CALynx Login Guide

1 NEW USERS

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).
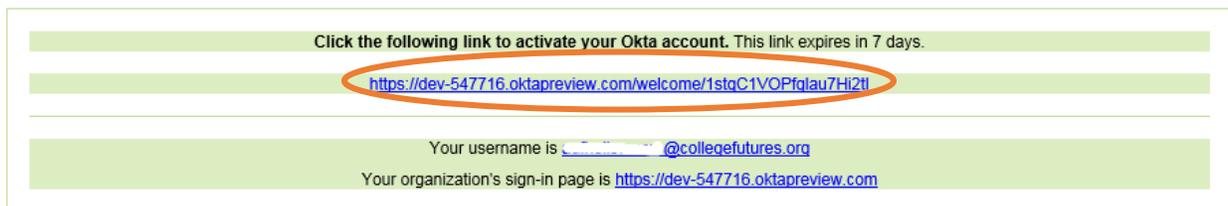

From: Okta [mailto:noreply@okta.com]
Sent: Tuesday, October 24, 2017 1:03 PM
To: .
Subject: Welcome to Okta!

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/1stqC1VOPfglau7Hi2tl

Your username is _____ @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

Once you complete these steps and click "Create My Account" you will be taken to the following page.
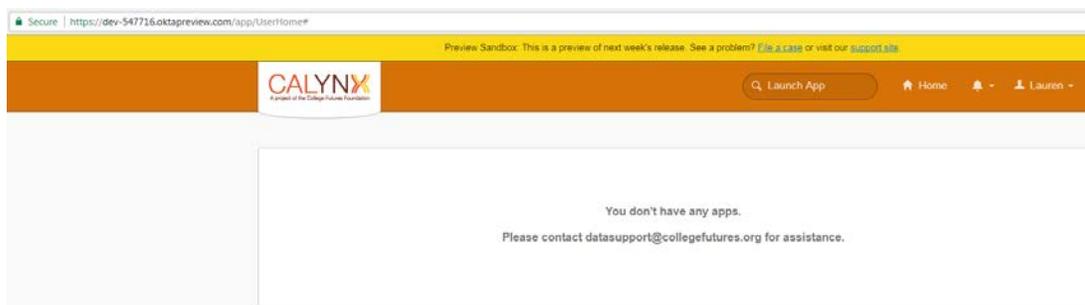
You have now created your account! You can now go to calynx.org to log in.

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.

To be clear, you will use the login email and password you just created on the Okta page to login to CALynx.
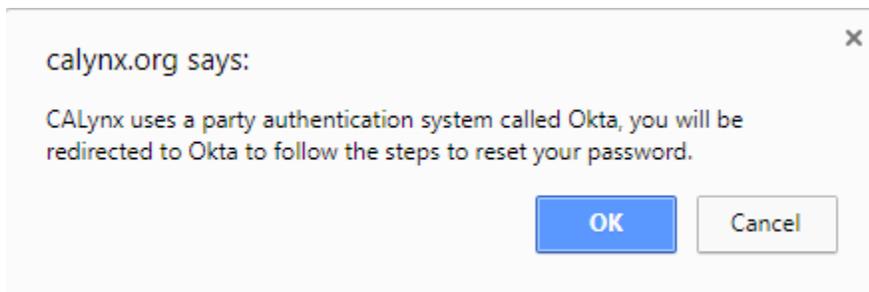
2 EXISTING USERS – FORGOT PASSWORD

## 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".
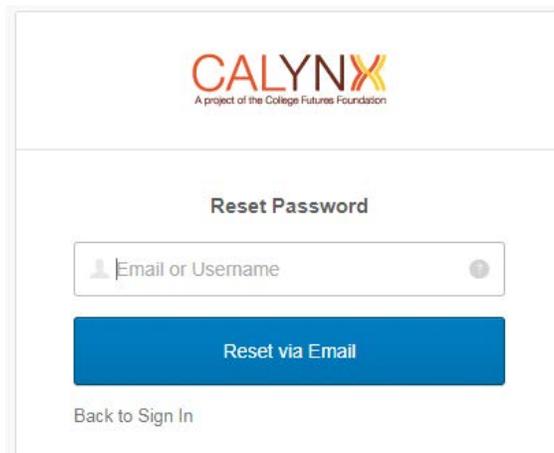
2.2 STEP 2: RESET PASSWORD

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, ~~lauren...salazar@u'...ed~~:

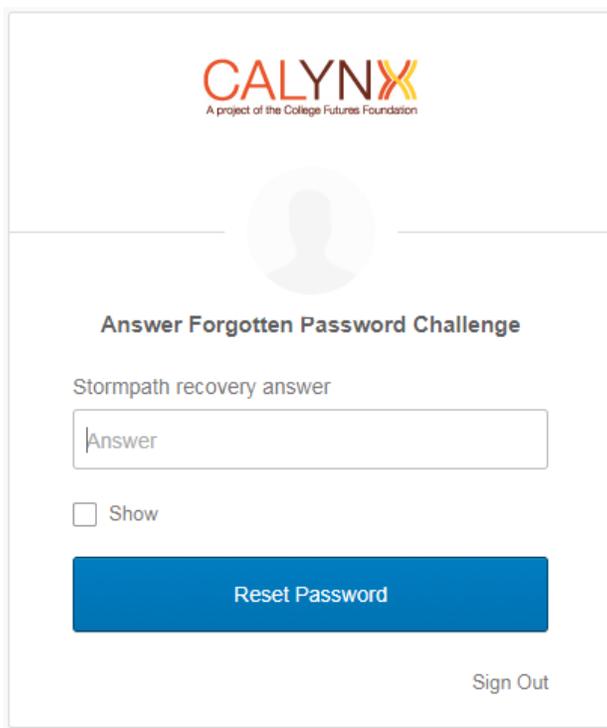https://dev-547716.oktapreview.com/signin/reset-password/LmvRuDVEYTaXOH_5bep5

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.

