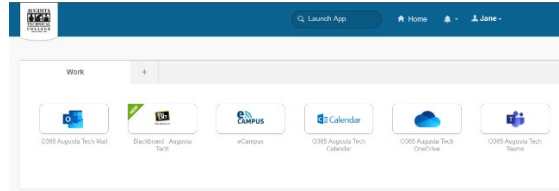
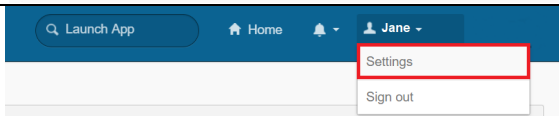


I.T. HELP DOCUMENT – **First Steps after Signing in to Okta** **Faculty/Staff Only**

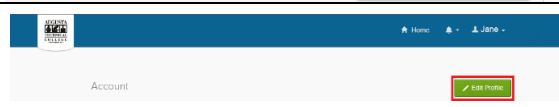
- Once you have logged in to Okta, you will be taken to the Okta landing page.



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

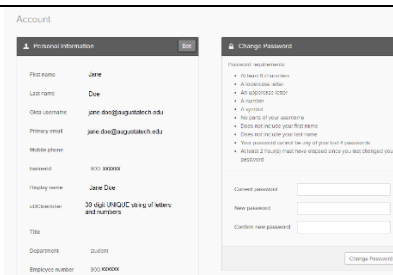


- In order to make changes on this page you will need to click the green Edit Profile.



- Enter your password and it will return you to the same page, but with edit options available.

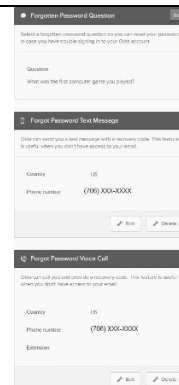
You may be required to authenticate with multi-factor after you enter your password.



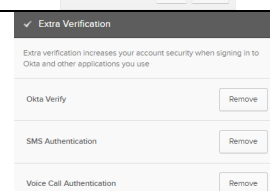
- Sections on the page include: Personal Information, Change Password, Display Language, Forgotten Password Question, Forgot Password Text Message, Forgot Password Voice Call, and Extra Verification.

If something is incorrect in Personal Information, contact IT at 706.771.4864 or [by email](#), DO NOT make changes!

- In order to insure you can reset your password whether you can sign in to Okta or not, **set your Forgotten Password Question and confirm the Forgot Password Text Message and Voice Call settings.**



- If you have not already, **setup all forms of Extra Verification in case you lose access to one.**



- Once you are finished, click the Home button in the upper right corner.



If you do not click the Home button, the Edit Profile option will remain unlocked.

Need to reset your password? Go to [Okta Forgot Password? Reset Guide](#)