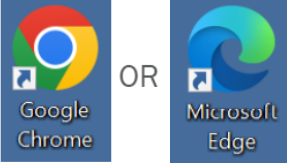
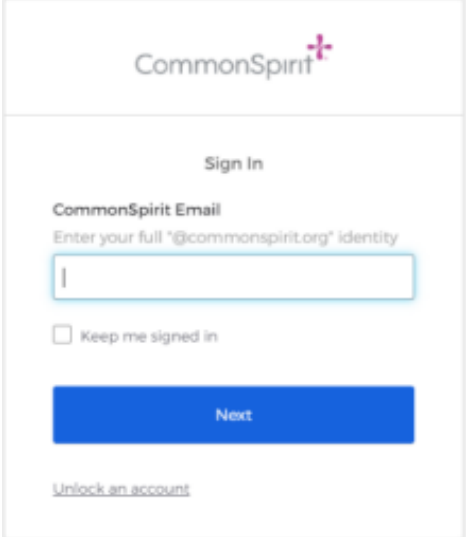
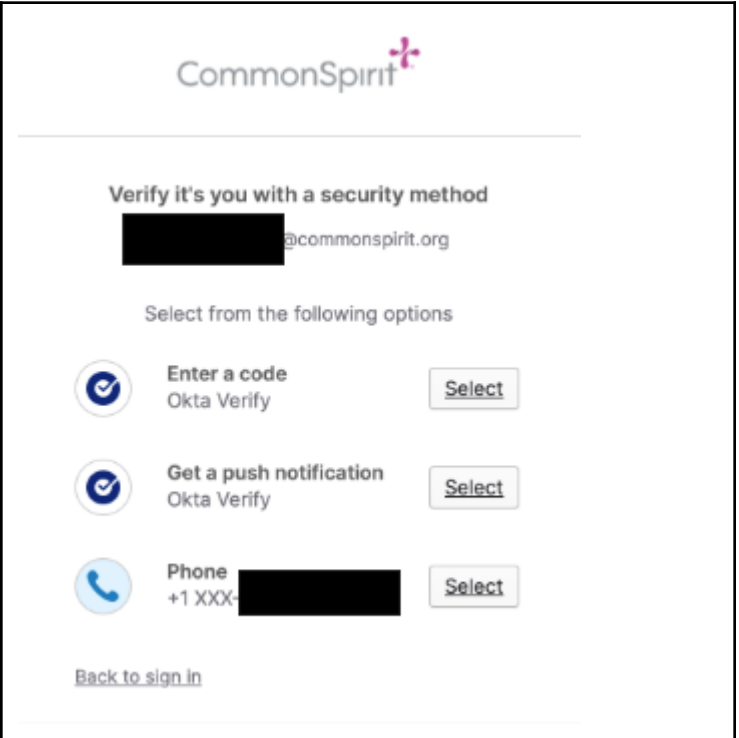


STUDENT GUIDE TO:

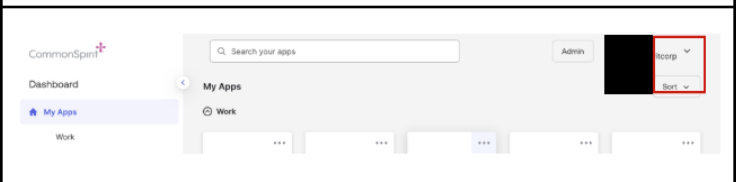
How to Reset Your Password

<p>1) Launch your favorite web browser.</p>	 <p>The image shows two browser icons side-by-side. On the left is the Google Chrome logo with the text "Google Chrome" below it. In the center is the word "OR". On the right is the Microsoft Edge logo with the text "Microsoft Edge" below it.</p>
<p>2) Navigate to: commonspiritcorp.okta.com and Sign in using your full CommonSpirit ID and current password</p>	 <p>The image is a screenshot of a web page for signing in. At the top, it says "CommonSpirit" with a logo. Below that, it says "Sign In". Underneath, it says "CommonSpirit Email" and "Enter your full '@commonspirit.org' identity". There is a text input field with a vertical cursor. Below the input field is a checkbox labeled "Keep me signed in". At the bottom of the form is a blue button labeled "Next". Below the button is a link that says "Unlock an account".</p>

