

UPDATING APPLICATION (SWA) PASSWORDS

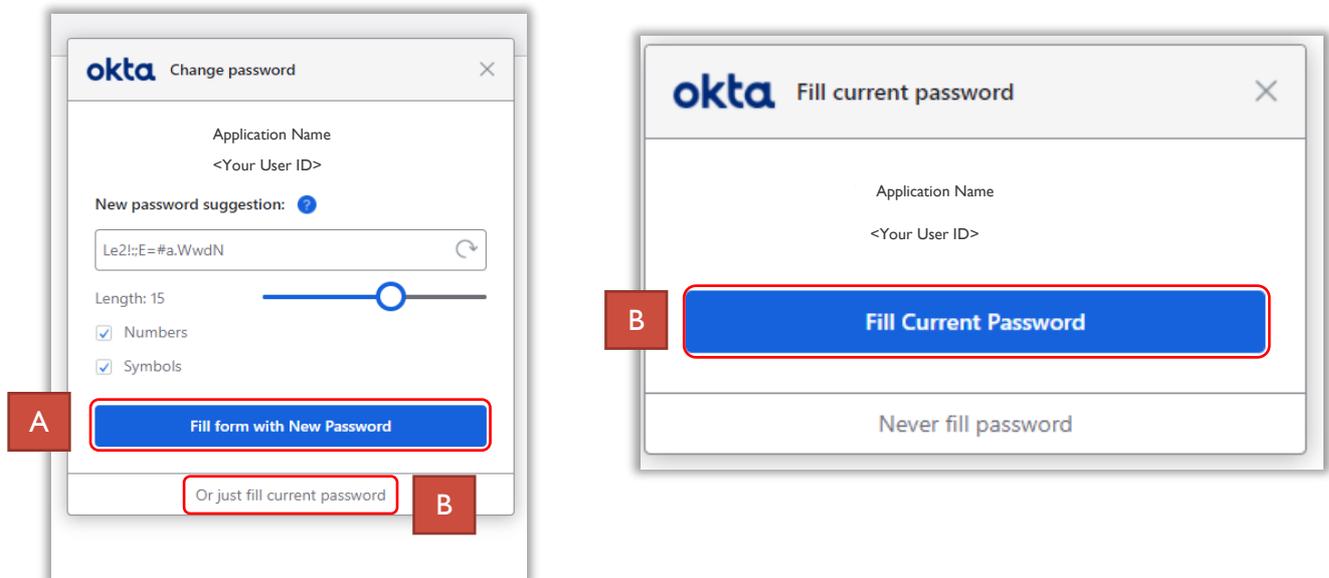
PASSWORD STORE (SWA) APPS

For these applications, Okta acts as a password and username store and will automatically input your details following entry of the username and password on first log on.

This means that if the application password for your account needs to be updated then the new password must be stored in Okta to allow you continued access to the application via Okta. This does not apply for any applications where Okta centrally stores the application username and password e.g. Acquire.

PASSWORD CHANGE PROMPTED BY APPLICATIONS

If you are prompted to change your password by the application, you may see the following Okta windows on the change password screen:



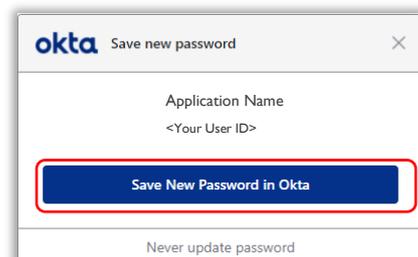
A Okta will suggest a password for you. To accept the suggested password, click 'Fill form with new password'. Okta will complete the current password fields, and automatically add the new one.

OR

B Select either 'Or just fill current password' or 'Fill Current Password'. Okta will complete the current password field, and leave the New Password field blank for you to create your own password. This is recommended to ensure the password meets the requirements of the application.

Complete the process of updating your password by clicking 'Change Password' or 'Update Password' in the application as appropriate. You may then be presented with the following Okta window.

Click on 'Save New Password in Okta' and the password will now be stored in Okta for future use, and you will not be asked to enter it next time you log in.



