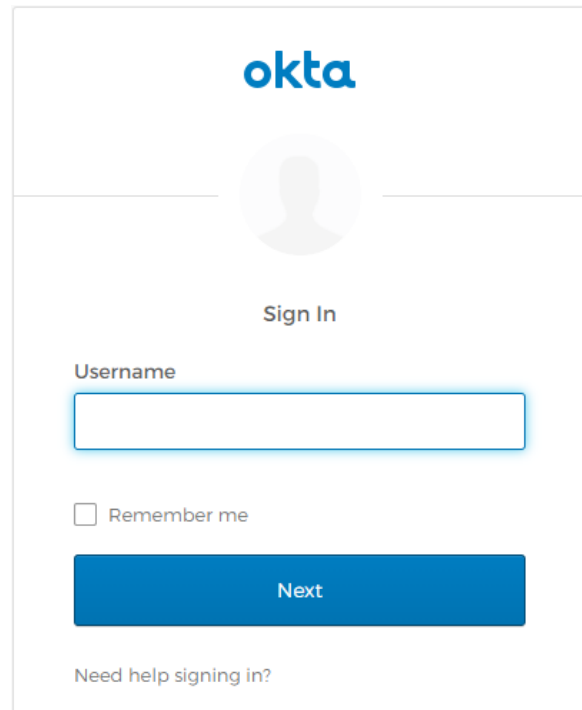


# Okta Quick Start Guide

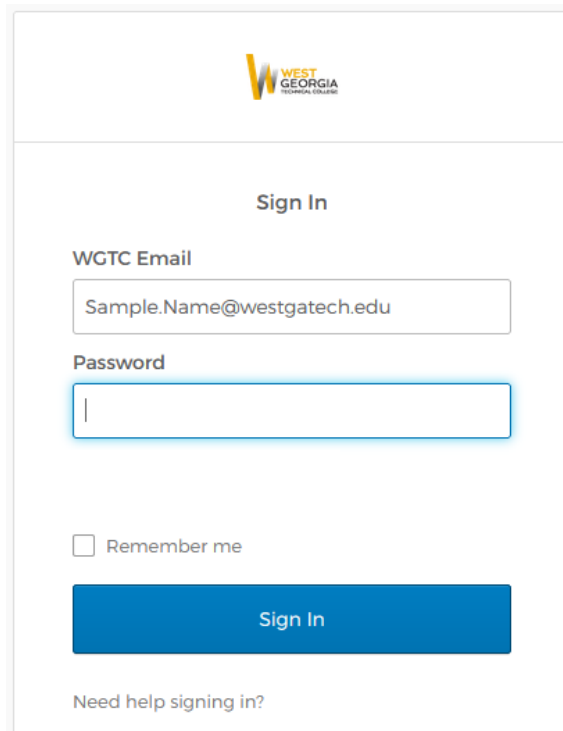
This guide is designed to step you through the initial setup of the Okta application on your devices for secure access and single sign-on (SSO) functionality. Okta will replace your current multifactor authentication (MFA) application and will be used for access to eCampus, WGTC Blackboard, Office 365, and school email.

## Okta Setup For Smartphones

1. From your computer, click the link <https://westgatech.okta.com/> to access the Okta landing page. Your email address and password will grant you access to begin the installation process.
2. Enter your AD username (your school email address) and click the Next button.
3. Enter your network password (your school email password) and click the Sign In button.

