

## How to enroll in Okta using SMS Texting for MFA

<u>Overview</u>

Description	Enroll in Okta Multifactor Authentication (MFA) using SMS Texting
Perspective	VolCorp members that use a mobile device
Prerequisites	Have your computer and mobile device with you for the enrollment process. Mobile device must be enabled for text messaging.
Business Outcome (Success Criteria)	Users will be able to access applications in the Okta dashboard by logging in and verifying their identity using their mobile device. <b>Note:</b> All mobile device screenshots will be shown using an iPhone, however these steps will work on any mobile device that is set up to allow text messaging.

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

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

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Okt To If there are p	a <noreply@okta.com> &gt; roblems with how this message is displayed, click here to view it in a web browser.</noreply@okta.com>
To If there are p	Problems with how this message is displayed, click here to view it in a web browser.
) If there are p	roblems with how this message is displayed, click here to view it in a web browser.
ternal Email	1
	a volcorp
volcor	pcu - Welcome to Okta!
Hillen	
Your org you can secure h to-okta/	anization is using VolCorp Okta to manage your web applications. This mean conveniently access all the applications you normally use, through a single, ome page. Watch this short video to learn more: https://www.okta.com/intr
Your syst Click the	em administrator has created an Okta user account for you. following link to activate your VolCorp Okta account:

2. Click the **Activate Okta Account** button. *Note:* You must activate your Okta account within seven 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	Set up p	basswor	d	
	8				
Passv	vord requ	irement	ts:		
• At	east 15 ch	haracter	s		
• A la	owercase	letter			
• An • An	uppercas umber	e letter			
• A s	ymbol				
• NO	es not inc	lude yo	rname ur first n	ame	
• Do	es not inc	lude yo	ur last n	ame	
<ul> <li>Max</li> </ul>		rd conn	at he an		r Inch 37
<ul> <li>You pase</li> </ul>	ır passwo swords	rd cann	ot be ar	iy of you	r last 24
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You pas  At I  you  Re-er	ir passwords iswords jeast 1 day i last chai password hter password	rd cann /(s) mus nged yo d vord N nticator	ot be ar t have el ur passw ext	y of you lapsed s vord	or last 24 ince

5. You are required to select at least one security method to verify your identity. Click the **Set up** button for the **Phone** option.



6. Select your **Country** and then **enter your 10-digit cell phone number**. Click **Receive a code via SMS**.

	a volcorp
	Set up phone authentication
	8
	ar vour phone number to receive a
Countr Unite	verification code via SMS. y d States v
Countr Unite Phone	verification code via SMS. y d States via
Countr Unite Phone +1	verification code via SMS. y d States vmmber
Countr Unite Phone +1	verification code via SMS. y d States r Receive a code via SMS

7. You should receive text message on your mobile device with a unique 6-digit code.



8. Return to your computer and enter the 6-digit code you received and click Verify.



9. 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></noreply@okta.com>
() If there are problems with how this message is displayed, click here to view it in a web browser.
<b>₃ volcorp</b>
н
A security method has been enrolled for your VolCorp Okta account
Details
Phone
Tuesday, May 23, 2023
United States
Performed by:

10. Enter your **Username**, using your work email address, and click **Next**. *Note:* If the Okta sign-in screen is no longer displayed, copy and paste this link into your internet browser: <a href="https://volcorpcu.okta.com">https://volcorpcu.okta.com</a>

Connecting to () Sign in with your volcorpcu account to access Okta Dashboard
<mark>∢ vol</mark> corp
Sign In Username
Keep me signed in
Next
<u>Unlock account?</u> <u>Help</u>

11. Enter password and click Verify.

<b>→ volcorp</b>
Verify with your password
Password
Verify
Forgot password? Verify with something else Back to sign in

12. Click **Select** to choose the Phone method.



13. Click the **Receive a code via SMS** button to receive a text message on your mobile phone.



14. The text message should contain a unique 6-digit code.



15. On your computer, enter the 6-digit code and click Verify.

🚮 volcorp
Verify with your phone
8
A code was sent to +1 XXX-XXX- Enter the code below to verify. Carrier messaging charges may apply Enter Code
Verify
<u>Verify with something else</u> <u>Back to sign in</u>

16. If you successfully logged in, you should see the VolCorp Dashboard. Click the **VolCorp Online tile** to be directed to the VolCorp site.



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



## Logging into VolCorp Online in the Future

Now that you have enrolled in Okta and established a multi-factor authentication method, moving forward you may utilize the new, temporary log-in page linked below.

https://www.volcorp.org/mfa/

For additional assistance, please click <u>here</u> to obtain detailed instructions about using the temporary log-in page.