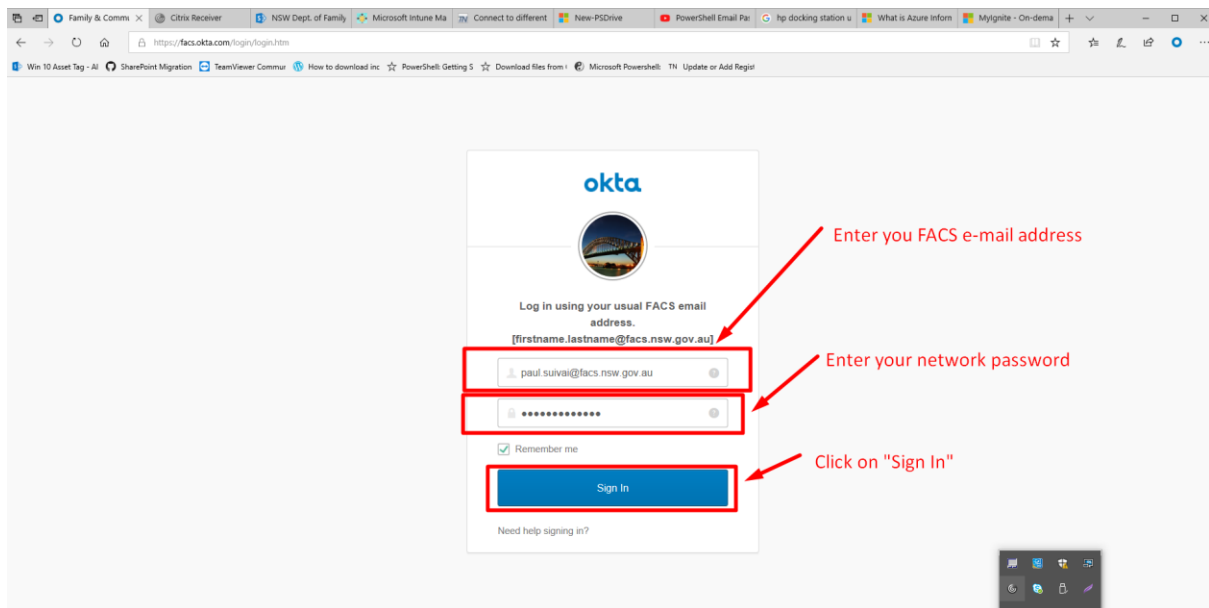


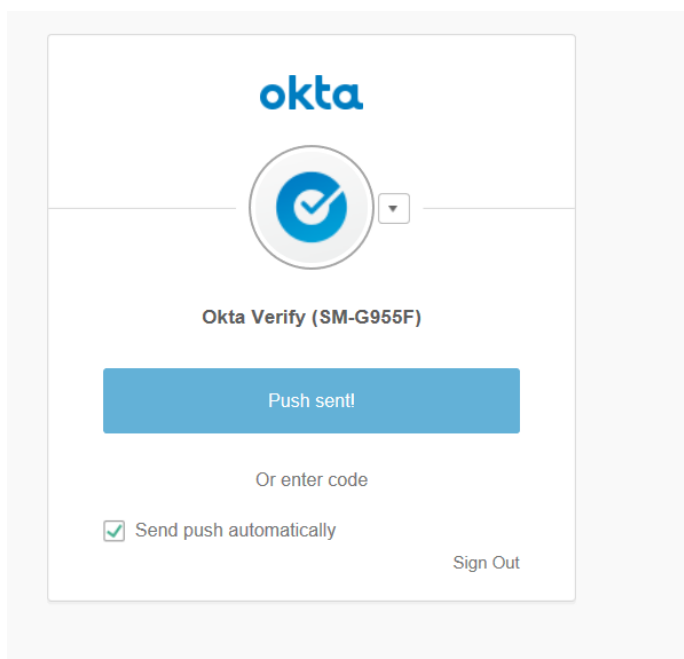
# Windows 10 – Updating Password through Okta Guide

