



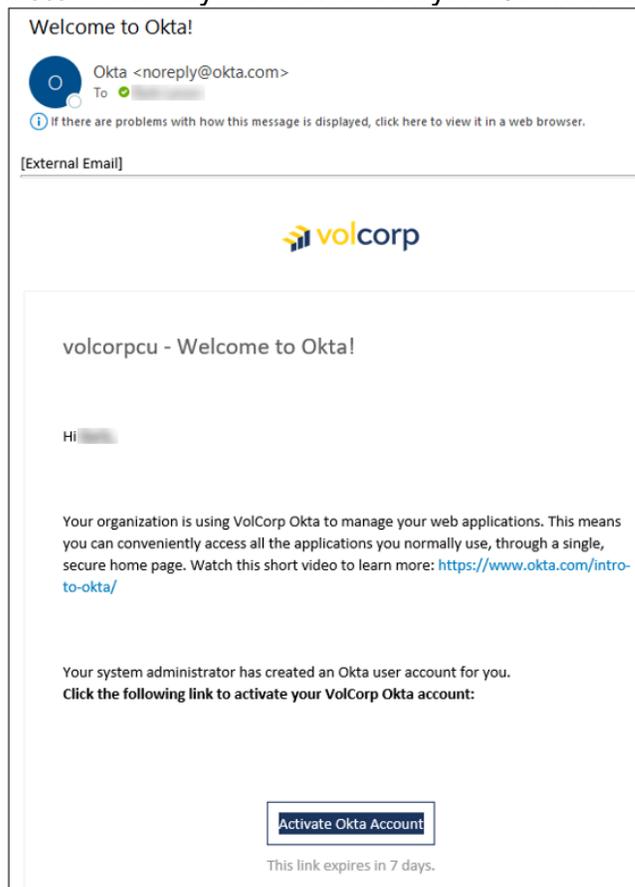
## How to enroll in the Okta Verify app for MFA using an iPhone or Android

### Overview

<b>Description</b>	Members register and enroll in Okta Multifactor Authentication (MFA) through the Okta Verify app using a mobile device
<b>Perspective</b>	VolCorp members that have an iPhone or Android device
<b>Prerequisites</b>	Have your computer and iPhone or Android device with you for the enrollment process
<b>Business Outcome (Success Criteria)</b>	<p>Users will be able to access applications in the Okta dashboard by logging in and verifying their identity via the Okta Verify application on their mobile device.</p> <p><b>Note:</b> All mobile device screenshots will be shown using an iPhone. While the Okta Verify app is available on the Android device, screenshots specific to the Android device are not included in this tutorial.</p>

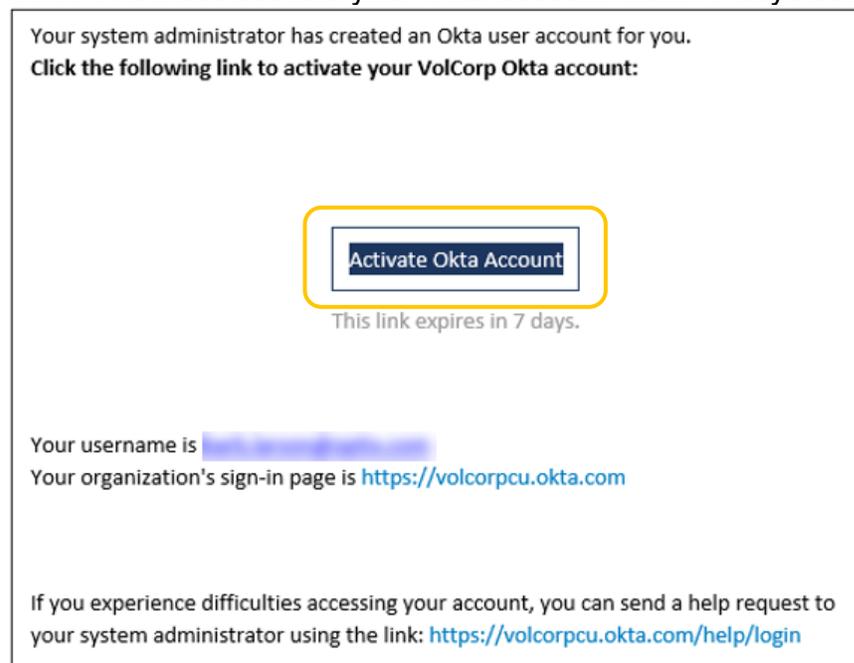
1. On your computer, locate your Welcome email from Okta. The email will look similar to the screenshot below.

