How to Reset Your Password Using Okta Self-Service Password Reset (SSPR)

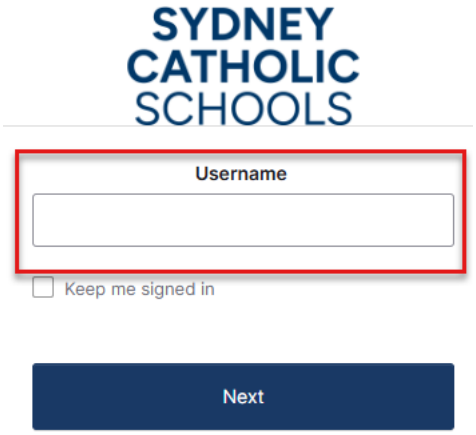
Description

These instructions show Sydney Catholic Schools (SCS) colleagues how to reset their passwords using OKTA self-service password reset.

Steps:

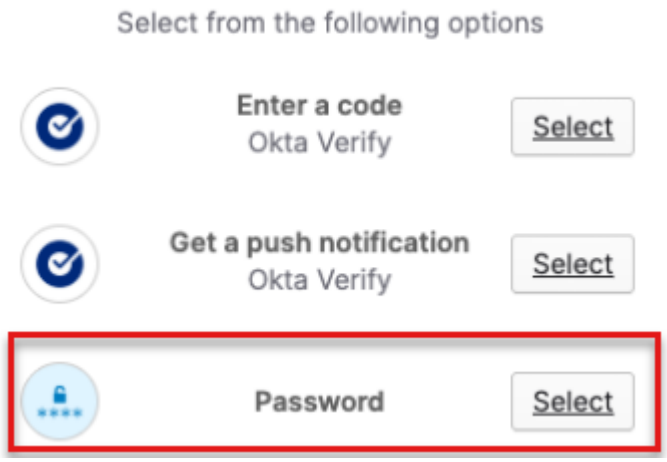
1. Open the Okta sign in page. Password Reset Link

2. Enter your **username** or email address and click **Next**.

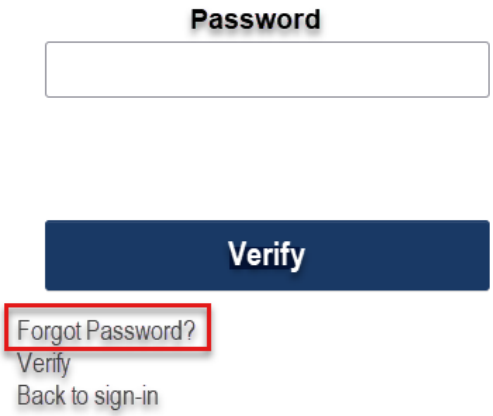


Note: This would include any numbers in your email address or username.

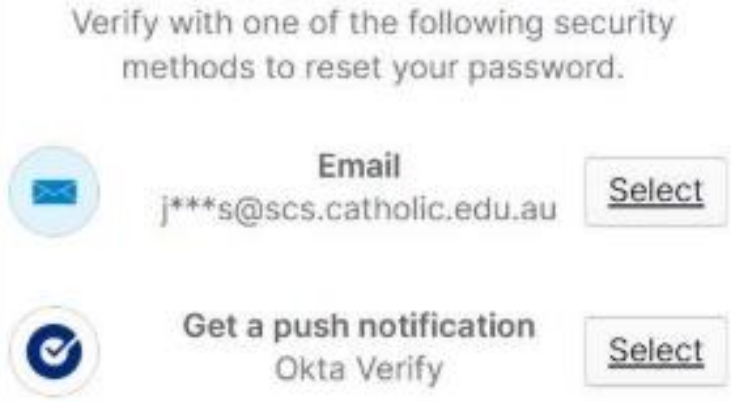
3. In the following options, choose **Password.**



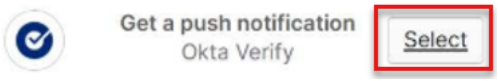
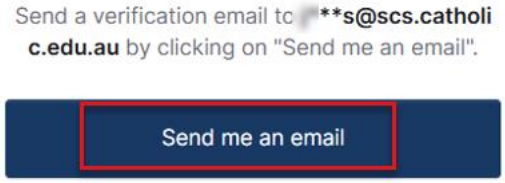
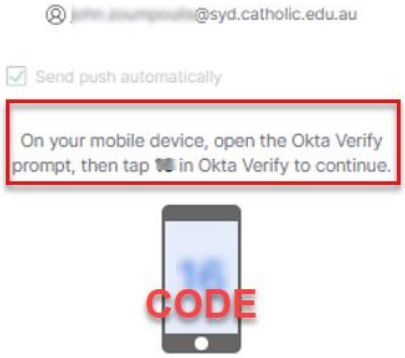
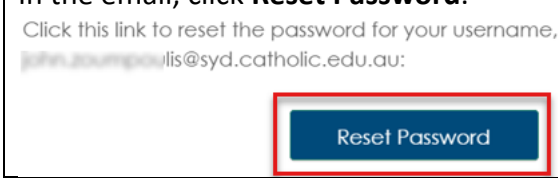
4. Select **Forgot Password.**