This guide will show you how to update your password via Okta

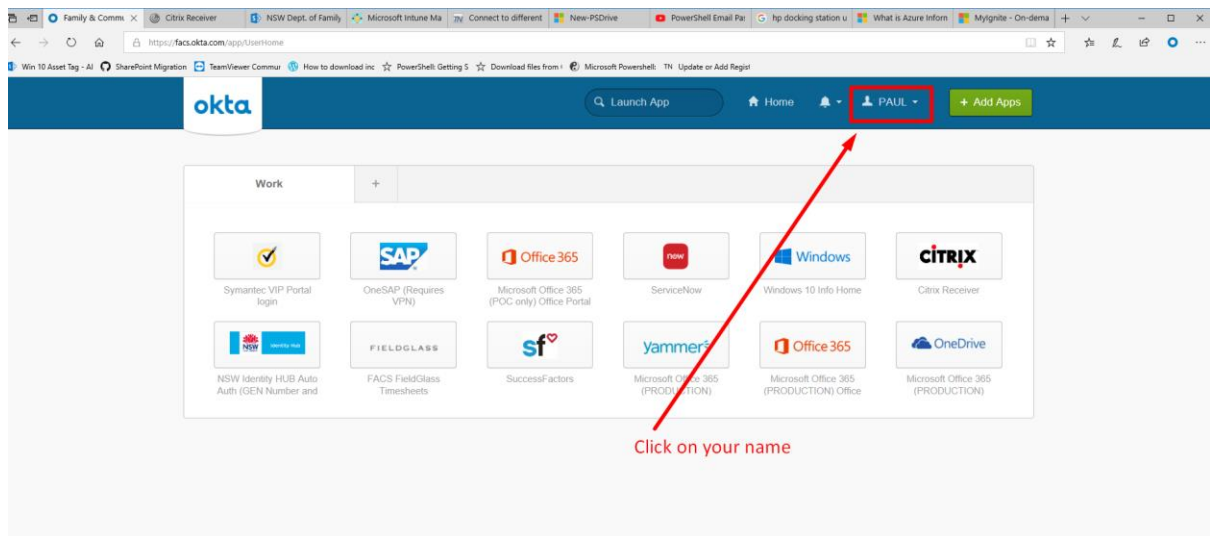
1. Go to <https://facs.okta.com> and enter your FACS e-mail address and your network password.



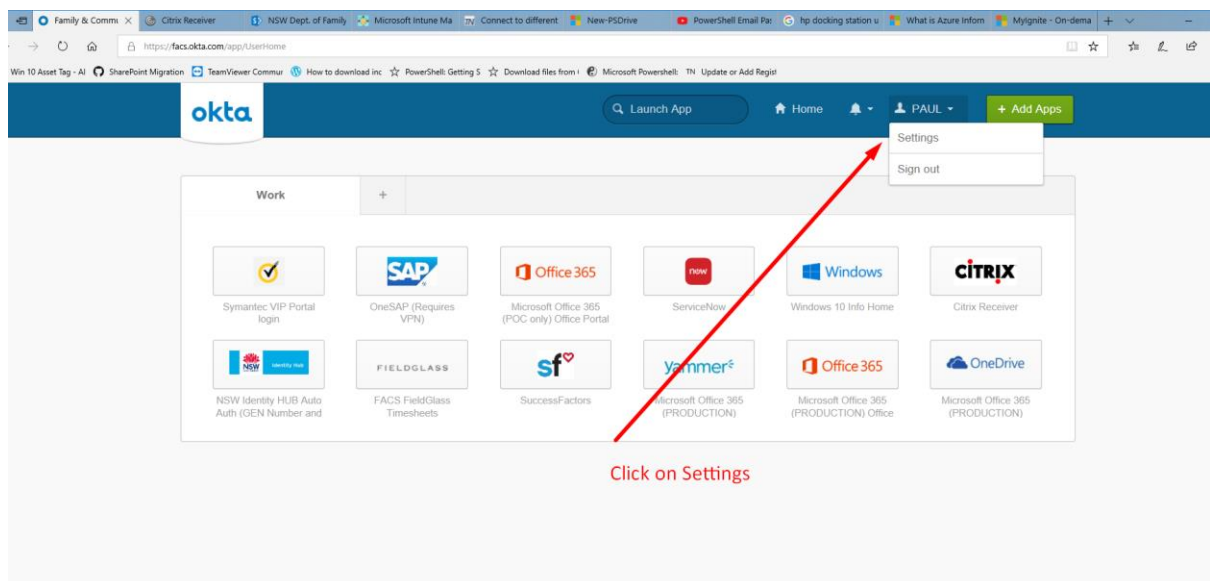
2. You maybe asked notified to approve the login via your Okta Verify on your mobile device that it is setup from. Press approve on your device to continue if it has appeared.



