

Provider Hub: Logging in and Changing Passwords

Lesson Overview

This quick guide will walk you through the process of creating an account and logging in. There are screen shots for each step of the process. Use the table of contents below to move to each section individually.

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Create a New Account

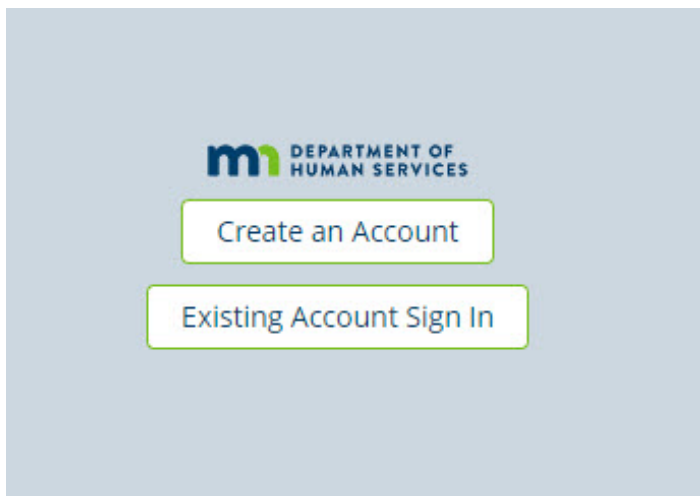
You should only create a new account when you are accessing the Provider Hub for the first time. If you are an existing provider who wants to access your programs on the Provider Hub, or apply for another license, you will log in as an existing user. You should only have one Provider Hub account.



If you are currently a licensed Family child care provider, **do not a create new account**. New Provider Hub accounts will be provided to all Family child care providers who currently hold a license.

Step 1

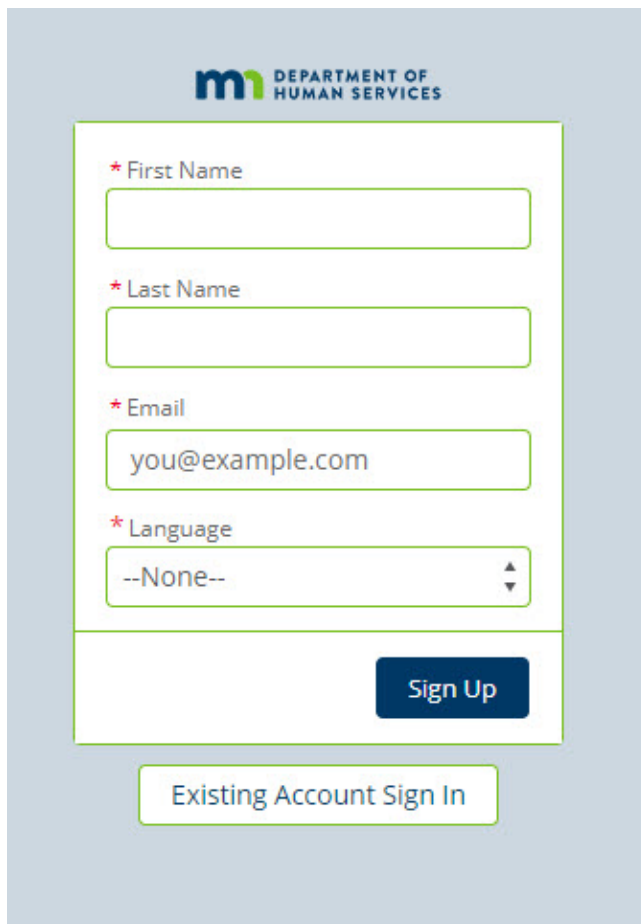
- Go to providerhub.mn.gov/.
- Select **Create an Account**.



[Continue to Step 2](#)

Step 2

- Enter your Information. You will need:
 - First Name, Last Name
 - Email
 - Language
- Select **Sign Up** when finished.

