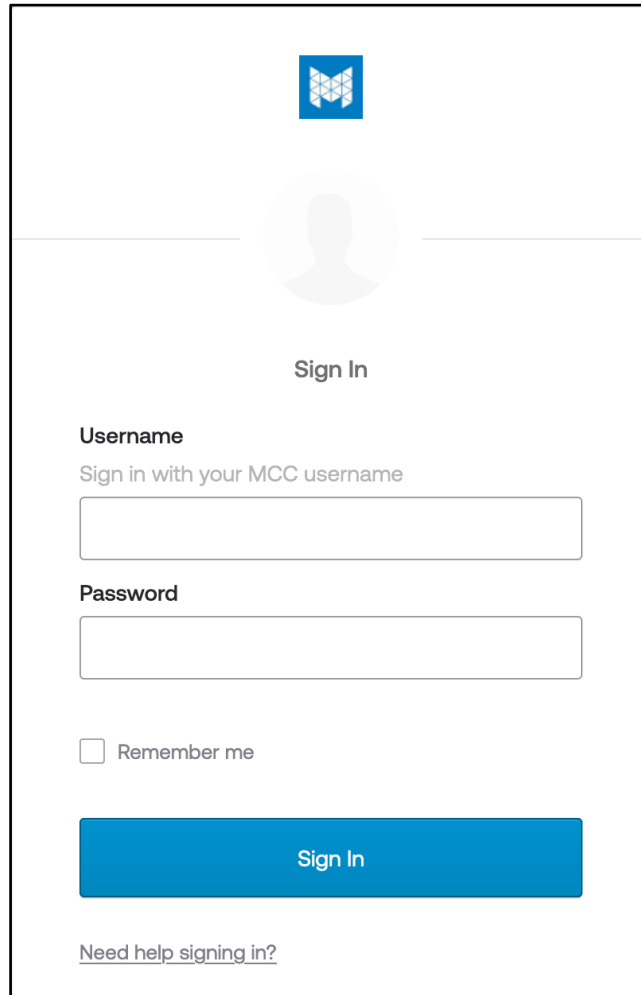


Change Okta Password

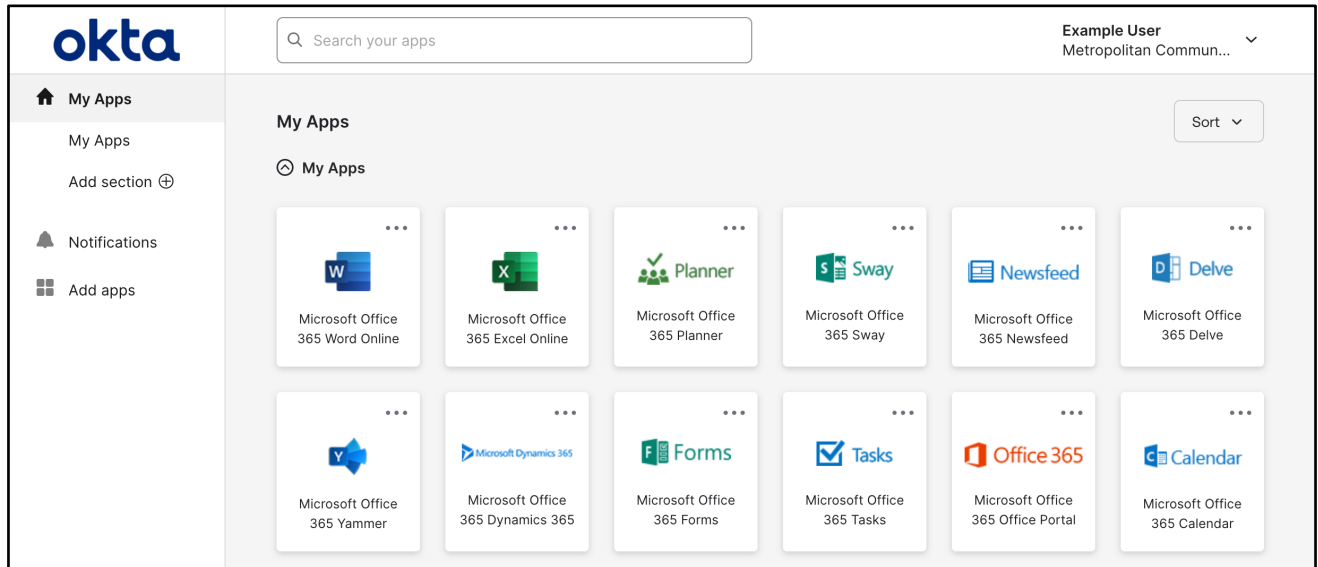
Your password expires every 120 days. When you receive notification to change your password, use these instructions before your current password expires.

