**DEED Reporting Services Logon Process**

[Effects only users that access DEED Reporting Services from external networks]

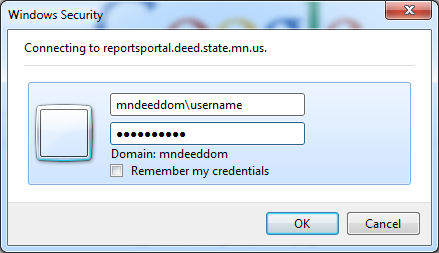
*Note that your account and login credentials are active only in your current internet browser session. Once you close your browser you will have to login again as outlined below in items #1 and #2.*

**Confirm that you have a MNDEEDDOM Account and have registered it for password recovery prior to proceeding**

* Make sure that you have registered with the Self Service Reset Password Management Tool. This is important because this tool will allow you to reset your own password if you are unable to recall it. <https://ssrpm.deed.state.mn.us>

**#1 First Login Prompt**

* Browse to <https://reports.deed.state.mn.us>



* Type your username
* (using this pattern = **mndeeddom\username**)
* Type your password
* Click “OK”

**#2 Second Login Prompt will occur when you run your first report from the DEED Reporting Services portal.**

* The 1st time during your session that you attempt to view a report, you may receive another Login Prompt.

This is because Reports run on a different secure database server which requires your account credentials.

**Important:**

**Avoid selecting “Remember my credentials” which will likely cause complications after forced password changes.**

***NOTE:*** *If you do choose to use this “****Remember my credentials****” option, which stores your account and password information on your computer for the connivance of future report portal and report access without prompting you for your account and password information each time you access the service. You will have to refer to item #4 to remove these stored credentials from the windows credential manager if you experience issues. “MN.IT@DEED” forces password changes every 60 days, when this automate forced password change occurs, it will not overwrite your stored credentials, which you will manually have to delete (Remove from Vault) in order to access the DEED Reporting Services Portal and the Reports that you access on this portal. Please follow the instructions on item #4 to resolve any access issues caused by checking the “Remember my credentials” check box.*

**For additional information review the documents available on the Reporting Services Website:**

<http://mn.gov/deed/programs-services/reporting-services/index.jsp>

***#3 Resolving Account/Login Access issues from stored credentials or repeated Login prompts***

*(Repeated Login prompts are a good indication that you have an issue with your password.)*

***To Resolve:***

***Solution #1: Delete Saved Passwords from your Windows Credential manager:***

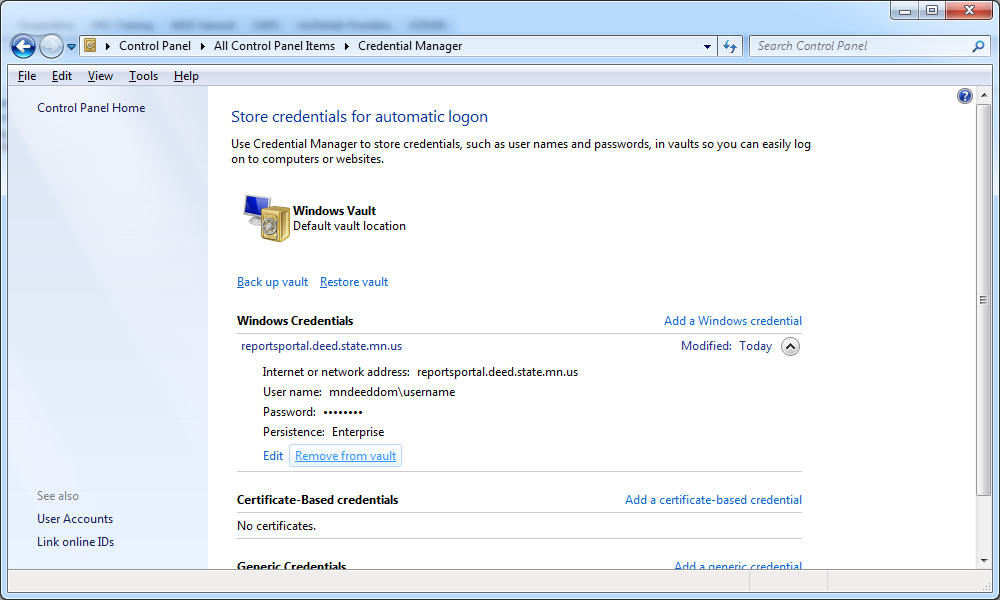
*Click “Start”, Click “Control Panel”, Click “View by: Small Icons”*

*Click “Credential Manager”*

*Under Windows Credentials, Remove any entries related to Reporting Services.*

*Click the entry, “Remove from vault” for services listed below:*

[***https://reports.deed.state.mn.us***](https://reports.deed.state.mn.us)

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***Close Credential Manager. Close all Web Browsers. Try again.***

* ***Solution #2: Reset your password with the Self Service Reset Password Management Tool***

<https://ssrpm.deed.state.mn.us>

*Try again.*

**Additional Information and Help**

***For Assistance with your Password—Contact:*** [***DEED.servicedesk@state.mn.us***](mailto:DEED.servicedesk@state.mn.us)

***MN.IT Services @ DEED Service Desk 651-297-1111***

MN.IT Services @ DEED Service Desk will be able to assist you with password resets or other password related support questions, including any assistance with your Active Directory account, the SSRPM tool, or using Reporting Services.