

# CALynx Login Guide

## 1 NEW USERS

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### 1.1 STEP 1: SET UP YOUR ACCOUNT

If you are new to CALynx, you will get an email from a company called Okta. We use Okta to manage access to CALynx. You will need to create an account with Okta, then go to the [CALynx webpage](#) to login.

#### 1.1.1 Email Invitation

You will get an email that looks the email shown below. You will need to click on the link that is listed in your email (circled in orange below).

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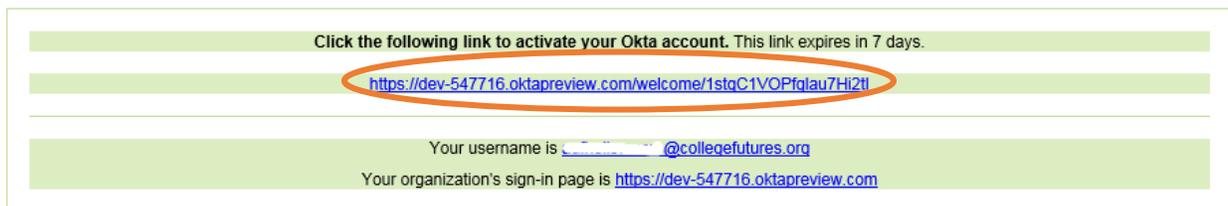
**From:** Okta [<mailto:noreply@okta.com>]  
**Sent:** Tuesday, October 24, 2017 1:03 PM  
**To:** .  
**Subject:** Welcome to Okta!

Welcome to CALynx!

Hi

CALynx is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.

Your system administrator has created an Okta user account for you.



Click the following link to activate your Okta account. This link expires in 7 days.

<https://dev-547716.oktapreview.com/welcome/1stqC1VOPfqlau7Hi2tl>

Your username is [\[redacted\]](#)@collegefutures.org

Your organization's sign-in page is <https://dev-547716.oktapreview.com>

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link below:

<https://dev-547716.oktapreview.com/help/login>

This is an automatically generated message by [Okta](#). Replies are not monitored or answered.

### 1.1.2 Create Account

The email link leads to the page shown below. This page has fields for you to create a CALynx account, which includes:

1. Selecting a password
2. Choosing a security question
3. Choosing a security image

WELCOME TO COLLEGE FUTURES FOUNDATION-DEV-547716, LAUREN!  
CREATE YOUR COLLEGE FUTURES FOUNDATION-DEV-547716 ACCOUNT

**Enter new password**

Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol.

Repeat new password

**Choose a forgot password question**

Create your own security question

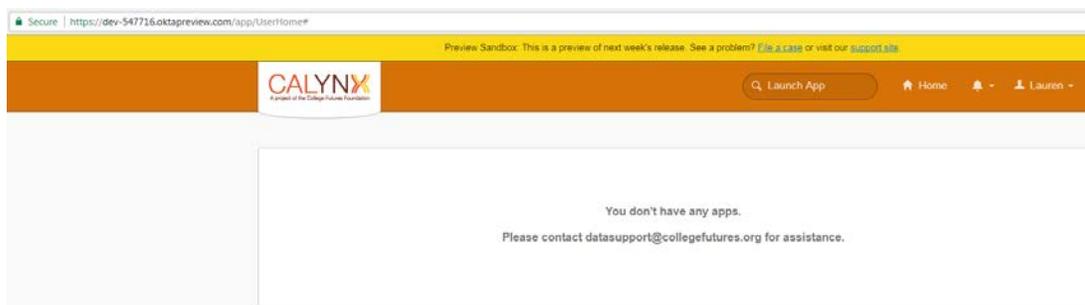
Custom question

Stormpath recovery answer

Answer

Create My Account

Once you complete these steps and click “Create My Account” you will be taken to the following page.



You have now created your account! You can now go to [calynx.org](https://calynx.org) to log in.

## 1.2 STEP 2: LOGIN TO CALYNX

Once you have created your account in Okta, you will need to open up a new tab in your web browser and go to [calynx.org](https://calynx.org).

**CALYNX**  
A project of the College Futures Foundation

Email address  Password

Remember me  [Forgot Password?](#)



Welcome to CALynx – a project of the College Futures Foundation.

College Futures Foundation believes that improving college completion is central to California's future success, and that a college degree should be an option for every student. The CALynx data system helps the Foundation and its partners use data to inform our strategies and support progress toward our goal of more graduates for a thriving California.

For information about registering for this site, please contact College Futures Foundation at [datasupport@collegefutures.org](mailto:datasupport@collegefutures.org).

