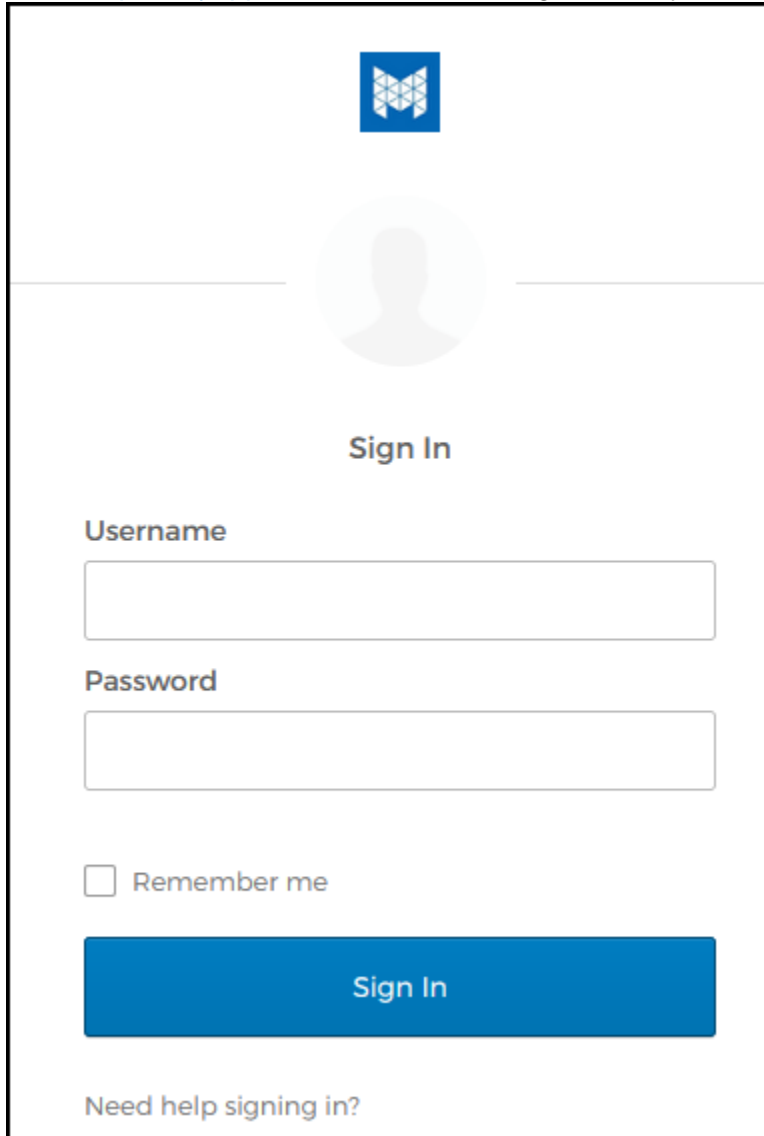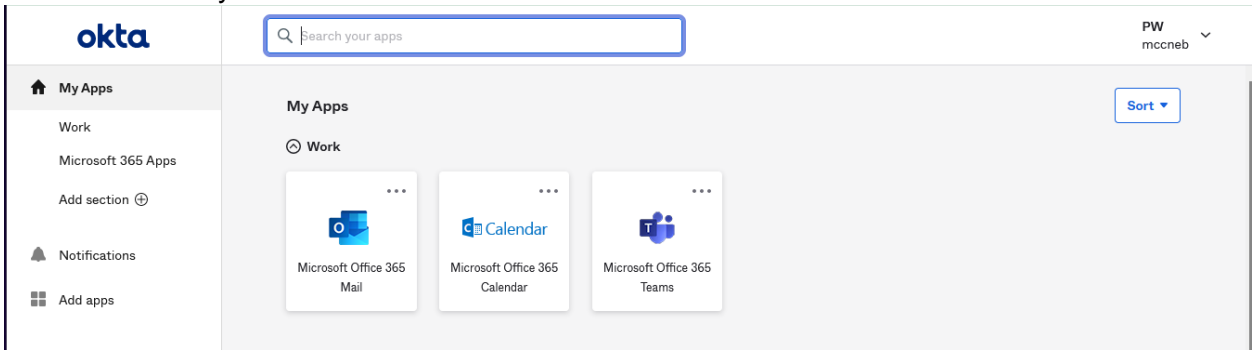# Change Okta Password

Your password expires every 120 days. When you receive notification to change your password, use these instructions before your current password expires.

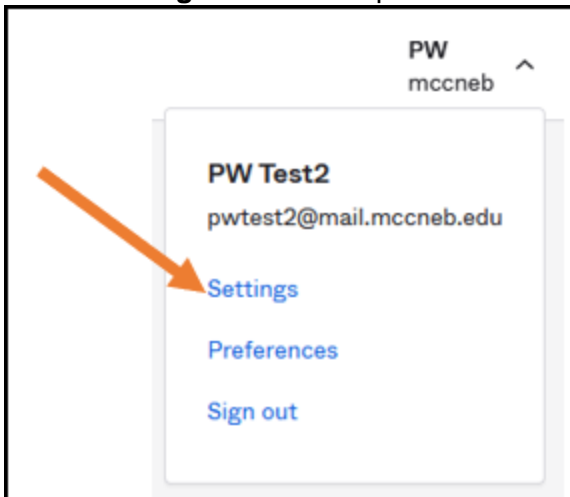1. Go to https://myapps.mccneb.edu and *Sign In* with your current password if prompted.