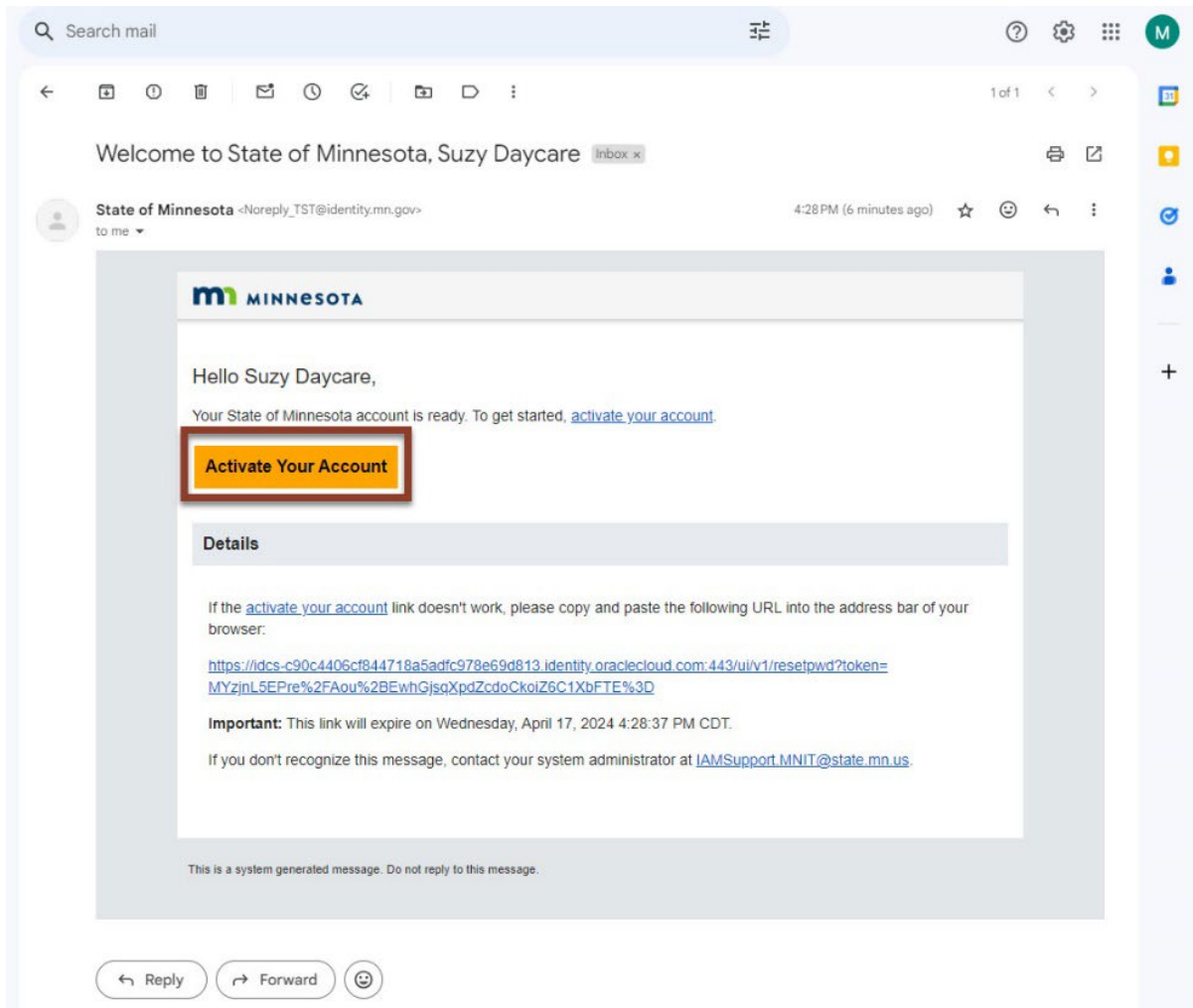


The screenshot shows a sign-up form for the Minnesota Department of Human Services. At the top left is the logo with a stylized 'm' and the text 'DEPARTMENT OF HUMAN SERVICES'. The form contains four required fields, each marked with a red asterisk: 'First Name' (empty text box), 'Last Name' (empty text box), 'Email' (text box containing 'you@example.com'), and 'Language' (dropdown menu showing '--None--'). Below these fields is a dark blue 'Sign Up' button. At the bottom of the form is a light blue button labeled 'Existing Account Sign In'.

