

# I.T. HELP DOCUMENT - Okta Multi-Factor Authentication Setup Guide **Faculty/Staff Only**

- 1. Go to SMARTWeb and select Okta SSO from the Student drop-down menu in the green bar or select Okta Single Sign-On from the Tools and Resources link list on the left side of the page.
- 2. Enter your Augusta Tech email (i.e. jdoe1@smartweb.augustatech.edu) and click the next button. Enter your password on the next screen then click the Verify button.
- 3. If this is your first time signing in, you will be prompted to set up your multifactor authentication. You have three options:
  - Okta Verify •
  - Phone (SMS/Voice Call) •
  - Yubi Key Authenticator •

#### We recommend you set up Okta Verify and one phone option in case you lose access to your primary method.

- 4. Okta Verify
  - a. Select either iPhone or Android depending on your phone type. This will take you to a screen with instructions to download the app and a QR Code.
  - b. After downloading the app, select the plus sign in the upper right corner on Okta Verify to add an account and select Scan QR Code to scan the provided QR Code.
  - c. Use the Can't Scan? Link below the QR Code to receive a link via text message to add your account if completing setup on a mobile device.

### The QR Codes are account specific, DO NOT share it with anyone!











(8) jdoe1@smartweb.augusatech.edu

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).

2. Open the app and follow the instructions t add your accoun





Return to authenticator list Back to sign in



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- 5. SMS/Voice Call
  - Select either SMS/Voice Call, the country to add the correct country code (i.e. – United States is +1 at the beginning of the number) and enter your phone number in the space provided.
  - Click the Receive a code button and enter the code in the provided field.

	Augusta :::::::
Se	t up phone authentication (a) jdoe@augustatech edu
	your phone number to receive a verification code via SMS.
SMS	
Country	all
United S	tates
Phone nu	mber
-1	
	Receive a code via SMS
Return to a	authenticator list

- 6. Upon completion of the final authentication method, it will automatically direct you to the Okta home page.
- 7. To add additional multi-factor authentication methods after initial setup or to modify existing methods, click your name in the upper-right corner of the Okta Dashboard and select Settings from the menu.



Jane Augusta Technical Coll...

Jane Doe jdoe@augustatech.edu



- 6. Clicking Settings will take you to the Okta Account page.
  - Select Setup Another by the relevant method to add an additional option for that type.
  - Select Remove by the relevant method to change the current options.
  - Select Set up by the relevant method to add a method that has not been setup.

Personal Informati	an	Change Password	
		Password requirements:	
First name	Jane	<ul> <li>At least 8 characters</li> </ul>	
		<ul> <li>A lowercase letter</li> </ul>	
Last name	Doe	<ul> <li>An uppercase letter</li> </ul>	
		<ul> <li>A number</li> </ul>	
Okta username	jdoe@augustatech.edu	A symbol	
		<ul> <li>No parts of your username</li> </ul>	
Primary email	jdoe@augustatech.edu	Does not include your first name	
		<ul> <li>Does not include your last name</li> </ul>	
Mobile phone		<ul> <li>Your password cannot be any of your la</li> <li>At least 2 hourisi must have elapsed sin</li> </ul>	
		<ul> <li>Heredat 2 hourist more elabored and</li> </ul>	ce you use chungeu your possin
bannerid	900	✓ Security Methods	
		<ul> <li>Security methods</li> </ul>	
Display name	Jane Doe	Security methods help your account security	
		security methods help your account security applications.	when signing in to Okta and othe
uDCldentifier	really long character string		
Title		Okta Verily	Set up and
	Freedow		
Title Department	Employee	Okta Verily jdoe	
	Employee		
Department		jdoe	Ren
Department			Ren
Department Employee number		jdoe Yubskey Authenticator	Ren
Department		jdoe	Ren
Department Employee number		jdoe Yubskey Authenticator	Set up and Rem S4 Set up and

### Need to reset your password? Go to the Okta Forgot Password? Reset Guide.