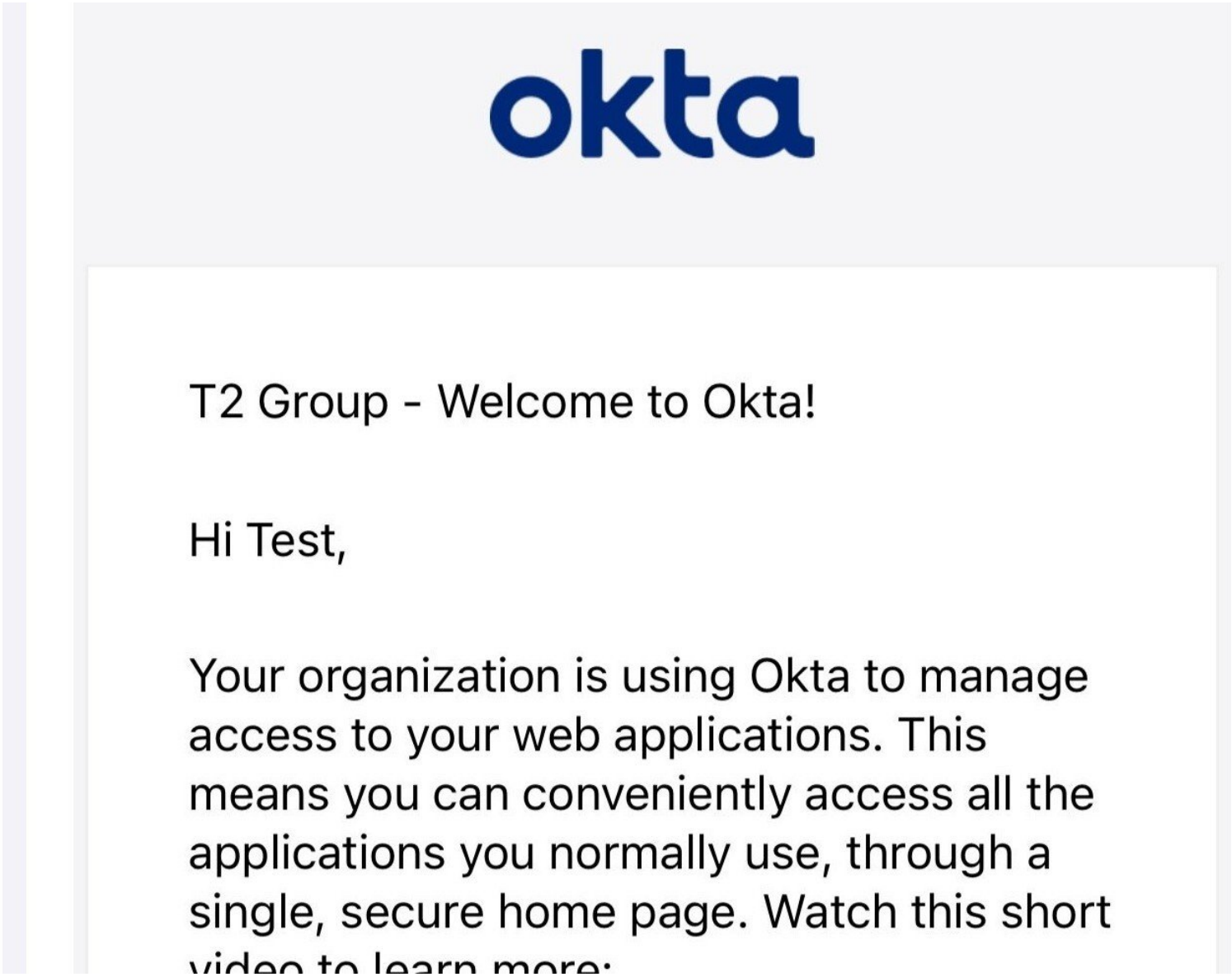
Okta Account Setup

Written By: Brendon Welch

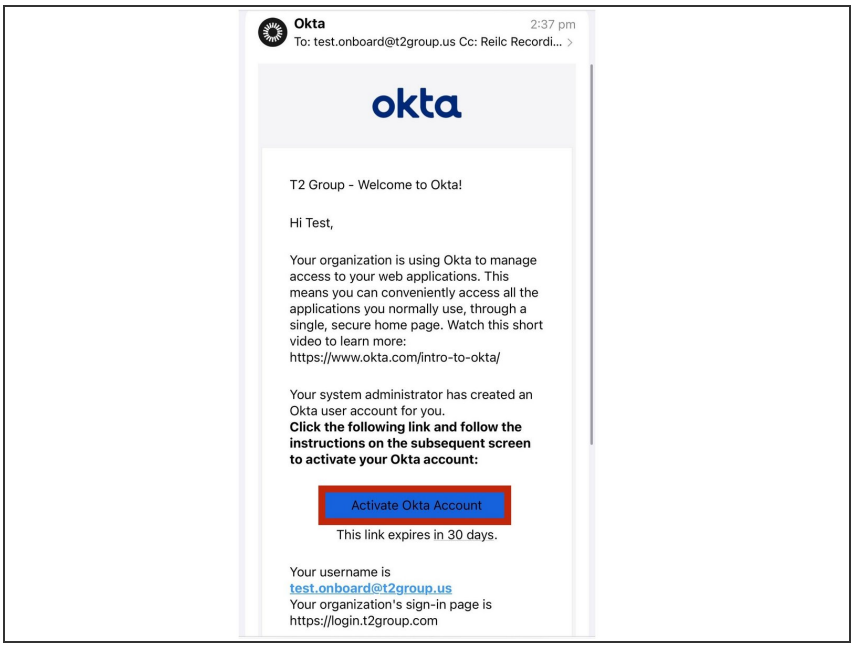


INTRODUCTION

Okta Verify is used by T2 Tech as a Multi-Factor Authentication application to confirm a user's identity when they sign in to their T2 Okta account.