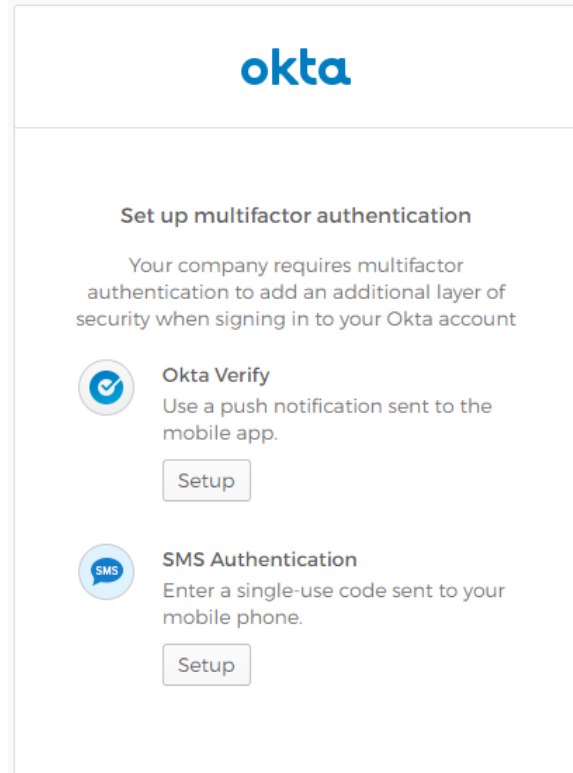


The Okta Sign In screen features the Okta logo at the top. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There is a text input field labeled "Username". Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Next". A link "Need help signing in?" is located at the very bottom.

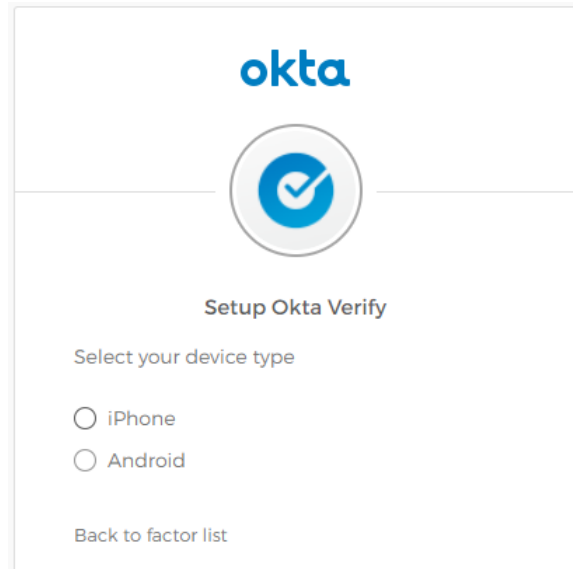


The West Georgia Technical College Sign In screen features the college logo at the top. Below it is the text "Sign In". There is a text input field labeled "WGTC Email" containing the text "Sample.Name@westgatech.edu". Below that is a text input field labeled "Password". At the bottom of the form is a checkbox labeled "Remember me". At the very bottom is a blue button labeled "Sign In". A link "Need help signing in?" is located at the very bottom.

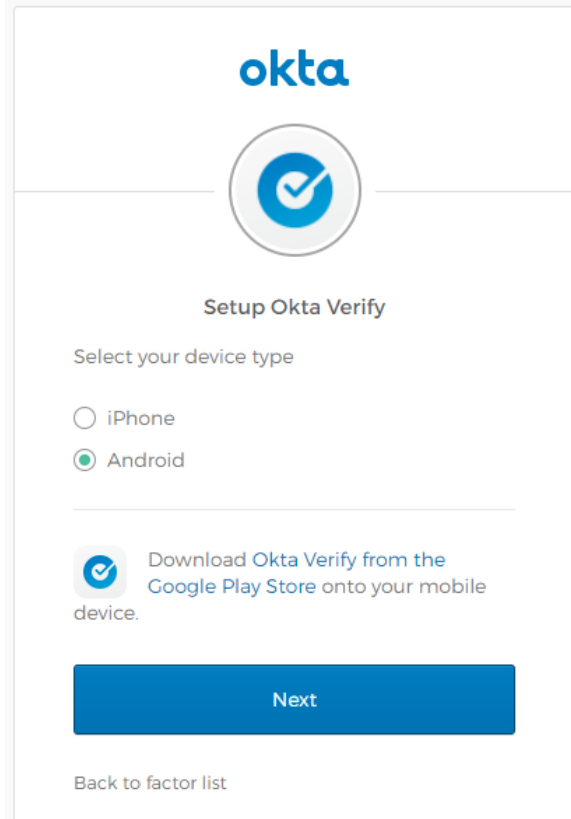
4. On the set up multifactor authentication page, select Okta Verify and click the Setup button.



