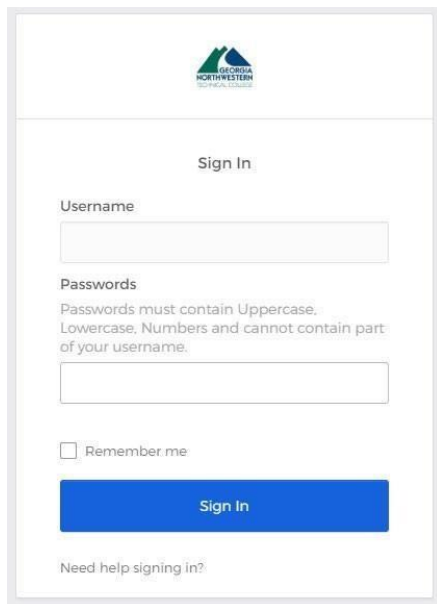


Okta Login Instructions

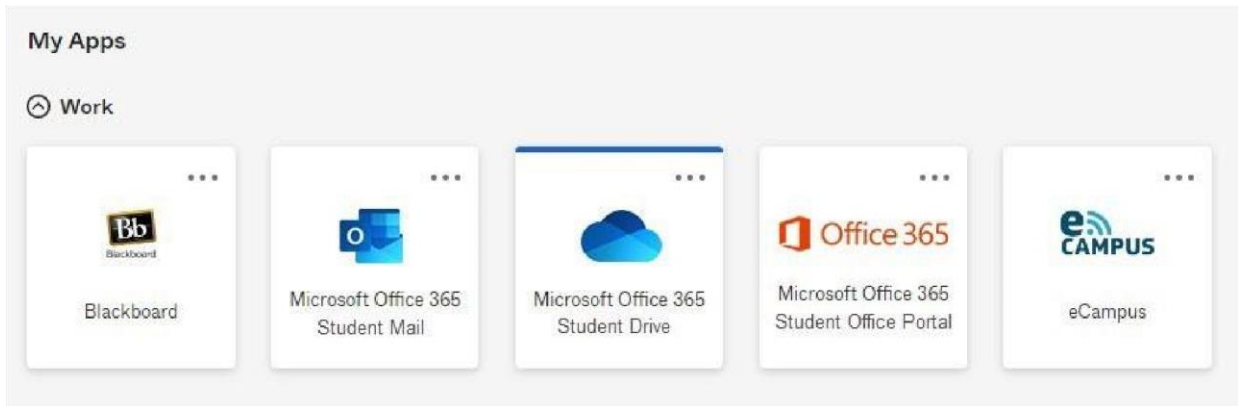
Logging into Okta

1. Navigate to the [Okta site](#)
2. Your username is your complete GNTC student email address and your password is your single sign on password that you use for MyGNTC, email, etc. If your password has expired, please click Need help signing in and then Forgot password.



The screenshot shows the Okta Sign In page for Georgia Northwestern Technical College. At the top left is the college's logo. The page title is "Sign In". Below the title are two input fields: "Username" and "Passwords". The "Passwords" field has a note: "Passwords must contain Uppercase, Lowercase, Numbers and cannot contain part of your username." Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom left, there is a link that says "Need help signing in?".

3. After creating your Okta account, please clear cache and history. (GNTC is not responsible for changes made to personal electronic devices.)
 - [Clearing Cache Instructions](#)
 - [Clearing Cache Video](#)
4. After you successfully log in, click the GNTC application on the Okta dashboard that you want to use (Banner, Blackboard, etc).



5. Make sure you log out of Okta when you are finished by clicking your name in the top right corner and selecting "Sign out." Otherwise, you will have cache errors.

Blackboard

1. Click on the Bb (Blackboard) app and your classes should appear the first day of the term. Make sure you log out of Blackboard when you finish a session by clicking the power button in the top righthand corner.

Logging out of Okta or closing your browser does not log you out of Blackboard. If you do not log out of Blackboard, you will receive errors when you try to log back into Okta!

2. If you receive a Blackboard sign-on error, you must log out of all open Okta and Blackboard sessions, clear your cache completely, and log back into Okta.