Answer Forgotten Password Challenge

Stormpath recovery answer

Answer
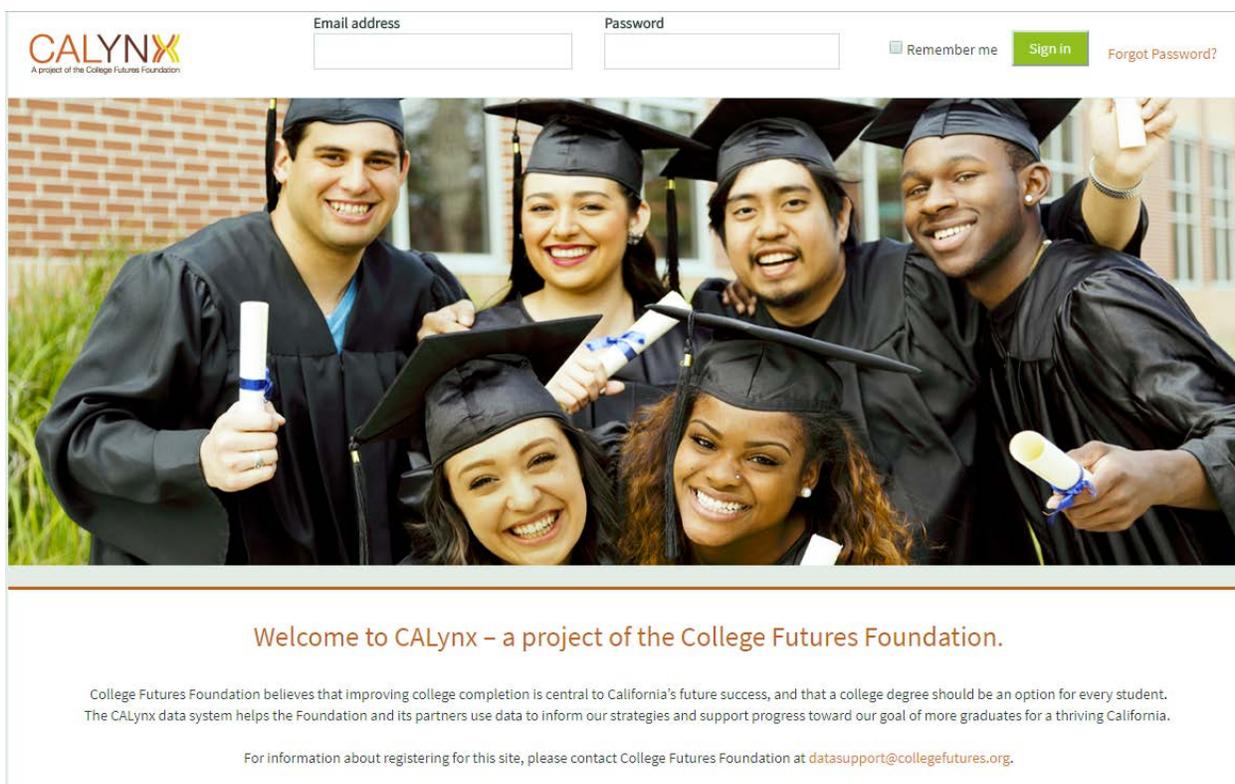
☐ Show

Reset Password

Sign Out

Enter your recovery answer and click "Reset Password". You will then be taken to the following page.
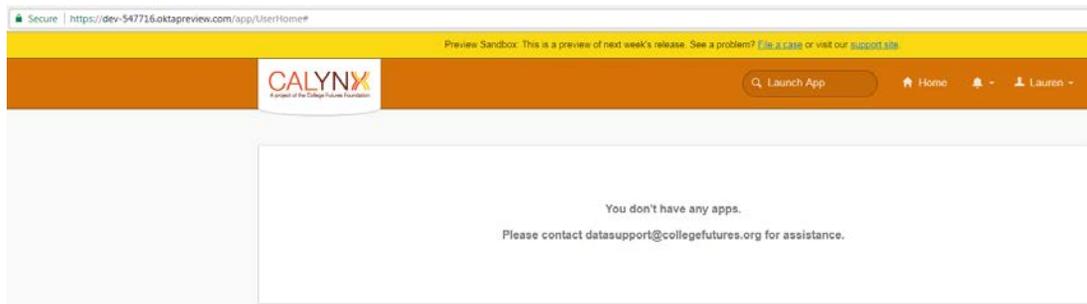
You have now updated your password! You can now go to CALynx to login.

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

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