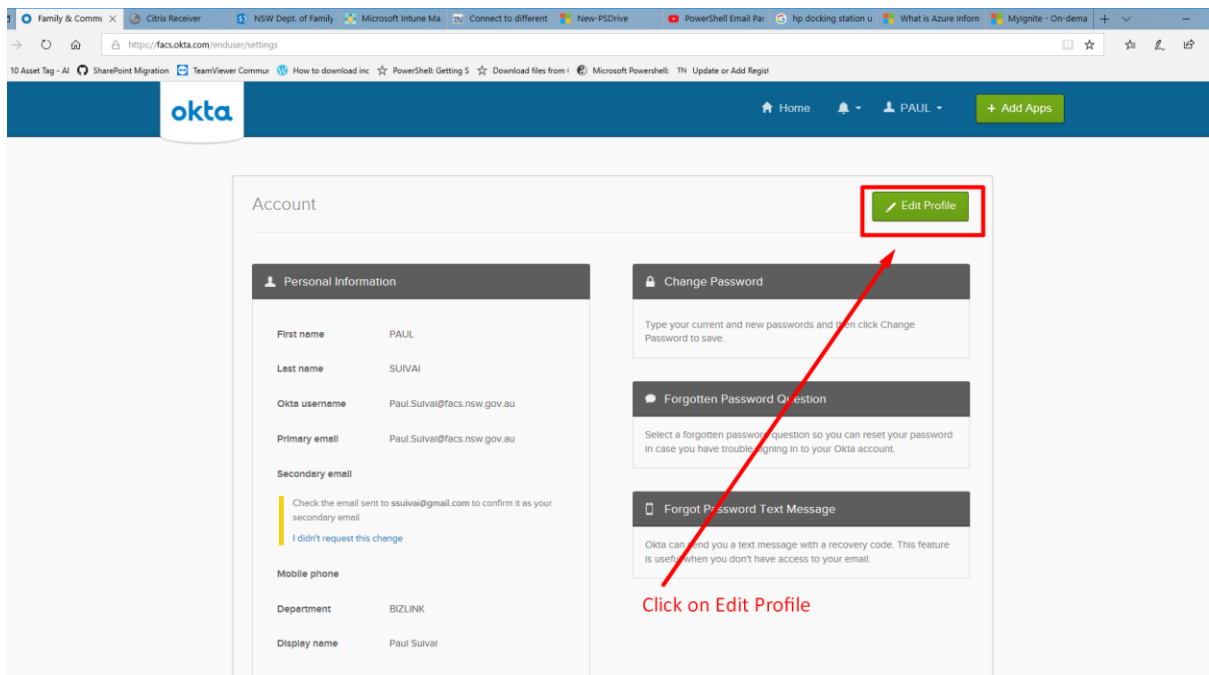
3. Once logged in click on your name on the top right field of the Okta website



4. Click on the settings drop down option after clicking your name



## 5. Click on Edit Profile



The screenshot shows the Okta user settings page. The 'Account' section is active, displaying 'Personal Information' and 'Change Password' options. The 'Edit Profile' button is highlighted with a red box. A red arrow points from the text 'Click on Edit Profile' to the button.

Account

[Edit Profile](#)

**Personal Information**

First name: PAUL  
Last name: SUIVAI  
Okta username: Paul.Suivai@facs.nsw.gov.au  
Primary email: Paul.Suivai@facs.nsw.gov.au  
Secondary email: [Check the email sent to suivai@gmail.com to confirm it as your secondary email. I didn't request this change]  
Mobile phone: [Empty field]  
Department: BIZLINK  
Display name: Paul Suivai

**Change Password**

Type your current and new passwords and then click Change Password to save.

