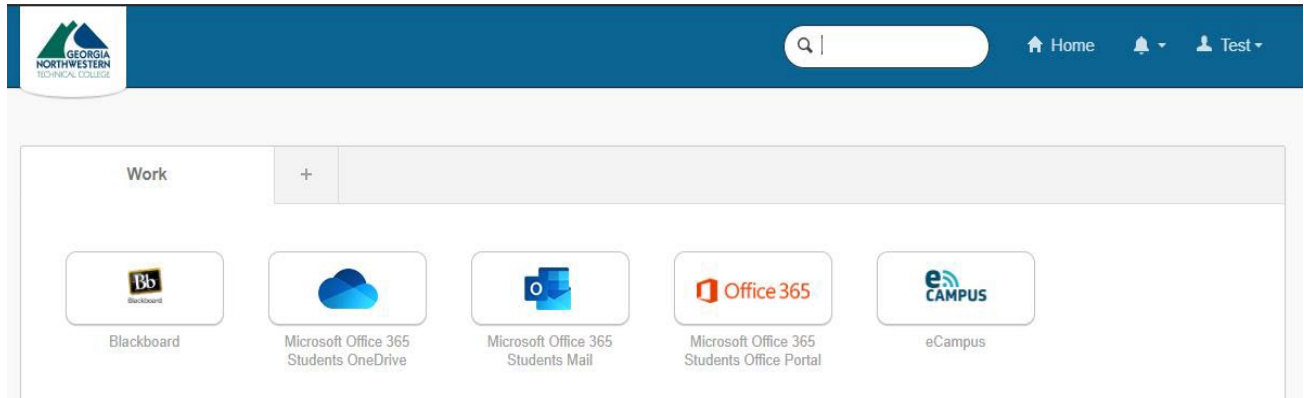


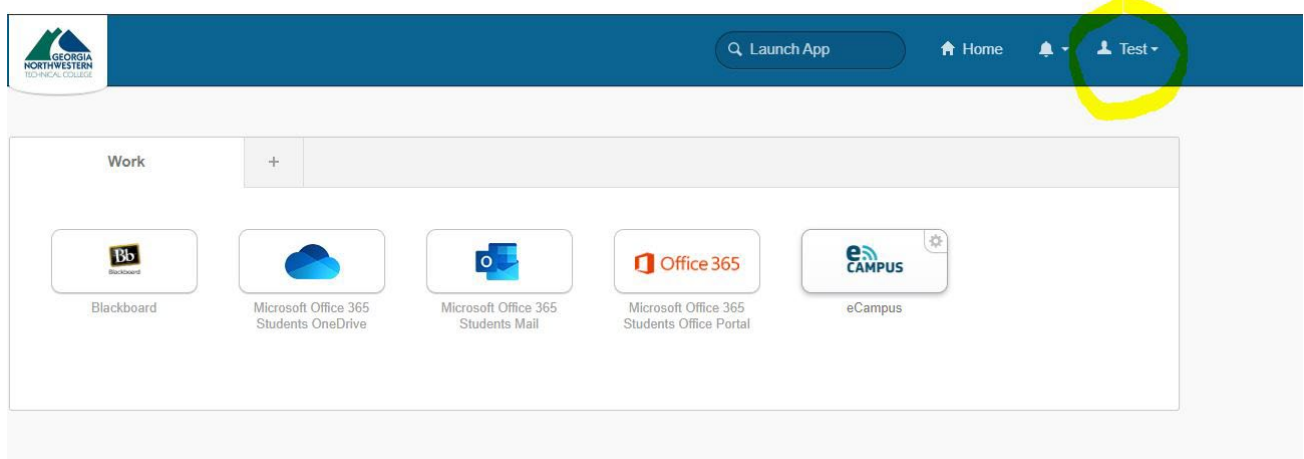
Okta Password Reset

How to reset your password in Okta

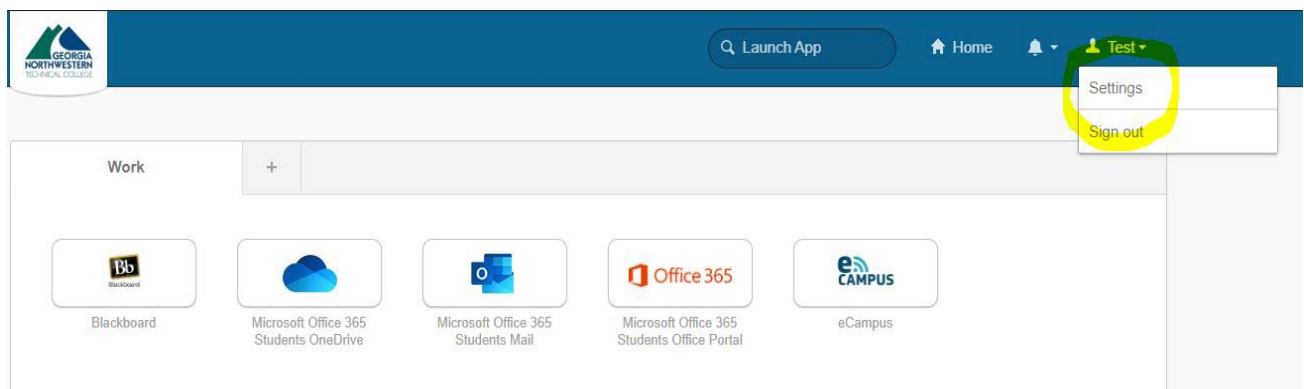
1. Log in to [GNTC's Okta](#). Once signed in, you will be presented with a dashboard similar to this:



2. Click on your name in the upper right-hand corner



3. Click **Settings**



4. Click the **Edit Profile** button

The screenshot shows the account management interface for Georgia Northwestern Technical College. The header includes the college logo and navigation links for Home, a notification bell, and a user profile labeled 'Test'. The main content area is titled 'Account' and contains three sections: 'Personal Information', 'Change Password', and 'Forgotten Password Question'. The 'Edit Profile' button is highlighted with a yellow circle.

Personal Information	
First name	Test
Last name	Test
Okta username	test@students.gntc.edu
Primary email	test@students.gntc.edu
Mobile phone	
Display name	Test test. Test

Change Password

Password requirements:

- At least 14 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 24 passwords

Forgotten Password Question

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

5. Enter your password and click **Verify**.

The screenshot shows a password verification form titled 'Please verify your password'. The form includes the Georgia Northwestern Technical College logo, the user name 'Test Test', and a 'Password' input field with a masked password. The 'Verify' button is highlighted with a yellow circle.

Test Test

Please verify your password

Password

Verify

6. Click **Send Code** to verify your account on your previously setup device. Use your cell phone or device to verify the account