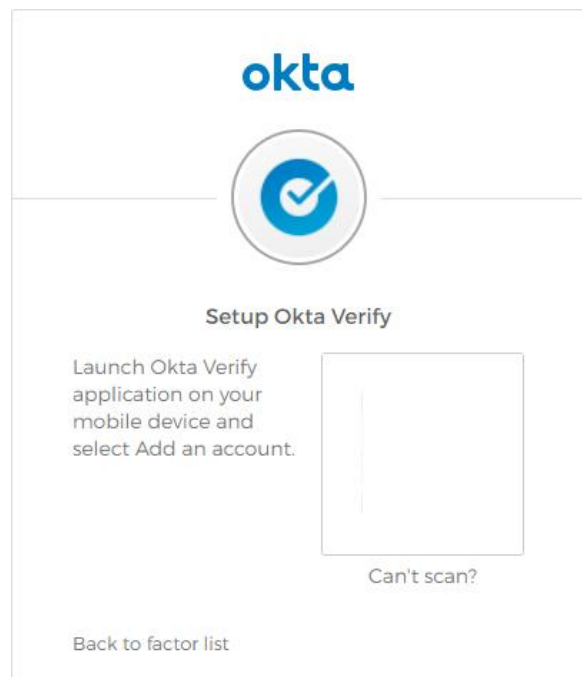
5. Next you will go through the installation steps for your type of phone. Choose either iPhone or Android to begin the process.





6. You will be prompted to download and install the app to your phone. If you are completing setup on a computer, you will need to use your mobile phone to search for “Okta Verify” in the Apple App Store or Google Play Store and download the app.





7. When the installation has finished, follow the steps provided on your device to add your account.





8. If you are unable to scan the QR code, send the activation link via SMS.


  
  
**Setup Okta Verify**  
Can't scan barcode?  
  
  
**Phone number**  
  
  
[Back to factor list](#)      [Scan barcode](#)

9. Click the Finish button to complete the installation and setup process.

  
  
**Set up multifactor authentication**  
You can configure any additional optional factor or click finish  
**Enrolled factors**  

	Okta Verify	
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**Additional optional factors**  

	<b>SMS Authentication</b> Enter a single-use code sent to your mobile phone.
	<input type="button" value="Setup"/>

10. On your computer, select a security question and enter the answer.
11. If desired, add a phone number where you can receive a text message or phone call to unlock your account.

Welcome to West Georgia Technical College, [redacted]!  
Create your West Georgia Technical College account

**Choose a forgot password question**  
What is the name of your first stuffed animal?  
Answer

**Add a phone number for resetting your password or unlocking your account using SMS (optional)**  
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.  
Number successfully verified!

**Add a phone number for resetting your password or unlocking your account using Voice Call (optional)**  
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.  
+ Add Phone Number

Create My Account

12. When finished, click Create My Account and you will be taken to the Okta landing page.

okta Launch App Home Suzzette

Work +

Dropbox Business  
TCSG Dropbox

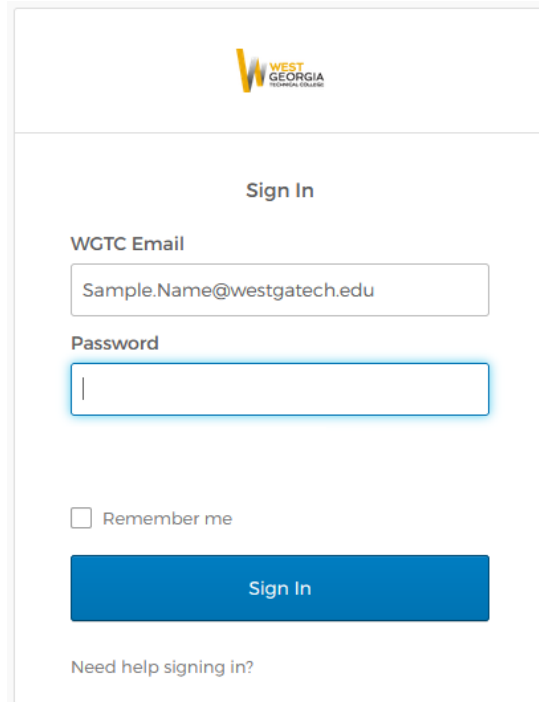
Last sign in: an hour ago Help: helpdesk@tcsg.edu Get the Mobile App  
© 2021 Okta, Inc. | Privacy

