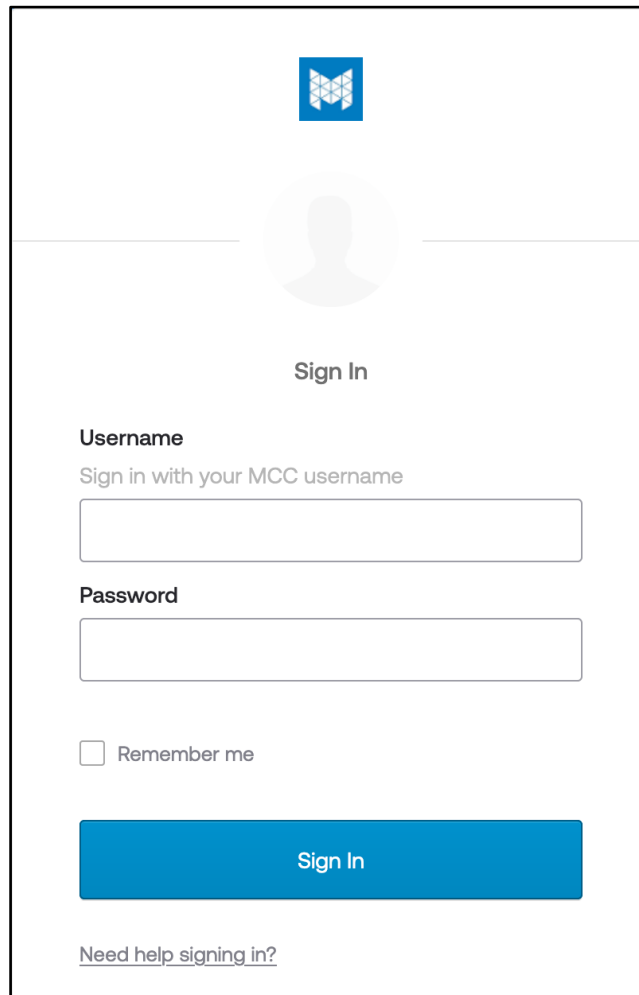


Change Okta Password

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.

A screenshot of the Okta Sign In page. At the top is the Okta logo, a blue square with a white geometric pattern. Below it is a light gray circular placeholder for a user profile picture. Underneath the placeholder is the text "Sign In". Below that are two input fields: "Username" with the hint "Sign in with your MCC username" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom is a large blue button with the text "Sign In". At the very bottom is a link that says "Need help signing in?".