**Forgotten Password Question**

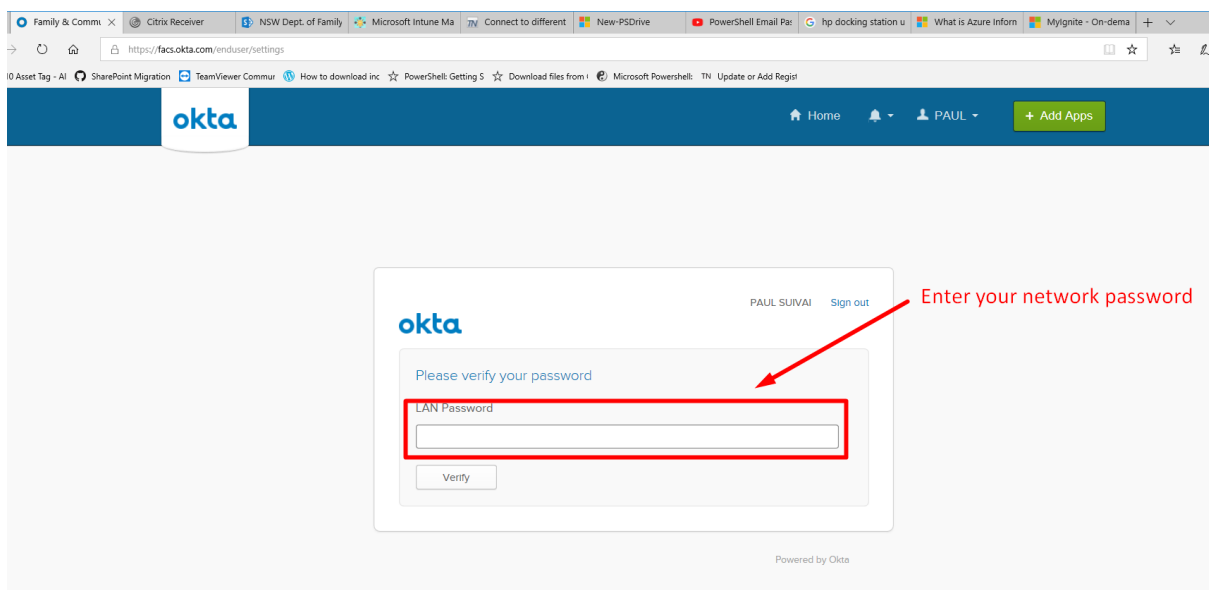
Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

**Forgot Password Text Message**

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Click on Edit Profile

## 6. Enter your network password



The screenshot shows the Okta password verification page. The 'Please verify your password' section is active, displaying a 'LAN Password' field. The field is highlighted with a red box. A red arrow points from the text 'Enter your network password' to the field.

okta

PAUL SUIVAI Sign out

Please verify your password

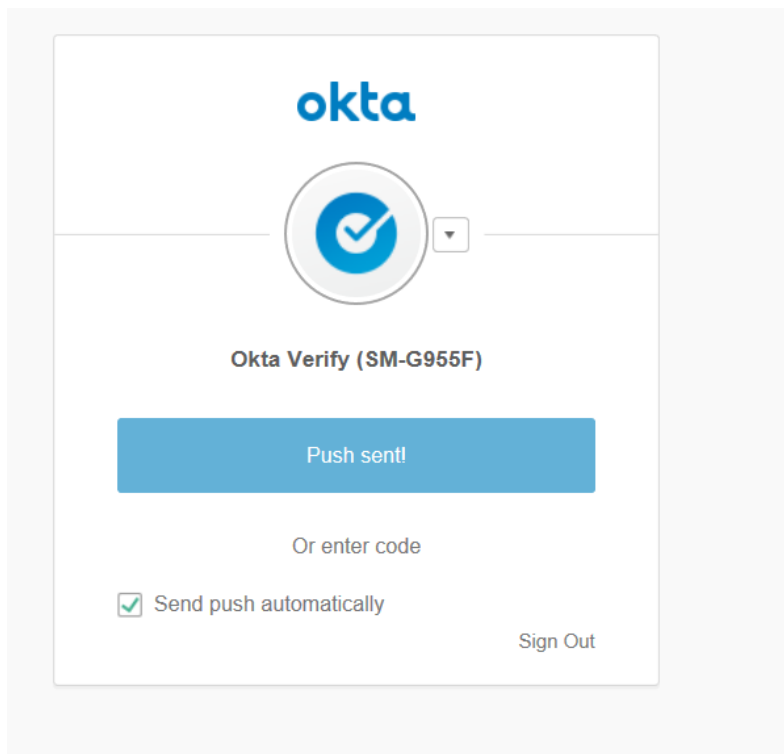
LAN Password

Verify

Enter your network password

Powered by Okta


7. You will be notified by your Okta Verify app to approve your request. Press approve on your mobile device to continue.




8. Enter your current network password and new network password into their respective fields.

The image shows a screenshot of a 'Change Password' form. The form has a dark gray header bar with a lock icon and the text 'Change Password'. Below the header, there is a light gray box containing the instruction: 'Type your current and new passwords and then click Change Password to save.' Below this instruction, there are three input fields. The first field is labeled 'Enter current password'. The second field is labeled 'Enter new password'. The third field is labeled 'Repeat new password'. At the bottom right of the form, there is a button labeled 'Change Password'.

9. You will see the screen below to indicate your password has been changed successfully.


 **Change Password**



Password changed successfully.

Enter current password

● ●



Enter new password

Repeat new password

Change Password