## To Set Up Okta on Non-Smart Phones

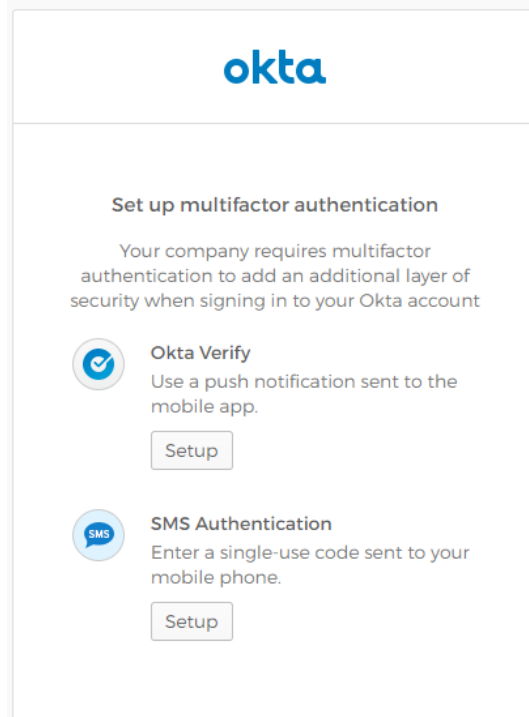
This step should only be used if you are either not running a smartphone or you have an older smart phone that is not capable of running iOS 13 or greater or Android 7.0. or greater.

Click the link <https://westgatech.okta.com/> to access the Okta landing page. Your AD username and password will grant you access to begin the installation process.

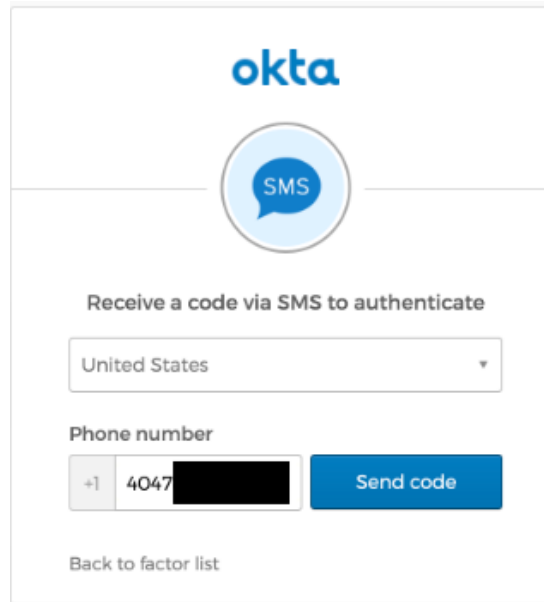
1. Enter your AD password and click the Sign In button.