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



The screenshot shows the Okta Sign In page. At the top center is the Okta logo, a blue square with a white geometric pattern. Below the logo is a circular placeholder for a user profile picture. Underneath the profile picture is the text "Sign In". Below this is the "Username" section, which includes the instruction "Sign in with your MCC username" and a text input field. Below the username field is the "Password" section, which includes a text input field. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a large blue button with the text "Sign In". Below the button is a link that says "Need help signing in?".

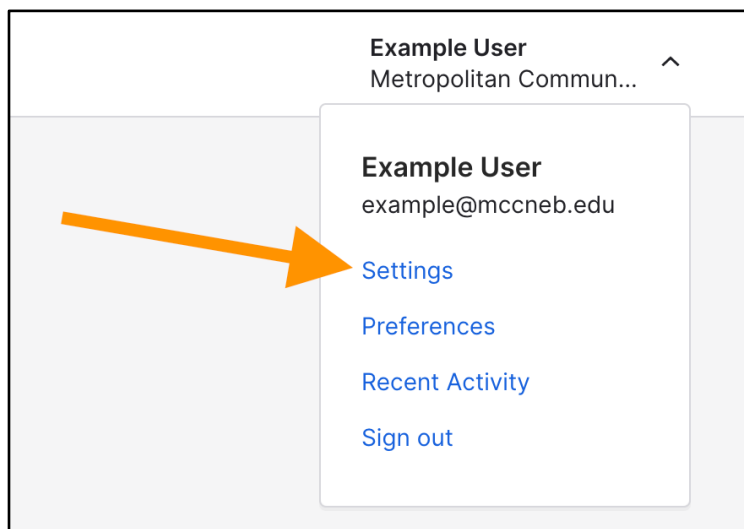
2. You will land on your Okta Dashboard.



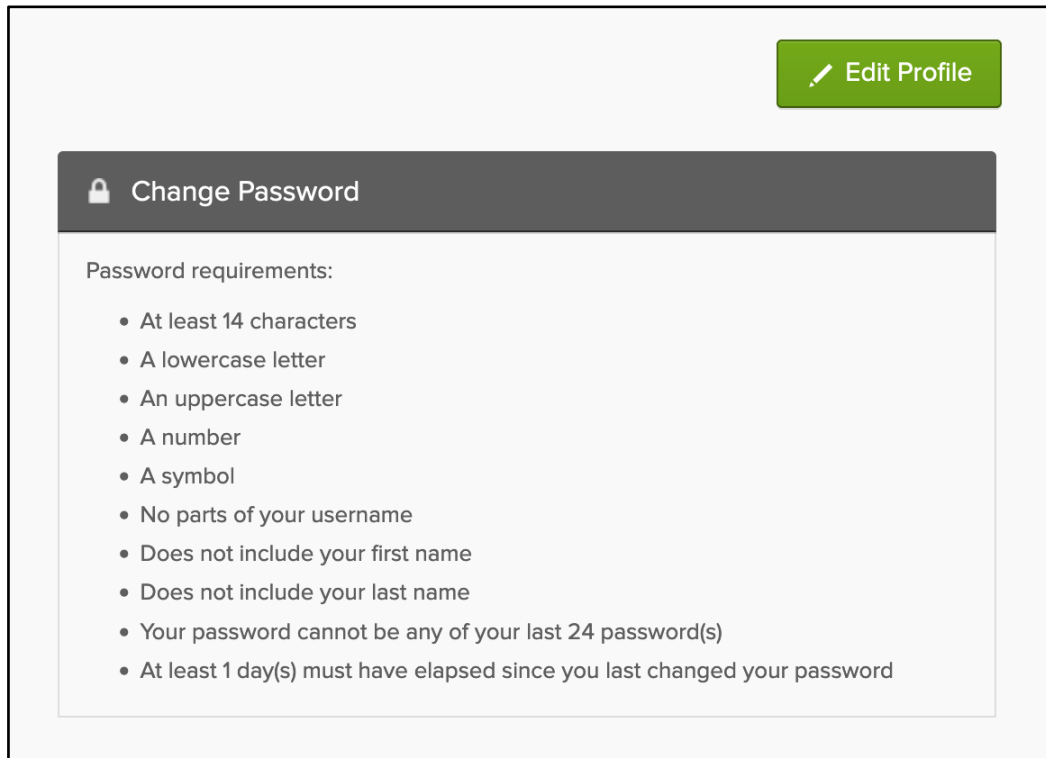
3. Locate your name on the top right corner and click the down arrow.



