

# 4steps! Password Reset (It only takes 5minutes)

【Confidentiality 1】

- The Okta password cannot be reset from the “Change LDAP Password” shown in the Okta user home “Settings”.
- An error “insufficient access rights” will appear if you try to change it.
- If you are logged into Okta, please use a different browser or log out of Okta.

Cannot be done from here!

← → ↻ riken.okta.com/app/UserHome

Admin RIKEN

My Apps

Work

Sort

Box

Service Desk Plus

Microsoft Office 365 Office Portal

Slack

AMABIE

DocuMaker Office

RIKEN Portal Site

Last sign in: 7 minutes ago

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- The password reset request is located on the sign-in screen. It may be difficult to find.
- An email will be sent to you to confirm that it is truly your account.



<https://riken.okta.com>

The screenshot shows the Okta Sign In page. It has the Okta logo at the top, followed by 'Sign In'. Below this are fields for 'Username' and 'Password'. There is a checkbox for 'Remember me' and a blue 'Sign In' button. At the bottom, there is a link 'Need help signing in?' which is circled in red with a red 'Click' label next to it.



The screenshot shows the Okta Forgot Password page. It has the Okta logo at the top, followed by 'Sign In'. Below this are fields for 'Username' and 'Password'. There is a checkbox for 'Remember me' and a blue 'Sign In' button. At the bottom, there are links: 'Need help signing in?', 'Forgot password?' (circled in red with a red 'Click' label), and 'Help'.



The screenshot shows the Okta Reset Password page. It has the Okta logo at the top, followed by 'Reset Password'. Below this is a field for 'Email or Username'. At the bottom, there is a blue button labeled 'Reset via Email' which is circled in red with a red 'Click' label next to it. There is also a link 'Back to sign in'.

Click 「Forgot password」

Fill in your RIKEN ID (recommended) or your RIKEN mail/A email

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- Click the “Reset Password” link shown in the email. (If you have no recollection of the email, do not click it.)
- Set a new password.

