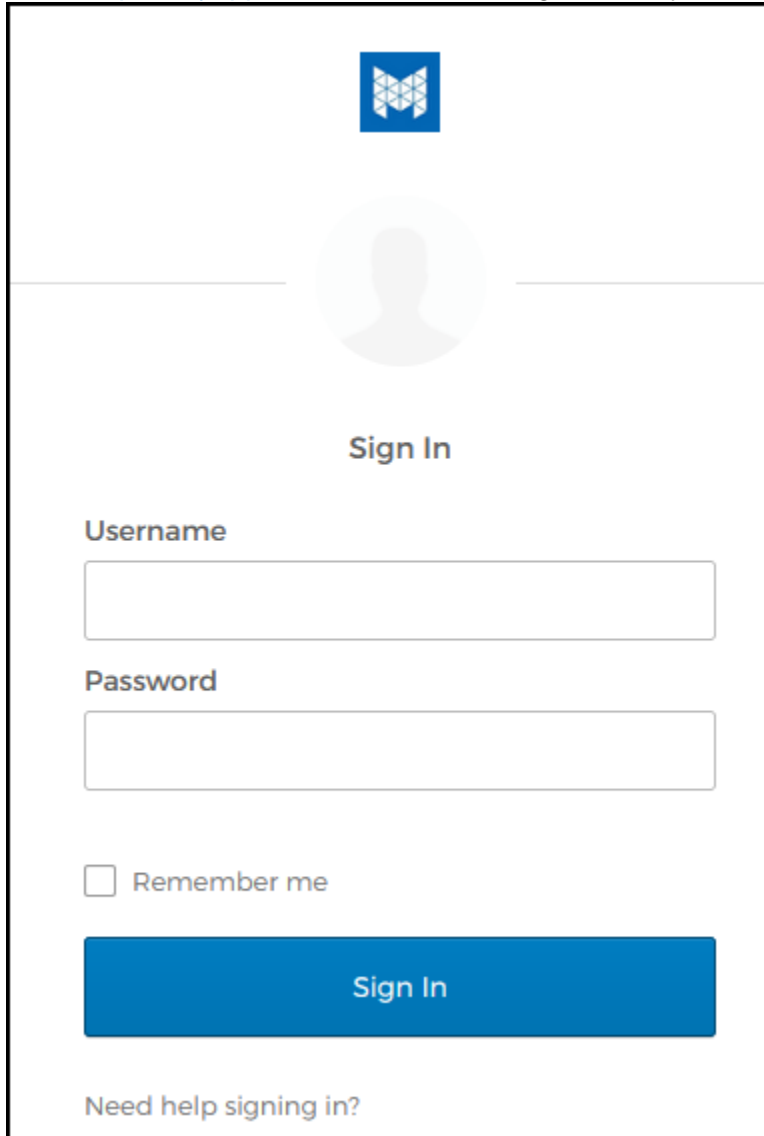


# Change Okta Password

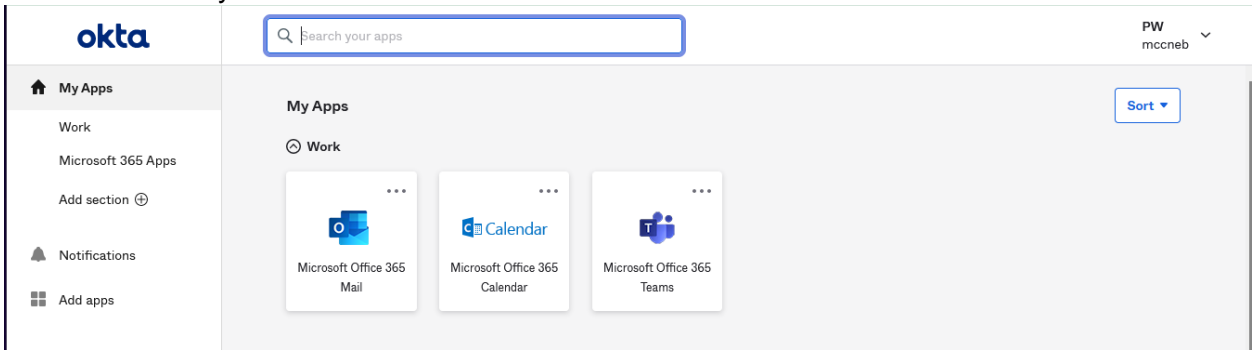
Your password expires every 120 days. When you receive notification to change your password, use these instructions before your current password expires.

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

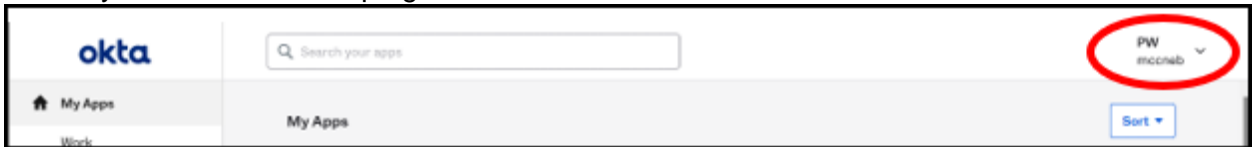


The screenshot shows the Okta Sign In page. At the top center is the Okta logo, a blue square with a white geometric pattern. Below the logo is a circular placeholder for a user profile picture. Underneath the placeholder is the text "Sign In". Below this are two input fields: "Username" and "Password". 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 the text "Need help signing in?".