5. Click **Select** to choose your <u>preferred</u> security verification method.

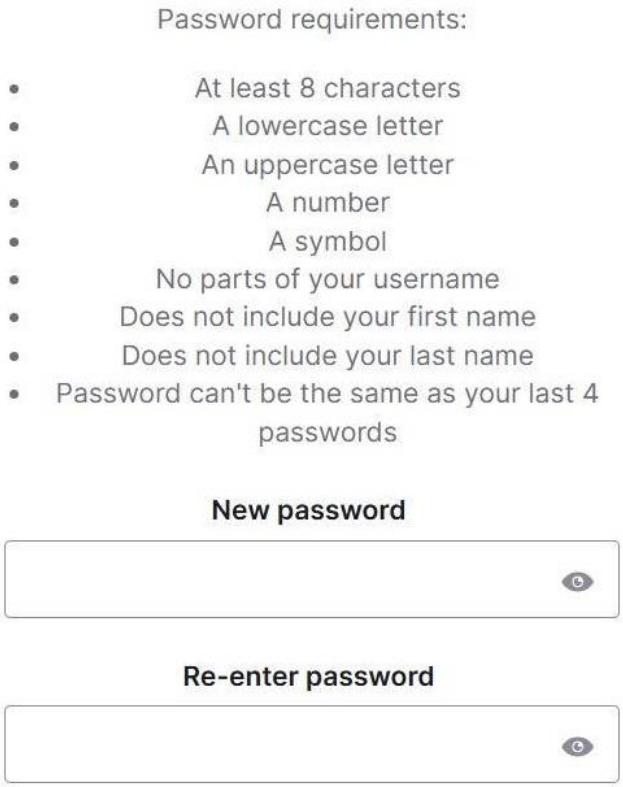


6. Click **Select** on your preferred security verification method. **Note**: You only need to select one method.

Option 1: Email	Option 2: Get a push notification
Click **Select** 	Click **Select** 
Click **Send me an email.** 	Okta will show you instructions to use a "code" 
Return to your email inbox. **Locate** the email for "CEnet Password Reset" 	On you mobile, **open** the Okta Verify prompt and **tap** the **code** to continue. 
In the email, click **Reset Password**. 	Proceed to next step to create new password.

Enter the code provided  	[left blank]

7. Create your new password as per password requirements.



8. Once you have successfully updated, you will be redirected to the "CENet Dashboard". Click on the **application(s)** you wish to open.

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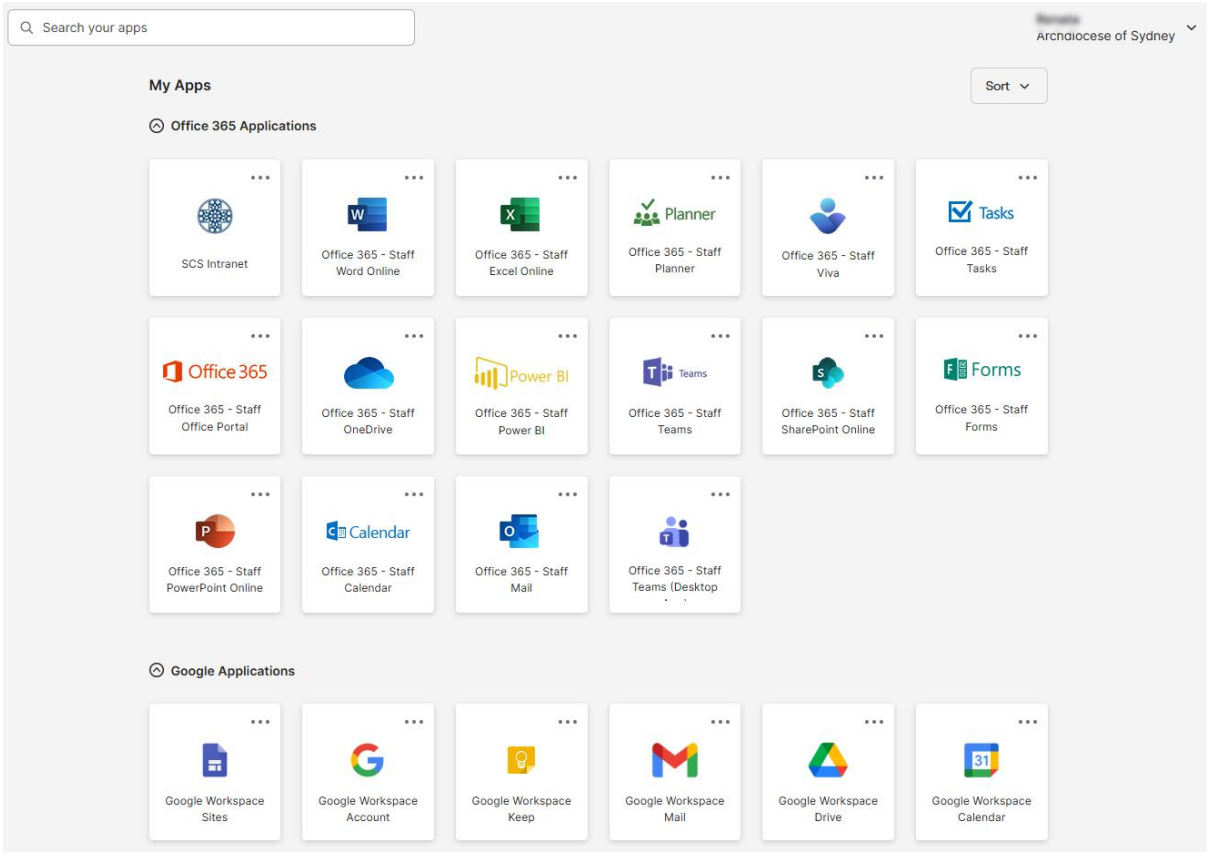

9. If further support is required, please contact our School IT Officer at your closest school or call IT Service Desk on 02 9568 8279.