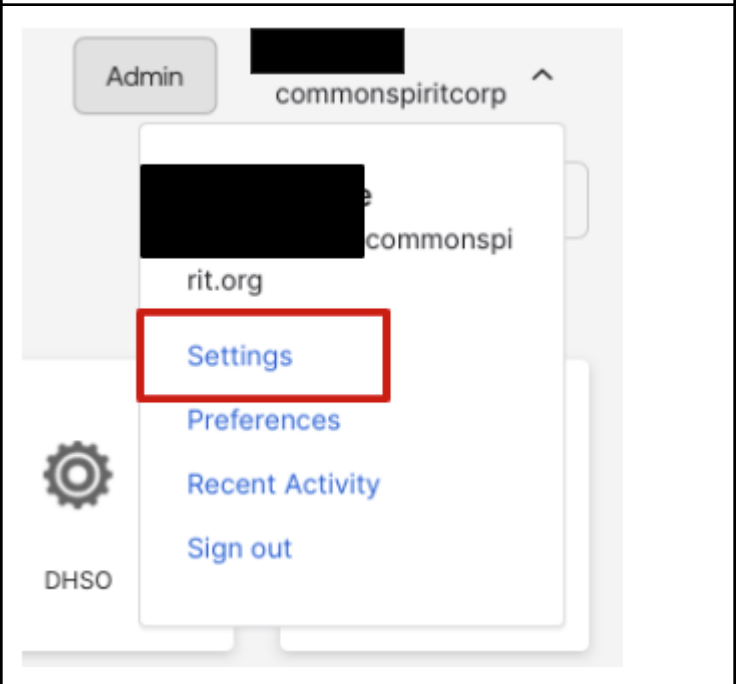
3) Complete Okta identity verification using one of the available methods (selected during enrollment).

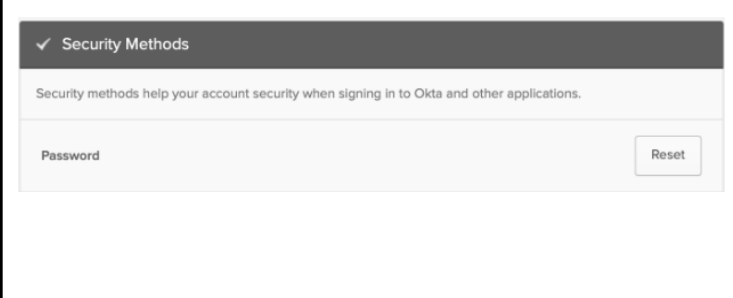


4) In the upper right-hand corner, find the down arrow next to your CommonSpirit ID.



5) Select Settings



<p>6) Scroll down until you locate the section with Security Methods and select reset. You will be prompted to confirm that you want to perform a password reset. Scroll down to the Security Methods section and select "Reset." You will be prompted to confirm the password reset.</p>	
<p style="text-align: center;"><u>Password Requirements</u></p> <ul style="list-style-type: none"> ● Choose a password that is at least 15 characters in length using a combination of uppercase and lowercase letters, digits and symbols ● Change your password every 180 days ● Avoid previously used passwords 	

Mobile Devices

If you previously saved your CommonSpirit password on a mobile device (cell phone, tablet, etc.), then you will need to log out of that device, then log back in with your new password.

Important Note

This method **may not work** if your account has expired, which typically occurs if you have experienced a break from clinicals. If you are in this situation, you will need to **contact IT**. The number is (855)321-4200 Please inform the answering tech that you already have an account and require account reset assistance. (A ticket has already been entered, but your account is dormant.) **Please remember to request assistance with DUO while on this phone call.** It is recommended that you call IT during M-F Business hours.