Okta Verify can be set up from your mobile phone.

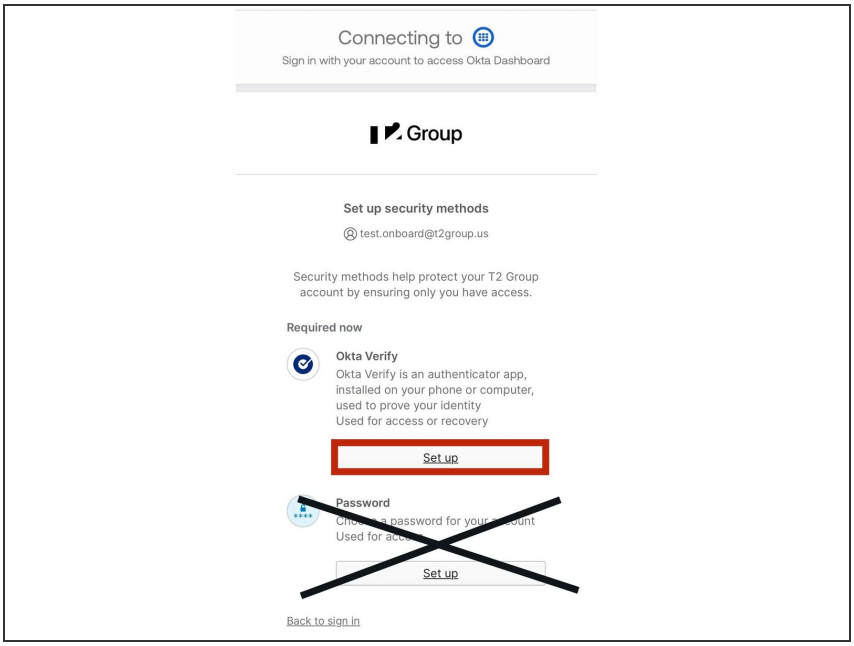
Step 1 — Okta Account Setup



⚠ *Check your personal email from your mobile phone, for a message from **Okta**.*