**Note:** You may need to check your Junk email folder.

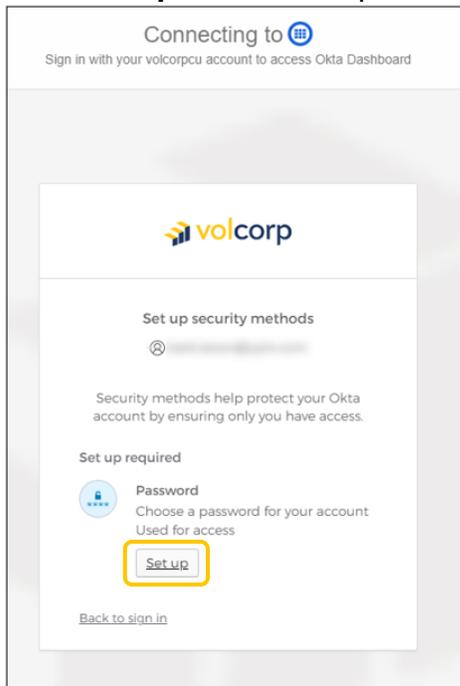


2. Click the **Activate Okta Account** button.

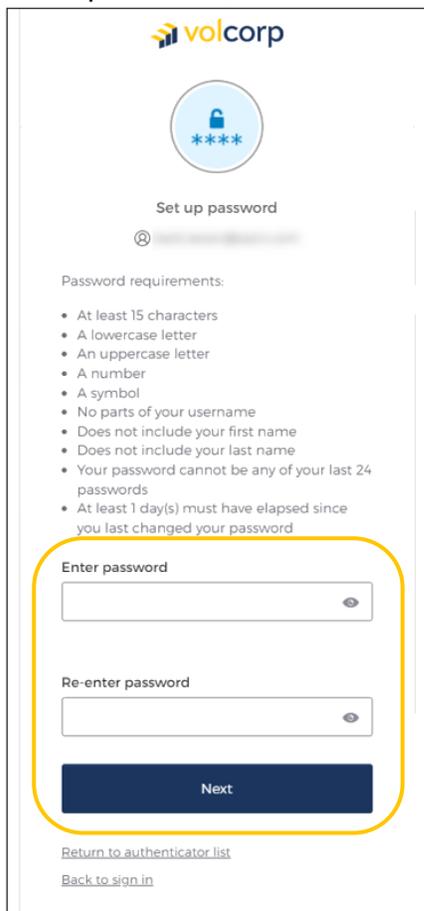
**Note:** You must activate your Okta account within 7 days before the link expires.



