

# Reset Your Molina Passphrase

In order for you to reset your Molina passphrase, go to <https://molinahealthcare.com/passwordreset>.

1. Click **RESET PASSWORD / UNLOCK ACCOUNT**.
2. In **UserID**, enter your Molina email address.

For Example: John.Smith@molinahealthcare.com

3. Enter the characters in the picture or the words from the audio.
4. Click **Next**.



## Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

2. User ID:  
John.Smith@Molinahealthcare.com  
Example: user@contoso.onmicrosoft.com or user@contoso.com

3. SSPVH5  
Enter the characters in the picture or the words in the audio.

4. Next Cancel

Figure 1. Verify your identity.

5. Select **I forgot my password** and click **Next**.



## Get back into your account

Why are you having trouble signing in?

☒ I forgot my password  
No worries, we'll help you to reset your password using the security info you registered with us.

☐ I know my password, but still can't sign in

Next Cancel

Figure 2. Reset password.

If you verified your cell phone number during registration, you can verify who you are by text message or by phone call.

If you provided answers to the security questions, you can verify who you are by correctly answering 3 security questions.

For security reasons, neither a Molina employee nor a Microsoft employee will call, text, or email you directly to verify who you are. Calls and texts will come from the Microsoft verification system.

## Verify who you are by text message

1. Select **Text my mobile phone**.
2. Enter your cell phone number.
3. Click **Text**.

Note: Once you enter your cell phone number, the **Text** button becomes active.



## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone 1.  
☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*88) below. You will then receive a text message with a verification code which can be used to reset your password.

88 2.

Text 3.

Cancel

Figure 3. Text my mobile phone.

When **Text** is selected, the Microsoft system will send a text message containing a verification code to your phone.

To prevent unwanted access to your Molina information, do not share the one-time passcode texted to you from Microsoft.

4. Enter the verification code in the appropriate field and click **Next**.

Note: If you do not receive a text, click **try again** to have the system send a text message with a new verification code.



## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone  
☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

175967

Next Try again Contact your administrator

Cancel


Figure 4. Enter verification code.

5. When prompted, enter a new passphrase and confirm the new passphrase.

# Reset Your Molina Passphrase

Note: Passwords must be at least 15 characters long. Users are encouraged to use a line from a favorite song, poem, saying, book, movie, video, etc. Users are also encouraged to use spaces between words. Spaces count towards the 15-character minimum requirement.

- Click **Finish**.



## Get back into your account

verification step 1 ✓ > choose a new password


5. \* Enter new password:

\* Confirm new password:

6. **Finish** Cancel

Figure 5. Enter and confirm your new passphrase.

Your passphrase is now reset. You're done! You will also receive an email confirming your passphrase was reset.




## Get back into your account

✓ Your password has been reset

## Log in to your workstation

When working in a Molina office, log back into your workstation using your new passphrase.

When working remotely:

- Go to your Windows 10 login screen.
- Click the Network sign-in icon, , located in the bottom right of the screen.

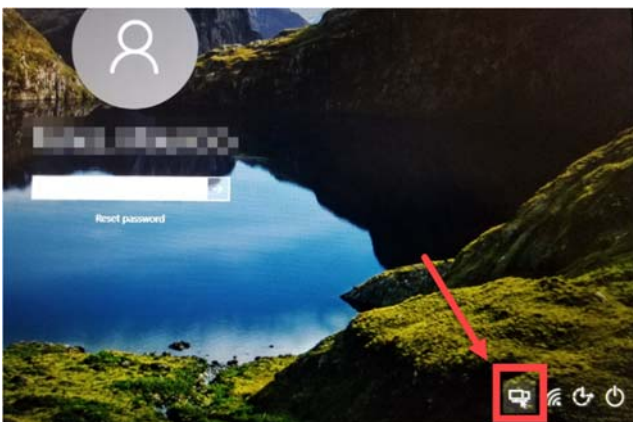


Figure 1. Click the Network sign-in icon.

- Once the Cisco AnyConnect Secure Mobility Client is visible, click **Connect**.

