



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



Changing a Password – External Users

Passwords need to be changed every 60 days to avoid being locked out.

To change a password in AASHTOWare, go to the log on page. **You do not need to log on** – click on the [Forgot your contractor username or password?](#)



[Forgot your contractor username or password?](#)

At this screen, put in your e-mail address as the User Name and enter the default password. **Do not click on Forgotten Password** – click on Sign in.

Please Sign in
Password Self Service

Regain access to your account if you have forgotten your password.

There will be a screen that has some security questions. We suggest you write down your answers to the questions. They are case sensitive and need the exact answer as you typed it (including spaces or no spaces) when you need to reset your password next time. Sometimes an error will come up because your answer was not specific enough. You can use a phrase to make it unique. For example – what is your favorite food? If you answer tacos it will be too common. If you answer I love tacos it will accept your answer.

If you have questions, please call the Help Desk at (877)406-4338.

If you need to reset your password again, click on Forgotten Password and it will prompt you to enter your security questions.