3. Click **Set up** to choose a password for your Okta account.

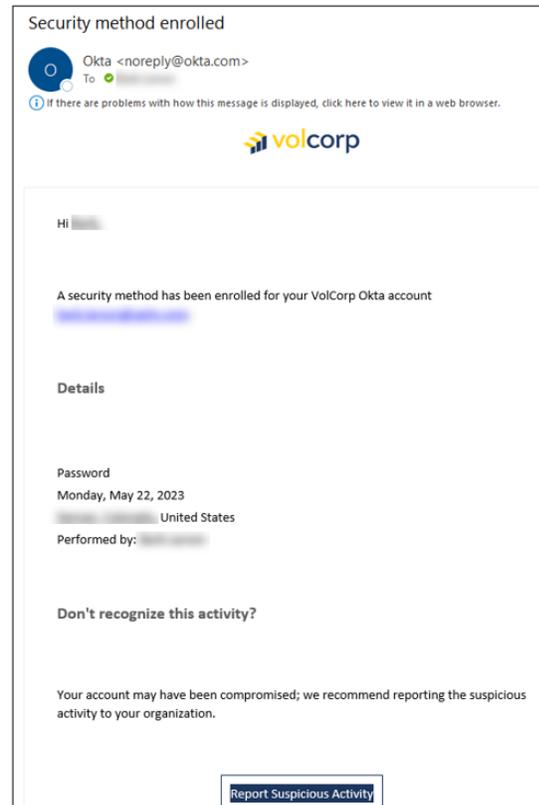
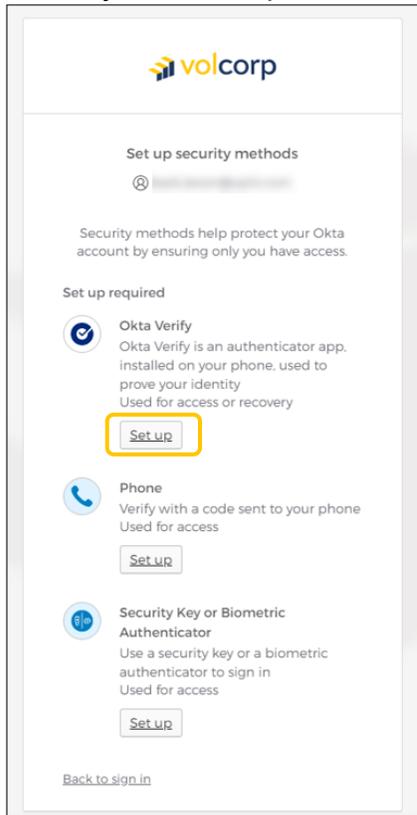


4. **Enter a password** that meets the listed password requirements, then **Re-enter** the same password, and click **Next**.



5. You are required to set-up at least one security method to verify your identity. Click **Set up** for the **Okta Verify** option.

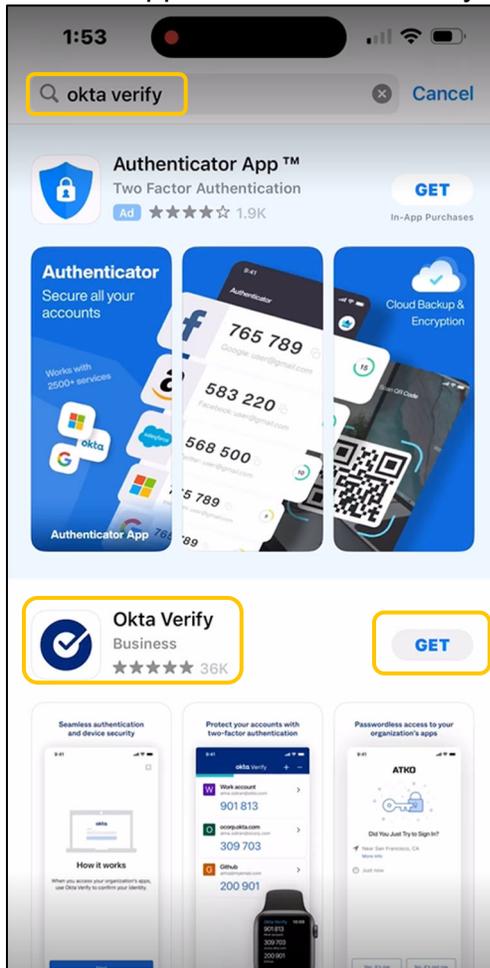
*Note:* When you select one of these options, an email will automatically be sent to notify you of this activity. An example of this email is shown on the right. No action is needed unless you are suspicious of the activity.



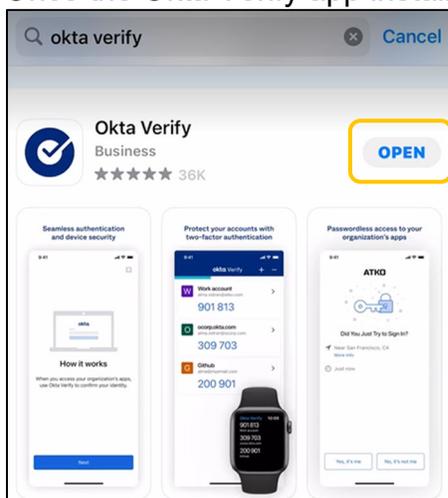
6. After clicking Set up, a **QR code** will be displayed. Allow the QR code to continue to display on your screen while utilizing your mobile device to complete the steps. You will return to the QR code shortly.