2. On the set up multifactor authentication page, select the bottom Setup button under SMS Authentication.

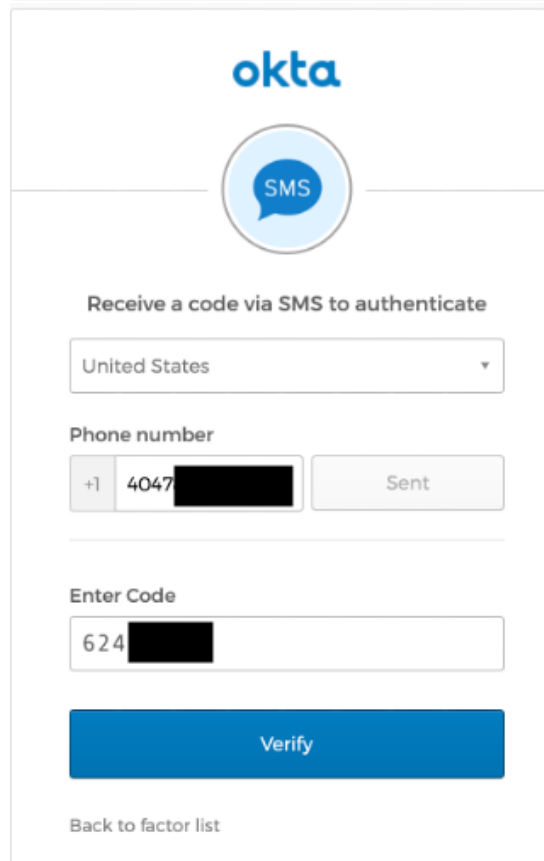


3. Next you will go through the installation steps for SMS Authentication. First enter your phone number, and then select the “Send code” button.



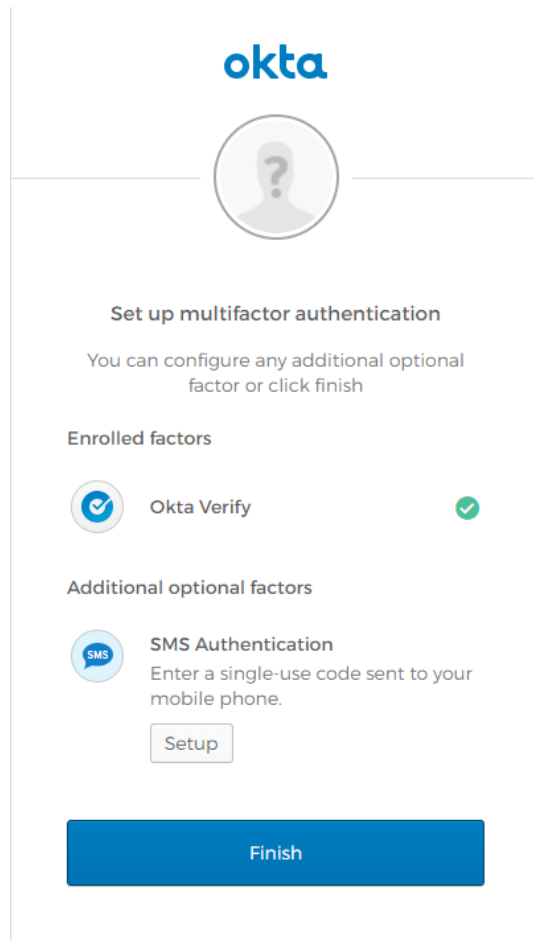
The screenshot shows the Okta SMS authentication setup page. At the top is the Okta logo and an SMS icon. Below the header, the text reads "Receive a code via SMS to authenticate". There is a dropdown menu for the country, currently set to "United States". Underneath is the "Phone number" section, which includes a field with the country code "+1", the area code "4047", and a redacted phone number. To the right of the phone number field is a blue "Send code" button. At the bottom of the form is a link that says "Back to factor list".

4. In just a few seconds you should receive a text message with a 6-digit code. Enter that code in the text box and then select the “Verify” button.