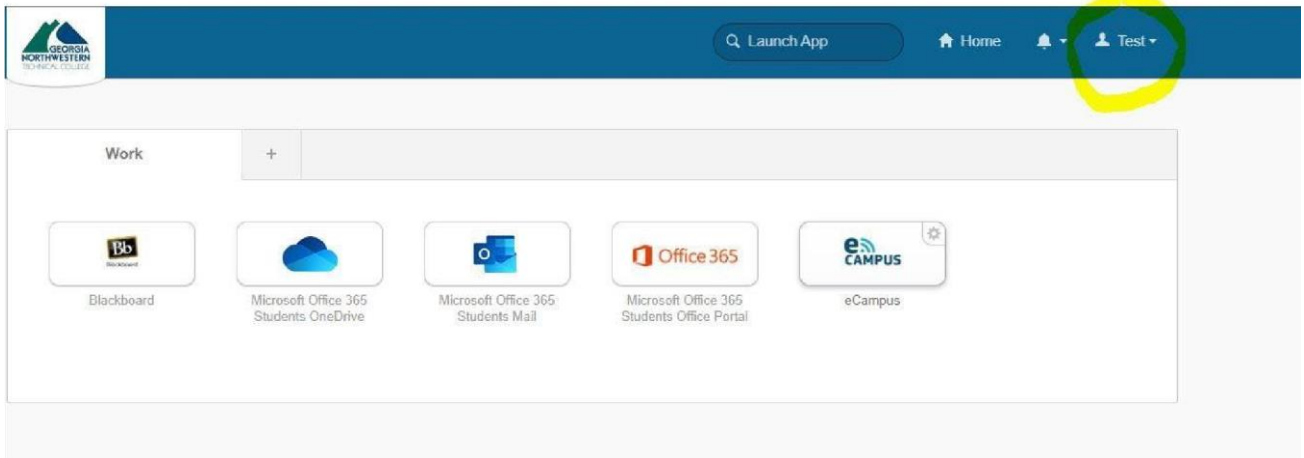
Login Problems and Session-Timeout Errors

If you receive an error while trying to log into a GNTC app not on the Okta dashboard, you should submit the [Student Help Form](#).

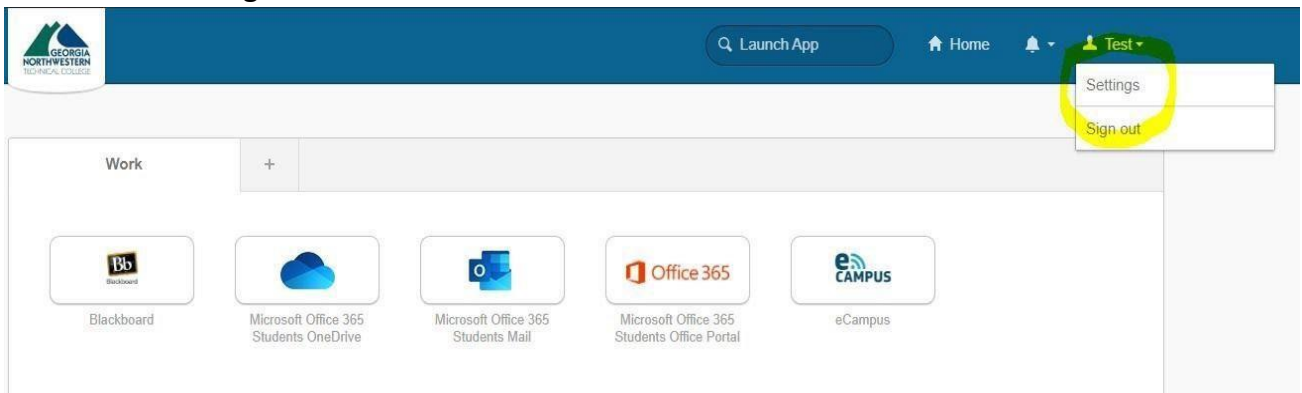
1. If you receive an error logging into the Okta Sign In block,
 - a. Make sure you are using the correct login credentials.
 - b. Make sure you have logged out of any open Okta and Blackboard sessions and then clear your cache completely and log back into Okta.
 - c. Do not log into multiple instances of Okta. If you need to work in another app, just return to the open Okta dashboard and click another app.
 - d. Session-timeout errors require you to log out and close all open Okta and Blackboard sessions, clear your cache completely, and log back in.