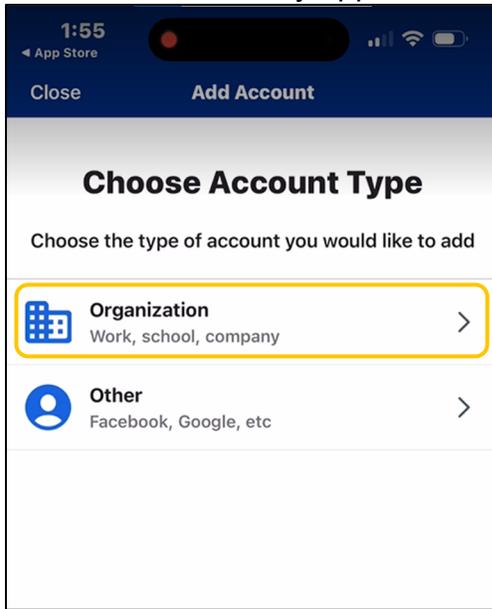
7. On your mobile device, download the Okta Verify app by **searching for ‘Okta Verify’ in the App Store (iPhone users) or Google Play store (Android Users)**.  
*Note:* The first application in the Search results may not be the correct application. Make sure the app is called ‘Okta Verify’ as shown in the screenshot below.



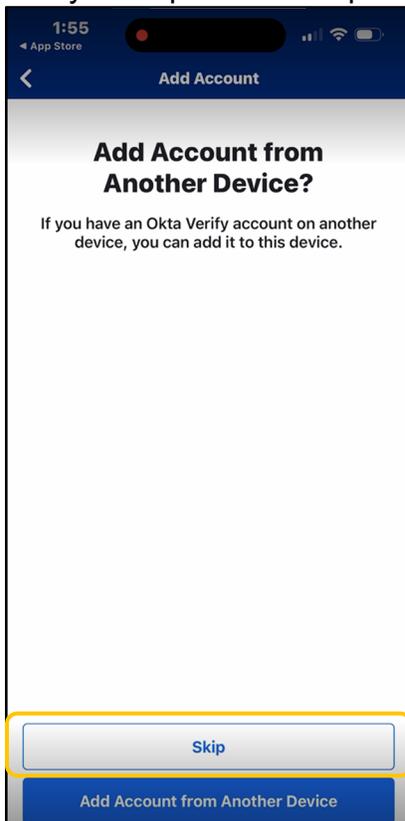
8. Once the Okta Verify app installation is complete, **Open** the app on your mobile device.



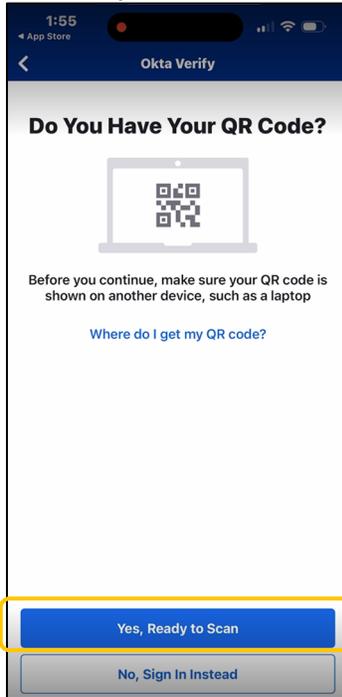
9. Within the Okta Verify app, select **Organization** for Account Type.