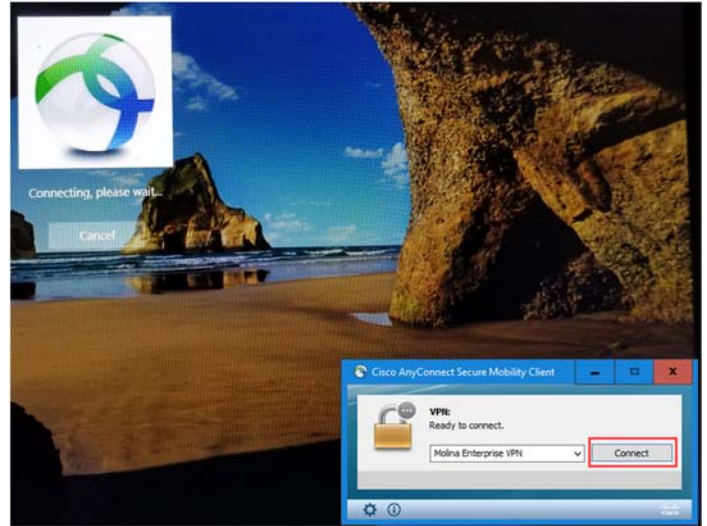


Figure 2. Cisco AnyConnect Secure Mobility Client.

- When prompted, enter your new passphrase and click **OK**.

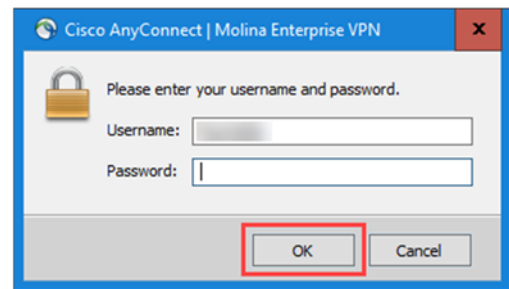


Figure 3. Login using your new passphrase.

- Once connected to the VPN, log on to your workstation using your new passphrase.

## Verify who you are by phone call

Note: Molina Healthcare does **not** call to verify your cell phone number. The call will come from the Microsoft sign-in verification system.

- Select **Call my mobile phone**.
- Enter your cell phone number.
- Click **Call**.

Note: Once you enter your cell phone number, the **Call** button becomes active.

# Reset Your Molina Passphrase



## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone 1.

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*88) below. You will then receive a call. Please answer it to continue.

88 2.

Call 3.

Cancel

Figure 1. Call my mobile phone.

When **Call** is selected, the Microsoft sign-in verification system calls your cell phone number.

When you answer, a recording says: "Thank you for using the Microsoft sign-in verification system. Please press the pound key to finish verification."

Once you press the pound key (#), the recording says: "Your sign-in was successfully verified. Goodbye."

4. When prompted, enter a new passphrase and confirm the new passphrase.

Note: Passwords must be at least 15 characters long. Users are encouraged to use a line from a favorite song, poem, saying, book, movie, video, etc. Users are also encouraged to use spaces between words. Spaces count towards the 15-character minimum requirement.

5. Click **Finish**.



## Get back into your account

verification step 1 ✓ > choose a new password

\* Enter new password:

\* Confirm new password:

Finish 5. Cancel

Figure 2. Enter and confirm your new passphrase.

Your passphrase is now reset. You're done! You will also receive an email confirming your passphrase was reset.



## Get back into your account

✓ Your password has been reset

Figure 3. Confirmation that your passphrase was reset successfully.

See **Log in to your workstation** to log on using your new passphrase.

## Verify who you are by answering 3 security questions

To prevent unwanted access to your Molina information, do not share the answers to your security questions.

1. Select **Answer my security questions**.
2. Enter your answers to the 3 security questions displayed.
3. Click **Next**.

Note: Once you enter your answers, the **Next** button becomes active.



## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

1. Answer my security questions

What is your home Zip code?

What is your employee ID [lower section of your badge]?

What was the name of the first school you attended?

Next 3. Contact your administrator

Figure 1. Answer 3 security questions.

4. When prompted, enter a new passphrase and confirm the new passphrase.

Note: Passwords must be at least 15 characters long. Users are encouraged to use a line from a favorite song, poem, saying, book, movie, video, etc. Users are also encouraged to use spaces between words. Spaces count towards the 15-character minimum requirement.

5. Click **Finish**.

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verification step 1 ✓ > **choose a new password**

4.  \* Enter new password:

\* Confirm new password:

5.

Figure 2. Enter and confirm your new passphrase.

Your passphrase is now reset. You're done! You will also receive an email confirming your passphrase was reset.



## Get back into your account

✓ Your password has been reset

See **Log in to your workstation** to log on using your new passphrase.

### Issues or Questions?

Call the Service Desk at ext. 114357  
or externally at 1-800-642-4230.