

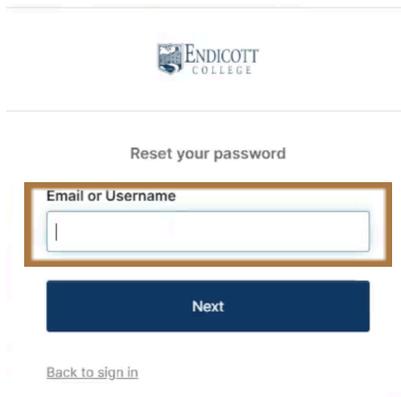
As of February 28, 2026, Endicott College will transition to Okta as our new identity and access management platform. This upgrade is part of our broader technology transformation to enhance security, streamline login processes, and centralize account management.

As part of this change, students, faculty and staff will now be able to easily reset their passwords via Okta instead of using MyEndicott. The following job aid will outline the steps to reset your Okta password.

Please note, you will have to have Okta MFA set up prior to the reset process.

Process to Reset Okta Password

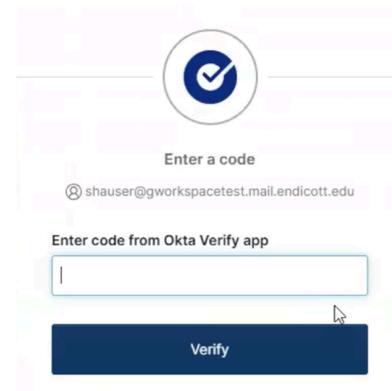
1. Access the Forgot Password [link located here](#). You can also reset your password from the <https://endicott.okta.com/> website by using the Forgot Password link.
2. Enter your Endicott email account (i.e. dmaye@mail.endicott.edu for Students; dmaye@endicott.edu for Faculty & Staff) and then select **Next**.



3. On the next prompt, you will be required to either **Enter a code from Okta Verify** OR **Get a push notification from the Okta Verify app**. Each process is broken out below.

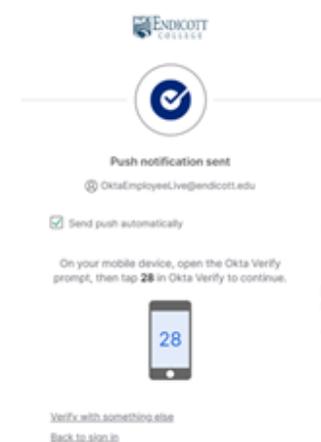
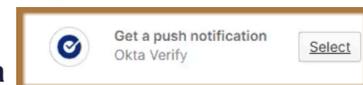
4. Option 1: Enter a Code:

- a. Choose the Select button next to **Enter a code on the prompt**. You will need to view the code on your mobile device.
- b. Navigate to the Okta Verify app to find your code..
- c. On the next prompt, **enter the code** generated on your mobile device and then select **Verify**.
- d. Your screen will refresh to the password reset page.
- e. Skip to step 6.

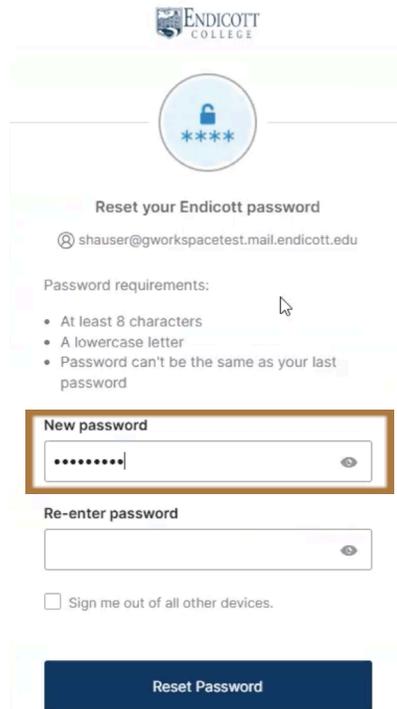


5. Option 2: Get a Push Notification

- a. Choose the Select button next to **Get a push notification on the prompt**. You will receive this notification on your mobile device.
- b. Once you have received the notification on your mobile device, select **the number displayed on your screen** to confirm your identity.
- c. Your screen will refresh to the password reset page.
- d. Continue to step 6.



6. After your screen refreshes, **enter a new password** following the requirements shown on the page.
7. **Re-enter your password** and then select **Reset Password**.



ENDICOTT COLLEGE

Reset your Endicott password

shauser@gworkspacetest.mail.endicott.edu

Password requirements:

- At least 8 characters
- A lowercase letter
- Password can't be the same as your last password

New password

Re-enter password

Sign me out of all other devices.

Reset Password

8. You will now be logged into your **Okta dashboard** to access Endicott applications. If you have not already done so, bookmark <https://endicott.okta.com/> for future access.

