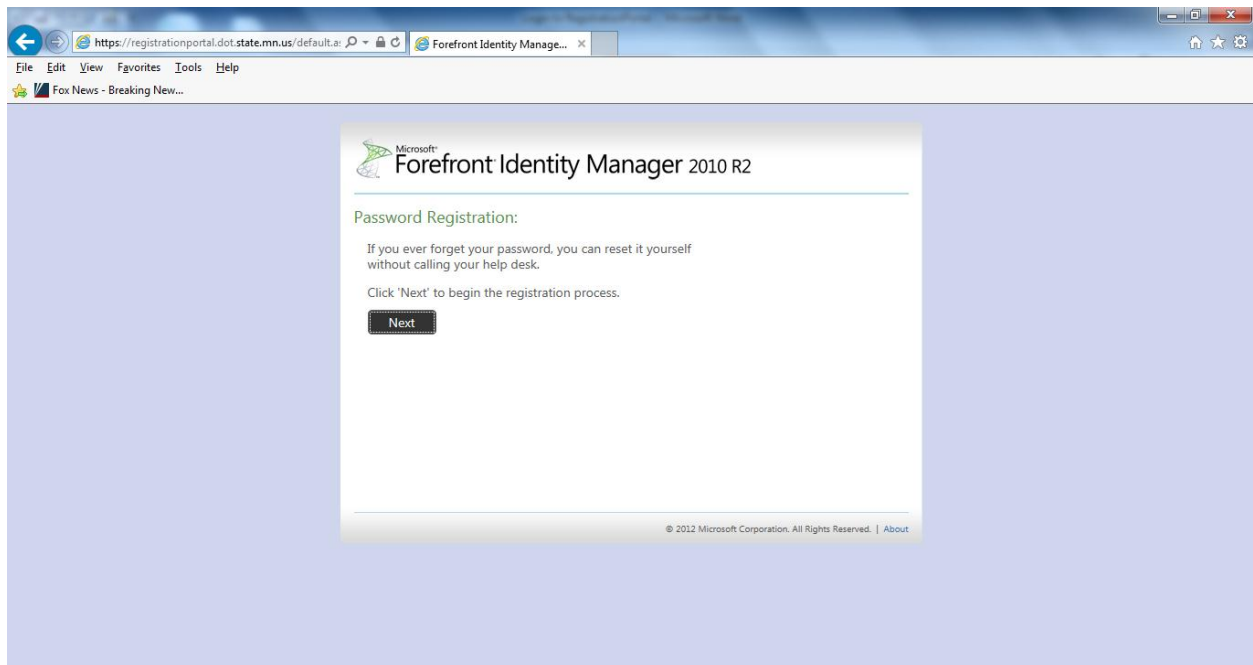
Click *"NEXT"* to login to FIM, and begin the registration process to answer your security questions.

If you are already locked out, you will not be able to complete this task. You will then need to contact the IT Service Desk for help.

If you are not currently locked out, you will need to enter your current password to begin the registration process.

The rest of the Registration process is the same as in the Password Reset Instructions document.