



# UPDATING APPLICATION PASSWORDS IN OKTA ON A DESKTOP PC

## WHAT THE GUIDE EXPLAINS

### USER JOURNEY FOR UPDATING PASSWORDS FOR OKTA APPS



#### Purpose

To show users how to update passwords on a desktop PC for applications where the pub team manages the password. Included applications are listed on slide 6.

#### Audience

Pub Teams who control the passwords to pub applications

#### Key outcome

User updates the password to an application and can access via Cerby

#### Support route

Users can email [People@greeneking.co.uk](mailto:People@greeneking.co.uk) or call the service line if they have problems.

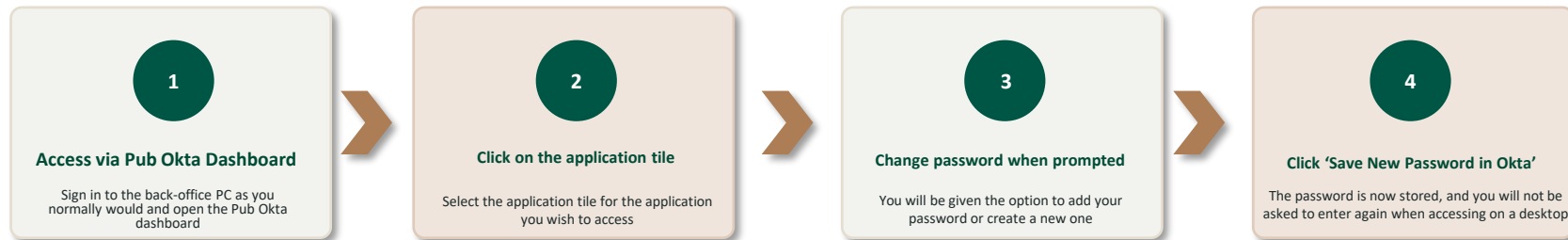
**For any access queries:** Email [People@greeneking.co.uk](mailto:People@greeneking.co.uk) or call **0800 731 1799 Option 4**, Monday to Friday 09:00 to 17:00.

# END-TO-END FLOW ON A DESKTOP PC

## WHEN PROMPTED TO CHANGE PASSWORD IN OKTA



If you are prompted to change your password by the application, follow these steps to update the application password in Okta



okta Change password

Schema ID 1799

New password suggestion:

Length: 15

☒ Numbers

☒ Symbols

**Fill form with New Password**

Or just fill current password

okta Fill current password

Schema ID 1799

Team Member Benefits

**Fill Current Password**

Never fill password

okta Save new password

Application Name  
<Your User ID>

**Save New Password in Okta**

Never update password

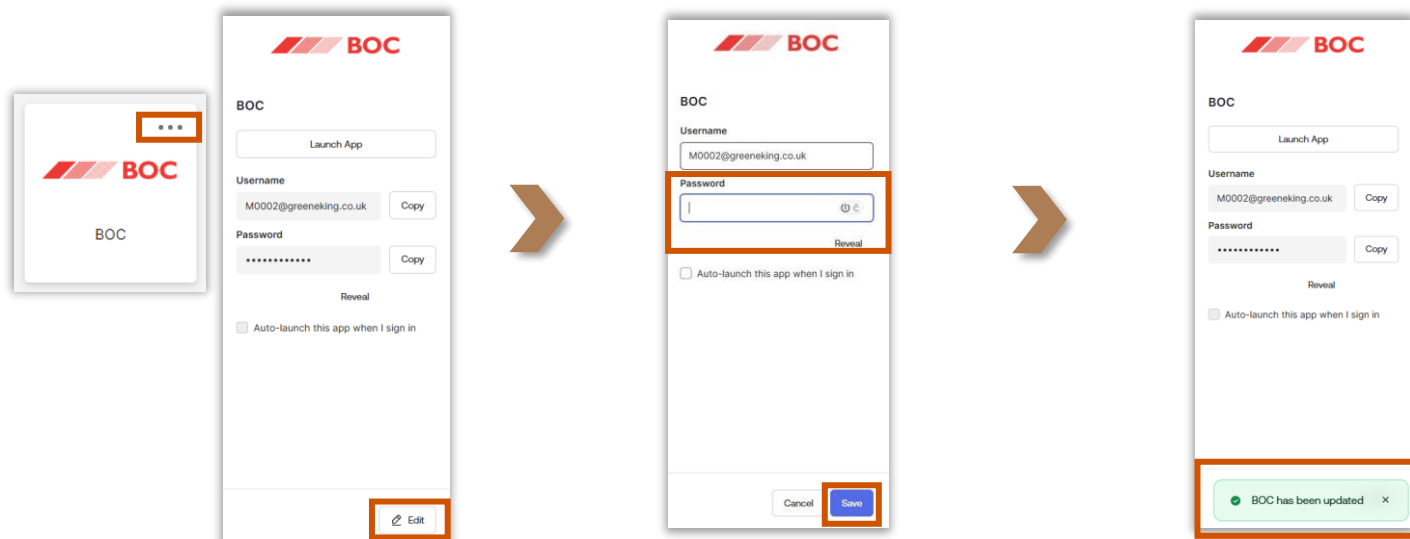
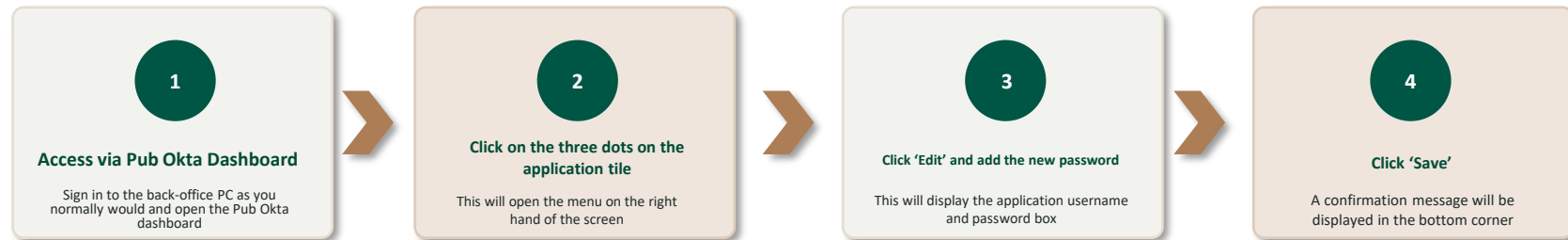
You may see either of these screens. 'Fill form with New Password' will use the password suggested by Okta

# END-TO-END FLOW ON A DESKTOP PC

## IF NEEDING TO ADD A PASSWORD ALREADY UPDATED IN THE APPLICATION



If you have already updated your password within an application or were not able to save your password in Okta, you will need to update it in the Okta password store



# CHECKING YOUR CREDENTIALS IN OKTA

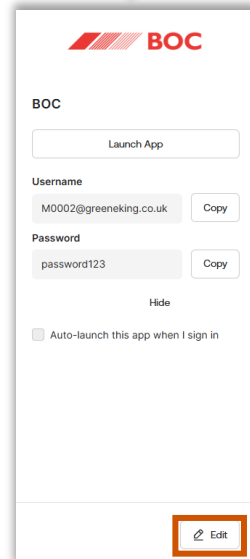
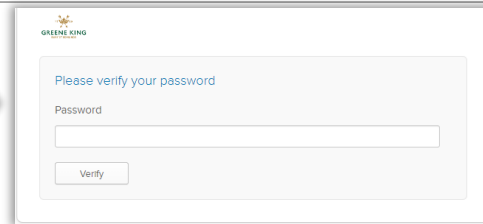
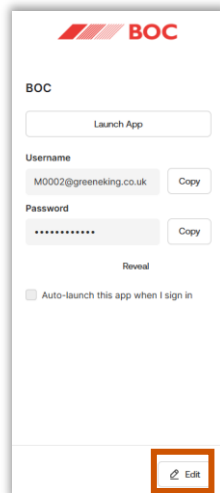
Click on the three dots on the right-hand side of the application tile

A menu will open on the right-hand side of the screen

This will display your username for the App, and your password will be displayed with asterixis.

To show your password, click 'Reveal'. You will be prompted to enter your Okta password and verify using MFA

Your password will now be shown without the asterixis. To hide your password again, click 'Hide password'



## LIST OF APPLICATIONS

### APPLICATIONS WHERE PUB TEAMS WILL UPDATE PASSWORDS



Applications where you will need to update the password include:



Autoform (EFS)  
Banner Business Solutions  
BOC  
Contego Synergy  
Fanzo  
Fire Safe Solutions  
InaDigital  
Little White Van - Hive  
Little White Van - Proper Locals  
MyElis  
Pub Clothing Company  
Rentokil  
Spotify  
Trip Advisor  
Vergo  
Zatpark Portal



You will not need to update application passwords for applications like Acquire, Tables or Events as these are managed and held in Okta / Cerby