[Continue to Step 3](#)

Step 3

- Go to your email to finish setting up your account.
- Open the Welcome to State of Minnesota email.
- Select **Activate Your Account**.



[Continue to Step 4](#)

Step 4:

- Choose your **new password** and **confirm** it (a dropdown box will appear listing the requirements for a valid password).
- Select **Reset Password** when finished.

m MINNESOTA
State of Minnesota

+amiraprovider@gmail.com

Identity domain ⓘ
OracleIdentityCloudService

Reset your password

Set a password for your user account.

New Password

.....

- The password must have at least 8 characters.
- The password cannot exceed 15 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- The password must have at least 1 special characters.
- Cannot repeat last 24 passwords

Confirm New Password

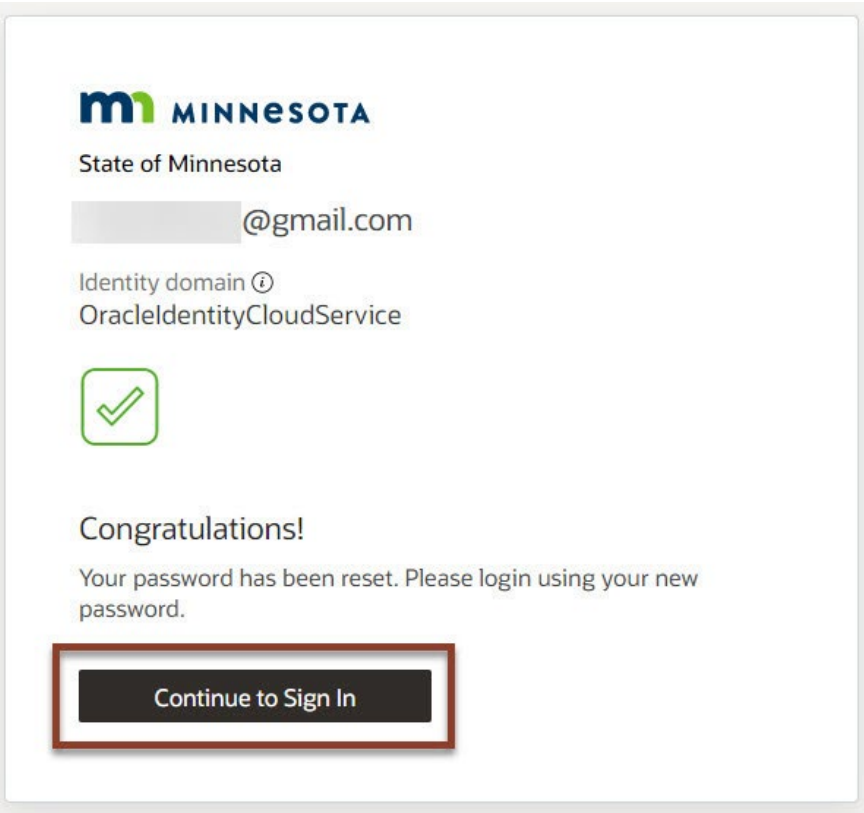
.....

Reset Password

[Continue to Step 5](#)

Step 5

- Log into the Provider Hub. Select **Continue to Sign In**.




mi MINNESOTA

State of Minnesota

@gmail.com

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Congratulations!

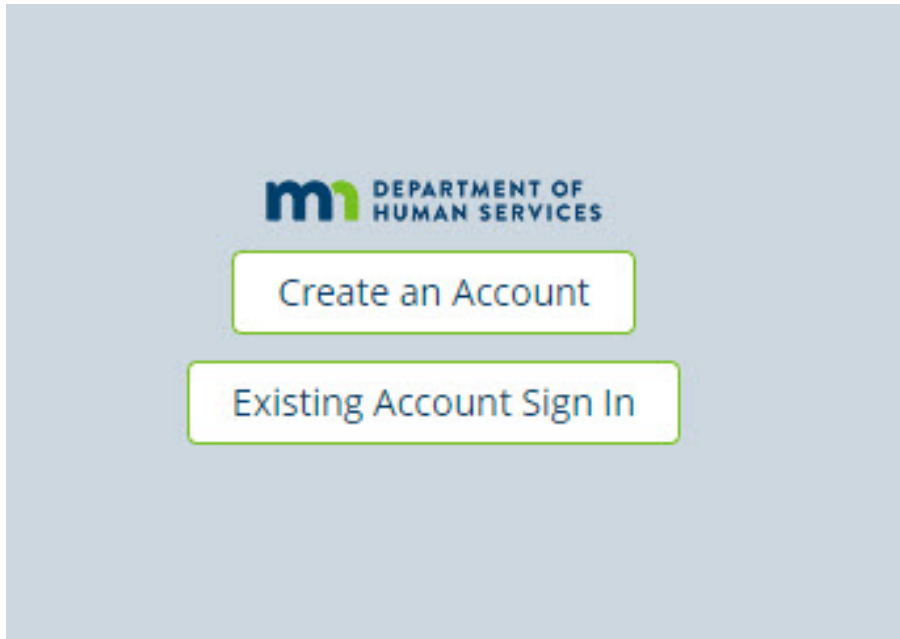
Your password has been reset. Please login using your new password.

Continue to Sign In

Existing Account Log in

Step 1

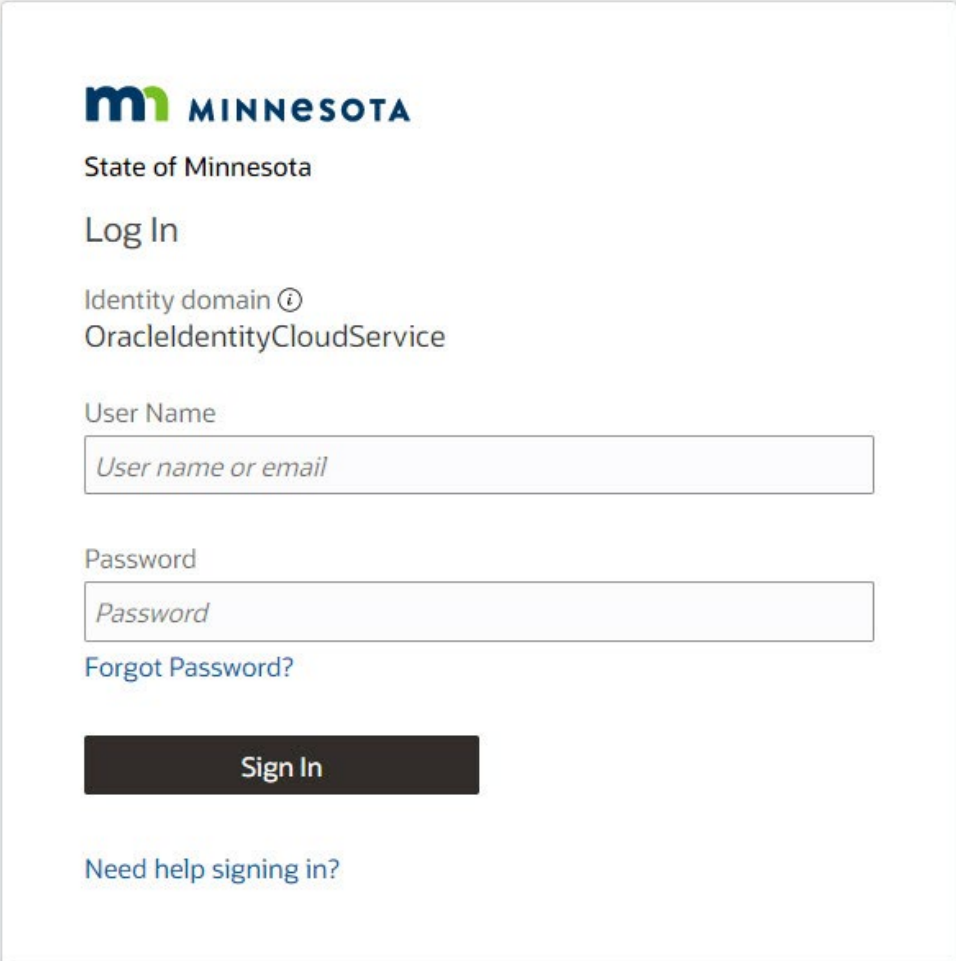
- Go to providerhub.mn.gov/.
- Select **Existing Account Sign In**.



