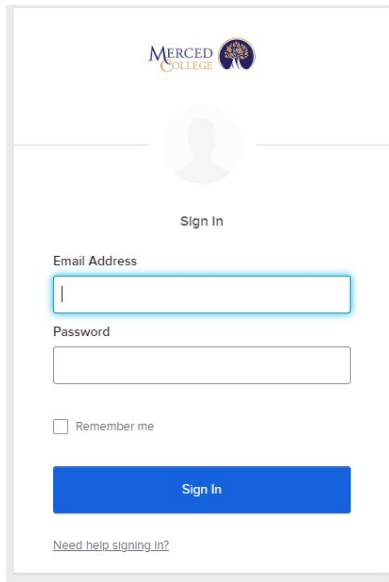


# Okta User Manual

## How to Edit Your Profile in Okta

Go to <https://mccd.okta.com/>

Sign in using your username and password.



MERCED COLLEGE

Sign In

Email Address

Password

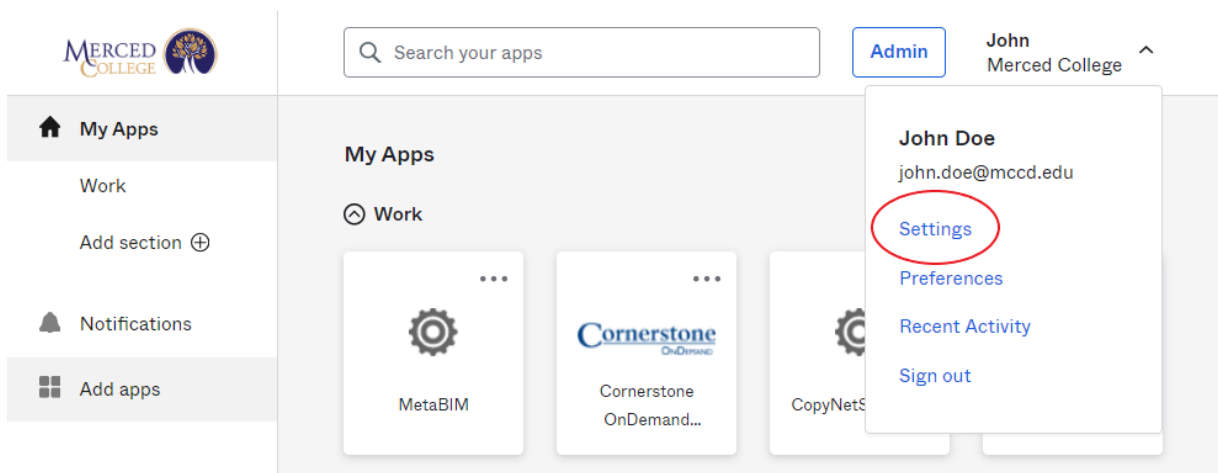
Remember me

Sign In

[Need help signing in?](#)

**Note: If you forgot your password, read the “Forgot Password” user manual**

Go to your name in the top right of the page, click the drop-down menu, and click “Settings”



MERCED COLLEGE

Search your apps

Admin

John  
Merced College

My Apps

Work

Add section

Notifications

Add apps

My Apps

Work

MetaBIM

Cornerstone  
OnDemand...

CopyNetS

John Doe  
john.doe@mccd.edu

Settings

Preferences

Recent Activity

Sign out

To make changes to your account, click “Edit Profile”

The screenshot shows the Merced College account management interface. On the left is a navigation sidebar with options: My Apps, Work, Add section, Notifications, and Add apps. At the top right, the user's name 'John Merced College' is displayed with a dropdown arrow. Below this, a green button labeled 'Edit Profile' with a pencil icon is circled in red. The main content area is titled 'Account' and contains a 'Personal Information' section with the following details:

Field	Value
First name	John
Last name	Doe
Okta username	john.doe@mccd.edu
Primary email	john.doe@mccd.edu
Secondary email	personalemail@gmail.com
Mobile phone	
AS_username	john.doe
Display name	John Smith Doe
Employee number	555555555

Enter your password again and click “Verify”

The screenshot shows a password verification screen for John Doe. It features the Merced College logo and the text 'Please verify your password'. Below this is a 'Password' label and a yellow password input field. At the bottom left of the form, a button labeled 'Verify' is circled in red. The footer of the page reads 'Powered by Okta'.

