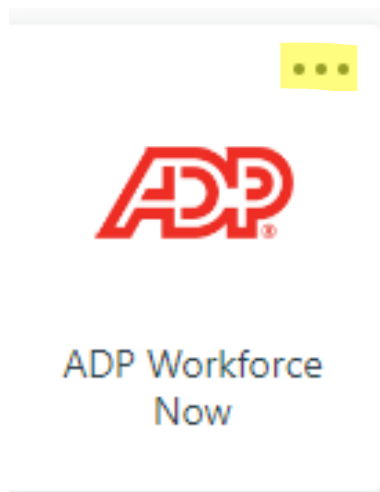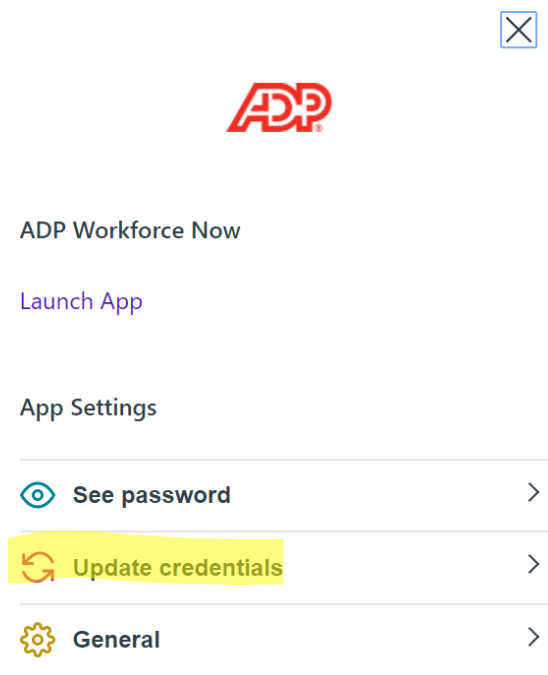# Updating Your ADP Password

If you use Okta to store your ADP password, you will have to update your password in Okta any time the password changes.

Section 1: Updating Password

1. Change your password in ADP.
2. Go to https://captrust.okta.com/app/UserHome.
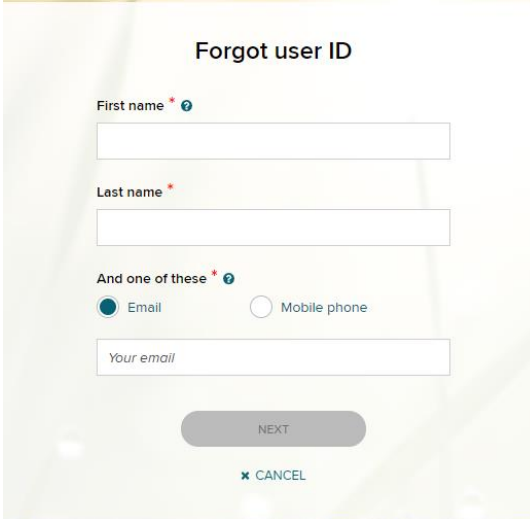3. Click on the 3 vertical dots in the upper right-hand corner of the ADP tile

4. Click Update Credentials.

5. Enter your new password and click Save.
6. You can now click on the ADP tile and it will log you in to ADP.

Section Two: Forgot Password

1. Click the link to Forgot UserID/Password.
2. If you remember your username enter your first name, last name, and either your email or mobile number on the Forgot user ID screen.**

**If you do not remember your password contact Human Resources and go the Resetting Password Section below.

3. On the next screen click I Don't Know My Password. Update your password and save.
4. You will be automatically logged in to ADP at that point.
5. Go to https://captrust.okta.com/app/UserHome **
6. Click on the 3 vertical dots in the upper right-hand corner of the ADP tile.
7. Click Update Credentials.
8. Enter your new password and click Save.
9. You can now click on the ADP tile and it will log you in to ADP.

** Please see screen shots from Section One: Updating Password.

Section Three: Resetting Password

1. If you get locked out of your ADP account or cannot remember your password, contact Human Resources to reset your password.
2. You will receive an email from @adp.com with a temporary password.
3. Go to https://captrust.okta.com/app/UserHome **
4. Click on the 3 vertical dots in the upper right-hand corner of the ADP tile
5. Click Update Credentials
6. Enter your temporary password and click Save.

7. Click on the ADP tile and it will take you to a screen to enter a new password. Enter your temporary password and your new password and click Submit on the left hand side.
*You cannot re-use any of your last 6 passwords with ADP
8. You will be automatically logged in to ADP.
9. Go to https://captrust.okta.com/app/UserHome. **
10. Click on the 3 vertical dots in the upper right-hand corner of the ADP tile.
11. Click Update Credentials.
12. Enter your new password and click Save.
13. You can now click on the ADP tile and it will log you in to ADP.
** Please see screenshots and instructions from Section One: Updating Password