Okta User – Password Change

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Owner:	**Global CISO**
Organisation:	**Belron International**
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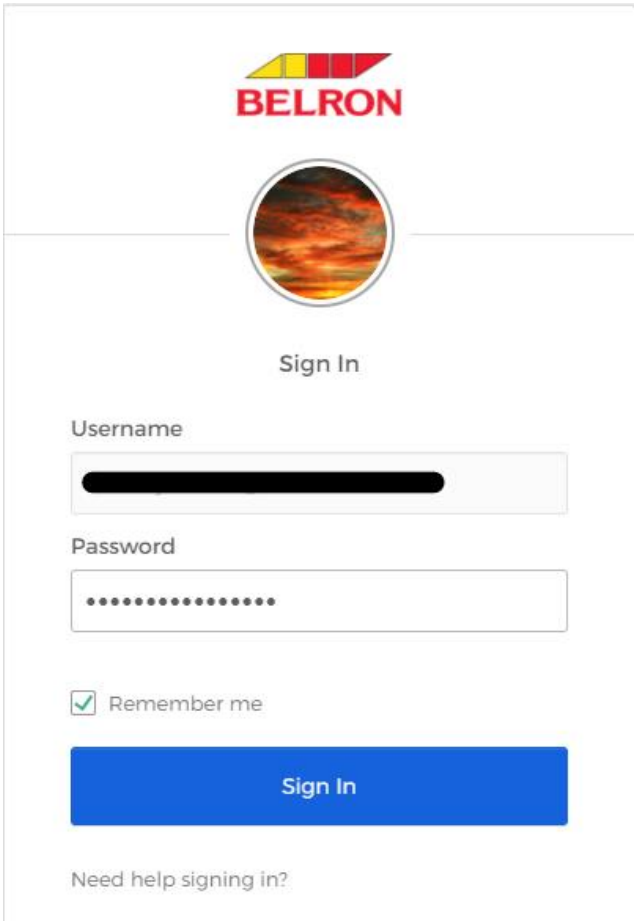
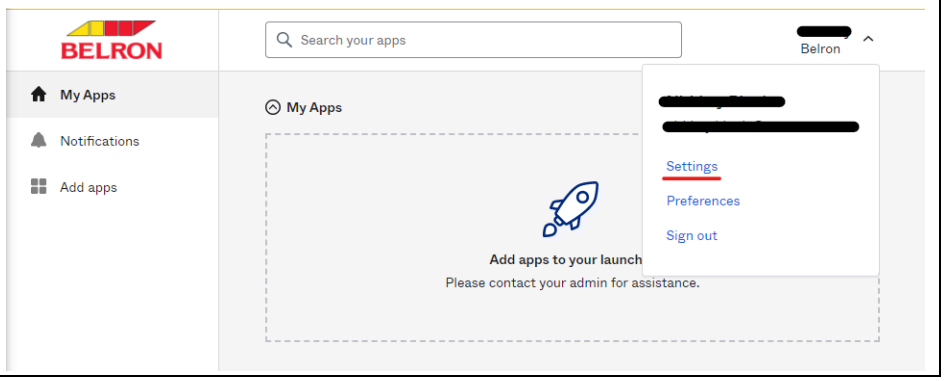
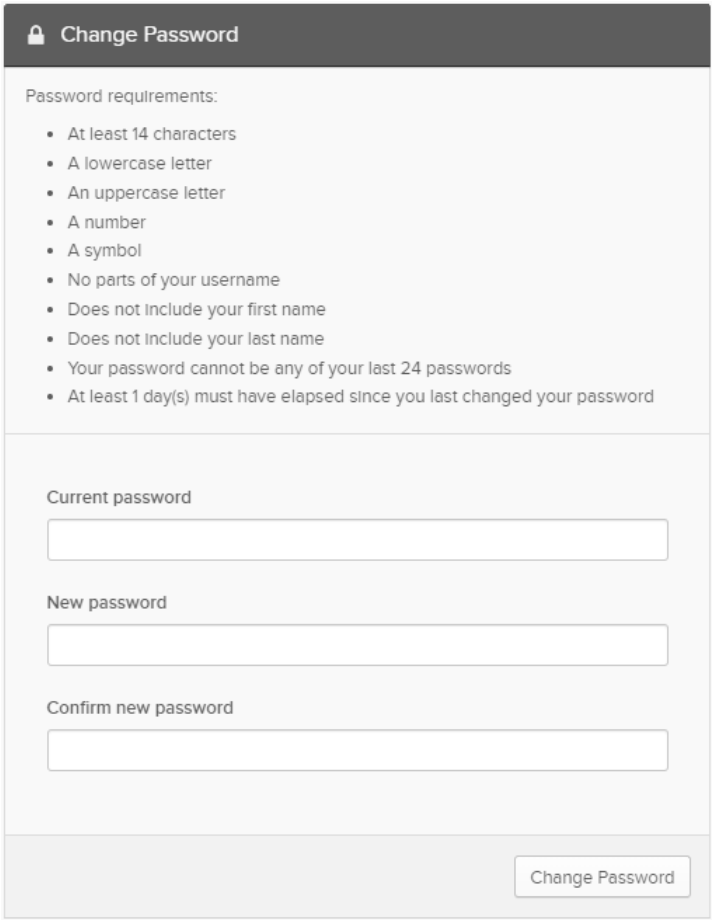
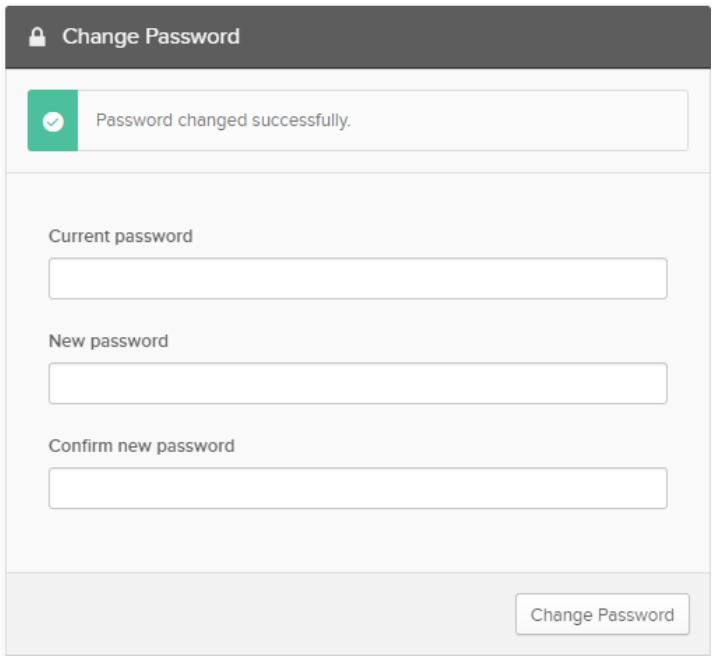
Procedure to change your password.

In browser open Belron Okta For further information on logging into Okta please see the Login Guide	https://id.mybelron.net
Login to your account using your password. If asked for you MFA, enter the factor.	
On your Dashboard, click on your name and go to Settings.	

In the settings, go to "Change Password" section. Enter your, current password followed by your new password and repeat to confirm.	
After clicking on "Change Password" button you'll get a notification "Password changed successfully"	

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
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Transformation Comms Team	Confirmation		

Distribution

Audience	Method	Date of Issue	Version Number
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