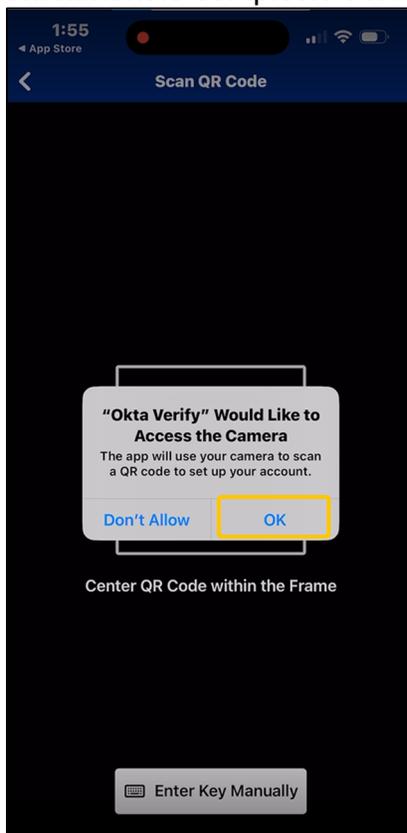
10. When asked if you want to 'Add Account from Another Device', select **Skip**. You can always complete this step later if you have another Okta account on a different device.



11. Select **Yes, Ready to Scan**, and prepare to point your **phone camera** at the QR code on the computer screen.

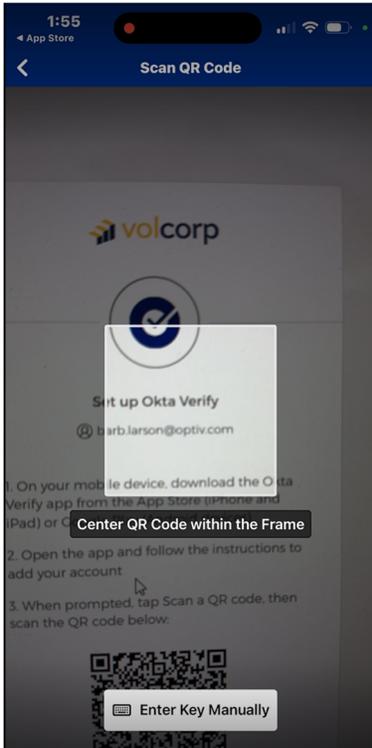


12. Depending on your phone's security settings, you may be prompted to approve the application's access to your Camera to scan the QR code. Select **OK** to allow this access. *Note:* This step is required to enroll. Access to your camera can be turned off after enrollment is complete. VolCorp will not have access to your camera photos.

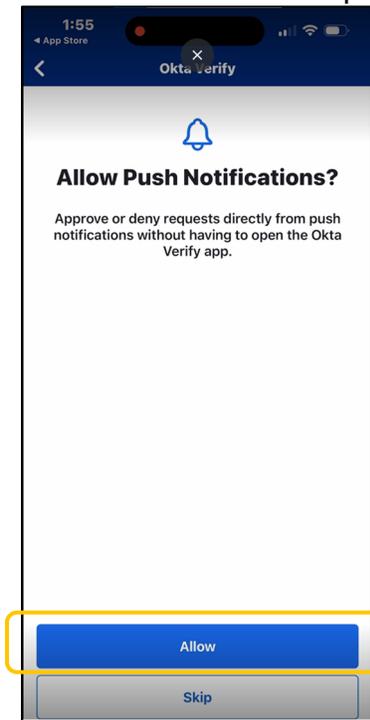


13. Point your phone's camera at the QR code displayed on your computer screen. The application should recognize the QR code as a VolCorp organization code, and automatically advance the app on your phone to the next screen.