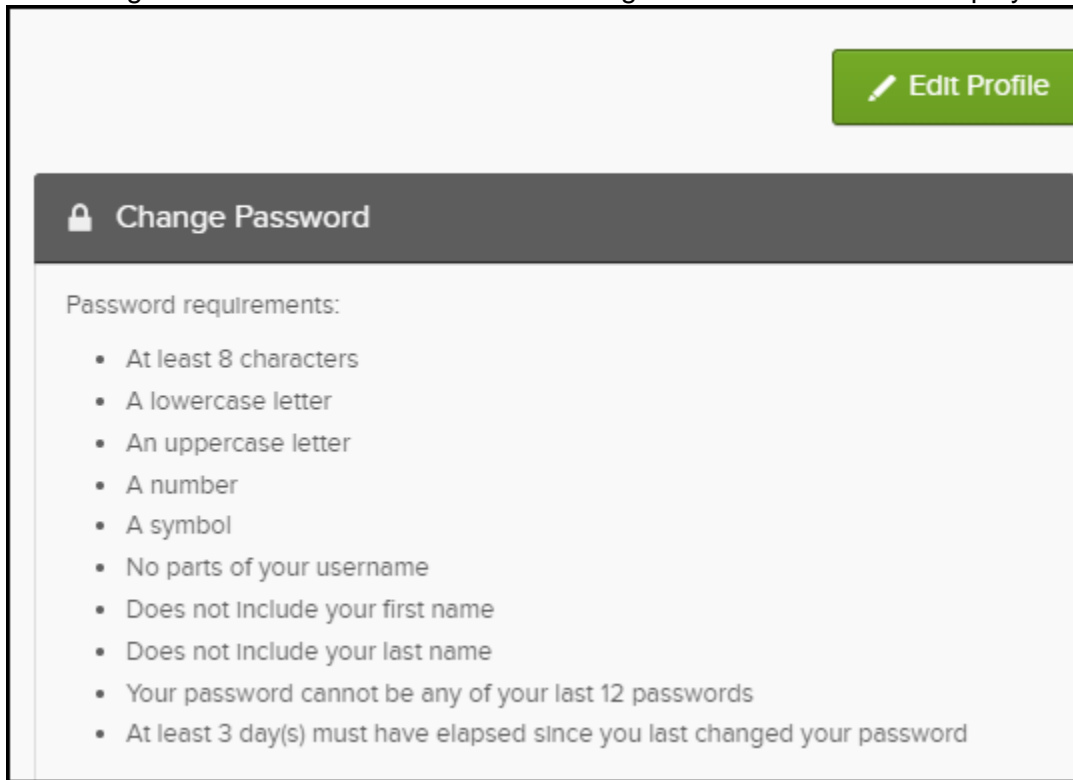2. You will land on your Okta Dashboard.

3. Locate your name on the top right corner and click the down arrow.
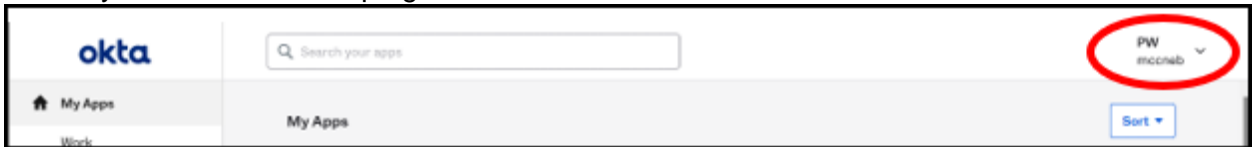
4. Select **Settings** from the drop-down menu.

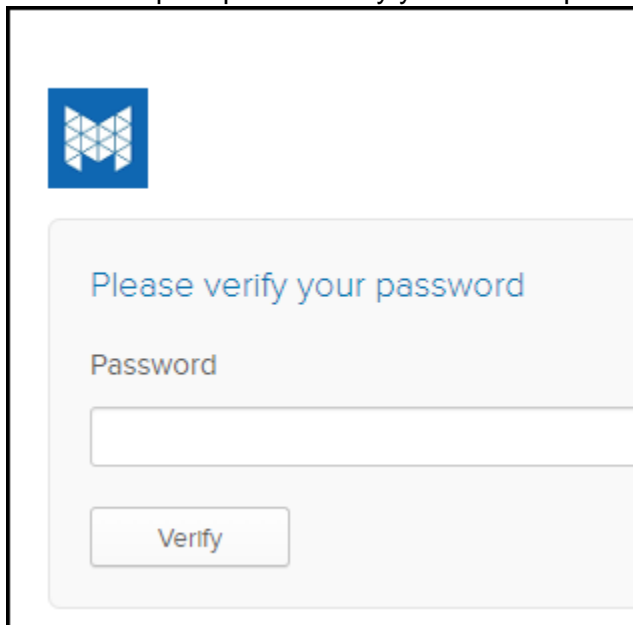5. Click the green **Edit Profile** button so the Change Password boxes will display.

6. You will be prompted to verify your *current* password.

7. You may also be prompted for your multi factor authentication (MFA).

8. You will then see the boxes to change your password.

🔒 Change Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 12 passwords
- At least 3 day(s) must have elapsed since you last changed your password

Current password

New password

Confirm new password

Change Password