Okta Quick Start Guide

Okta (MFA) application and will be used for access to eCampus, WGTC Blackboard, Office 365, and school email.

1. From a computer, go to
   https://westgatech.okta.com

2. Use your email address click **Next**

   Your password will be your email password to sign in to Okta When completed click the **Sign In Button**

Multiple Choices for Verification from Okta

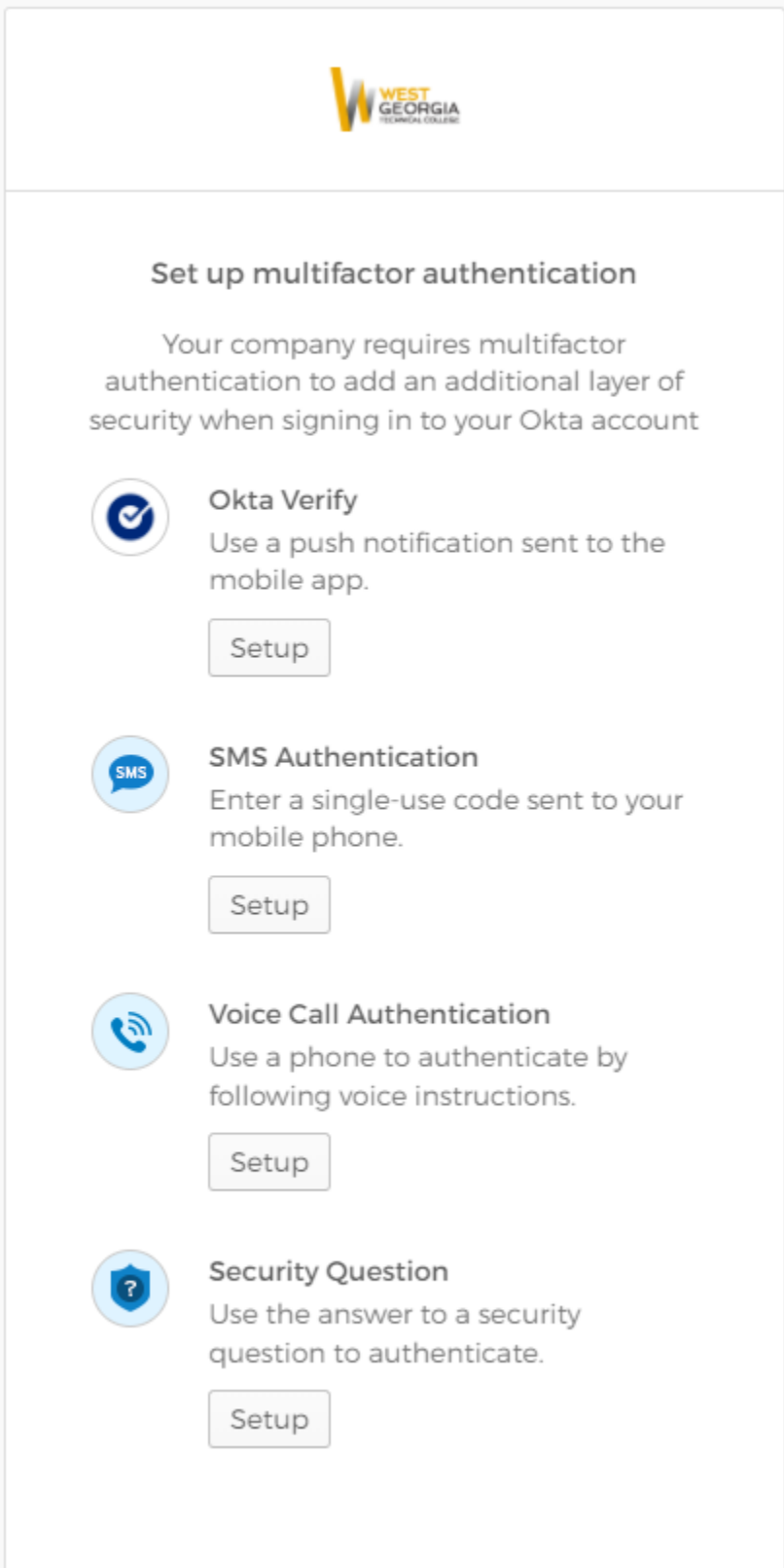There are multiple choices how to access—it is the end user preference