*\*To be clear, you will use the login email and password you just created on the Okta page to login to CALynx.*

## 2 EXISTING USERS – FORGOT PASSWORD

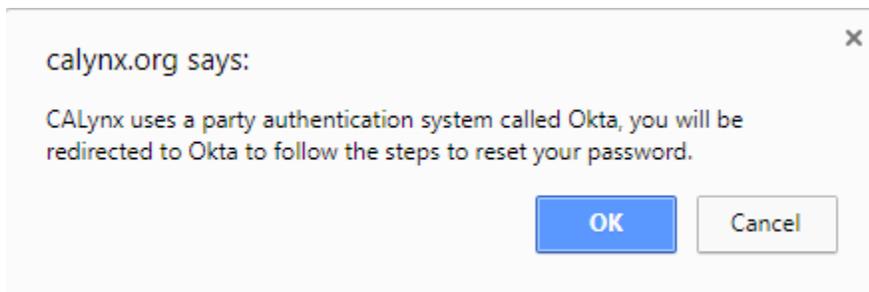
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### 2.1 STEP 1: REQUEST A FORGOT PASSWORD LINK

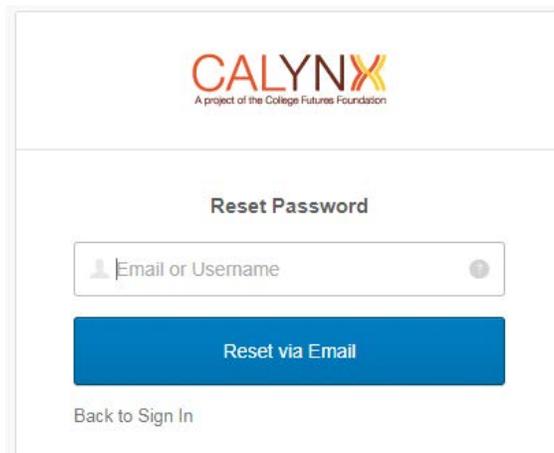
Go to calynx.org and select “Forgot Password” at the top right of the page header (circled in orange in the image below)



You will then see the following dialog box pop-up reminding you that we use Okta to manage access to CALynx. Select “OK” to continue.



You will then be prompted to enter in the email address you will use to login to CALynx. Please notes that Username is the same as Email, you do not need to create a separate Username. Once you have entered your email address, click “Reset via Email”.



## 2.2 STEP 2: RESET PASSWORD

You will get an email similar to the one shown below. Click on the link (circled in orange) to reset your password. Please note that this link is only good for 1 hour before it expires, so make sure to complete the reset process in one sitting.

Okta <noreply@okta.com>

to me ▾

College Futures Foundation-dev-547716 - Okta Password Reset Requested

Hi Lauren,

A password reset request was made for your Okta account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for your username, [\[redacted\]@u'](#) :

[https://dev-547716.oktapreview.com/signin/reset-password/LmvRuDVEYTaXOH\\_5bep5](https://dev-547716.oktapreview.com/signin/reset-password/LmvRuDVEYTaXOH_5bep5)

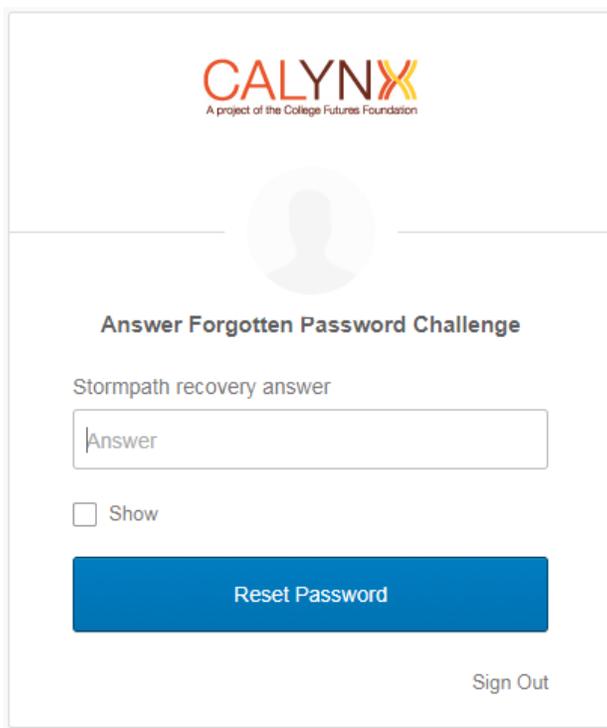
This link expires in 59 minutes.

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your [Sign-in Help](#) page. Then click the Request help link.