The screenshot shows the 'SMS Authentication' page. At the top left is the Georgia Northwestern Technical College logo. The top right navigation bar includes 'Home', a notification bell, and a user profile labeled 'Test'. The main content area features the college logo, an 'SMS' icon, and the text 'SMS Authentication (+1 XXX-XXX-7687)'. Below this is an 'Enter Code' input field and a 'Send code' button, which is circled in yellow. A large blue 'Verify' button is positioned below the input field. At the bottom right, there is a link for 'Back to sign in'.

7. Back on the Okta page, enter your current password and then enter your new password twice.

The screenshot shows the 'Account' page with two main sections: 'Personal Information' and 'Change Password'. The 'Personal Information' section includes fields for First name (Test), Last name (Test), Okta username (test@students.gntc.edu), Primary email (test@students.gntc.edu), Mobile phone, and Display name (Test test. Test). The 'Change Password' section lists password requirements: at least 14 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of the username, and not being any of the last 24 passwords. Below these requirements are three input fields: 'Current password', 'New password', and 'Confirm new password', which are circled in yellow. A 'Change Password' button is located at the bottom right of the form.

8. Click Change Password

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Home Test

Account

Personal Information

Edit

First name	Test
Last name	Test
Okta username	test@students.gntc.edu
Primary email	test@students.gntc.edu
Mobile phone	
Display name	Test test. Test

Change Password

Password requirements:

- At least 14 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 24 passwords

Current password

New password

Confirm new password

Change Password

Display Language

Edit

Language English

Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.

Forgotten Password Question

Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.