

I.T. HELP DOCUMENT – Okta Multi-Factor Authentication Setup Guide Students Only

- Go to <u>SMARTWeb</u> 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.
- 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.

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- If this is your first time signing in, you will be prompted to set up your multi-factor 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
 - 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!





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

3. When prompted, tap Scan a QR code, then



Return to authenticator lis Back to sign in



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- 5. SMS/Voice Call Augusta a. 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. b. Click the Receive a code button and enter the code in the provided field. My Apps Sort -6. Upon completion of the final (Work authentication method, it will automatically direct you to the Okta home page. 7. To add additional multi-factor Jane authentication methods after initial Augusta Technical Coll... setup or to modify existing methods, click your name in the upper-right Jane Doe jdoe1@smartweb. corner of the Okta Dashboard and augustatech.edu select Settings from the menu. Settings Preferences Recent Activity Sign out
- 8. 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.

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		Password requirements:	
First name	Jane	At least 8 characters	
Last name	Doe	A lowercase letter	
		An uppercase letter	
Okta username		A number A number	
	jooe i@smanweb.augustatech.edu	No parts of your username	
Primary email	ideal Connection to an addate to adv	Does not include your first name	
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Need to reset your password? Go to the Okta Forgot Password? Reset Guide.