# How to Change Your Password

Enter your current password, and new password, and confirm the new password. Then click “Change Password”

## Change Password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- 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

Sign me out of all other devices. [Learn more.](#)


# How to Add Your Personal Email

Adding a personal email will allow you to reset your password and be notified anytime you sign into a new device, which is helpful for security.

Follow the steps for “How to Edit Your Profile in Okta”


Click “Edit”

Account

 Personal Information [Edit](#)

First name	
John	
Last name	
Doe	
Okta username	
john.doe@mccd.edu	
Primary email	
john.doe@mccd.edu	
Secondary email	
personalemail@gmail.com	
Mobile phone	
AS_username	
john.doe	
Display name	
John Smith Doe	
Employee number	
5555555	

Enter your Personal email on the line for "Secondary email", then click "Save"

 **Personal Information** Cancel

First name	AATest
Last name	User
Okta username	aatestuser@campus.mccd.edu
Primary email	aatestuser@campus.mccd.edu
Secondary email	<input type="text"/>
Mobile phone	
AS_username	aatestuser
Display name	AATest User

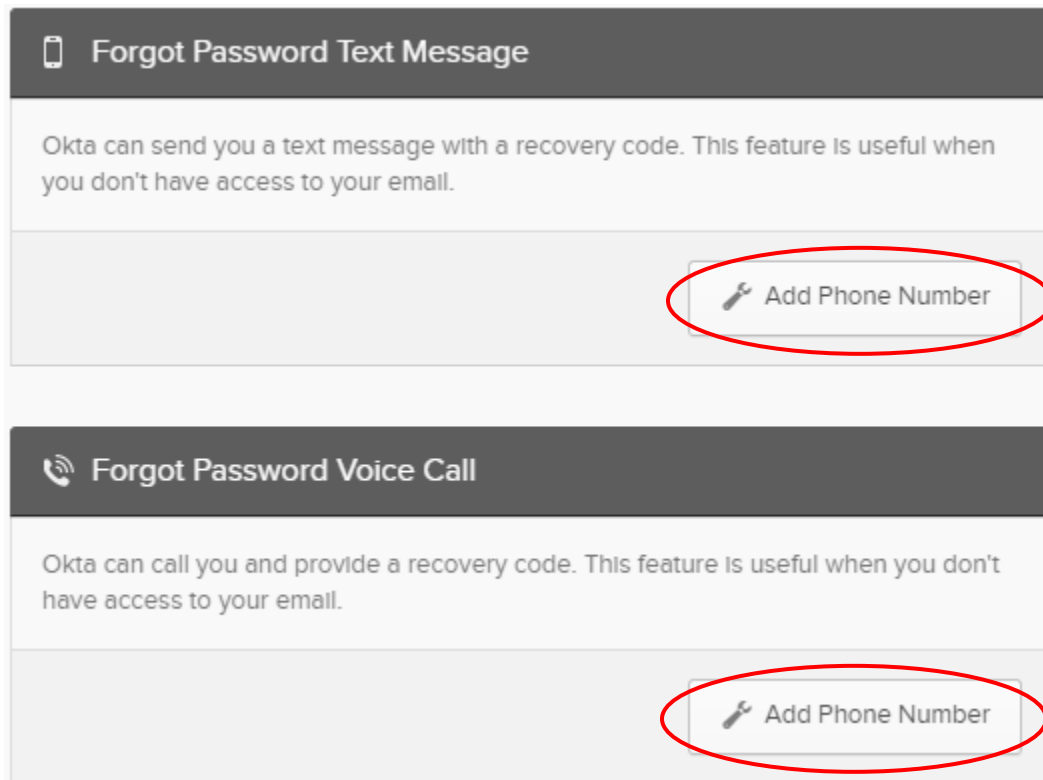
Save

# How to Add a Phone Number to Your Account

Adding a phone number will allow you to receive a text message or a voice call to reset your password.