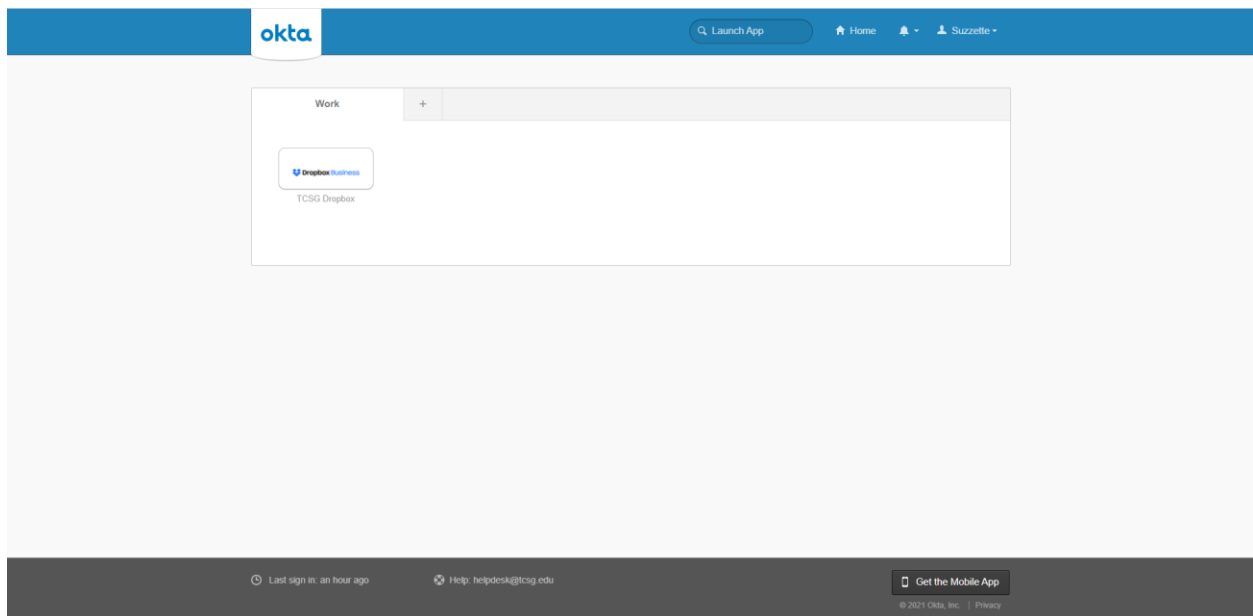


The screenshot shows the Okta SMS authentication verification page. At the top is the Okta logo and an SMS icon. Below the header, the text reads "Receive a code via SMS to authenticate". There is a dropdown menu for the country, currently set to "United States". Underneath is the "Phone number" section, which includes a field with the country code "+1", the area code "4047", and a redacted phone number. To the right of the phone number field is a grey "Sent" button. Below the phone number section is the "Enter Code" section, which has a text input field containing the digits "624" followed by a redacted code. Below the code field is a large blue "Verify" button. At the bottom of the form is a link that says "Back to factor list".

