



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**

The first screenshot shows the Okta sign-in page. At the top is the 'okta' logo. Below it is a placeholder for a user profile picture. The text 'Sign In' is centered. There is a 'Username' label above a text input field. Below the input field is a checkbox labeled 'Remember me'. A blue 'Next' button is positioned below the checkbox. At the bottom, there is a link that says 'Need help signing in?'.

The second screenshot shows the Okta sign-in page for West Georgia Technical College. At the top is the West Georgia Technical College logo. Below it is the text 'Sign In'. There is a 'WGTC Email' label above a text input field containing the placeholder 'Sample.Name@westgatech.edu'. Below the email field is a 'Password' label above a text input field. Below the password field is a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the checkbox. At the bottom, there is a link that says 'Need help signing in?'.

Multiple Choices for Verification from Okta

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

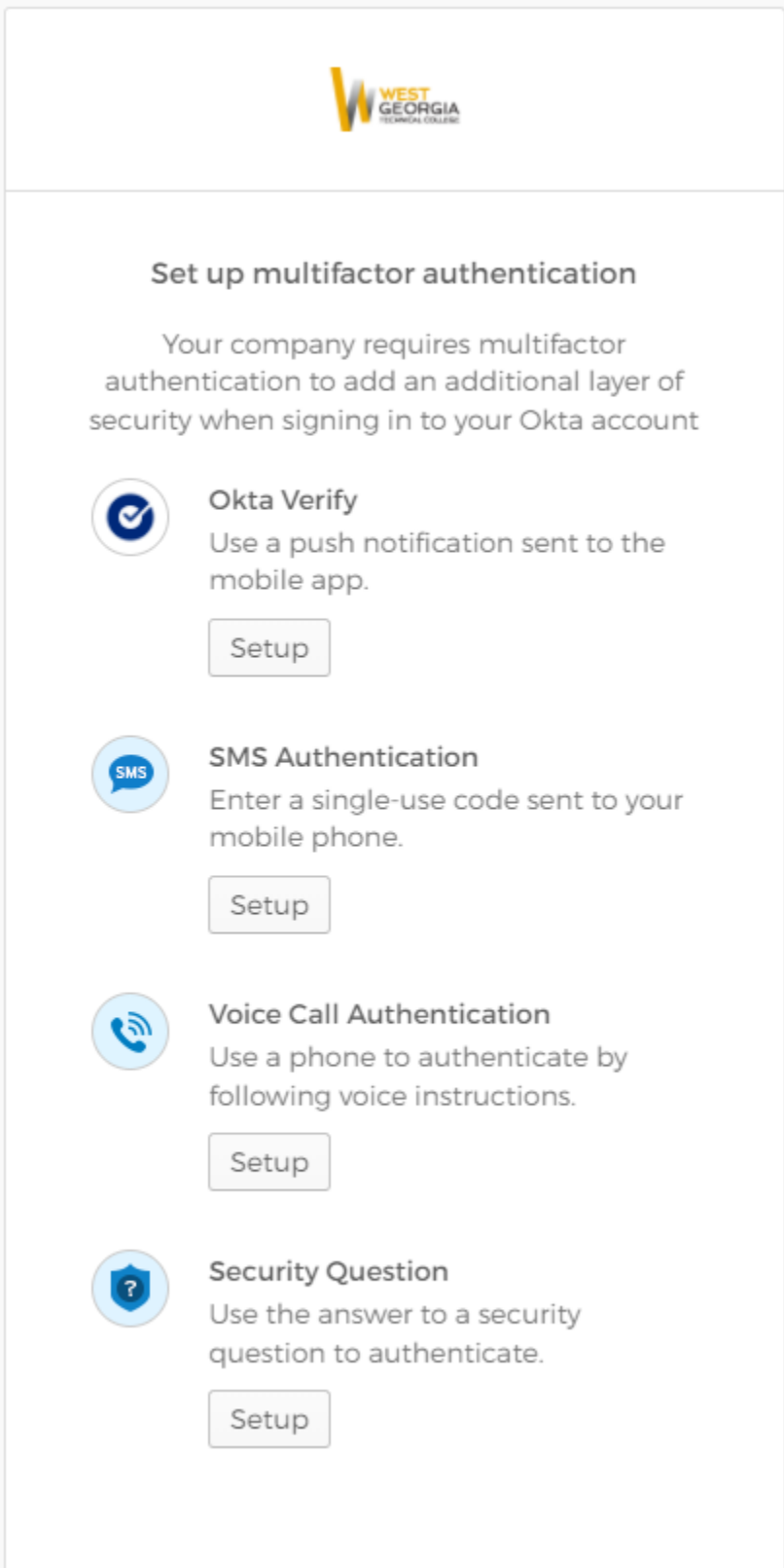
Okta Verify an app will need to be installed on your mobile device that will send you a code each time you go to login (**Directions Below**)

