

## Okta Verify Setup (Multifactor Authentication)

**Purpose:** This aid will walk you through the process of connecting with HIE Okta and setting up your Multifactor authentication.

### Part 1: Setting up Okta Verify for Android and IOS mobile devices.

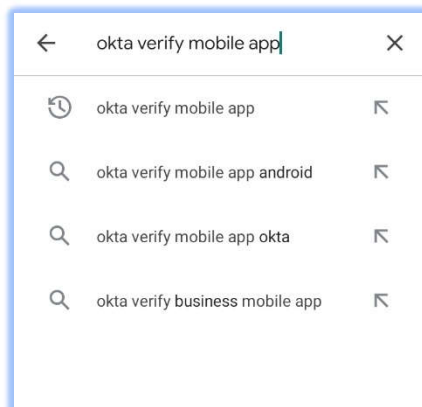
**#Note:** For setting up Okta Verify, you need to have either Android or IOS smartphone.

On your Android or IOS mobile device download the Okta Verify app:

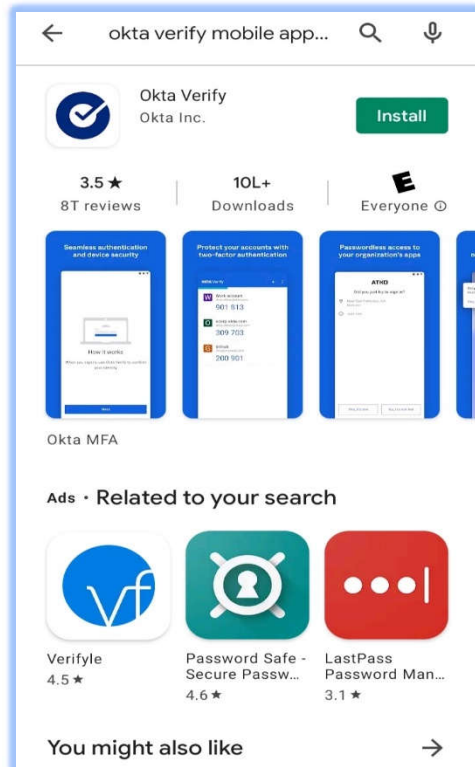
1. If you are using an **Android mobile device**, then download Okta Verify from the [Google Play Store – Okta Verify](#) and install it.
  - a. Open the Google play store app (below symbol) on your mobile device.



- b. In the search bar type in Okta Verify Mobile App and select the one from the options.



- c. Finally, Install the app by clicking on the Install option as shown below.

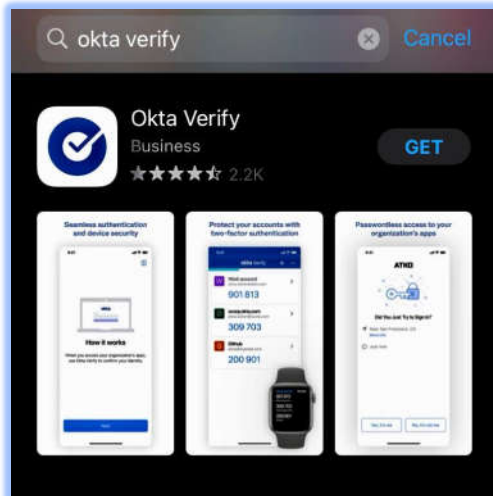


2. If you have an **IOS mobile device**, then download Okta Verify from the **Apple App Store** – **Okta Verify** and install it

- a. Open the Apple App Store (below symbol) on your IOS mobile device.



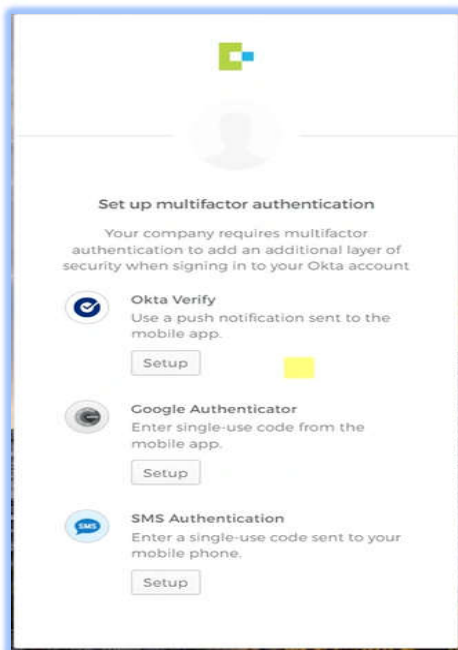
- b. In the search bar look for Okta Verify Mobile App and select it from the options.
- c. Once you've found the Okta Verify app, tap **Get** to the right of the app.



- d. Confirm the installation by entering your passcode or using Touch ID to confirm the installation.