Okta Verify an app will need to be installed on your mobile device that will send you a code each time you go to login (**Directions Below**)

SMS Authentication a text will be sent to your mobile device. Click **Setup** and **next** to **Text Message Code**—enter the mobile number, enter the security token number that was texted to your mobile device

Voice Call Authentication a phone call will be sent to your mobile device or land line. Click **setup** enter the mobile or landline number which you want to receive the call. Click on **Call button**. Enter the provided code into the **Enter code** box.

Security Question (easiest) you set up a security question that you will be challenged with every login. Select **Setup,** choose a security question, enter and answer and then click **Save**

Security question must be at least 4 characters long. Cannot be the user password or the user name. The answer cannot be included in the question

WEST GEORGIA TECHNICAL COLLEGE

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.

Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.

Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.

Setup

Security Question
Use the answer to a security question to authenticate.

Setup

Okta Verify is an MFA authenticator app you will need to load to your mobile device

Start by downloading "Okta Verify" from the app store to your mobile device

On the Multifactor Authentication page, Choose **Okta Verify**—click **Setup button**
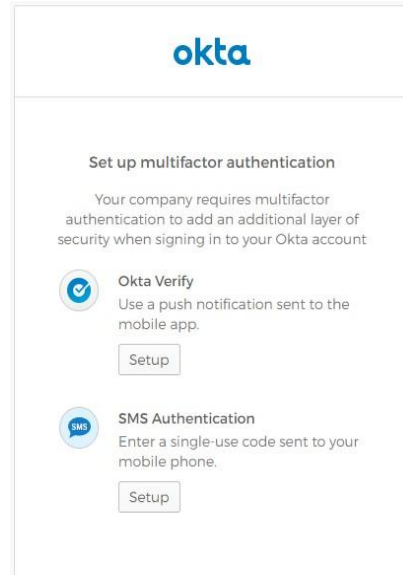
Choose either **iphone** or **Android** to begin the process

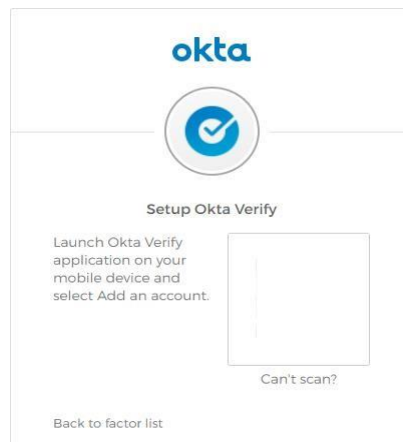Setup Okta Verify will display a QR code from the browser on your computer

(Make sure you downloaded and installed the OKTA VERIFY app to your phone before you continue)
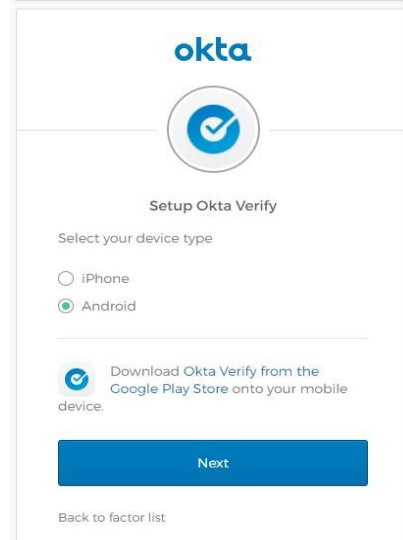
ON Mobile device—after install **Tap Add Account**

Choose organization—tap scan a **QR code** and point your camera at the QR code displayed in the browser on your computer

If prompted, user can enable Face ID or Touch ID on mobile device at the end of the mobile Okta verify install. A message will confirm the account was added. Tap done to complete