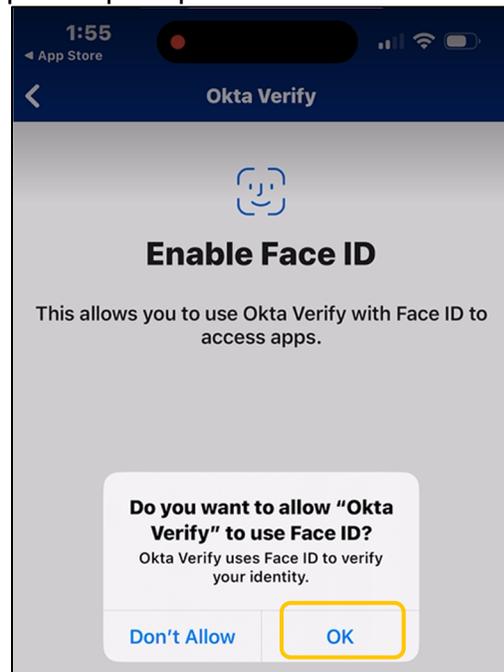
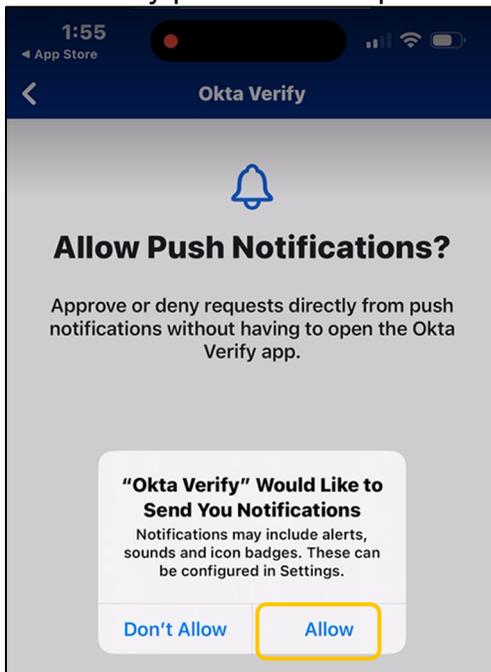
*Note:* Be patient. It may take a couple of tries, and you may have to zoom in or out a few times.



14. We recommend selecting **Allow** to allow push notifications from Okta Verify on your mobile device. This step is optional, so you may also choose to **Skip** this for now.



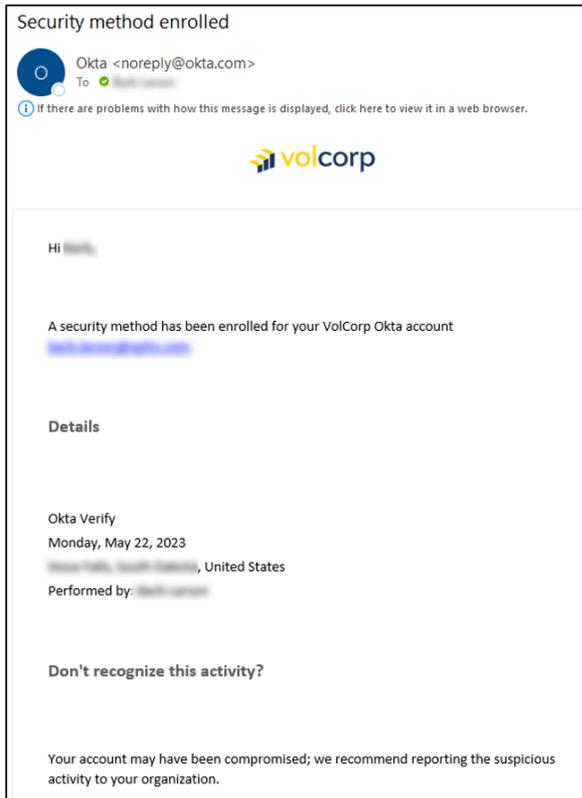
15. Depending on your phone's security settings, you may be asked additional questions. These settings are specific to each device. Please respond to any additional prompts your device may present. Examples of device specific prompts are shown below.



16. When you see this screen, you have successfully added your account to the Okta Verify application. Click **Done**.

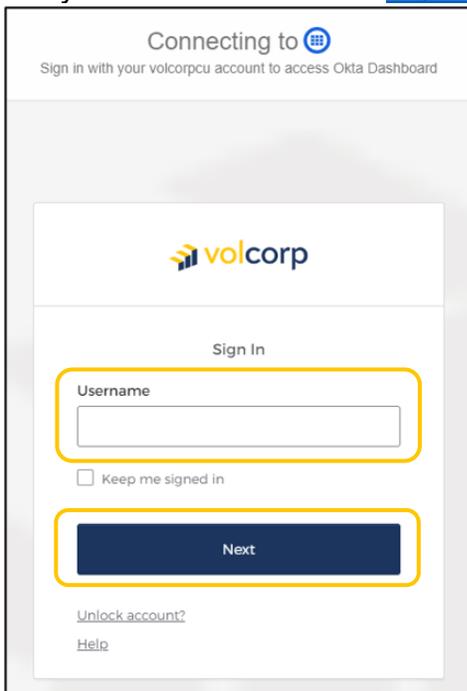


17. After completing enrollment, you will receive a confirmation email from Okta. A sample email is shown below. No further action is needed.



18. Return to your computer to finish signing into Okta. Enter your **Username**, which should be your work email address, and click **Next**.

*Note:* If the Okta sign-in screen is no longer displayed for you, copy and paste this link into your internet browser: <https://volcorpcu.okta.com>



19. Enter password and click **Verify**.

The screenshot shows the volcorp login interface. At the top is the volcorp logo. Below it is a circular icon with a padlock and four asterisks. The text "Verify with your password" is centered. A blurred email address is shown below. A yellow box highlights the "Password" input field and the "Verify" button. Below the input field are three links: "Forgot password?", "Verify with something else", and "Back to sign in".

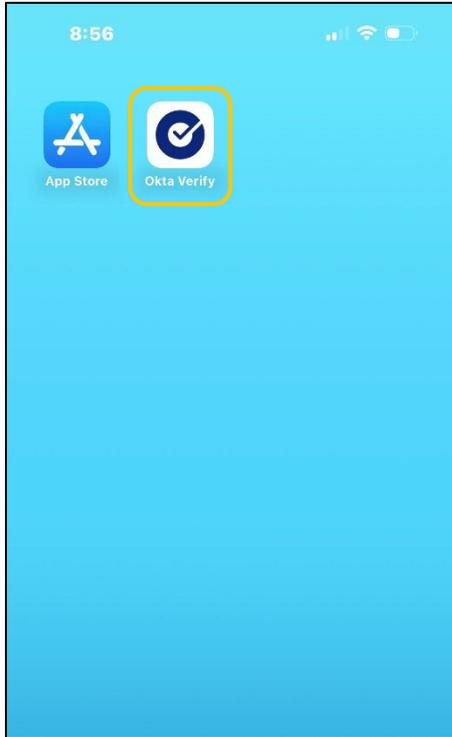
20. Click **Select** to choose the Okta Verify method.

The screenshot shows the volcorp login interface. At the top is the volcorp logo. Below it is a circular icon with a padlock and four asterisks. The text "Verify it's you with a security method" is centered. A blurred email address is shown below. The text "Select from the following options" is centered. There are two options: "Enter a code Okta Verify" with a checkmark icon, and a "Select" button highlighted with a yellow box. Below the options is a link: "Back to sign in".

21. A screen requesting a code from the Okta Verify app will be displayed.

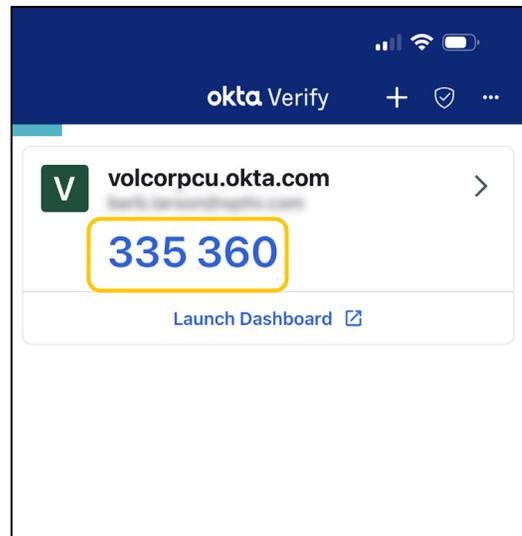
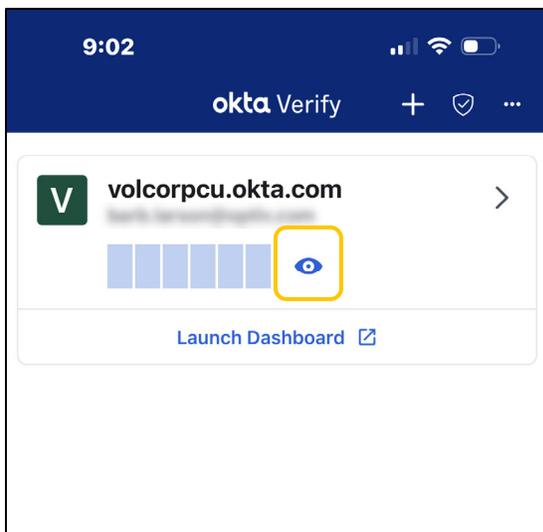
The screenshot shows the volcorp login interface. At the top is the volcorp logo. Below it is a circular icon with a checkmark. The text "Enter a code" is centered. A blurred email address is shown below. The text "Enter code from Okta Verify app" is centered. Below the text is a text input field. Below the input field is a "Verify" button. Below the button are two links: "Verify with something else" and "Back to sign in".