Follow the steps for “How to Edit Your Profile in Okta”

Click “Add Phone Number” for either Text Message or Voice Call or you can add a phone number to both.



Type your phone number and click “Send Code”

Forgot Password Text Message

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country/Region

Select the country/region where your phone is registered.

Phone number

Enter your number the way you normally dial it. Do not add your [country code prefix](#).

Type the code that was sent and click “Verify”

Forgot Password Text Message

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code

Forgot Password Text Message

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

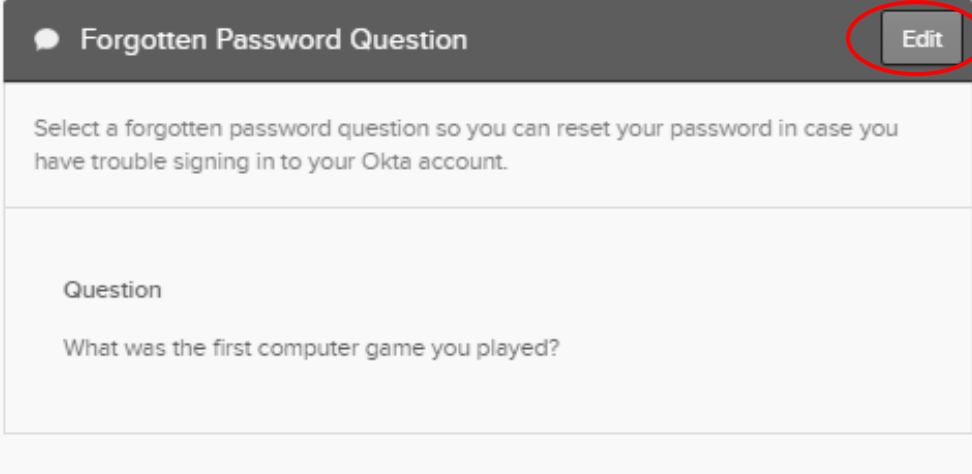
Enter code

Phone number successfully verified!  
Click Done to finish setup.

# How to Edit Your Security Question

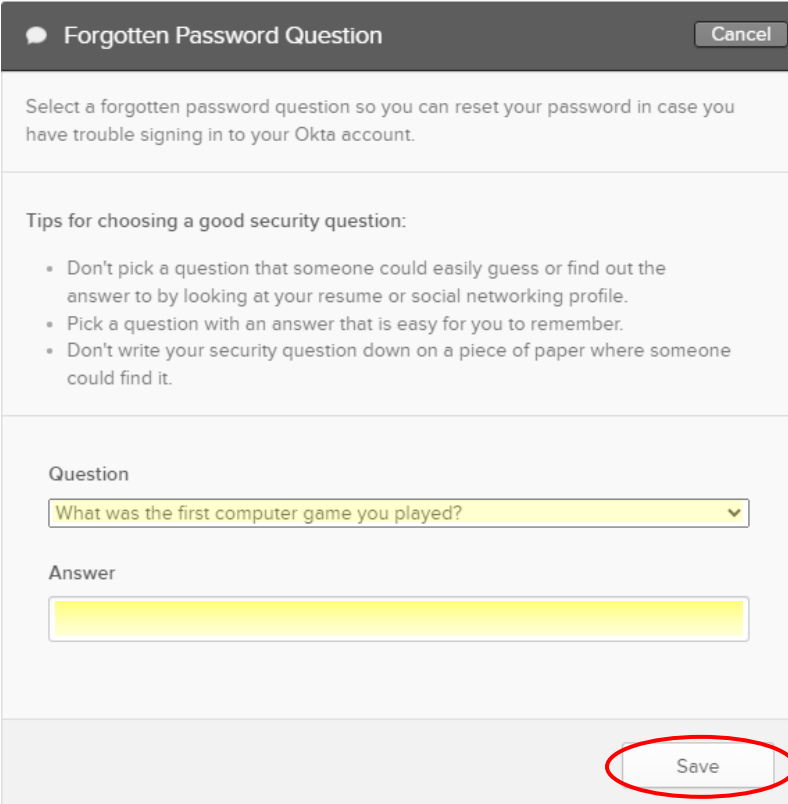
Follow the steps for “How to Edit Your Profile in Okta”