5. Click the Finish button to complete the installation and setup process.



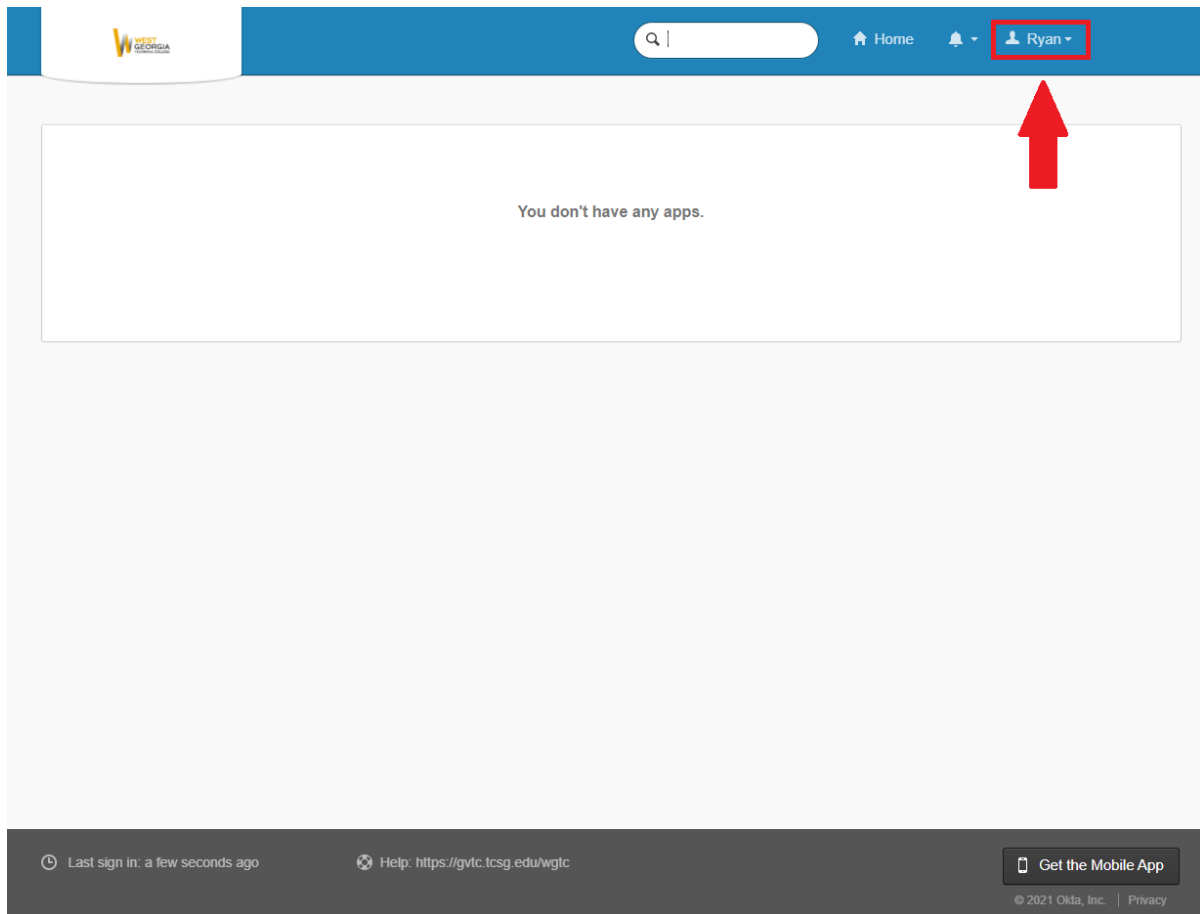
When complete, you will be taken to the Okta landing page.



