Okta Account Creation and Password Reset Procedure

This document is designed to walk you through the following Okta login processes:

- Creating a new Okta account as a first-time user.
- Selecting a security question and a security image.
- Resetting your forgotten Okta password.

Begin by entering to the following website address into your internet browser search bar: login.mt.gov, or by clicking the following link: <u>login.mt.gov</u>. You will be directed to Okta sign-in page.

Creating a New Okta Account as a First-Time User

To create an Okta account as a first-time user, click the **Sign up** link to begin the process.

	SIGN IN
F	ORMERLY EPASS MONTANA
Usernar	ne
State Er	nployees use your state network
usernan	ne, all others use email address
cma30	18na@mt.gov
Passwo	rd
_] Rem	ember me
	Sign In
	OR
\rightarrow	Employee Sign-In
fyou pr	eviously logged in using the Google. ft, or Facebook buttons and have not
Microso setup a this link	new Okta Password, please click on
Microso setup a this link	new Okta Password, please click on Need help signing in?
Microso setup a this link	new Okta Password, please click on Need help signing in? Forgot password?
Microso setup a this link	new Okta Password, please click on Need help signing in? Forgot password? <u>Help</u>

Enter your email address, create a new password for your Okta account, enter your first and last name, and click the **Register** button.

	OFFICIAL STATE WEBSITE	
	Create Account Formerly ePass Montana	
	Email *	
	A Password *	
	First name *	
	Last name *	
	* indicator required field	
C	Register)
	Back to Sign In	

You will see the following verification message.



Check your email account for an Okta activation email.



To begin the Okta account activation process, click the **Activate Account** button.



Complete the sign-in process by entering your email address and password.

SIGN IN	
Username State Employees use your state network username, all others use email address	
Password	
Remember me	
Sign In	
Need help signing in?	
Don't have an account? Sign up	

IMPORTANT NOTE: The next time you sign-in to Okta, you will be required to select both a security question and a security image. We recommend signing out immediately after your first successful login and repeating the login process to receive the prompt to select your security question and security image.

Selecting a Security Question and Security Image

Select your security question from the drop-down menu. Provide an answer to the security question. Select a security image and click the **Create My Account** button.

	Create your migov account
6	Choose a forgot password question
•	What is the food you least liked as a child?
	Answer
	Click a nicture to choose a security image
U	Your security image gives you additional assurance that you are logging
	into Okta, and not a fraudulent website.

Resetting Your Forgotten Okta Password

This document is designed to walk you through the process to reset your Okta password. Begin at the Okta sign-in page for login.mt.gov, or by clicking the following link: <u>login.mt.gov</u>.

SIGN IN
Username
State Employees use your state network username, all others use email address
Password
Remember me
Sign In
Need help signing in?
Need help signing in:

Click the **Need help signing in?** link.

After selecting the "Need help signing in" link, you should see the "Forgot password" option.

Click the Forgot password link.



Enter your email address or username then click the Reset via Email.



Enter your email address to receive a password reset email:



After pressing **submit**, you will receive a confirmation that an email from Okta has been sent to you. This email will contain the next steps for resetting your password.

State of Montana Okta Password Reset

A password reset email has been sent to the requested email address.

Check your email for an email from Okta.

State of Montana Login

Reset your Montana State Okta Password

Submit

When you open the email from Okta, it will contain one of the following confirmation messages based on if you have already selected your security question and security image.

- If you have selected a security question and security image, follow Option 1.
- If you have NOT selected a security question and security image, follow Option 2.

Option 1 – You Have Selected a Security Question and Security Image

If you have selected a security question and security image, you will receive the message below.

Select the Reset Password button.



Use the following link to setup a new password for the State of Montana Okta login system:



After selecting the Reset Password button, you will be prompted to answer the security question you previously selected. Enter the answer to your security question and select the **Reset Password** button.

Answer Forgotten Password Challenge Formerly ePass Montana	
Your security question will appear here	>
Show Reset Password	

After you successfully answer your security question, you will be prompted to enter a new password.

Enter your new password. Select the **Reset Password** button.



Reset Your mtgov Password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

Enter new password	
Repeat new password	
	Reset Password

Option 2 – You Have <u>NOT</u> Selected a Security Question and Security Image

If you have NOT selected a security question and security image, you will receive the message below.

Select the Sign-in Help button.



Next you will be taken to the login.mt.gov FAQs website.

Select the **here** button to find the corresponding agency contact information.

	login mt gov <mark>* * * *</mark>
Having trouble logging into your Okta account? Find the corresponding agency contact information here.	>
FAQs	
> I AM A STATE EMPLOYEE, HOW DO I LOG IN?	
> I AM A CITIZEN, HOW DO I LOG IN?	
> WHY DID I RECEIVE AN EMAIL FROM OKTA.COM ASKING ME TO CONFIRM MY EMAIL ADDRESS?	
> HOW LONG IS THE LINK IN THE ACTIVATION EMAIL VALID?	
> I DIDN'T RECEIVE A VALIDATION EMAIL FROM OKTA.COM. WHAT SHOULD I DO?	
> WHAT SHOULD I DO IF I CAN'T SIGN IN TO LOGIN.MT.GOV BECAUSE MY PASSWORD ISN'T WORKI	NG?

After selecting the **here** button, you will have the ability click on the name of the agency you need to connect with. The agency's helpdesk email address and telephone number will display. You can either select the email address or call the support telephone number. An administrator from that agency will assist you as applicable.



Having trouble logging into your Okta account? Find the corresponding agency contact information here.

Having trouble logging into your Okta account? Please contact the corresponding agency below for assistance.

- > Administration, Department of
- > Agriculture, Department of
- Corrections, Department of

Email: corhelp@mt.gov

Phone: 406-444-4234

- > Commissioner of Political Practices
- > Environmental Quality, Department of