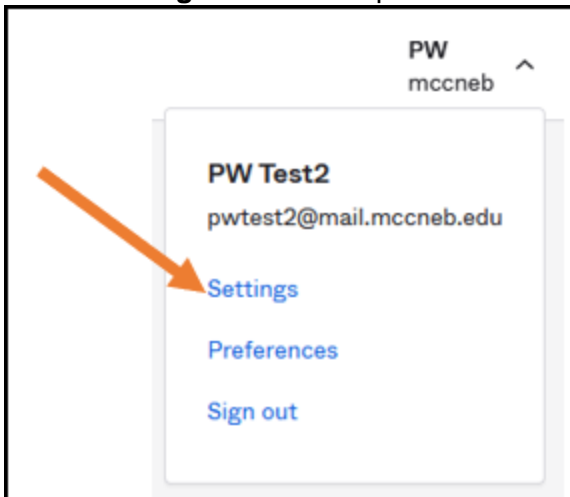
2. You will land on your Okta Dashboard.



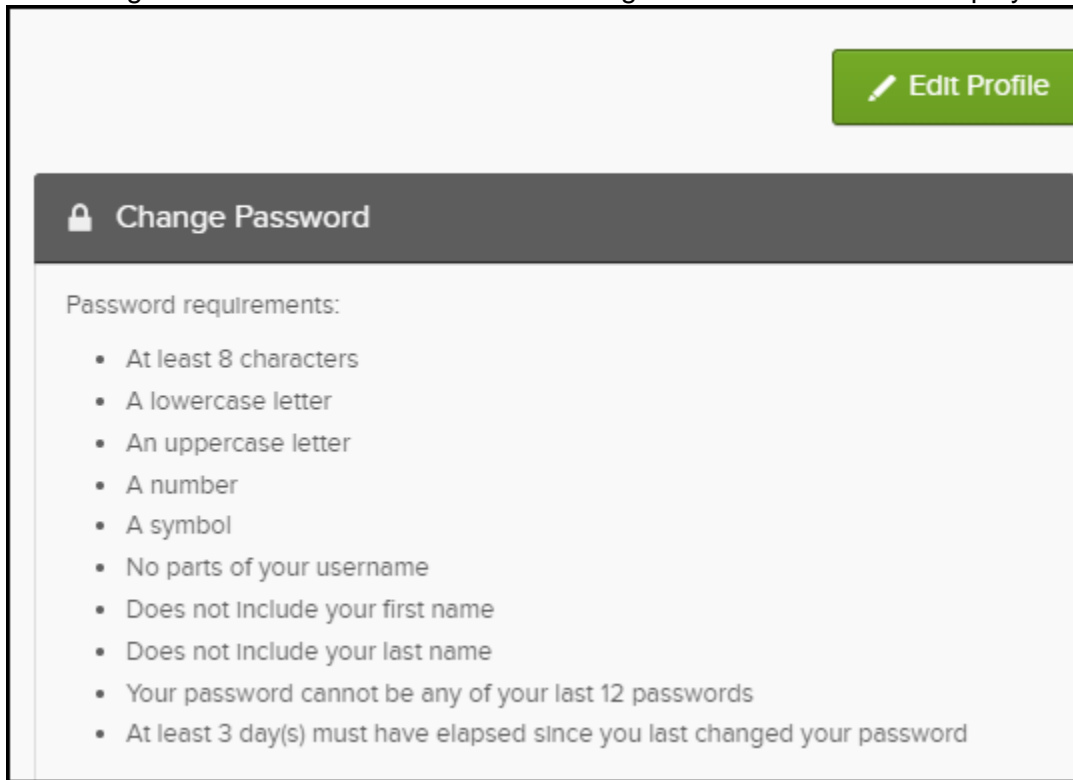
3. Locate your name on the top right corner and click the down arrow.



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



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



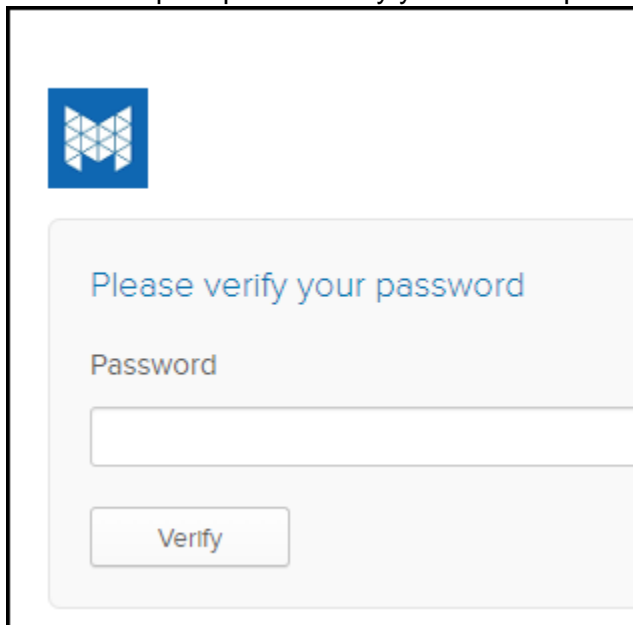
**Edit Profile**


### 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

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





Please verify your password

Password

Verify

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