Sign In

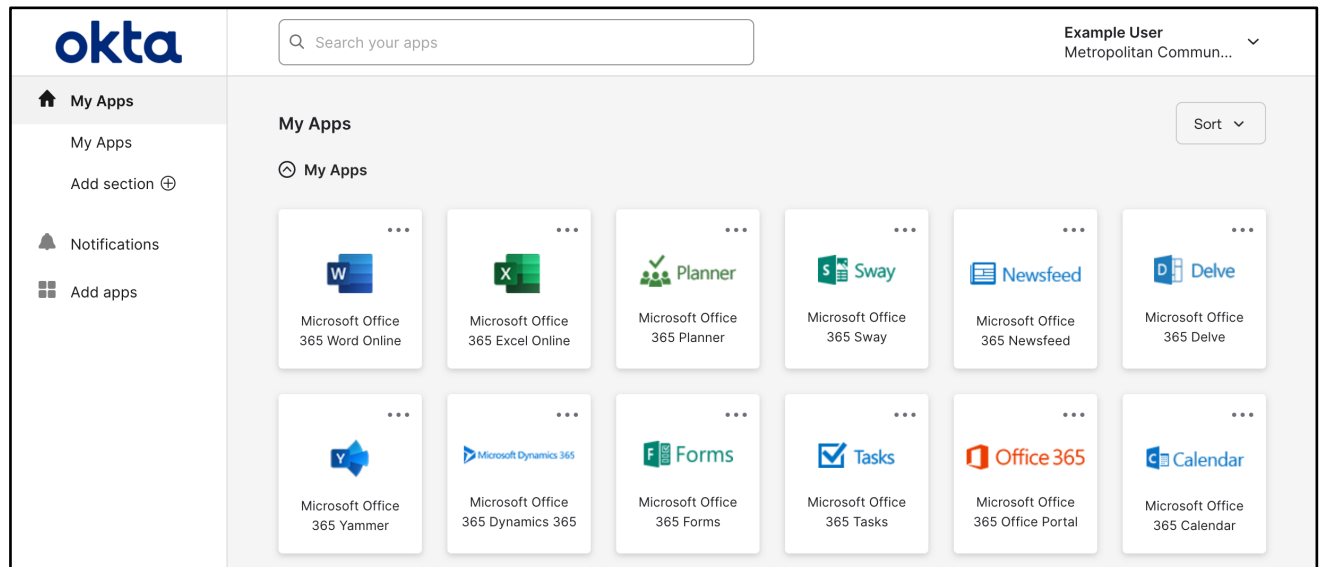
Username
Sign in with your MCC username

Password

☐ Remember me

[Need help signing in?](#)

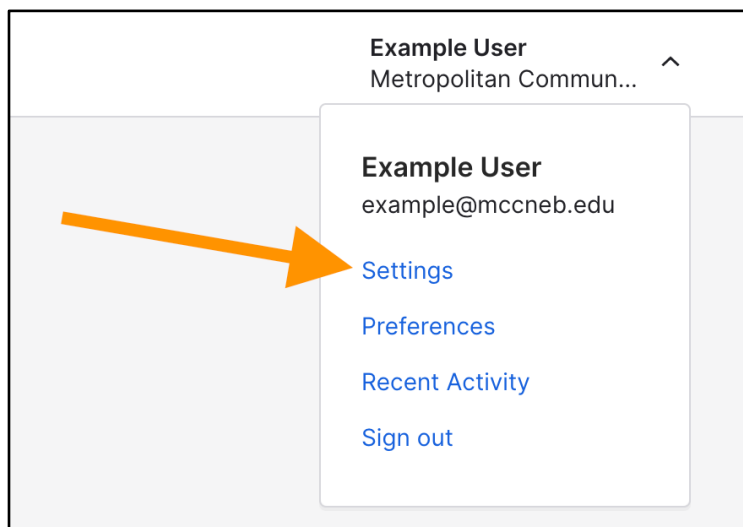
2. You will land on your Okta Dashboard.



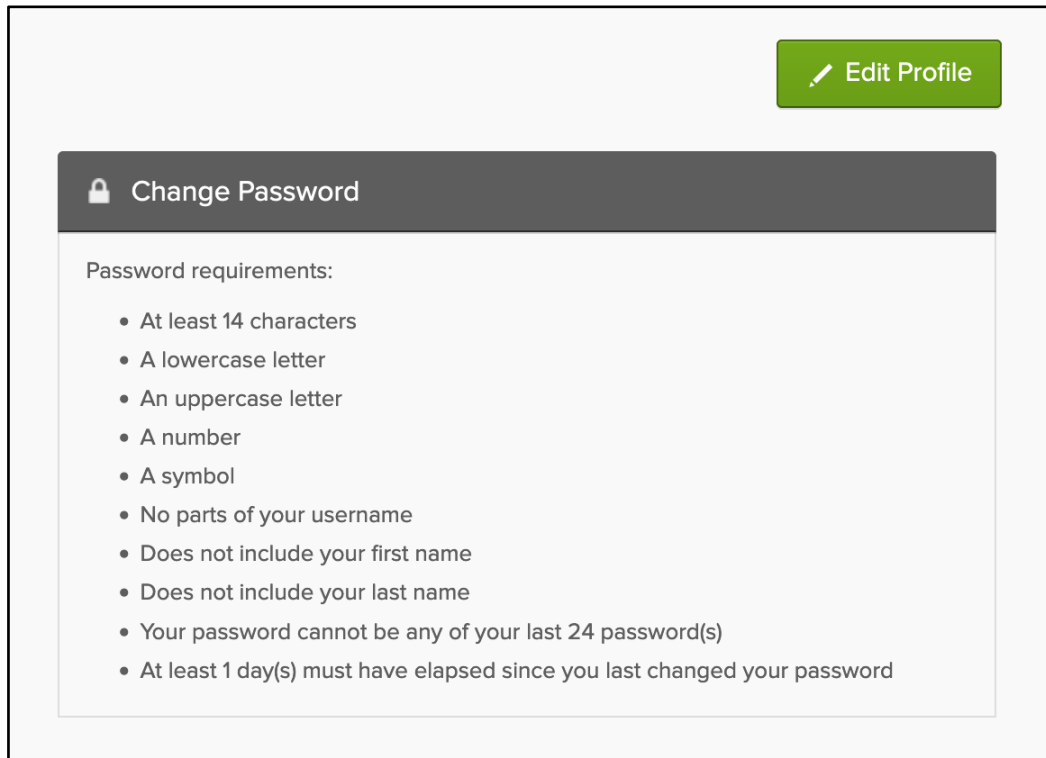
3. Locate your name on the top right corner and click the down arrow.