Click “Edit”



The screenshot shows a dialog box titled "Forgotten Password Question". In the top right corner, there is a button labeled "Edit" which is circled in red. Below the title bar, there is a paragraph of text: "Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account." Below this is a section labeled "Question" with the text "What was the first computer game you played?"

Select a new question, then type the answer, then click “Save”



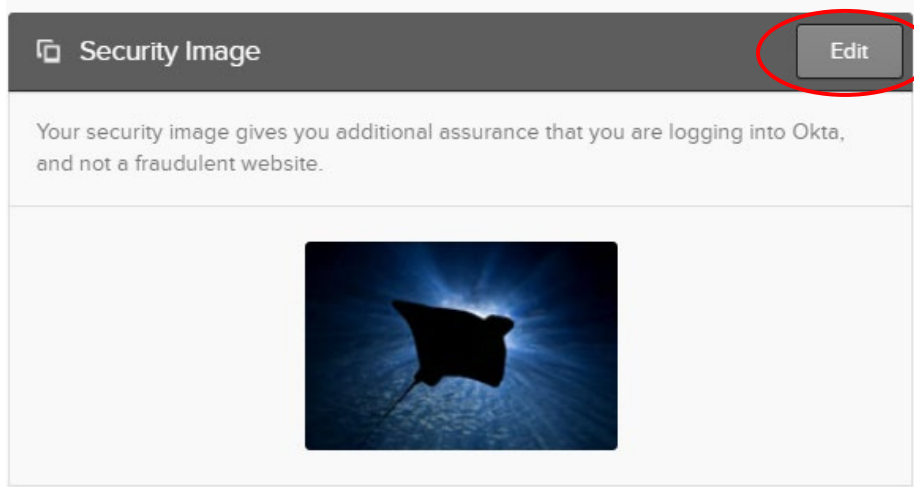
The screenshot shows the same dialog box, but now it includes a "Cancel" button in the top right corner. Below the introductory text, there is a section titled "Tips for choosing a good security question:" followed by a bulleted list of three tips. Below the tips is a "Question" section with a dropdown menu that currently displays "What was the first computer game you played?". Below the dropdown is an "Answer" section with a text input field. At the bottom right of the dialog box, the "Save" button is circled in red.