- Select the **Activate Okta Account** link

Step 2

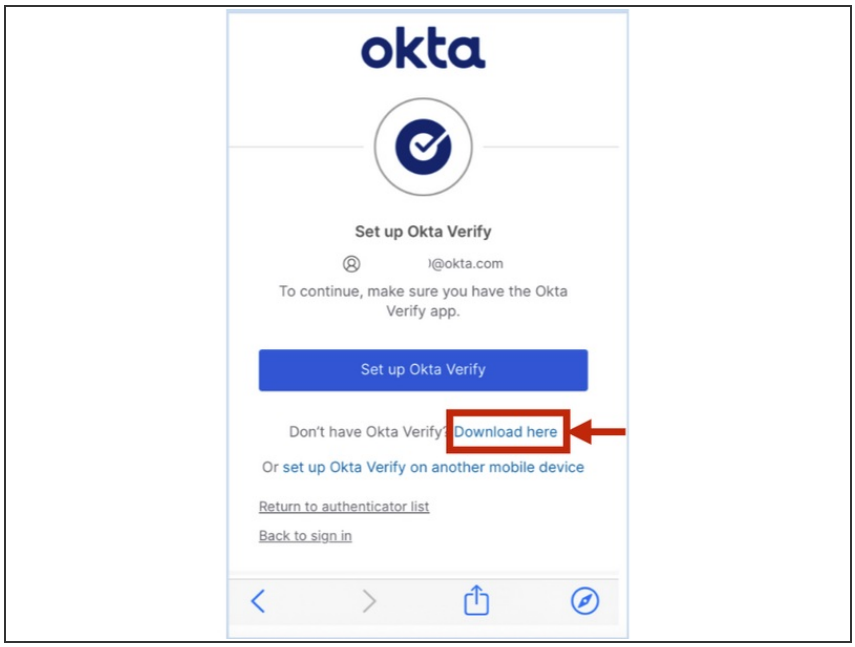


📌 **Under Okta Verify:**

- Select **Set up**

⚠ **DO NOT SELECT SET UP A PASSWORD IN THIS STEP.**

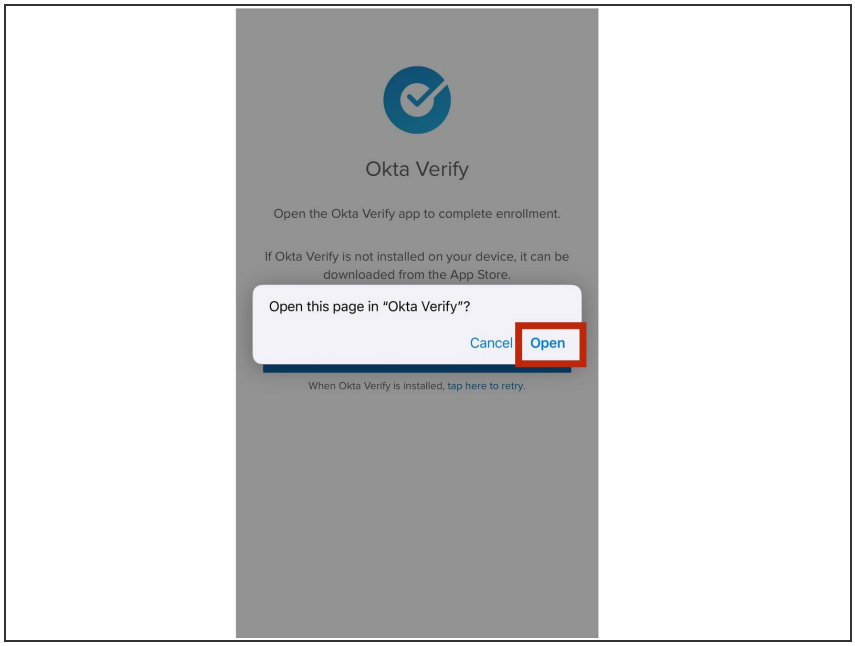
Step 3



⚠ ***The Okta Verify app needs to be installed on your mobile device.***

- Select **Download here**

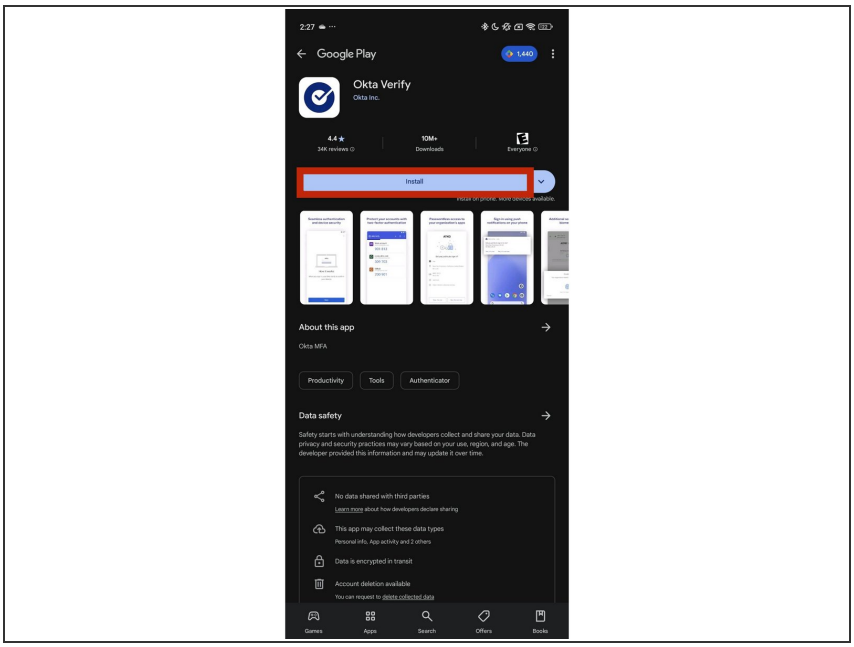
Step 4



⚠ **The Okta Verify app will need to be downloaded and installed on your mobile phone.**

- Select **Open**

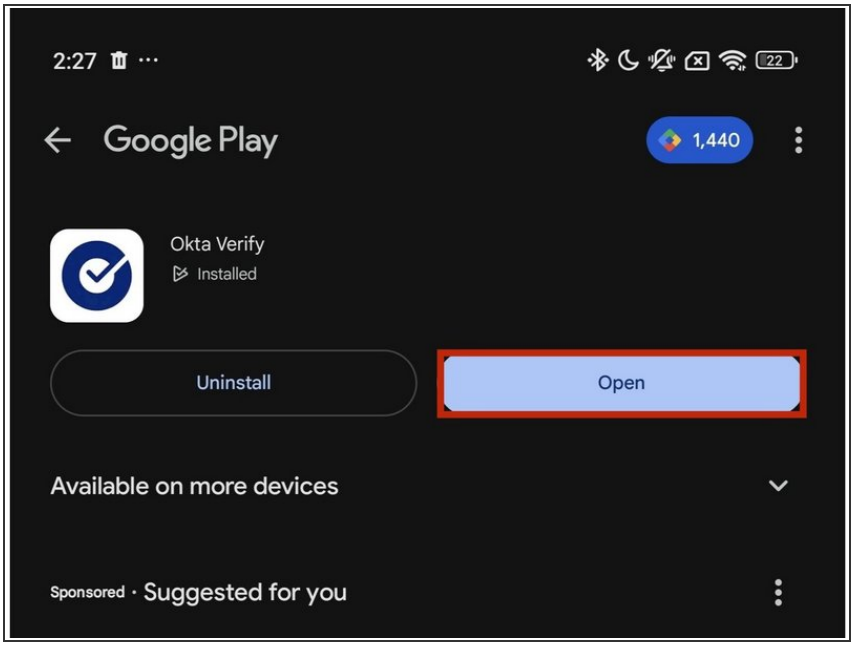
Step 5



ⓘ *The App store will open on your device.*

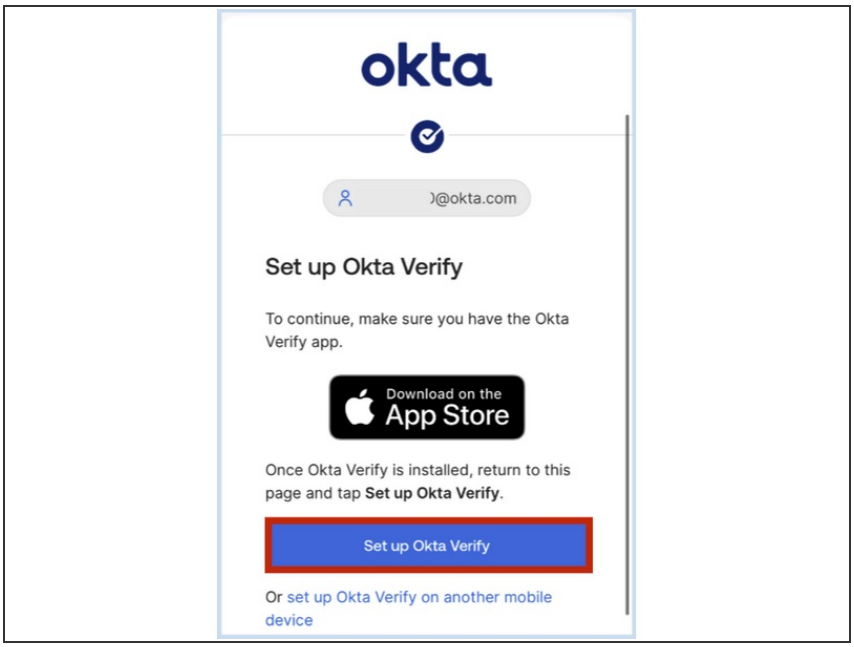
- **Install** Okta Verify

Step 6



- **Open** the Okta Verify app

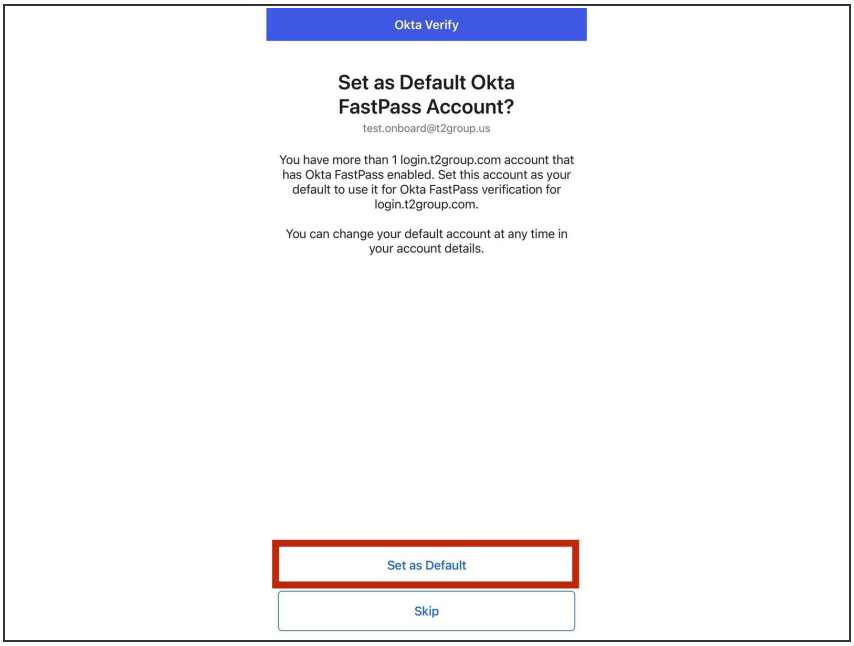
Step 7



⚠ ***Go back to the Okta Enrollment on your mobile phone.***

- Select **Set up Okta Verify**

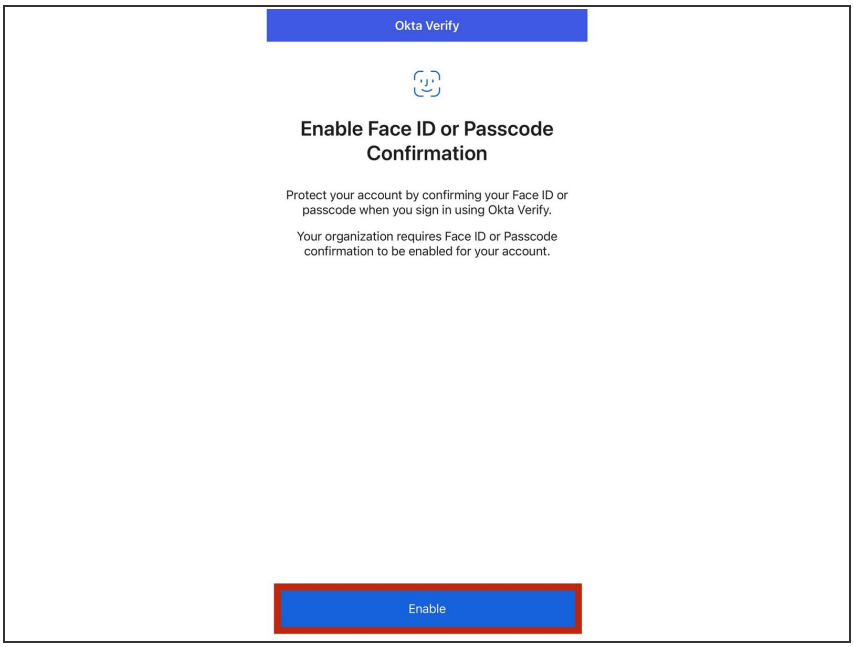
Step 8



ⓘ *Set your account as the Default Okta FastPass Account.*

- Select **Set as Default**

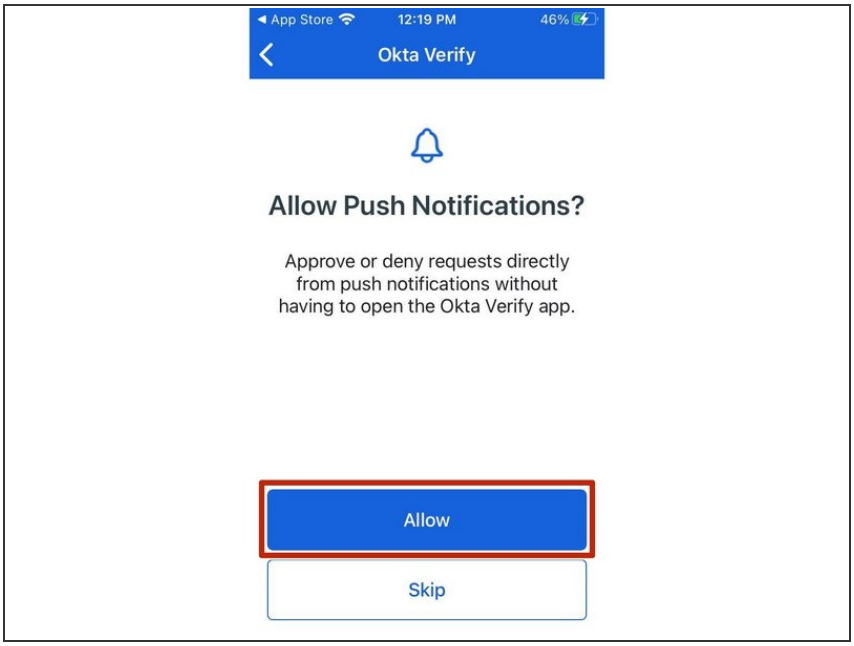
Step 9



ⓘ **Enable Face ID or Passcode Confirmation.**

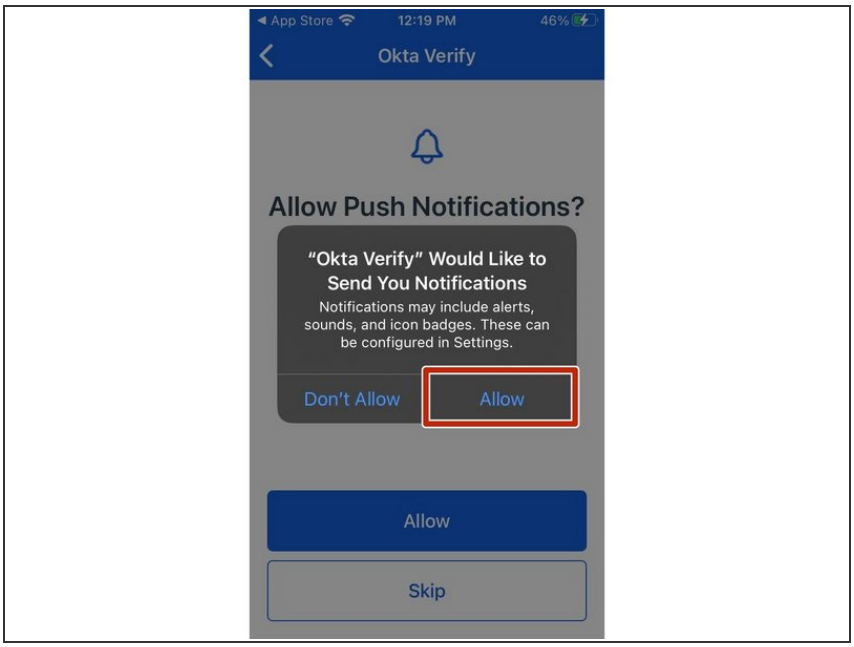
- Select **Enable**

Step 10



- Select **Allow**

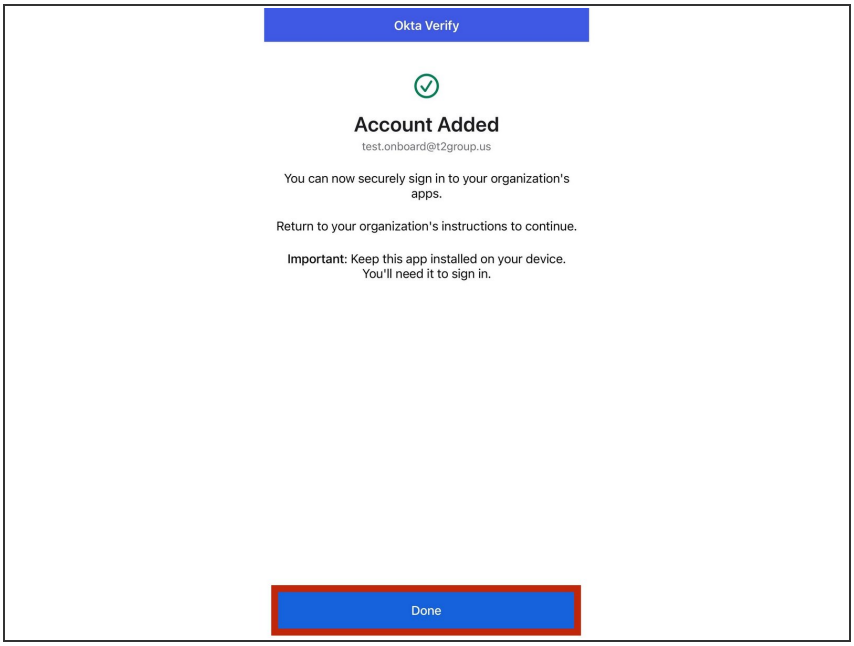
Step 11



ⓘ Okta Verify will require permission to send and receive push notifications.

