

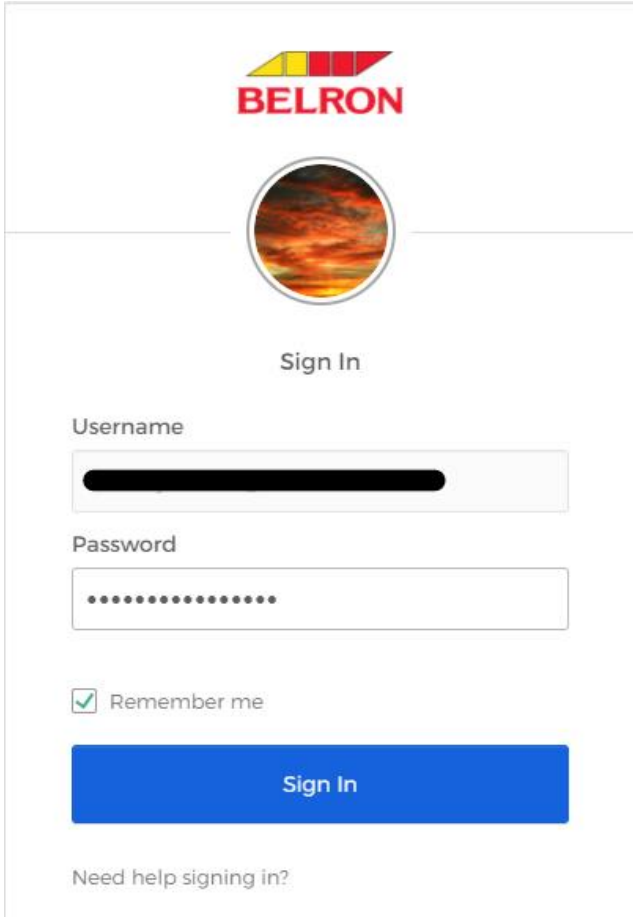
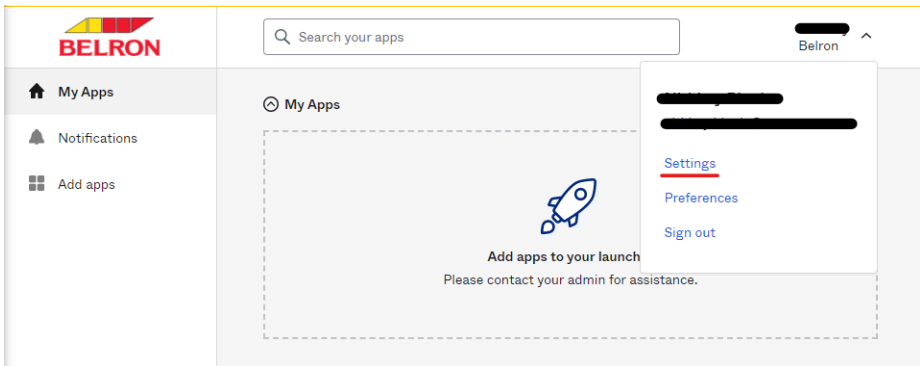


Okta User – Password Change

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Organisation:	Belron International
Version Number:	1.0
Review Date:	25 Nov 2021
Published Date:	26 Nov 2021

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. If asked for you MFA, enter the factor.</p>	 <p>The screenshot shows the Belron Okta login interface. At the top is the Belron logo. Below it is a circular profile picture placeholder showing a sunset. The text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below the password field is a 'Remember me' checkbox which is checked. A large blue 'Sign In' button is at the bottom. A link 'Need help signing in?' is at the very bottom.</p>
<p>On your Dashboard, click on your name and go to Settings.</p>	 <p>The screenshot shows the Belron dashboard. On the left is a sidebar with 'My Apps', 'Notifications', and 'Add apps'. The main area has a search bar 'Search your apps' and a 'My Apps' section with a rocket icon and the text 'Add apps to your launch' and 'Please contact your admin for assistance.' On the right, a user profile dropdown menu is open, showing the user's name and three links: 'Settings' (highlighted), 'Preferences', and 'Sign out'.</p>

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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

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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