Password Change/Reset for PVT account:

1. Go to https://ColumbiaState.OKTA.com

Screen A appears:

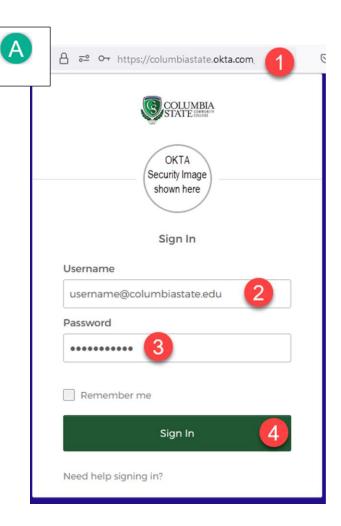
- 2. Enter USERNAME (PVT Username) or entire @ColumbiaState.edu email address
- 3. Enter PASSWORD (PVT Password)
- 4. Click the SIGN IN button

Screen B appears:

- 5. (Optional) Switch between Authentication Methods if you setup more than one
- 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

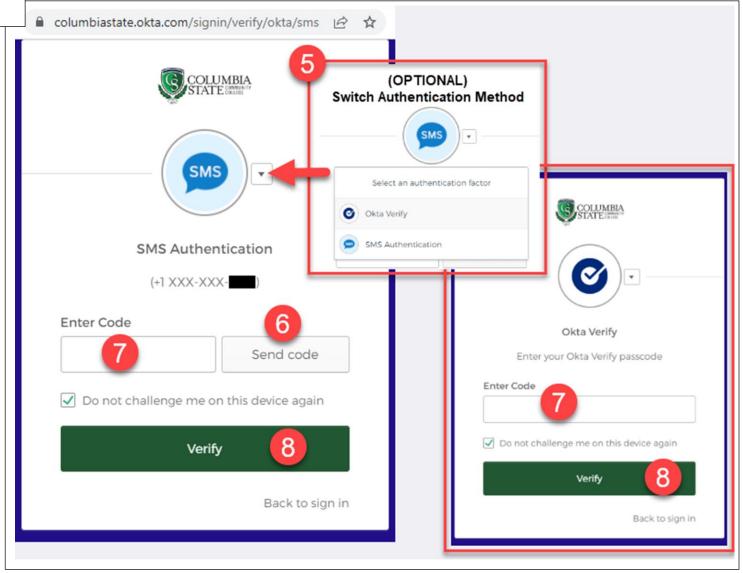
Screen C appears:

- 9. Click User Name area (or down arrow beside it)
- 10. Click SETTINGS in list that appears
- 11. Click EDIT PROFILE green button (Skip if not visible)
- 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

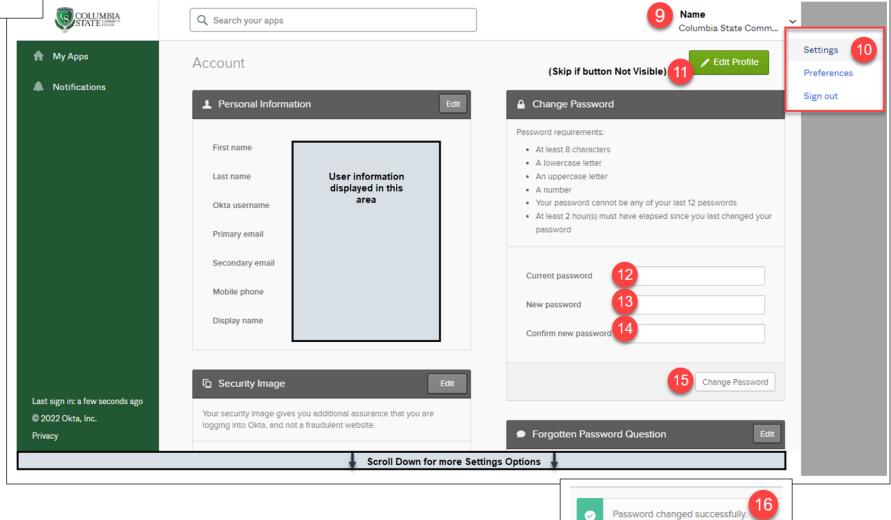


For assistance, contact Helpdesk at 931.540.2650 or helpdesk@ColumbiaState.edu









Password requirements: