

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

<u>Overview</u>

Description	Members register and enroll in Okta Multifactor Authentication (MFA) through the Okta Verify app using a mobile device
Perspective	VolCorp members that have an iPhone or Android device
Prerequisites	Have your computer and iPhone or Android device with you for the enrollment process
Business Outcome (Success Criteria)	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. Note: 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.

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.

Welcome to Okta!
Okta <noreply@okta.com> To • () If there are problems with how this message is displayed, click here to view it in a web browser.</noreply@okta.com>
[External Email]
₃ vol corp
volcorpcu - Welcome to Okta!
н
Your organization is using VolCorp Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/
Your system administrator has created an Okta user account for you. Click the following link to activate your VolCorp Okta account:
Activate Okta Account This link expires in 7 days.

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**.

Set up passv	vord
8	
Descuerd requirements	
Password requirements:	
 At least 15 characters A lowercase letter 	
 An uppercase letter 	
A number	
 A symbol No parts of your usorpam 	0
 No parts of your disernant Does not include your first 	t name
 Does not include your las 	t name
 Your password cannot be 	any of your last 24
 At least 1 day(s) must have 	a alancad sinca
you last changed your pa	ssword
Enter password	
Enter password	0
Enter password Re-enter password	•
Enter password	0
Enter password	0
Enter password	0

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.

	Security method enrolled
🔊 volcorp	Okta <noreply@okta.com></noreply@okta.com>
	() If there are problems with how this message is displayed, click here to view it in a web browser.
Set up security methods	🚽 volcorp
®	
Security methods help protect your Okta account by ensuring only you have access.	н
Set up required Okta Verify Okta Verify is an authenticator app. installed on your phone. used to prove your identity	A security method has been enrolled for your VolCorp Okta account
Used for access or recovery	Details
Verify with a code sent to your phone Used for access	Password Monday, May 22, 2023 United States Performed by:
Security Key or Biometric Authenticator Use a security key or a biometric authenticator to sign in	Don't recognize this activity?
Used for access	Your account may have been compromised; we recommend reporting the suspicious activity to your organization.
<u>Back to sign in</u>	Report Suspicious 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.

1:53		🌣 🗩
Q okta verify		Cancel
Auther Two Fac	nticator App ™ tor Authentication ★★★☆ 1.9K	GET In-App Purchases
Authenticator Secure all your accounts works with conversion conversion conversion	568 500 5 789	Cloud Backup & Cloud Backup & Concryption
Authenticator App 201	erify s t★ 36K	GET
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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.

1:55 ∢App Store ■	1:55 ◀ App Store		.ıl 🗢 🕞
K Okta Verify	<	Okta Verify	
Allow Push Notifications? Approve or deny requests directly from push notifications without having to open the Okta Verify app.	This allows	Enable Face	ID fy with Face ID to
"Okta Verify" Would Like to Send You Notifications Notifications may include alerts, sounds and icon badges. These can be configured in Settings. Don't Allow	1	Do you want to allow Verify" to use Face Okta Verify uses Face ID to your identity.	"Okta 9 ID? o verify DK

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.

Security method enrolled
Okta <noreply@okta.com> T₀ o</noreply@okta.com>
(i) If there are problems with how this message is displayed, click here to view it in a web browser.
⊰ì vol corp
н
A security method has been enrolled for your VolCorp Okta account
Details
Olto Varifi
Monday, May 22, 2023
, United States
Performed by:
Don't recognize this activity?
Your account may have been compromised; we recommend reporting the suspicious activity to your organization.

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: <u>https://volcorpcu.okta.com</u>

Connecting to	ard
∢ vol corp	
Sign In	
Username	ļ
Keep me signed in Next	
<u>Unlock account?</u> Help	

19. Enter password and click Verify.

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Verify with your password
8
Password
Verify
Forgot password?
Verify with something else
Back to sign in

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

	∢ volco r	р
Veri	fy it's you with a secu	rity method
	8	
S	elect from the followin	g options
0	Enter a code	Select

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



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

App Store	

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 <u>do not use the code</u> 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**.

🔊 volcorp
Enter a code
Enter code from Okta Verify app
Verify
Verify with something else Back to sign in

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

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← → C	ta.com/app/UserHome?iss=https%3A%2F%2Fvolcorp	ou okta.com&session_hint = AUTHENTICATED		e 🛪 🛪 🛛 📵 i
🔊 volcorp	Q Search your apps			volcorpcu
🔒 Му Арря		My Apps	Sort *	
Work		() West		
Add section		O Holk		
Notifications		3		
		VolCorp Online		
		Add section		
Last sign in: a few seconds ago	Support Hele: OktaSupport@valcorp.org			

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 <u>oktasupport@volcorp.org</u> for assistance.