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



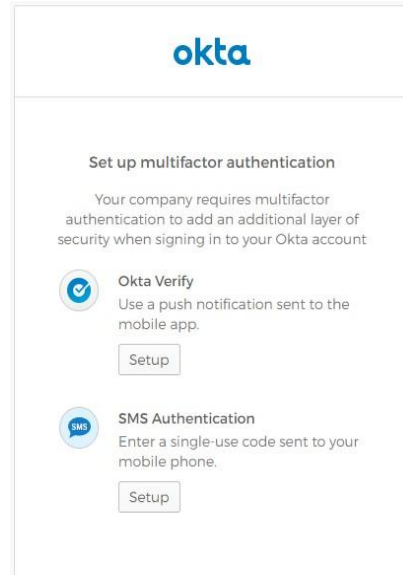
The screenshot shows the Okta multifactor authentication setup interface. At the top right is the West Georgia Technical College logo. The main heading is "Set up multifactor authentication". Below this, a message states: "Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account". There are four authentication methods listed, each with a "Setup" button:

- Okta Verify**: Use a push notification sent to the mobile app.
- SMS Authentication**: Enter a single-use code sent to your mobile phone.
- Voice Call Authentication**: Use a phone to authenticate by following voice instructions.
- Security Question**: Use the answer to a security question to authenticate.

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

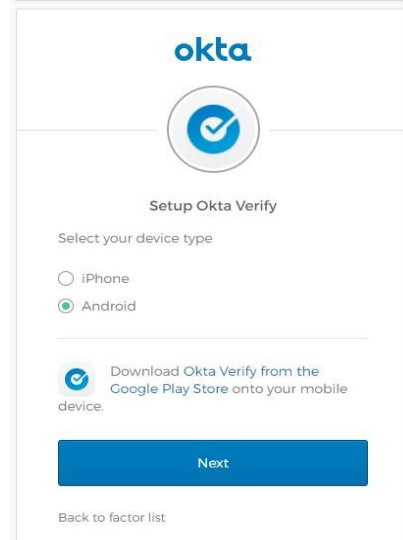
On the Multifactor Authentication page, Choose **Okta Verify**—click **Setup** button



Choose either **iphone** or **Android** to begin the process

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

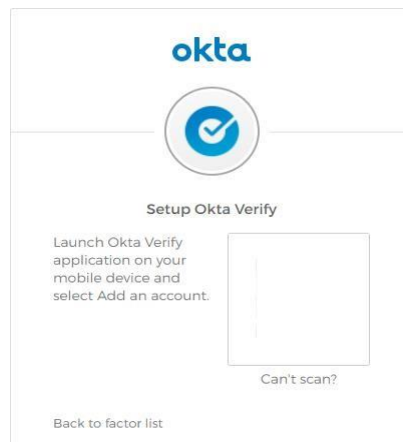
(Make sure you downloaded and installed the OKTA VERIFY app to your phone before you continue)



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 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



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