

VolCorp Log-In Instructions After Enrolling in Okta

| Description | Logging into VolCorp Online after completing enrollment in Okta. |
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| Perspective | VolCorp members who have completed Okta enrollment and set-up at least one multi-factor authentication (MFA) method |
| Prerequisites | Must have completed Okta enrollment and MFA set-up. Must have access to work computer and MFA method. |
| Business Outcome (Success Criteria) | Users will successfully access VolCorp Online through the temporary log-in page using their Okta log-in and chosen MFA method to gain access to the main VolCorp Online page. |

1. **Open an internet browser** and navigate to the main **VolCorp website**. You may also copy and paste the website address provided here: <u>https://www.volcorp.org/</u>



2. Go to the Log-In menu at the top and select VolCorp Online.



3. You will be directed to a new, temporary log-in page. As a user with an established Okta account, select the **Enhanced Okta Login** button.



4. Enter **Username** (it may be pre-populated for you) and click **Next**.

| Connecting to 📵 Sign in with your volcorpcu account to access Okta Dashboard |
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| |
| ₃ volcorp |
| Sign In Username |
| Keep me signed in |
| Next Unlock account? Help |
| |

5. Enter your Okta **password** and click **Verify**.



6. **Complete the steps for the Okta security method** you set-up during enrollment. Security methods: 1) Okta Verify, 2) Phone, or 3) Security Key

Note: The security method you used the last time you logged in will automatically begin. From here, complete the appropriate steps for multi-factor authentication.

| | a volcorp |
|-----------------|-------------------|
| | |
| | Enter a code |
| Enter co | Example |
| | Verify |
| <u>Verify w</u> | th something else |

Tip: If you chose to set up more than one security method during enrollment, and you'd like to use it now, click **Verify with something else.** (noted with the yellow arrow).

7. Congratulations! You have successfully logged into VolCorp Online using Okta multifactor authentication.