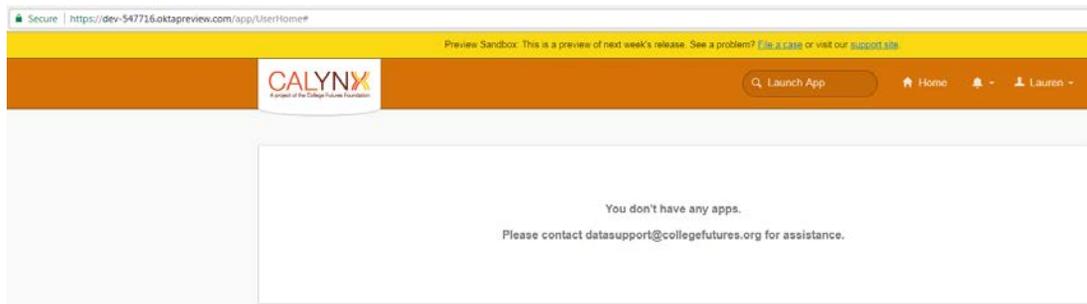
This is an automatically generated message by [Okta](#). Replies are not monitored or answered.

You will then be taken to the page shown below.



The screenshot shows a web page for CALYNX, a project of the College Futures Foundation. At the top center is the CALYNX logo. Below the logo is a circular placeholder for a user profile picture. The main heading is "Answer Forgotten Password Challenge". Underneath, it says "Stormpath recovery answer" and provides a text input field with the placeholder text "Answer". Below the input field is a checkbox labeled "Show". At the bottom of the form is a large blue button labeled "Reset Password". In the bottom right corner of the page, there is a link labeled "Sign Out".

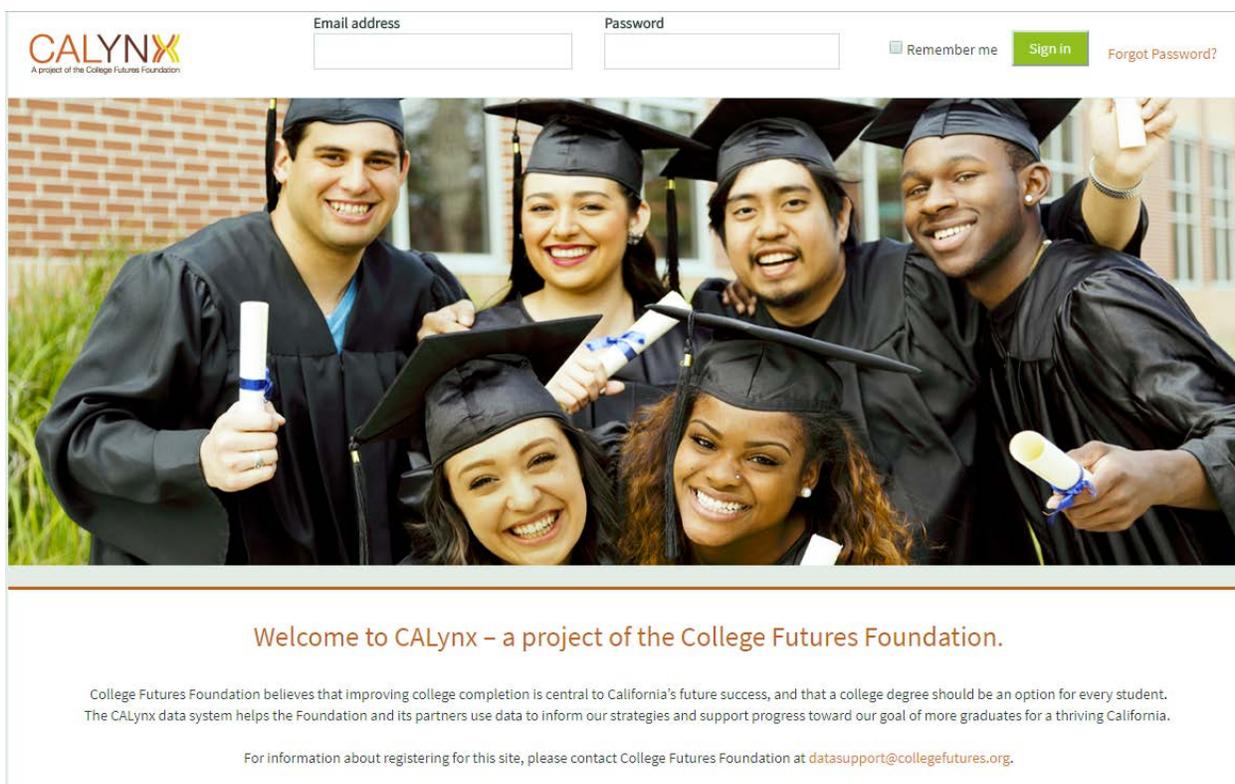
Enter your recovery answer and click “Reset Password”. You will then be taken to the following page.



You have now updated your password! You can now go to CALynx to login.

### 2.3 STEP 3: LOGIN TO CALYNX

Once you have reset your password in Okta, you will need to open up a new tab in your web browser and go to [calynx.org](https://calynx.org)



*\*To be clear, you will use the login email and password you just updated in the Okta platform to login to CALynx.*