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



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



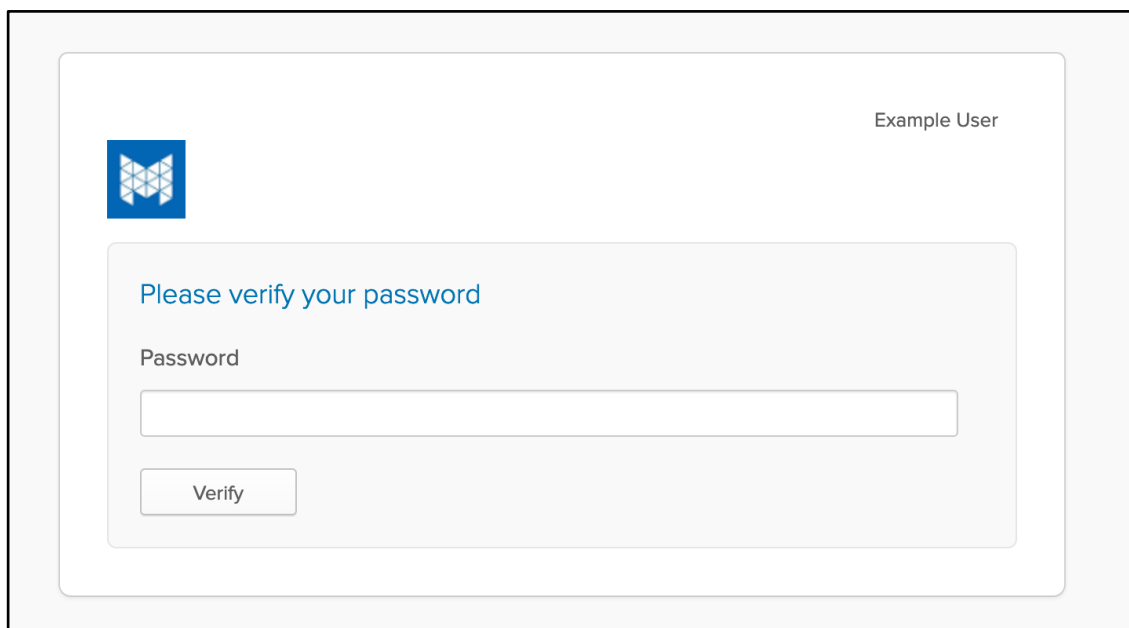
 Edit Profile

 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

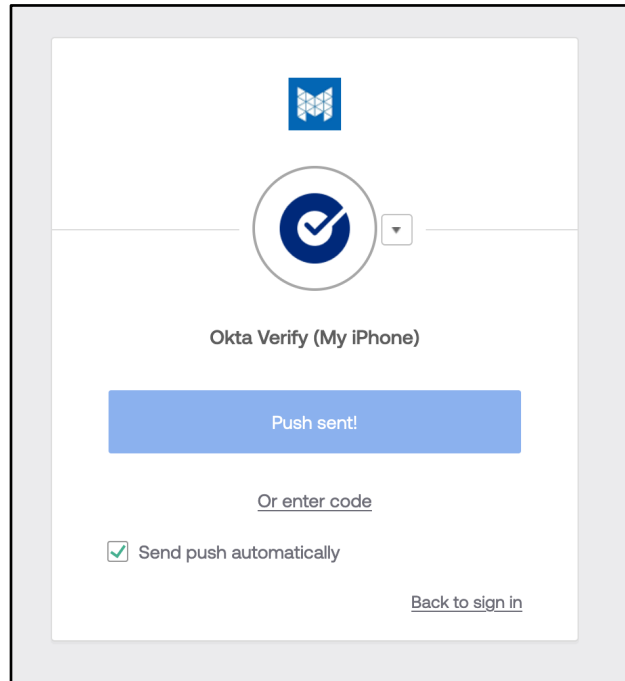


Please verify your password

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.

 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

Current password

New password

Confirm new password

☐ Sign me out of all other devices. [Learn more.](#)

Change Password