1. Go to SMARTWeb and select Okta SSO from the Student drop-down menu in the green bar or select Okta Single Sign-On from the Tools and Resources link list on the left side of the page.
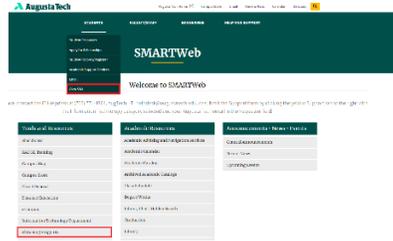
2. Option 1: Type in your Augusta Tech student email address then click next. If you know your password, input it in the field provided and click the green Verify button. (Skip to step 6)

   Option 2: If you do not know your password or do not want to login to reset, select Forgot Password as indicated in the second image by the red rectangular outline. (Go to step 3)
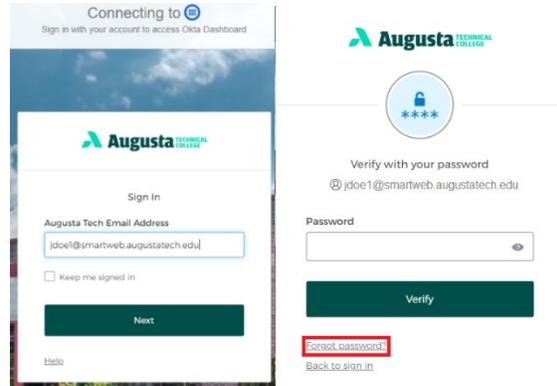
3. Clicking Forgot Password? will take you to a screen providing two options to reset: Email or Phone.

   Select Phone as indicated in the image by the red rectangular outline.

   If you click select Email, an email will be sent to your Augusta Tech student email with a reset link that is good for one hour.

   Note: It will be sent by Okta Admin <no-reply@augustatech.edu> with the subject "Account password reset".
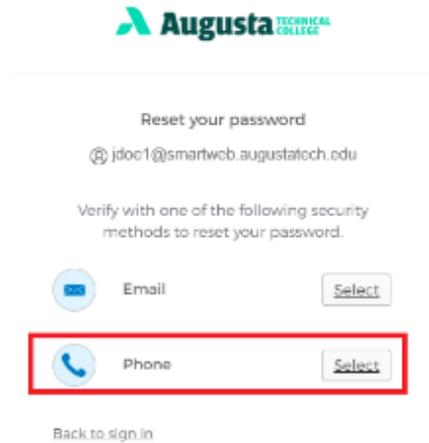
4. The default phone method will send a text message to your phone. Receive the code by selecting the "Receive a code via SMS" green button.

   If you cannot receive text messages, click the "Receive a voice call instead" link below the green button.

   Note: This will use the phone number listed on the Okta Single Sign on page in Step 8.
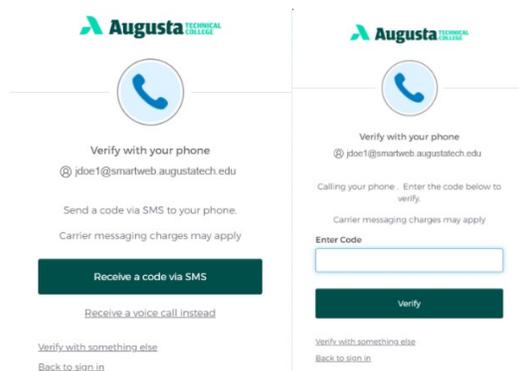
5. Enter the new password you want to use in the two fields provided meeting the listed complexity requirements. When finished, click the green Reset Password button.
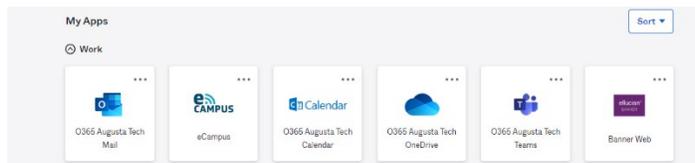

Continued from Step 2 Option 1

6. Once you have successfully logged in, you will be taken to the Okta Dashboard.

    Note: If you are off-campus or not on the Augusta Tech network you will need to verify with multi-factor authentication.

7. In the upper-right corner, select your name and click Settings from the menu.

8. The Settings link takes you to the Account page. You may need to click the green Edit Profile button in the upper-right corner to change your password.

    On a mobile device, the edit options are on each section.

    The new password **MUST** meet the criteria listed in the Change Password section.

    Note: You can also update your security question, muti-factor authentication, and phone number on this page.

   Need help with Multi-factor Authentication Setup? <u>View our Okta MFA Setup Guide</u>.