## **Part 2: Setting up your Multifactor authentication.**

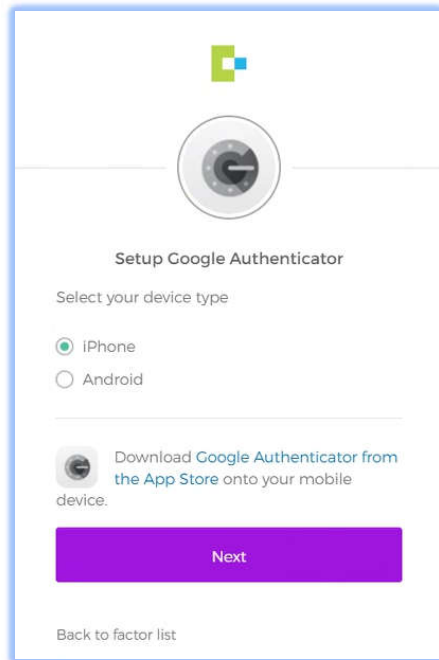
1. After Clicking on Activate link in email, you will need to follow the steps on screen.
2. When you reach the below screen, Click on **Configure Factor**.



3. You will see three options. Select either one of the options and select “Setup” button for multifactor authentication and follow the steps on screen.

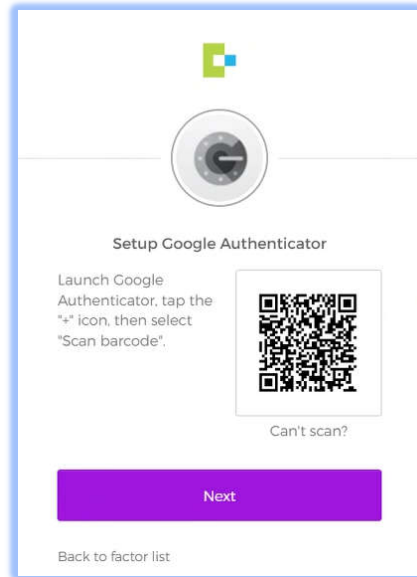
### Step 1: If you Selected Google Authenticator

- a. If you selected Google Authenticator in Part 2 above, select the type of mobile device on which you have google authenticator app installed:
  - i. Android
  - ii. IOS

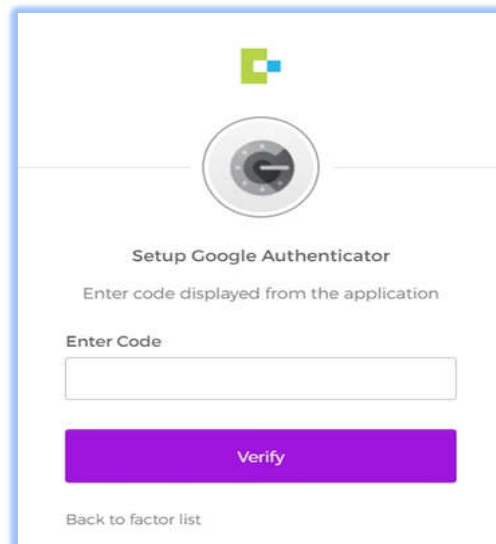


**Note:** Make sure you Install the Google Authenticator app on your mobile device and select Next.

- b. Now, it will ask you to scan the QR code from your Google Authenticator app. Select scan QR code in mobile and follow the steps on screen.



- c. Your multifactor is completed using Google Authenticator.  
d. You will be redirected to your Okta App Dashboard.  
e. For next login, go to [Contexture - Sign In \(okta.com\)](https://okta.com) and use your username and password you setup. This will redirect you to enter a code from your google authenticator app on mobile.



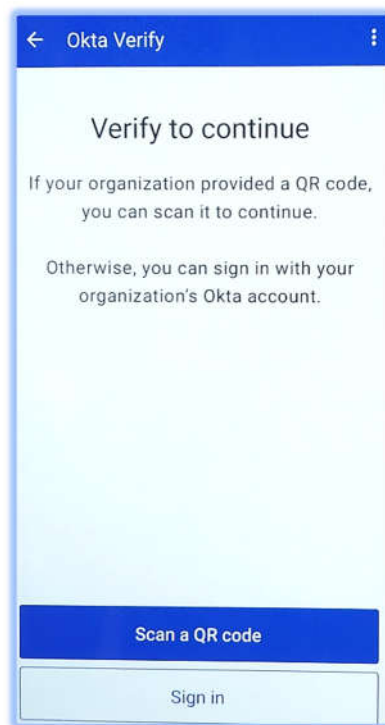
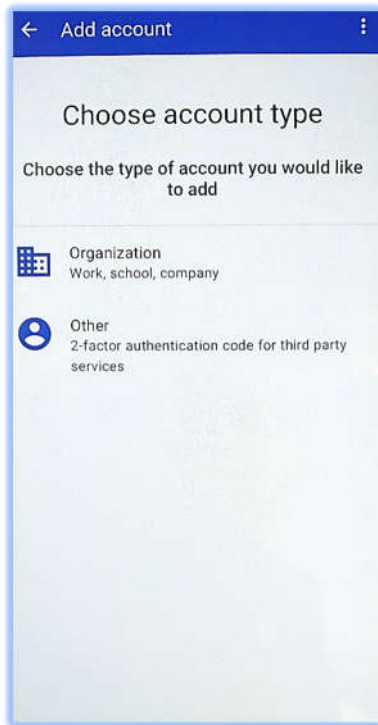
- f. Enter the code and click on Verify. This will redirect you to Okta app dashboard where you will find the Crisis Capacity Dashboards Icons/Links.

