

# 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

App Launcher

Username  
Email Address

Password

Remember me

Sign In

[Need help signing in?](#)

[Need help signing in?](#)

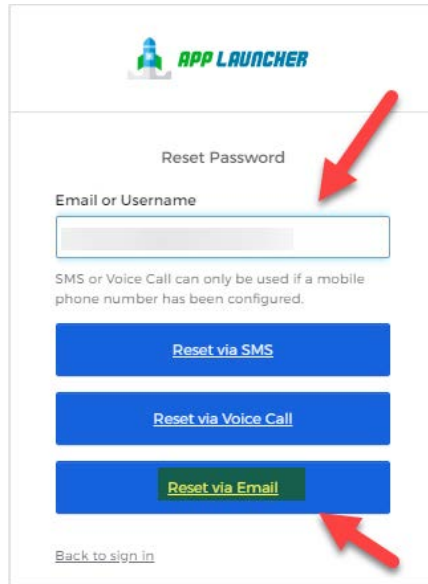
[Forgot password?](#)

[Unlock account?](#)

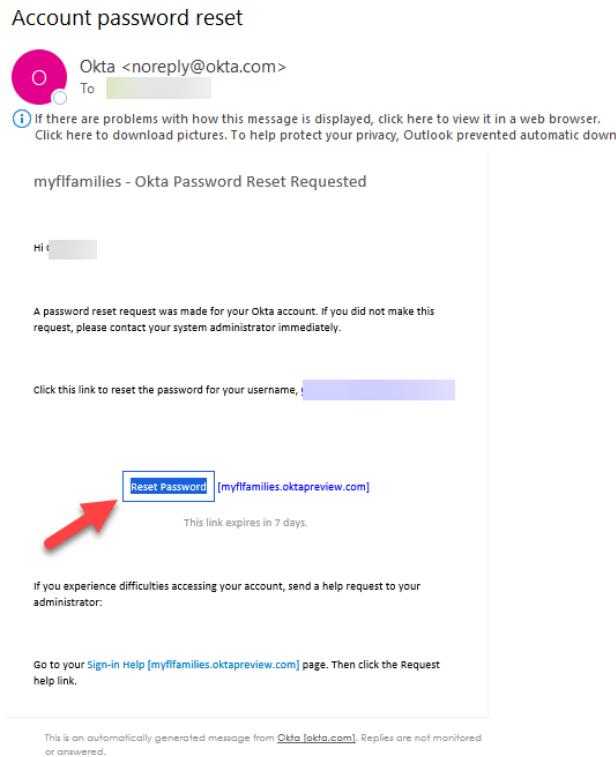
[Password Reset Guide](#)

[Help](#)

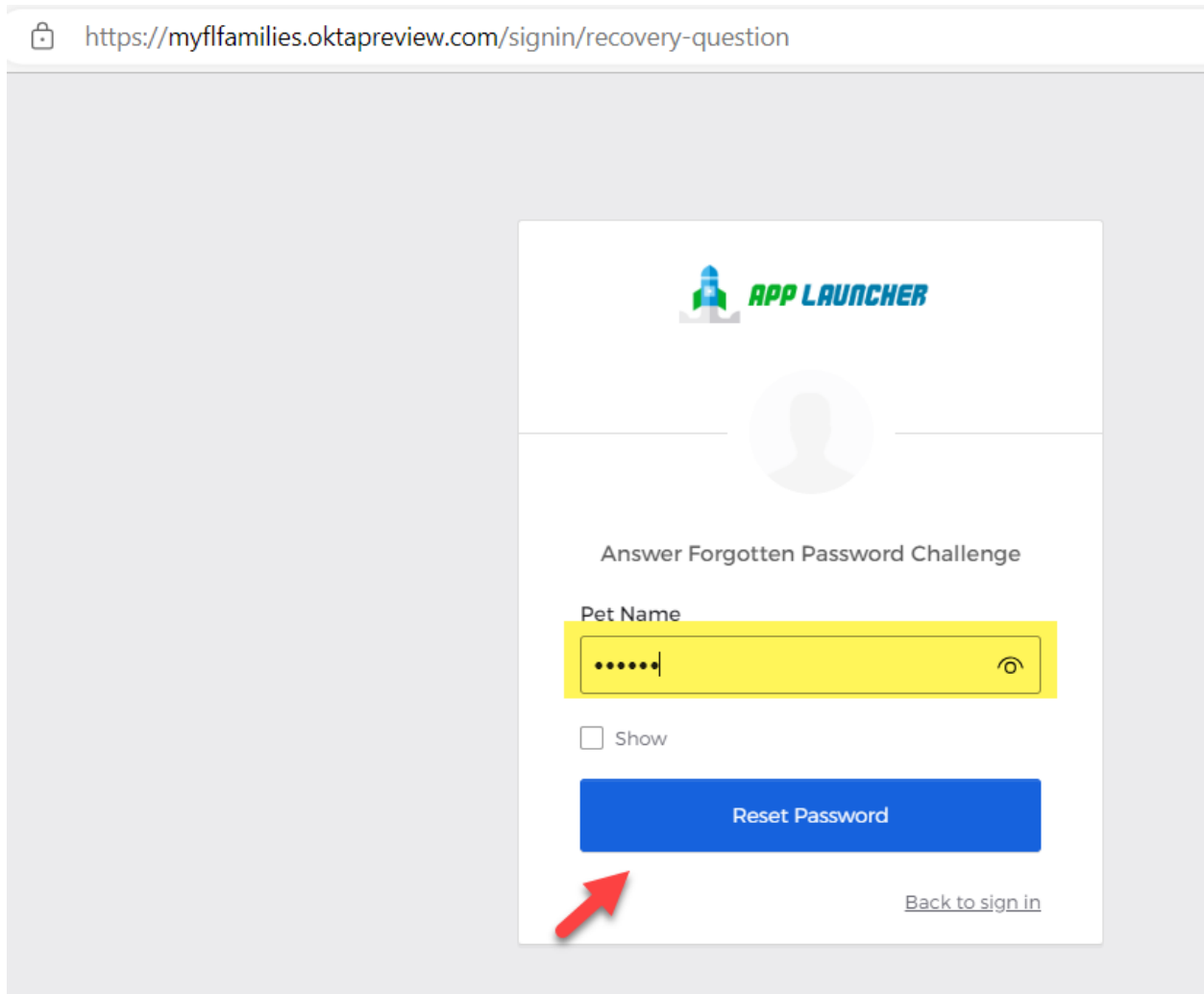
- 2) Enter in your email address and then select **“Reset via Email”**. Reset password email will be sent to user’s email address.



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



- 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**"



- 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

https://myflfamilies.oktapreview.com/signin/password-reset

**APP LAUNCHER**

Reset your Okta password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

New password

Repeat password

Sign me out of all other devices.

**Reset Password**

[Back to sign in](#)