

Password Change/Reset for PVT account:

1. Go to <https://ColumbiaState.OKTA.com>

Screen A appears:

2. Enter **USERNAME (PVT Username)** or entire @ColumbiaState.edu email address
3. Enter **PASSWORD** (PVT Password)
4. Click the **SIGN IN** button

Screen B appears:

5. (Optional) Switch between Authentication Methods if you setup more than one
6. For SMS, Click **SEND CODE** button.
Otherwise, Open the selected Authenticator App on mobile device
7. Enter **Code** (from text msg or from selected authenticator app)
8. Click **VERIFY** button

Screen C appears:

9. Click **User Name** area (or down arrow beside it)
10. Click **SETTINGS** in list that appears
11. Click **EDIT PROFILE green button** (Skip if not visible)
12. Enter **Current Password**
13. Enter **New Password** (Must meet Password Requirements. View list in area)
14. Enter **New Password in Confirm new Password**
15. Click **Change Password**
16. **"Password changed successfully."** Message will briefly appear when successful
Otherwise, make the needed corrections and follow screen instructions

The screenshot shows the OKTA login page for Columbia State Community College. The page includes the following elements:

- Browser address bar: <https://columbiastate.okta.com> (highlighted with a red circle 1)
- OKTA logo and Columbia State Community College logo (highlighted with a green circle A)
- OKTA Security Image placeholder (highlighted with a red circle 1)
- Sign In button (highlighted with a red circle 1)
- Username input field containing "username@columbiastate.edu" (highlighted with a red circle 2)
- Password input field (highlighted with a red circle 3)
- Remember me checkbox (unchecked)
- Sign In button (highlighted with a red circle 4)
- Need help signing in? link

For assistance, contact Helpdesk at 931.540.2650 or helpdesk@ColumbiaState.edu

B

columbiastate.okta.com/signin/verify/okta/sms



SMS Authentication

(+1 XXX-XXX-██)

Enter Code

Send code

Do not challenge me on this device again

Verify

Back to sign in

5

(OPTIONAL)
Switch Authentication Method

SMS

Select an authentication factor

- Okta Verify
- SMS Authentication

6

7

8



Okta Verify

Enter your Okta Verify passcode

Enter Code

Do not challenge me on this device again

Verify

Back to sign in

7

8



Search your apps

9 Name
Columbia State Comm...

My Apps

Notifications

Last sign in: a few seconds ago

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Privacy

Account

Personal Information Edit

First name

Last name

Okta username

Primary email

Secondary email

Mobile phone

Display name

User information displayed in this area

Change Password Edit Profile

(Skip if button Not Visible) 11

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- Your password cannot be any of your last 12 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Current password 12

New password 13

Confirm new password 14

15 Change Password

Settings 10

Preferences

Sign out

Security Image Edit

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Forgotten Password Question Edit

Scroll Down for more Settings Options

16 Password changed successfully.

Change Password

Password requirements:

- At least 8 characters