[Continue to Step 2](#)

Step 2

- Log in with your **User Name** and **Password**. Your User Name is your email.



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Log In

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User Name

Password

[Forgot Password?](#)

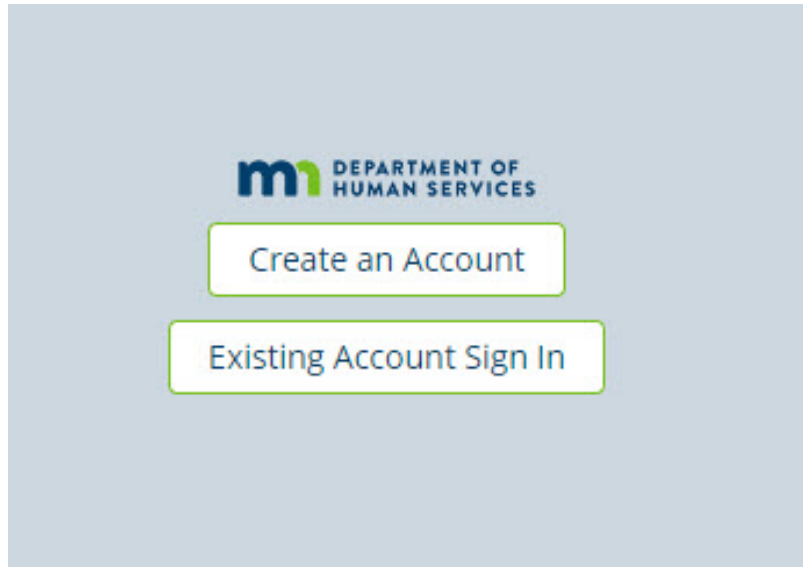
Sign In

[Need help signing in?](#)