2. Other Okta Features:

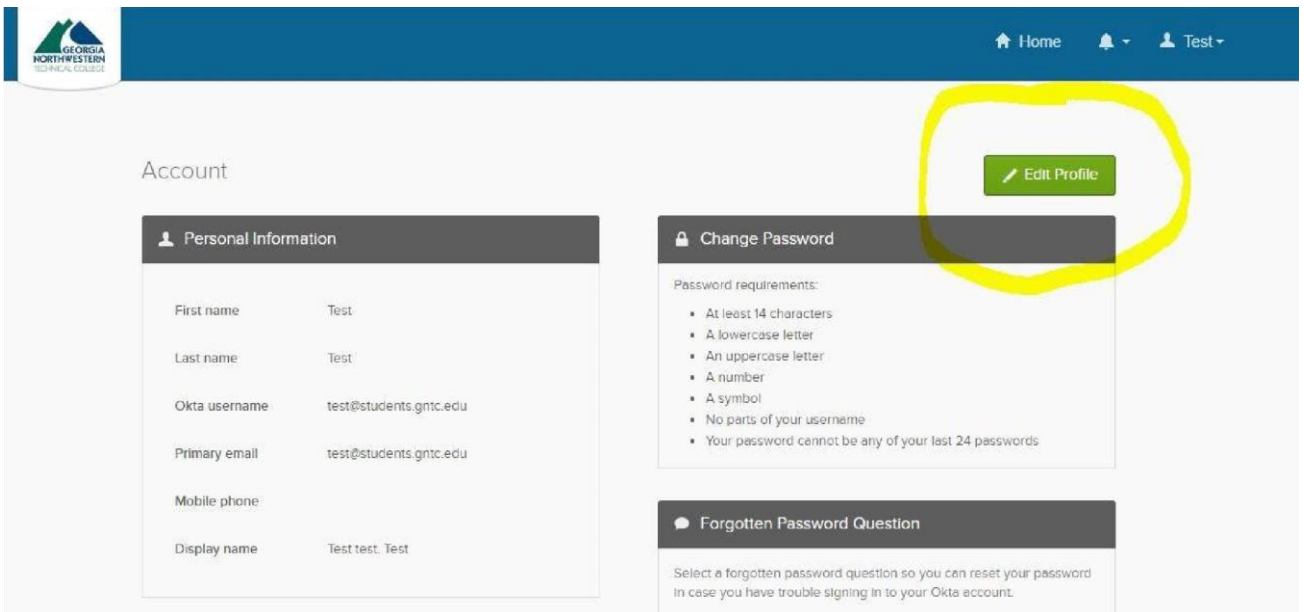
a. Click on your name in the upper right-hand corner