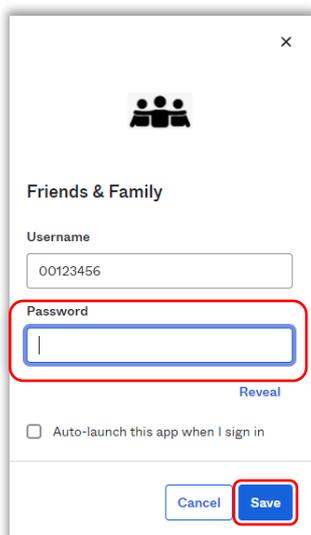
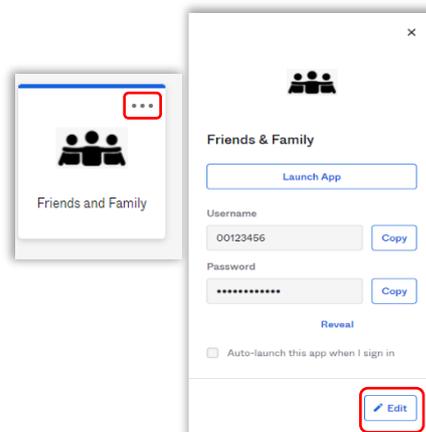
UPDATING PASSWORD IN OKTA FOLLOWING UPDATE IN APPLICATION

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...

From your dashboard click the three dots icon in the top right-hand corner of the app tile.

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

Click 'Edit' to update your credentials.

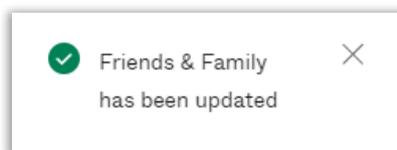


This will display your username for the app and allow to click on the password field.

Enter your new password for the app into the password field.

Click 'Save' to update the password

A confirmation message will be displayed underneath the menu.



CHECKING YOUR CREDENTIALS

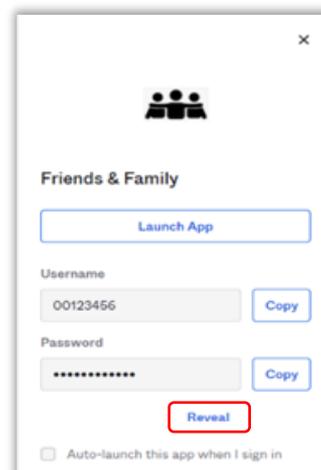
To see what password is currently stored by Okta, from your dashboard, click the three dots icon in the top right-hand corner of the app tile.

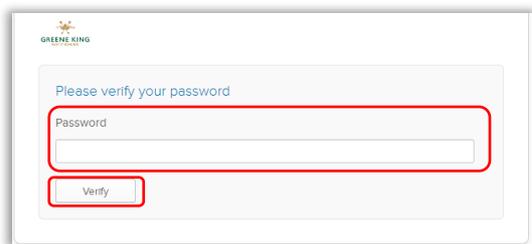
A menu will open on the right-hand side of the screen.

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.



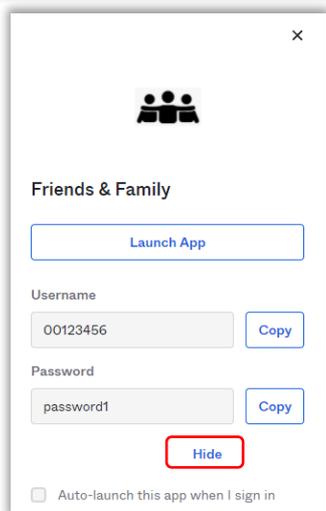


Enter your Okta password and click 'Verify'. This will send a push notification to Okta Verify on your mobile device to complete MFA.

Respond to the push notification to confirm your identity.

Your password will now be shown without the asterix.

To hide your password again, click 'Hide password'



SSO APPLICATIONS

With full SSO applications, you will not need to update your password within Okta.

If you click the three dots icon in the top right-hand corner of the application tile, a menu will open on the right-hand side of the screen.

The username and password boxes are not displayed, instead, a message is displayed stating that the app is managed by your admin.