4. Select **Settings** from the drop-down menu.



5. If needed, click the green **Edit Profile** button so the Change Password boxes will display.



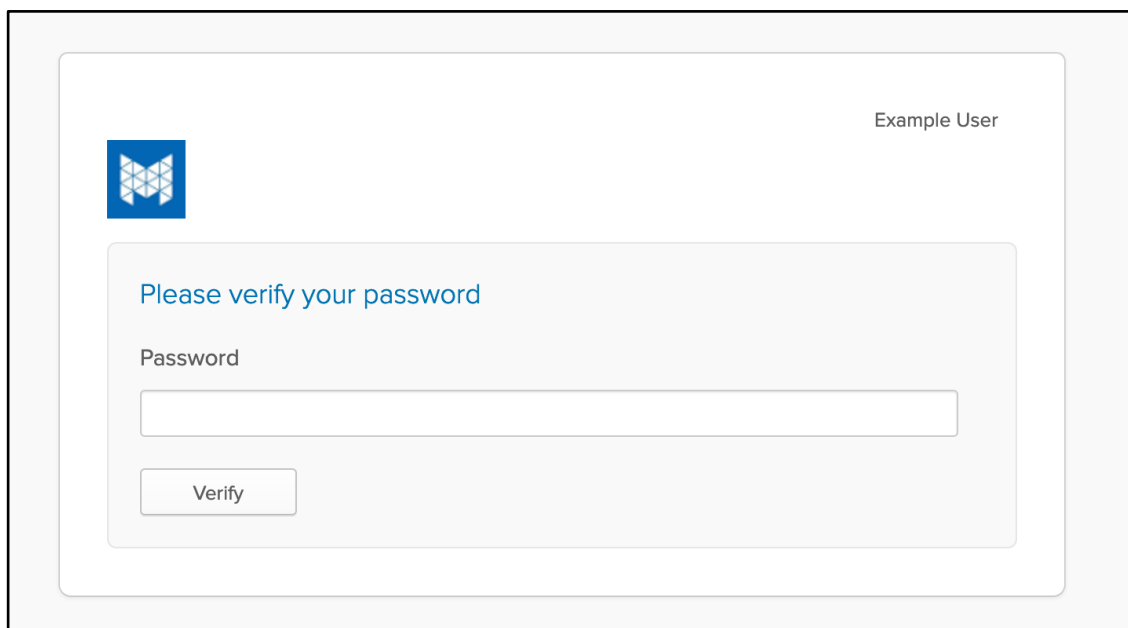
Edit Profile

Change Password


Password requirements:

- At least 14 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 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

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



Example User

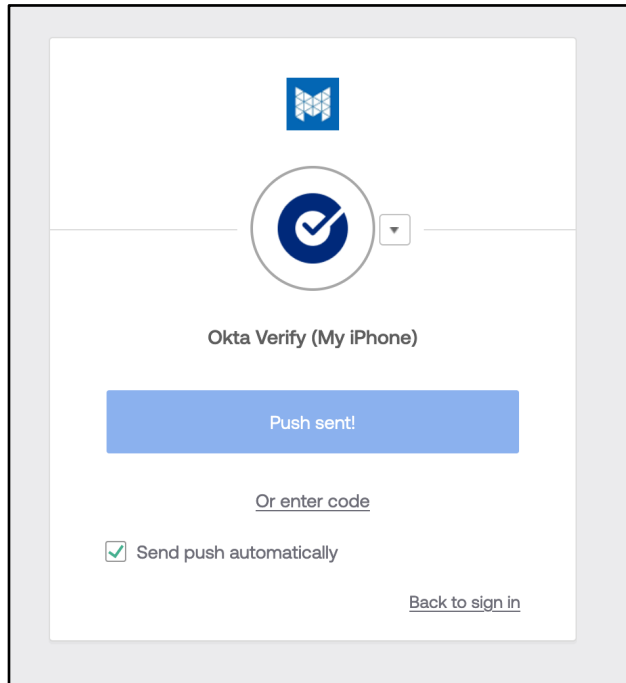


Please verify your password

Password

Verify

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



8. After reauthentication, you will then see the boxes to change your password.

The screenshot shows the "Change Password" form. The title is "Change Password" with a lock icon. Below the title are the "Password requirements:" listed as follows:

- At least 14 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 24 password(s)
- At least 1 day(s) must have elapsed since you last changed your password

Below the requirements are three input fields:

Current password

New password

Confirm new password

At the bottom left is a checkbox "Sign me out of all other devices." with a link "Learn more.". At the bottom right is a "Change Password" button.