OKTA Job Aid

How to Change Password

This job aid is to assist users with changing password to access FASAMS UAT and Production via OKTA.

1) On the OKTA log in page, select "Need help logging in?" and then select "Forgot Password"

	App Launcher	
Username	5	
Email Add	dress	
Password		
Remer	mber me	
	et en la	
	Sign In	



2) Enter in your email address and then select "**Reset via Email**". Reset password email will be sent to user's email address.

	Reset Password	/
Email or U	Jsername	2
SMS or Voi phone nur	ce Call can only be used if a n nber has been configured.	nobile
	Deset via SMS	
	<u>Reset no ono</u>	
	Reset via Voice Call	

3) Go to your email and open reset password email. Select "**Reset Password**" in email as noted in screenshot below:

Account password reset
Okta <noreply@okta.com></noreply@okta.com>
(1) If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic down
myfifamilies - Okta Password Reset Requested
Hi c
A password reset request was made for your Okta account. If you did not make this request, please contact your system administrator immediately.
Click this link to reset the password for your username, t
Reset Password [myfifamilies.oktapreview.com] This link expires in 7 days.
If you experience difficulties accessing your account, send a help request to your administrator:
Go to your Sign-in Help [myfifamilies.oktapreview.com] page. Then click the Request help link.

This is an automatically generated message from <u>Okta [okta.com]</u>. Replies are not monitored or answered.

- 4) OKTA password reset page will display. Enter in the answer to the user's "Answer Forgotten Password Challenge". (Note: This question is designated when user initially sets up OKTA account).
 - a. Enter in answer to password challenge question.
 - b. Hit "Reset Password"

https://myflfamilies.oktapreview	.com/signin/recovery-question
	APP LAUNCHER
	Answer Forgotten Password Challenge
	Pet Name
	•••••
	Show
	Deset Dassword
	Reset Password
	Back to sign in

- 5) On OKTA reset password screen,
 - a. Enter in new password in "**New Password**" field according to password requirements noted below.
 - b. Enter in new password a second time in "Repeat Password" field
 - c. Select "Reset Password" button

