



Okta User – Password Change

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Owner: Global CISO

Organisation: Belron International

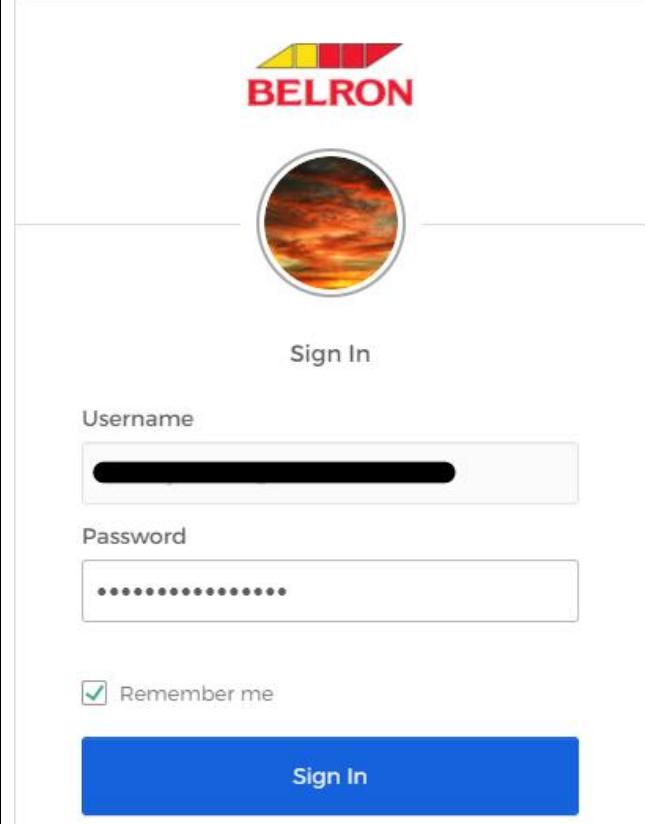
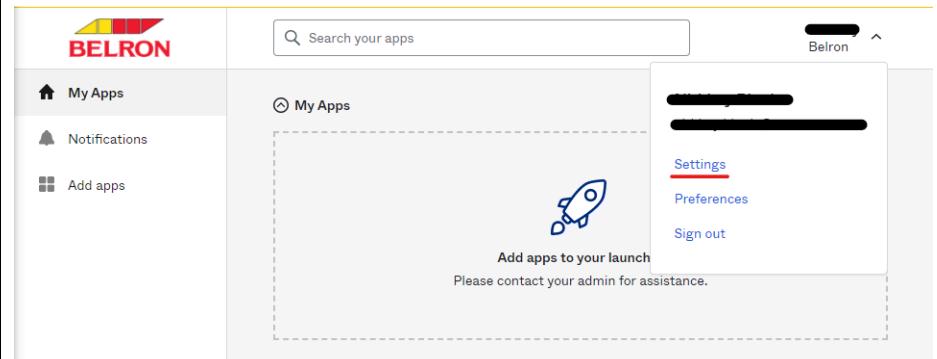
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INTERNAL

Procedure to change your password.

<p>In browser open Belron Okta</p> <p>For further information on logging into Okta please see the Login Guide</p>	<p>https://id.mybelron.net</p>
<p>Login to your account using your password.</p> <p>If asked for you MFA, enter the factor.</p>	 <p>The image shows the Belron Okta sign-in page. It features the Belron logo at the top, a circular profile picture placeholder, and a "Sign In" button. Below the button are fields for "Username" and "Password", both of which are redacted with black bars. There is also a "Remember me" checkbox with a checked mark and a "Sign In" button in a blue box. Below the sign-in form is a link "Need help signing in?".</p>
<p>On your Dashboard, click on your name and go to Settings.</p>	 <p>The image shows the Belron Okta dashboard. On the left, there is a sidebar with "My Apps", "Notifications", and "Add apps". The main area shows "My Apps" with a "Search your apps" bar and a "Add apps to your launch" button. On the right, there is a user profile with a "Belron" name and a "Belron" icon. A dropdown menu is open, showing "Settings" (which is highlighted in red), "Preferences", and "Sign out".</p>

INTERNAL

In the settings, go to “Change Password” section.

Enter your, current password followed by your new password and repeat to confirm.

Change Password

Password requirements:

- At least 14 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Current password

New password

Confirm new password

Change Password

After clicking on “Change Password” button you’ll get a notification “Password changed successfully”

Change Password



Password changed successfully.

Current password

New password

Confirm new password

Change Password

INTERNAL

Document Control

Author

Name	Role	Date of issue	Version Number	Summary of Change
Nirbhay Bheda	IM Project Team	25 Nov 2021	0.1	Initial draft
Howard Chapman	IM Project Team	25 Nov 2021	1.0	Update from review comments

Approval

Name	Role	Version Number	Date of Approval
Okta Global Support Team	Approver	1.0	26 Nov 2021
IM Programme Manager	Approver	1.0	26 Nov 2021
Transformation Comms Team	Confirmation		

Distribution

Audience	Method	Date of Issue	Version Number
Employees	Via Website / Intranet	26 Nov 2021	1.0