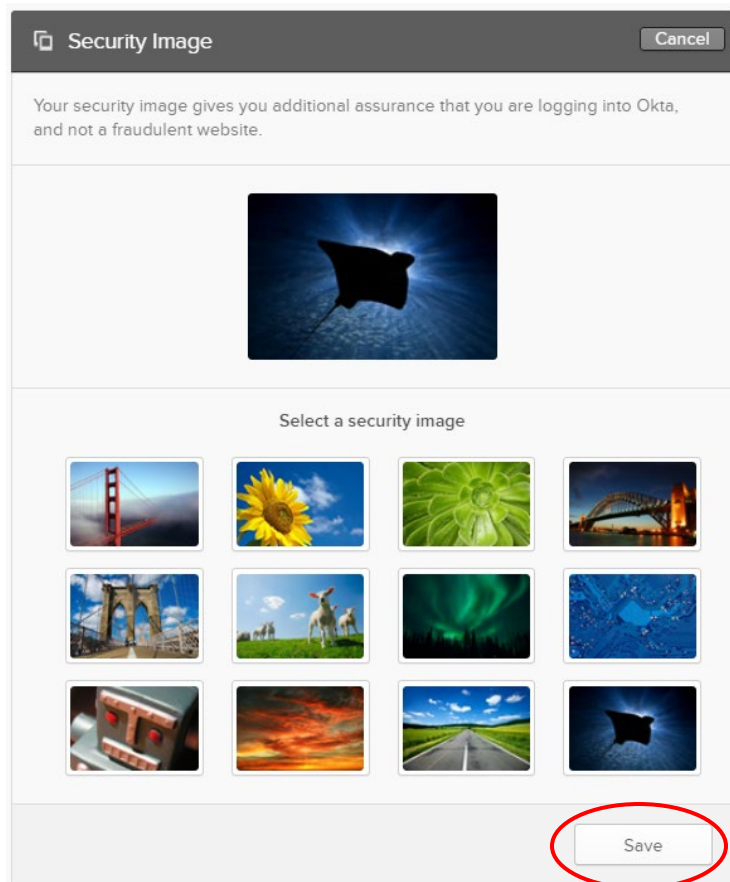
# Changing the Image your Account shows

Follow the steps for “How to Edit Your Profile in Okta”

Click “Edit”



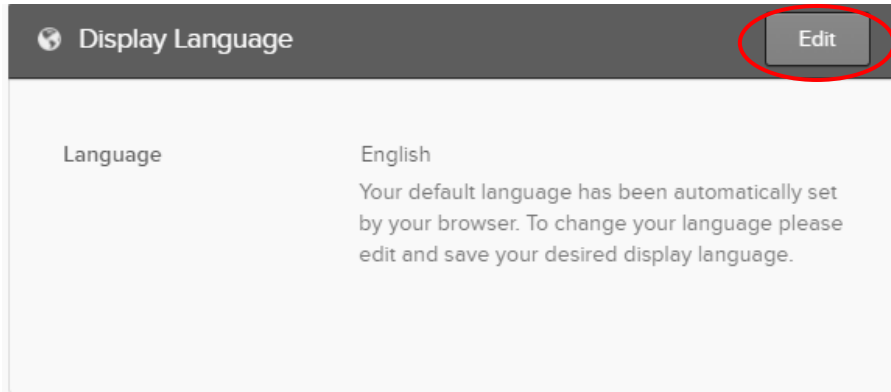
Select a new image and click “Save”



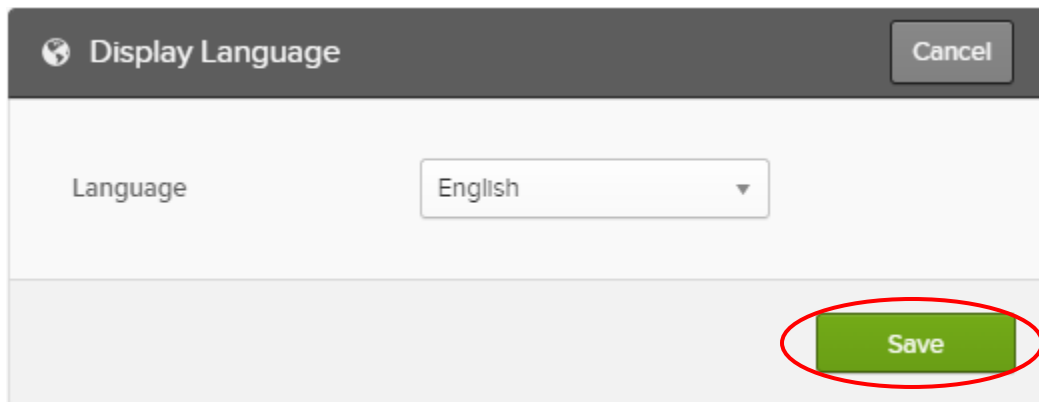
# How to Change the Default Language

Follow the steps for “How to Edit Your Profile in Okta”

Click “Edit”



Select your preferred language using the drop-down menu then click “Save”



# How to Add Extra Security to Your Account

Follow the steps for “How to Edit Your Profile in Okta”

You have a couple of options that you can set up. One of them is SMS or verification through text messaging. Okta verify is an app made by Okta that you can install on your phone and connect to this account. The final verification that you can add is a security key. These keys would be required to sign in and would need to be plugged into your computer any time you want to sign into Okta. These are not necessary if you already have the text option set up, but if you want to secure your account even further please do so.

