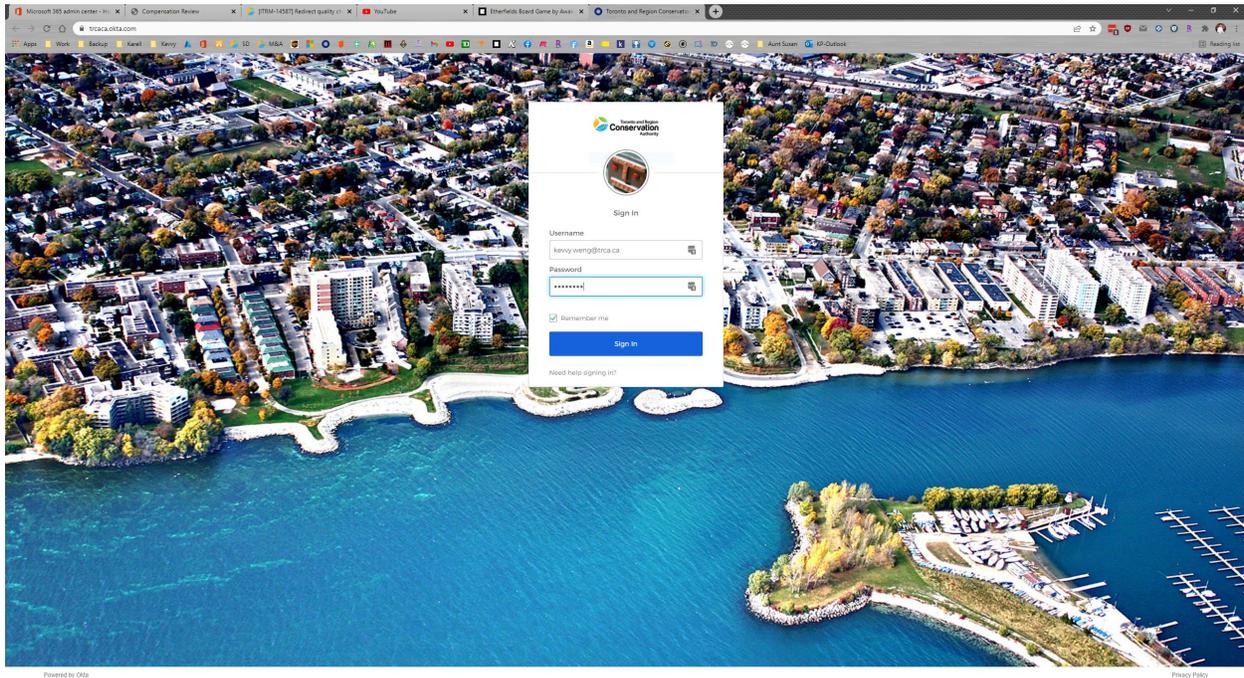
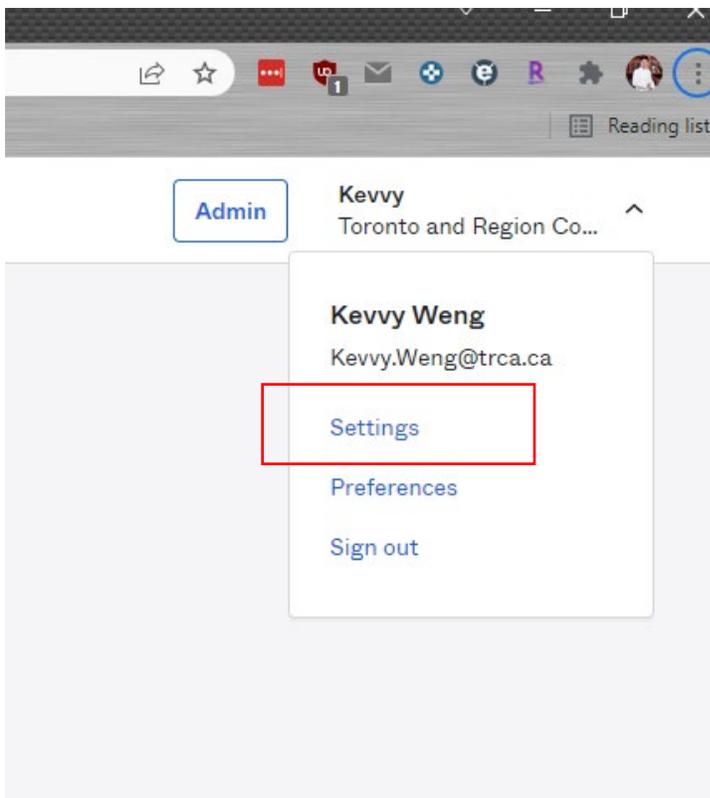


How to change your password from Okta

1. Go to <https://trcaca.okta.com>



2. Log into Okta with your email address and password.



3. Click on your name and select Settings

Change Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 10 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Current password

New password

Confirm new password

Change Password

4. You have the option at the top right-hand corner to change your main password.
 - a. Remember that in order to update your computer password, you would need to be connected to VPN (SonicWall).
 - b. This will update your password to log into your computer, Office 365 apps, DayForce, and Staff Hub.