- Select **Allow**

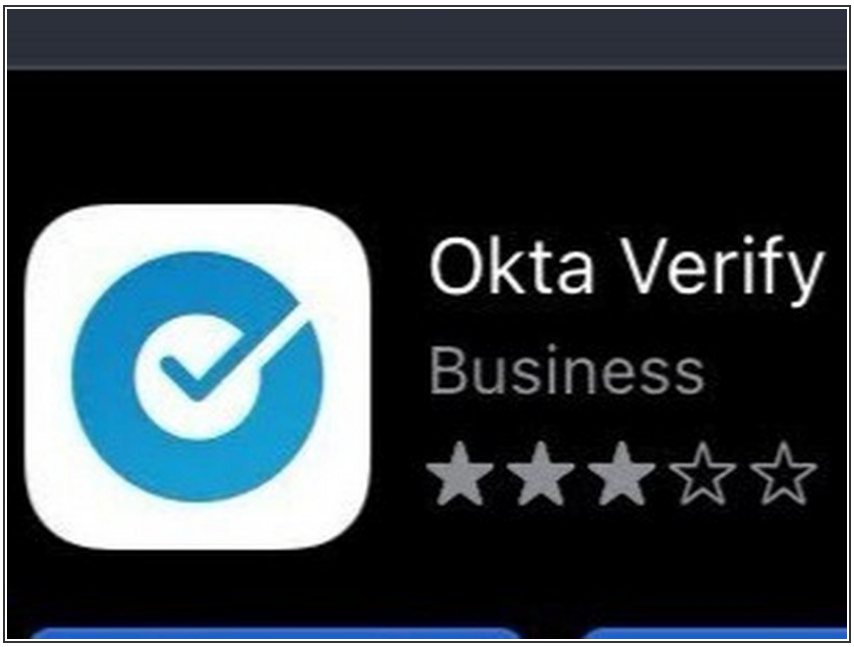
Step 12



- Select **Done** to complete the setup

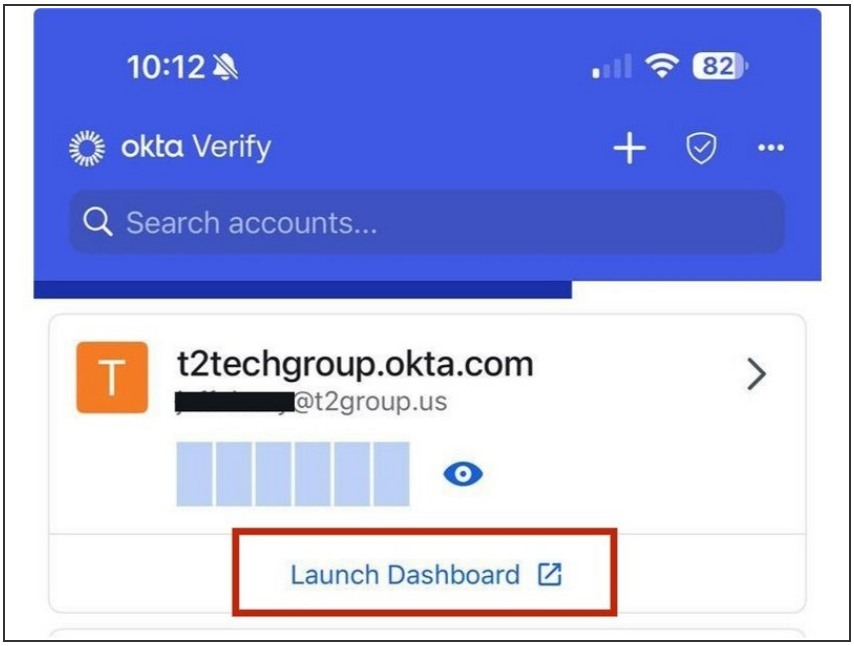
ⓘ *Each time you are required to verify your identity to login, you will receive a push notification to your mobile device.*

Step 13



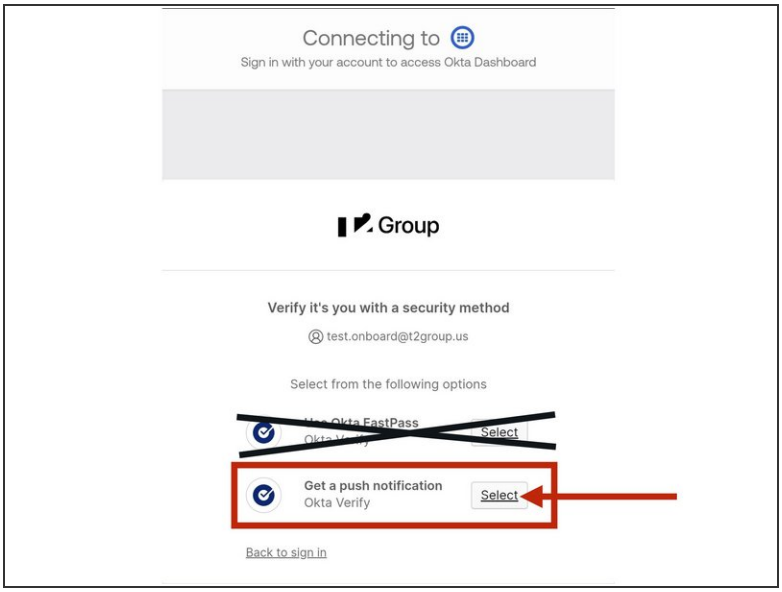
⚠ ***Open the Okta Verify App on your phone.***

