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)
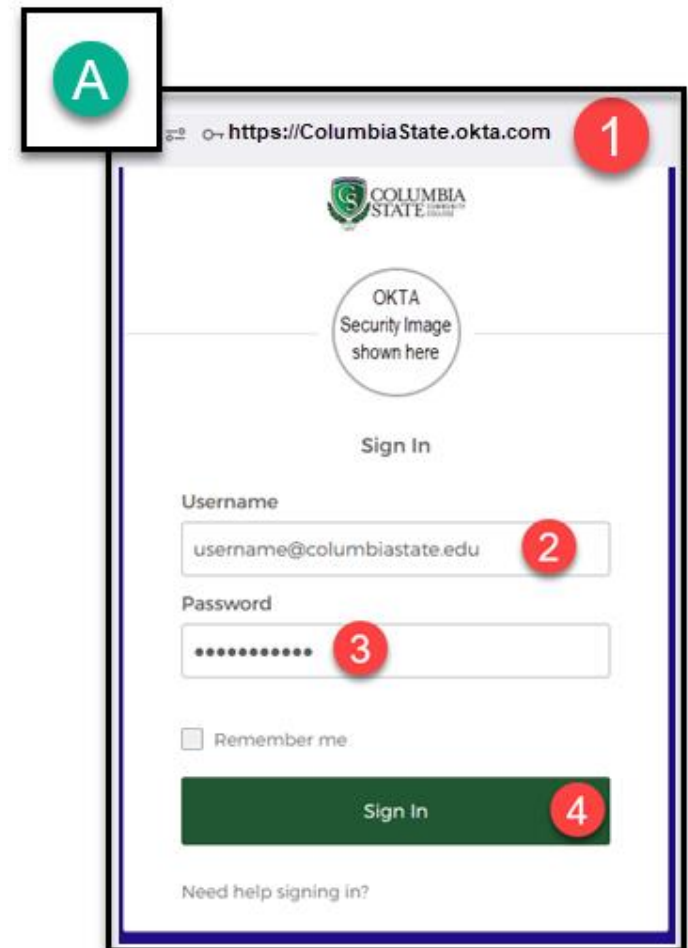4. **Click** the **SIGN IN** button

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 "Account Settings" tile

Screen D appears:

10. Click EDIT PROFILE green button (Skip if not visible)
   * If prompted: -Verify current password by entering it and clicking "Verify" button
     Then, Enter Code for multifactor authentication. Click "Verify" button.
     (Note: If you see the words "Send code", you must click those words to receive a code)
11. Scroll to "Change Password" section
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

B

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

COLUMBIA STATE COMMUNITY COLLEGE

5

(OPTIONAL) Switch Authentication Method

SMS ▾

Select an authentication factor

✓ Okta Verify

💬 SMS Authentication

SMS Authentication

(+1 XXX-XXX-███)

Enter Code

7

6 Send code

☑ Do not challenge me on this device again

Verify **8**

Back to sign in

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✓

Okta Verify

Enter your Okta Verify passcode

Enter Code

7

☑ Do not challenge me on this device again

Verify **8**

Back to sign in

C

Name
Columbia State Comm... ⌄

🔍 Search your apps

🏠 **My Apps**

Main

Add section ⊕

🔔 Notifications ②

My Apps

⊗ Main

Sort ▾

9 ⚙️
Account Settings

🐴 ChargerNet (MyCN)

📖DegreeWorks
Degreeworks - Responsive...

tutor.com
Tutor.com

🏛️Navigate
Navigate for Students

ADVANTAGE ORIENTATION
Advantage Orientation

📊 Office 365
Microsoft Office 365 Office Portal

📧 Microsoft Office 365 Mail

Online Campus
Columbia State Community College
Online Campus

ZOOM
Zoom

⊕ **Add section**

D

Search your apps

Name
Columbia State Comm...

🏠 My Apps

🔔 Notifications

Account

(Skip if button Not Visible) **10** ✏️ Edit Profile

11 🔒 Change Password

👤 Personal Information   Edit

First name

Last name

Okta username

Primary email

Secondary email

Mobile phone

Display name

User information displayed in this area

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

Last sign in: a few seconds ago

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Privacy

🗐 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** ⬇

✓ Password changed successfully. **16**

🔒 **Change Password**

Password requirements:

- At least 8 characters