22. To obtain the code, **open the Okta Verify app on your mobile device.**



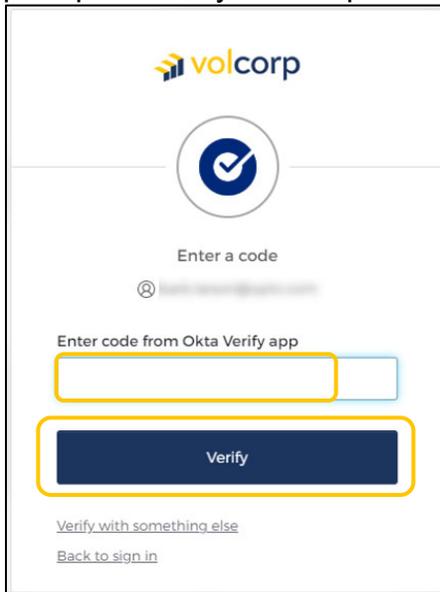
23. In the Okta Verify app, click the **blue eye** to reveal the unique 6-digit code. You may have to 'tell' your mobile device it's you. For example, an iPhone may trigger Face ID before displaying the code. This will be specific to the phone and the settings you allowed during installation of the Okta application.

*Note:* The code changes every 30 seconds. If you wait longer than 30 seconds to enter the code, be sure to look at the app again to get the newest code.

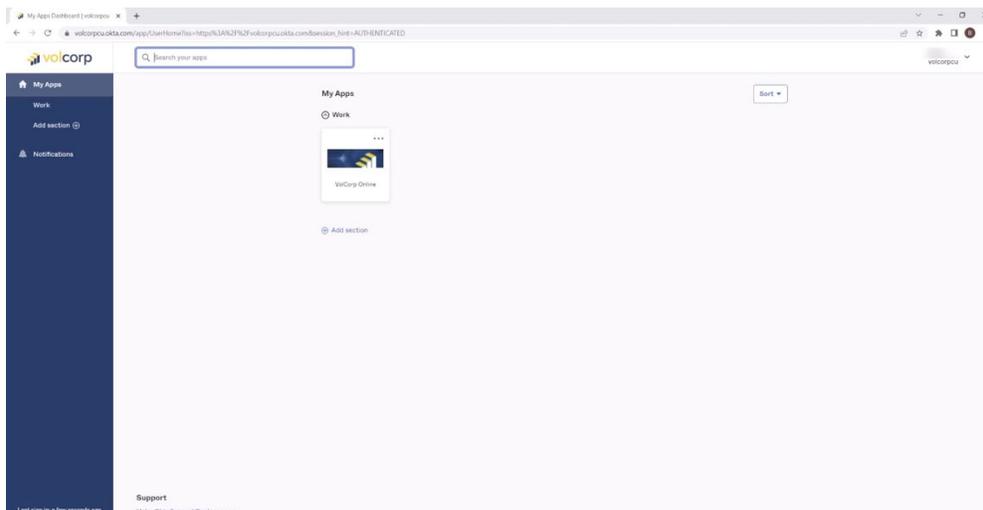


**Important:** Your code will be unique to you. Please **do not use the code** listed above.

24. After clicking the blue eye, **enter the 6-digit code** from the app on your phone into the prompt box on your computer and click **Verify**.



25. Once you arrive at VolCorp's Okta dashboard, your setup is complete. You can now close the Okta dashboard.



Starting June 5, 2024, you will use your new Okta credentials to log in to Safekeeping.

If you have any issues or questions, please email [oktasupport@volcorp.org](mailto:oktasupport@volcorp.org) for assistance.