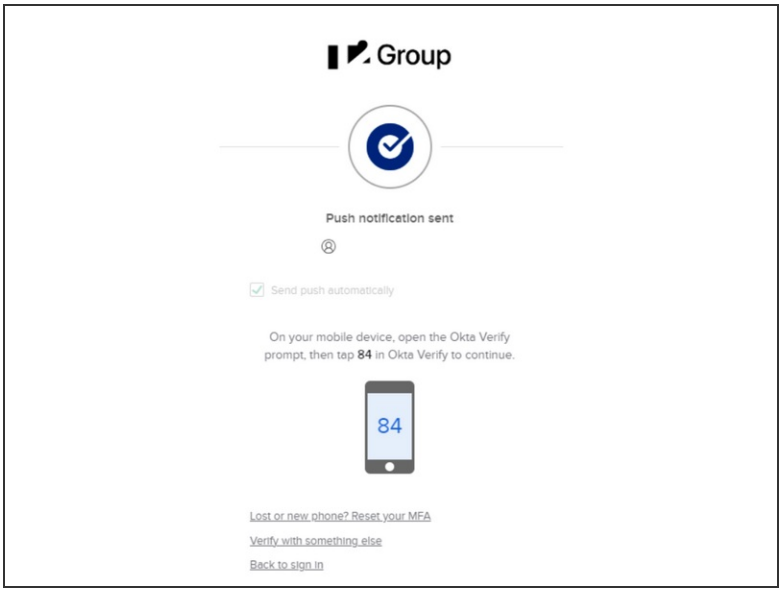
Step 14



- Select **Launch Dashboard**

Step 15

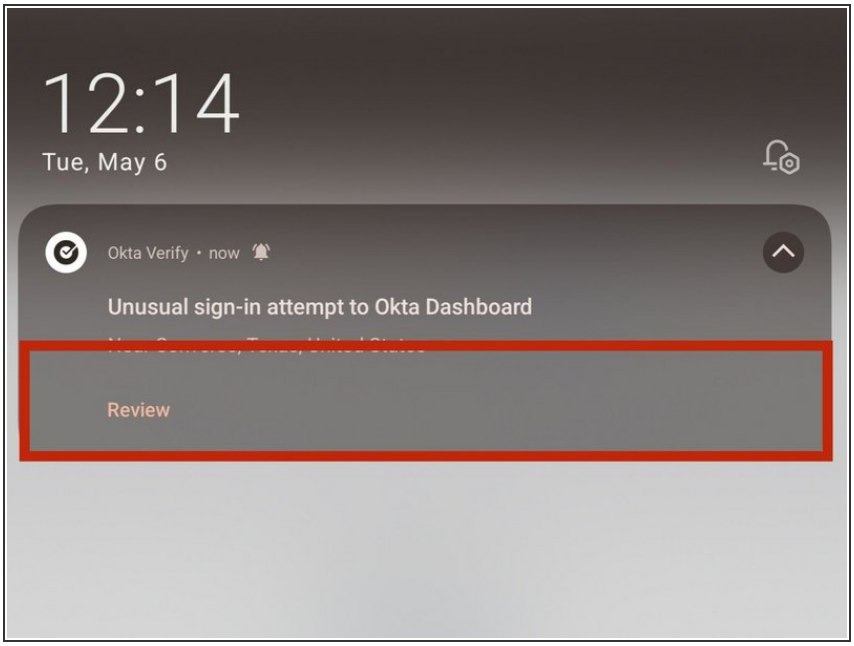




- Choose **Select** for **Get a push notification**

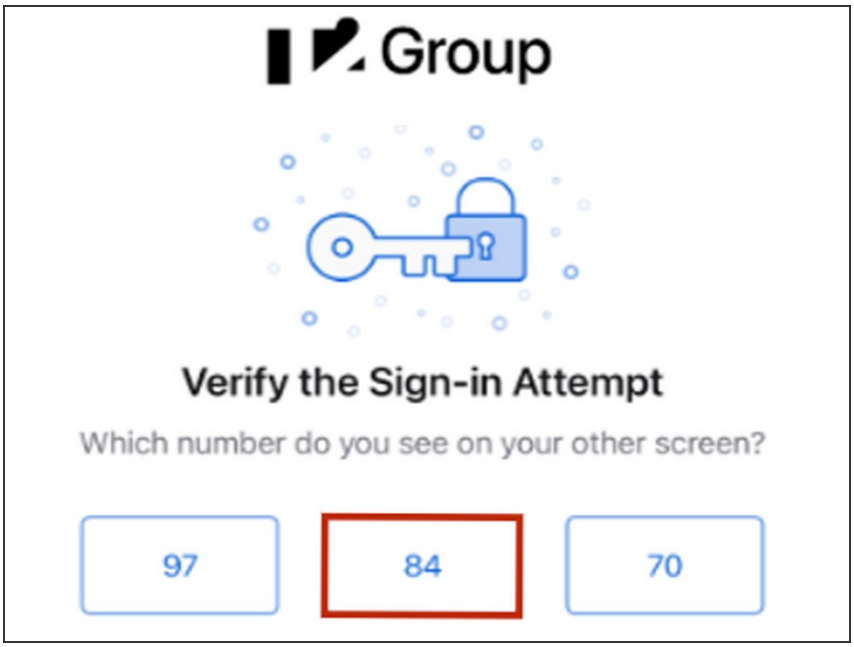
⚠ **Be sure to make a note of the number that appears on your screen.**