**Your Multifactor authentication has now been completed and your new account is now setup.**

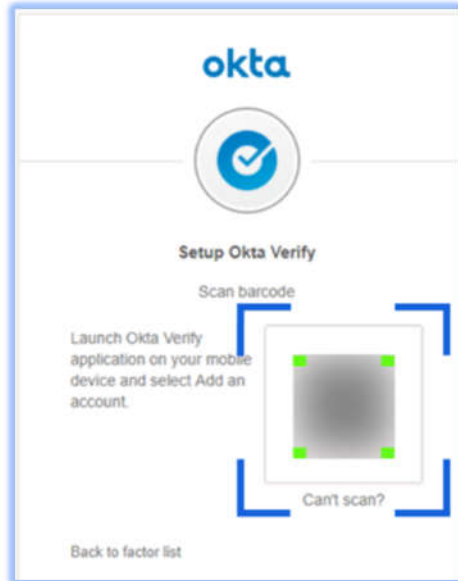
- g. This will let you access the HIE Okta dashboard where you can find the icons(links) to the Dashboards.
- h. Keep note of your username (which is your email id) and Password (which you have just setup) which would be login credentials to HIE Okta: [Contexture - Sign In \(okta.com\)](https://contexture-okta.com) for future.

**Step 2: If you Selected Okta Verify:**

- a. If you selected Okta in Part 2 above, select the type of mobile device on which you have Okta verify setup:
  - iii. Android
  - iv. IOS
- b. From the instructions provided in Section A, install Okta Verify on your mobile device.
- c. Now, Open Okta Verify from your mobile device and follow the instructions.
- d. Tap on + sign on your mobile device to **Add Account**.
- e. Choose **Organization** under the type of account to add.



- f. Tap **Scan a QR code** and point your camera at the QR code displayed in the browser on your computer as shown in the below screen

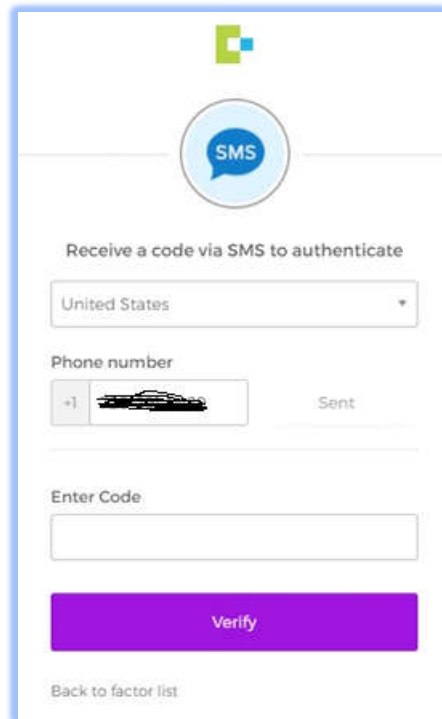


- g. Your Multifactor authentication has now been completed and your new account is now available in Okta Verify
- h. This will allow you to access the HIE Okta dashboard where you can find the icons (links) to the Dashboards.
- i. Keep note of your username (which is your email address) and Password (which you have just setup) which will be your login credentials to the HIE Okta: [Contexture - Sign In \(okta.com\)](#)

**Step 3: If you Selected SMS Authentication:**

- a) Enter your Phone number and select country as shown below:

- b. Enter Code option and this will send the verification code to the phone number you entered in (a) above.



The screenshot shows the Okta SMS authentication interface. At the top, there is a green Okta logo and a blue circular icon with 'SMS' inside. Below this, the text 'Receive a code via SMS to authenticate' is displayed. A dropdown menu shows 'United States'. Under 'Phone number', there is a field with a plus sign, a redacted number, and a 'Sent' button. Below that is an 'Enter Code' input field and a large purple 'Verify' button. At the bottom left, there is a link that says 'Back to factor list'.

- c. Enter the code as shown above and click on Verify.  
d. Your SMS Authentication is now setup, and you are now redirected to Okta app dashboard with the Crisis Capacity dashboard icons visible.