Changing Your Password

Step 1

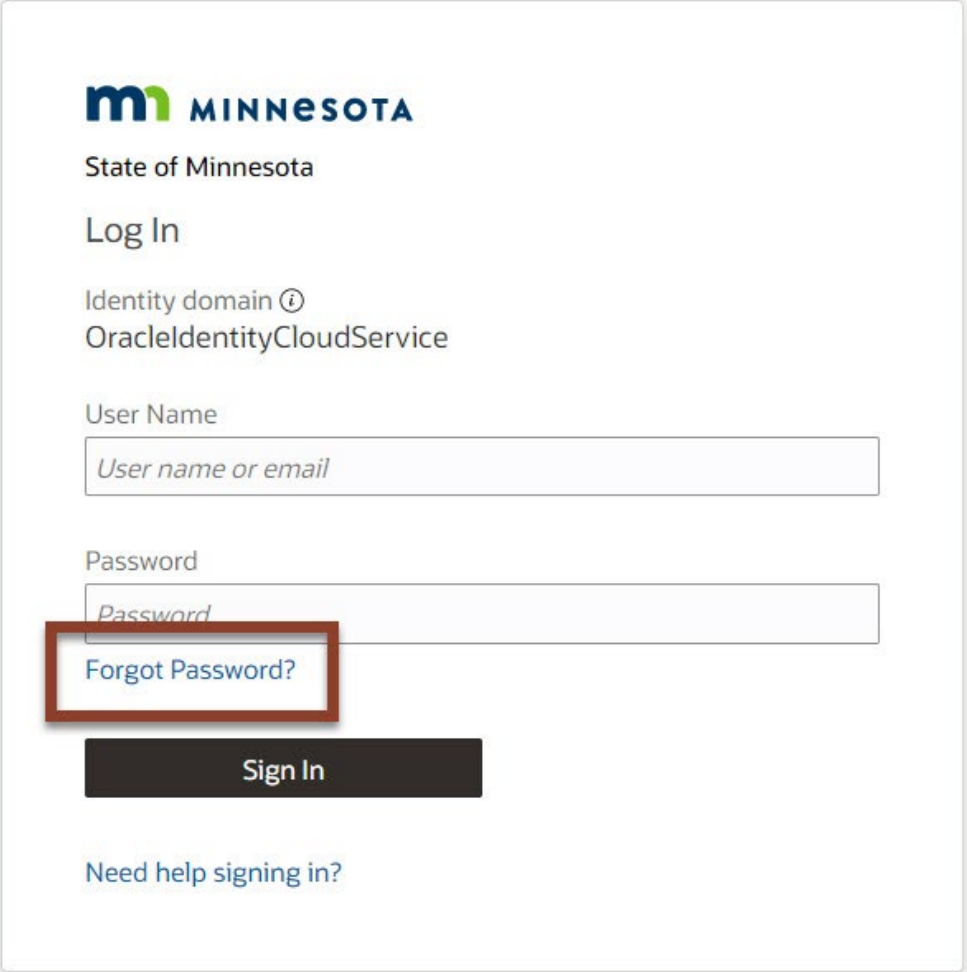
- Go to providerhub.mn.gov/.
- Select **Existing Account Sign In**.



[Continue to Step 2](#)

Step 2

- Select **Forgot Password?**



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Log In

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User Name

Password

[Forgot Password?](#)

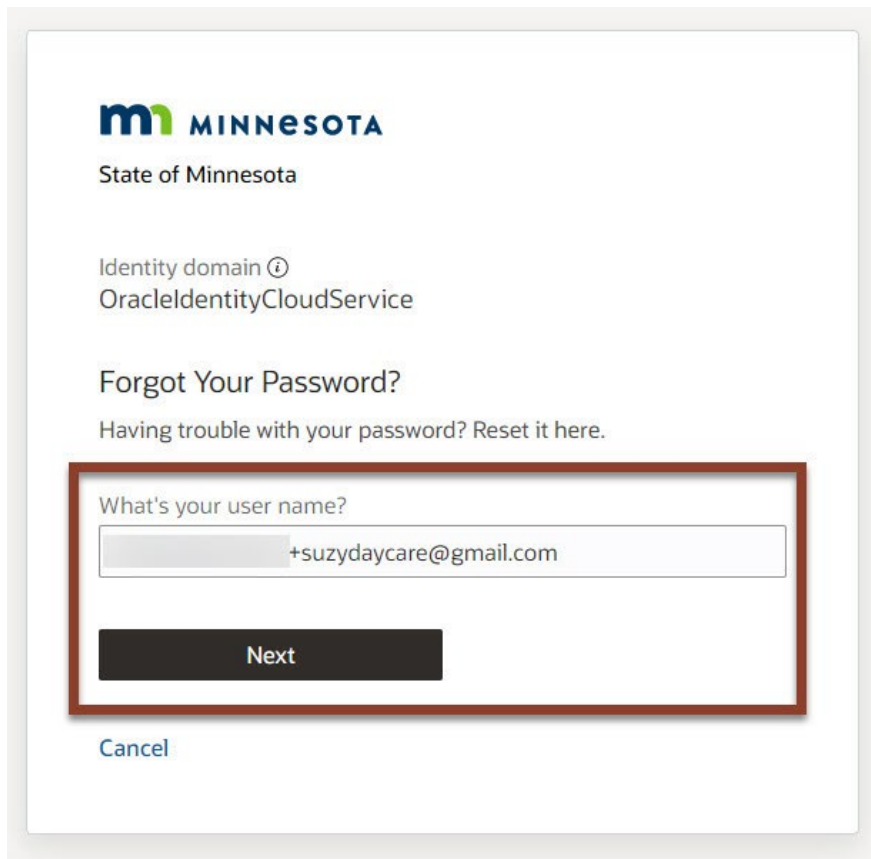
Sign In

[Need help signing in?](#)

[Continue to Step 3](#)

Step 3

- Enter the **email** on file in the **What's Your User Name?** field.
- Select **Next**.



