If you know your current p/word, go to the Okta Dashboard. You can get to the dashboard 2 ways:

A. Log into ChargerNet and then look to the upper right, in the black navigation bar, and see "Okta Dashboard" – click it.
B. Go directly to **columbiastate.okta.com** and sign in with your Columbia State credentials. (Please type columbiastate.okta.com in your Internet browser's address bar and do not let the browser auto-fill it. Also, do not click a suggested link the browser brings up. Type the web address completely and make sure it says "columbiastate.okta.com" before you hit "enter" on your keyboard to go to the website. You should see the Columbia State logo on the logon page if you are at the correct website.)

- Once you are logged into the Dashboard, you will see all your Columbia State applications in separate tiles.

- Amongst those application tiles you will see "**Account Settings**" - click that.

- Now you are on your Profile page where you can make changes to your account. If the fields where you enter data are grayed-out, you will see a green edit profile button in the top right. Click the edit profile button and enter the information it asks for. Then the fields will no longer be gray, and you can enter information.

- If you didn't see the green button, you can ignore the last item and proceed with changing your password. If you did have to verify you can change the password once you have completed the verification.

- When your password is successfully changed you will get a brief pop-up message that it was successful. Afterward, you might also be presented with the list of verification methods again in case you want to add a method to what you already have set up. If you don't want to add another method just continue.

- **Give the new password at least 5 minutes to synchronize with your college email account. Because our email is Outlook based it takes a little longer for it to get the message that the password was changed. ALSO, be sure to update your password for Columbia State Wifi or you will get locked out when your device tries to connect to Wifi with the old password.**