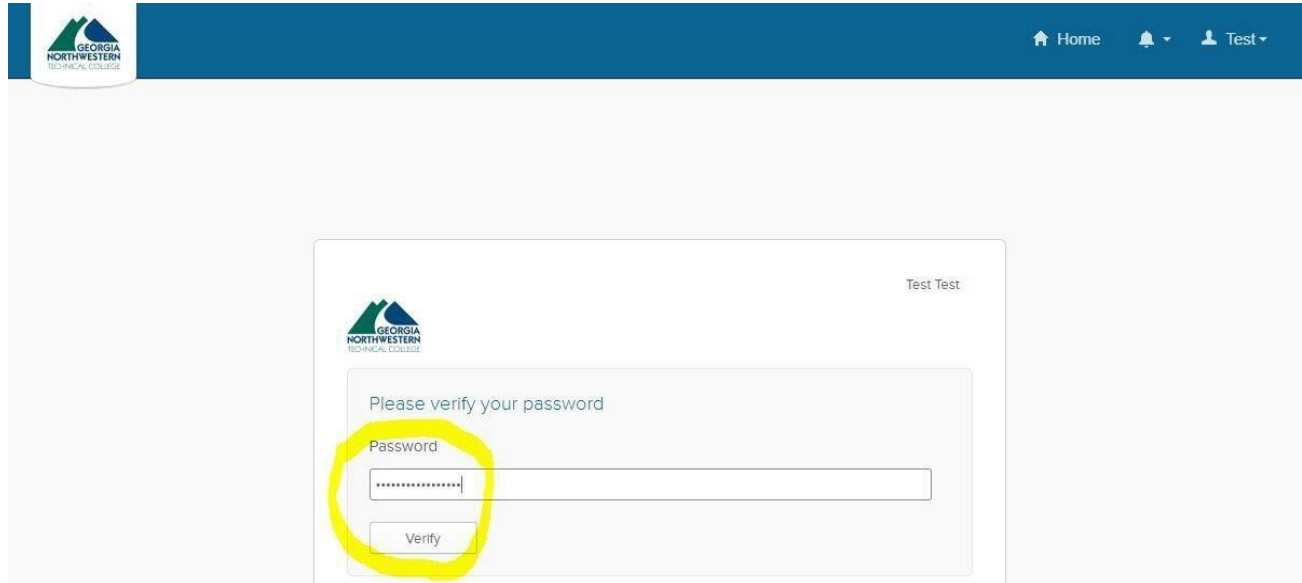
b. Click **Settings**



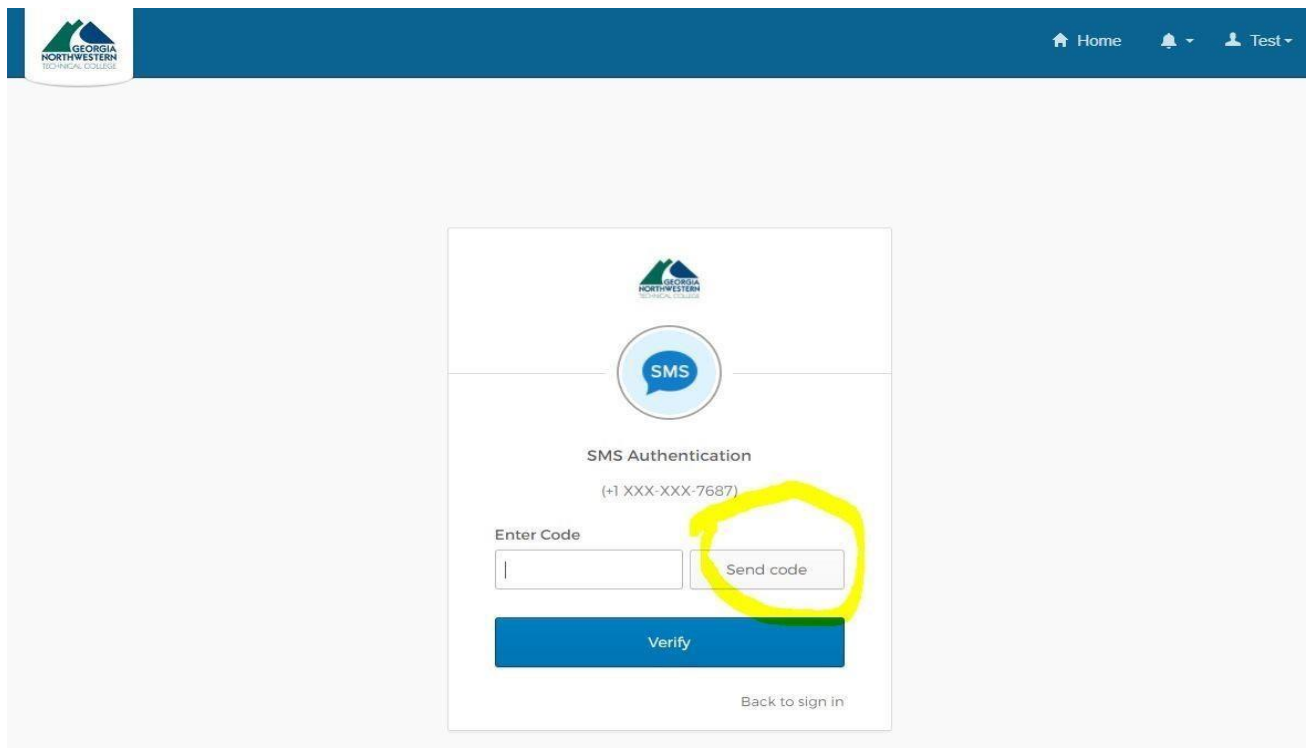
c. Click the **Edit Profile** button



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



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



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

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Home Test

Account

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

Current password:

New password:

Confirm new password:

Change Password

Display Language

Language: English

g. Click Change Password

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Home Test

Account

Personal Information

First name: Test

Last name: Test

Okta username: test@students.gntc.edu

Primary email: test@students.gntc.edu

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Password requirements:

- At least 14 characters
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- 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

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

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

Password Validation Rules

If you have problems changing your password, the system may not like what you are trying to change it to. There are several rules to follow when resetting your password.

- It must contain three of the four things a keyboard can do: uppercase letters, lowercase letters, numbers, and special characters.
- It must be at least fourteen characters long.
- It cannot contain your username.
- It cannot be a password that you have previously used.