

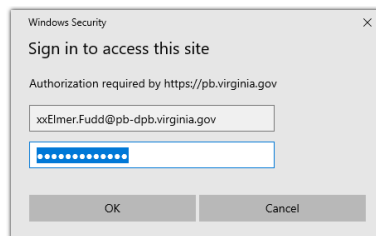
DPB External User Standardized Login Instructions

To simplify the Performance Budgeting (PB) login process and account maintenance process for external user accounts, we have standardized the external user account username. This change allows all external PB users to use the same username to access the PB system and manage their account using Okta without interfering with other COV systems (i.e., Cardinal) that use the enterprise external account management system - Okta. Please follow the instructions below for a successful PB login and account management process.

Your PB username uses the new external username format:

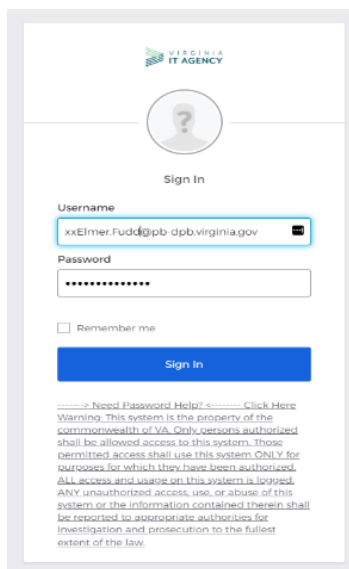
xxFirstname.Lastname@pb-dpb.virginia.gov

1. Verify you can access the PB system (<https://pb.virginia.gov>) with your new username (i.e. xxElmer.Fudd@pb-dpb.virginia.gov) and the most recent password you used to access the PB system.

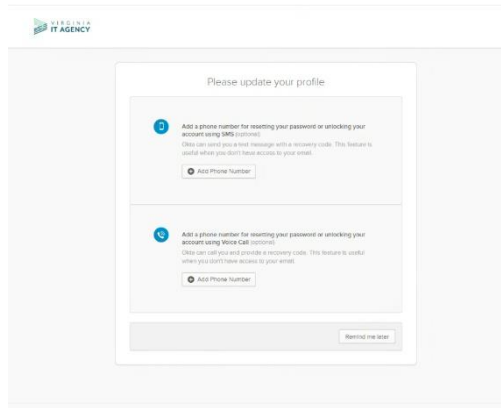


If you are unable to login to the PB system – Please contact the VCCC (1-866-637-8482) for assistance with your PB account (xxFirstname.Lastname@pb-dpb.virginia.gov or cov\xxFirstname.Lastname). You will need them to reset your password.

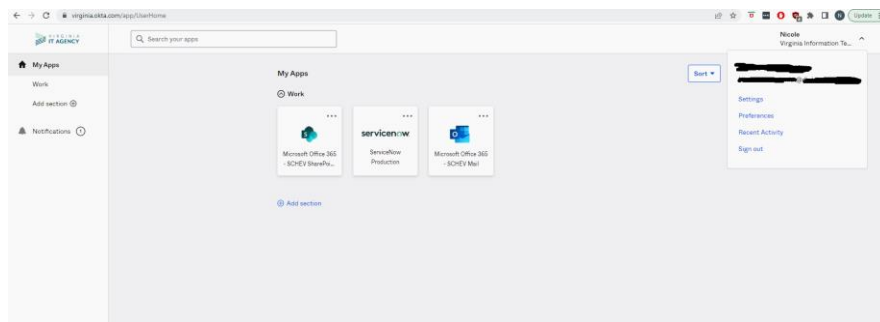
2. Access Okta application <https://virginia.okta.com> with your new username (i.e. xxElmer.Fudd@pb-dpb.virginia.gov) and the password you used in step 1 to successfully access the PB system.



- a. You may be prompted to update profile information. See screenshot above.



- b. Locate the drop-down arrow in the upper right-hand corner of the screen next to your username and click Settings. See screenshot below.



- c. Upon clicking Settings, the system will display the screenshot below. Note, you can now see your new Okta username and your primary email has not changed. The Change Password section allows users to update their PB password without requiring VCCC assistance.
- d. Enter your old password, new password, and click Change Password.

3. If you changed your password in Okta – Please confirm your PB access: (<https://pb.virginia.gov>) with your new username (i.e. xxElmer.Fudd@pb-dpb.virginia.gov) and the new password you just changed in Okta.

From this point forward, we recommend external PB Users use their new username (xxFirstname.Lastname@pb-dpb.virginia.gov) for both the PB system and Okta when managing/changing their PB account password.