## Changing your Provider Password Quick Start Guide

## Introduction

There may be instances where you have forgotten or simply need to change your UCSF email password. Let's review the process for updating your UCSF email password from start to finish.

## **Changing your Provider Password in Okta**

- 1. Navigate to https://netlogin.ucsfhealth.org.
- 2. Select the **Forgot password?** Link.



3. On the **Reset your password** screen, enter your **UCSF email address** before clicking the **Next** button.



4. On the **Get a verification email** screen, click the **Send me an email** button.

Connecting to (a) Sign in with your account to access Okta Dashboard
UC <sub>SF</sub>
Get a verification email
michael.marmon@network.ucsfhealth.org
Send a verification email to <b>m***n@network.u</b> csfhealth.org by clicking on "Send me an email".
Send me an email
Back to sign in

5. In your email, you will receive an email from **Okta** titled **Account password reset**. Select the **Reset Password** button to initiate the password change process.

h <b>is Message</b> is message ca	Is From an External Sender me from outside your organization.
uc-sf-a	ffnet - Okta Password Reset Requested
Hi Michael	
A passwor make this	f reset request was made for your Okta account. If you did not equest, please contact your system administrator immediately
Click this li michael.m	nk to reset the password for your username, armon@network.ucsfhealth.org:
	Reset Password
	This link expires in 5 minutes.
	Can't use the link? Enter a code instead: 250783
If you expe to your add	rience difficulties accessing your account, send a help request ninistrator:
Go to your	Sign-in Help page. Then click the Request help link.
This is an	automatically generated message from Otta. Replies are not monitored

**NOTE**: The link within the email will expire within **5 minutes** of receiving the email.

6. From the **Your verification code** screen, copy (ctrl+c or cmd+c) the **six digit verification number**.

UC <sub>SF</sub>
Your verification code
(2) michael.marmon@network.ucsfhealth.org
Enter this code on the password reset page.
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## Changing your Provider Password in Okta (continued)

7. Return to the *Verify with your email* screen, select the **Enter with a Verification Code link** before pasting (ctrl+v or cmd+v) the copied verification code in the **Enter Code** field.



8. Click the **Verify** button.



**NOTE**: You may be prompted to verify your identity with **Duo Multifactor Authentication** using the **Duo mobile app**.

9. Enter a **new password** in the **New password** field.

	UC <sub>SF</sub>
	Reset your affnet.edu password
	(8) michael.marmon@network.ucsfhealth.org
	Password requirements:
	A teleast 12 characters A toworcase letter A nuppercase letter A nuppercase letter A number A symbol No parts of your username Does not include your first name Does not include your last name Password can't be the same as your last 24 passwords A teleast 1 day(s) must have elapsed since you last changed your password
LE	New password
	•
	Re-enter password
	0
ľ	Sign me out of all other devices.
	Reset Password
	Back to sign in

10. Re-enter your *new password* in the **Re-enter password** field.

11. Click the **Reset Password** button.

12. Congratulations! You have successfully changed the password for your UCSF email address and will now be automatically taken to the application landing page!

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		Add section	