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Forgot Your Password?
Having trouble with your password? Reset it here.

What's your user name?

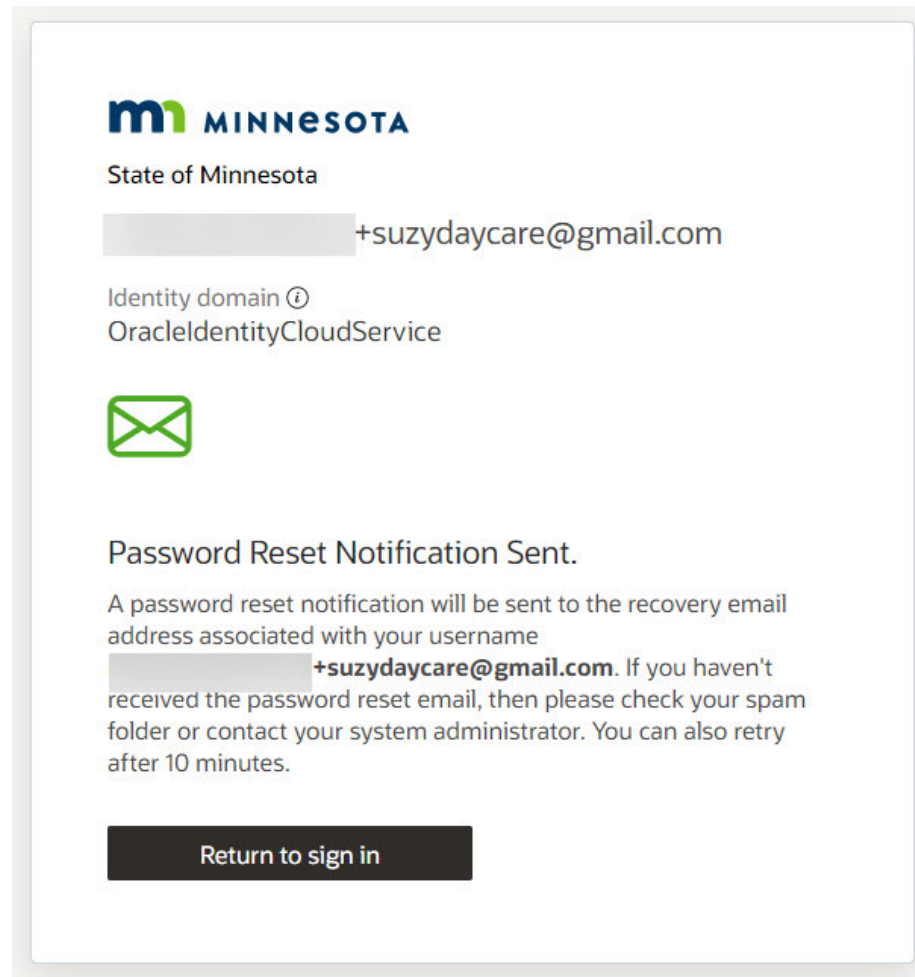
Next

[Cancel](#)

[Continue to Step 4](#)

Step 4

- A notification window will appear and direct you to your email. Go to that email account.



[Continue to Step 5](#)

Step 5

- Open the email and select **Password Reset**.
- Choose your **new password** and **confirm** it (a dropdown box will appear listing the requirements for a valid password).
- Select **Reset Password** when finished.

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+amiraprovider@gmail.com

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Confirm New Password

.....

Reset Password

[Continue to Step 6](#)

Step 6

- Select **Continue to Sign In** to log in to the Provider Hub.