Step 16



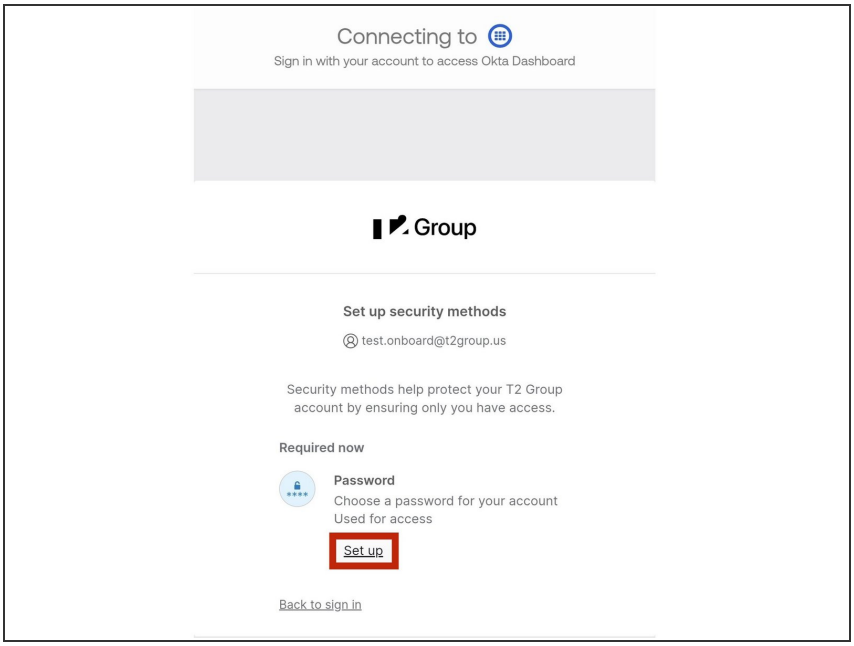
- **Review** the push notification sent to your phone

Step 17



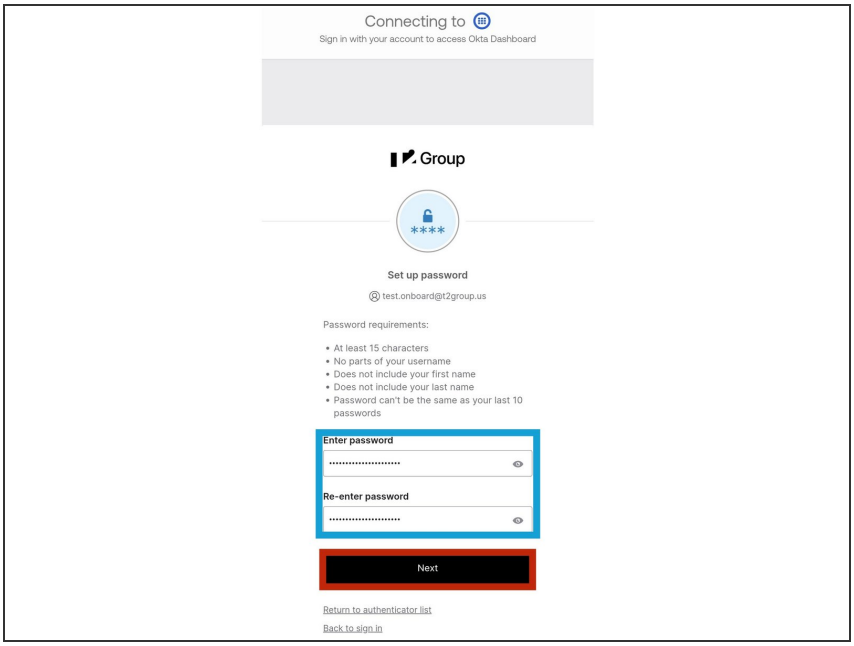
- Select the **Number from the previous step**

Step 18



- Select **Set up** under Password

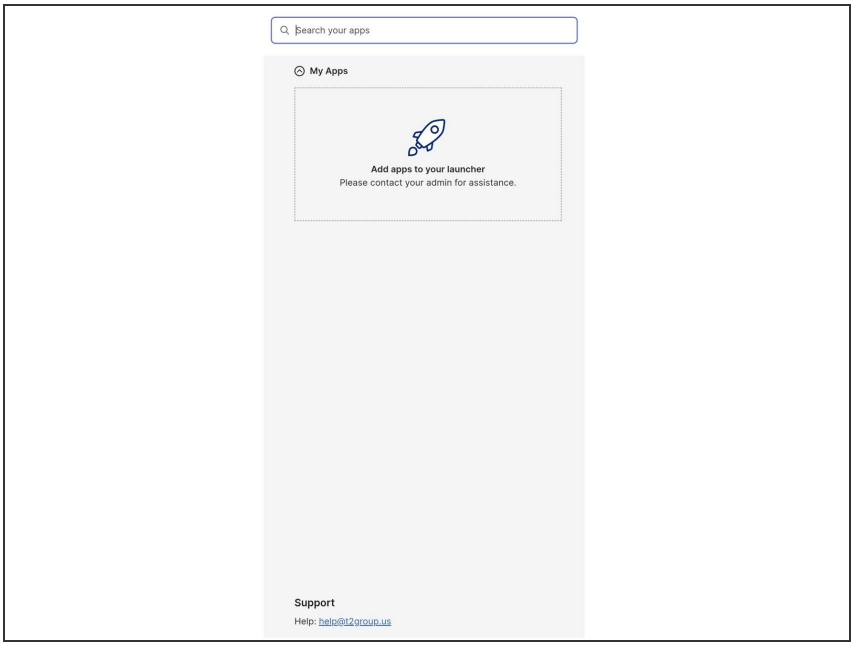
Step 19



ⓘ ***Your password must contain at least 15 characters and no parts of your username.***

- **Enter and Re-enter** your **Password**
- Click **Next**

Step 20



⚠ **Once your password has been configured your T2 Dashboard will appear.**

ⓘ *The applications that will appear in your dashboard will vary per user.*