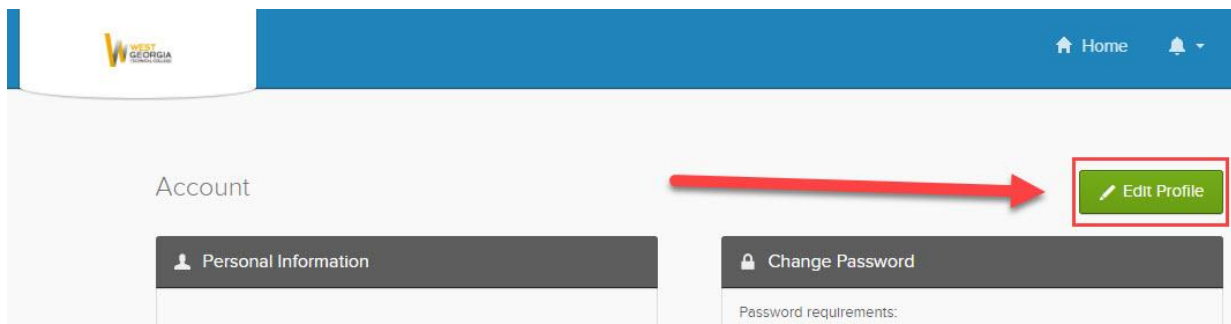


## To change your Password via Okta

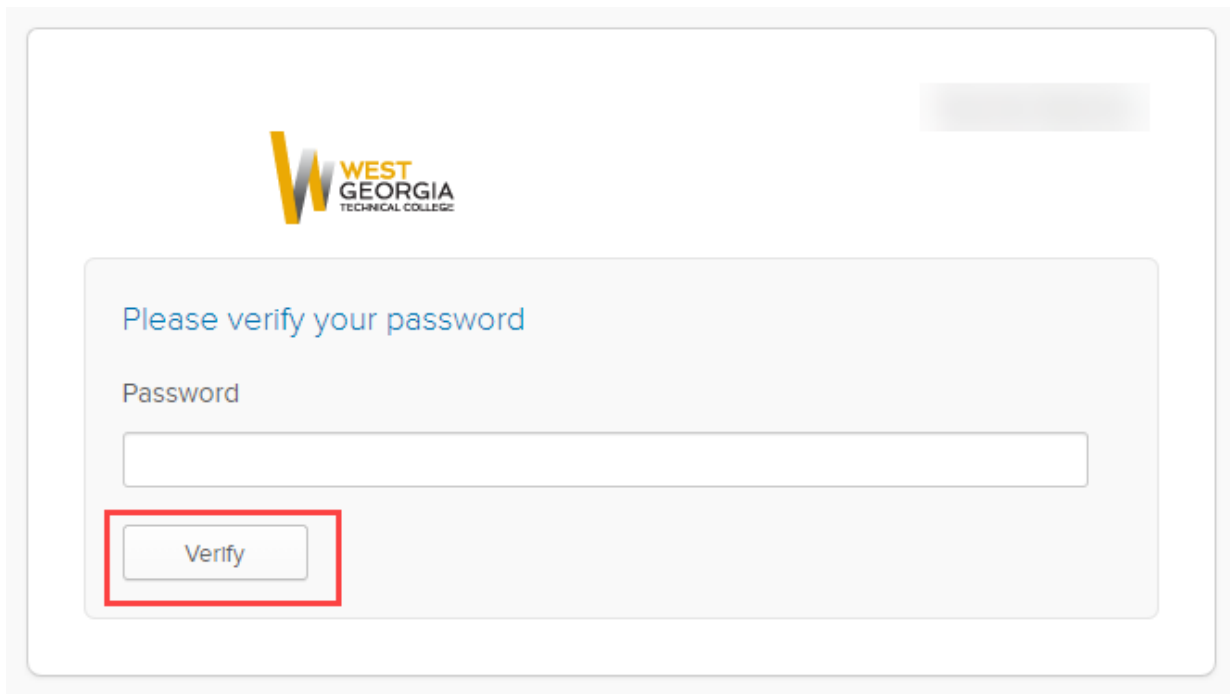
1. Click on your name at the top of the page and then click Settings on the drop-down menu.



2. Click Edit Profile.

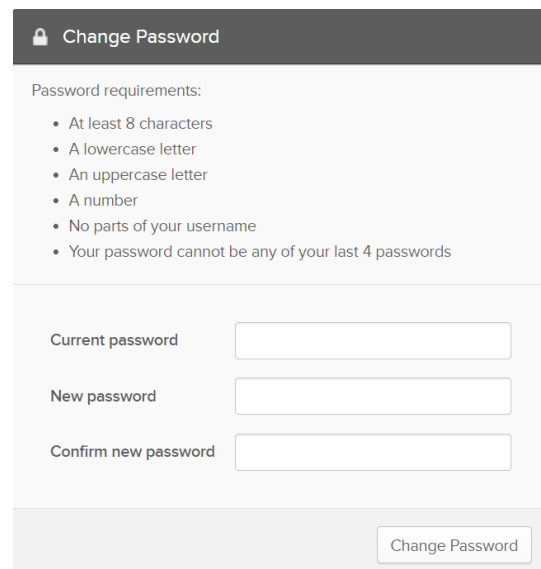


3. Enter your password information in the form, and click Verify.



The screenshot shows a web interface for West Georgia Technical College. At the top left is the college's logo, which consists of a stylized 'W' followed by the text 'WEST GEORGIA TECHNICAL COLLEGE'. Below the logo, the text 'Please verify your password' is displayed in blue. Underneath this text is a label 'Password' followed by a single-line text input field. Below the input field is a button labeled 'Verify', which is highlighted with a red rectangular border.

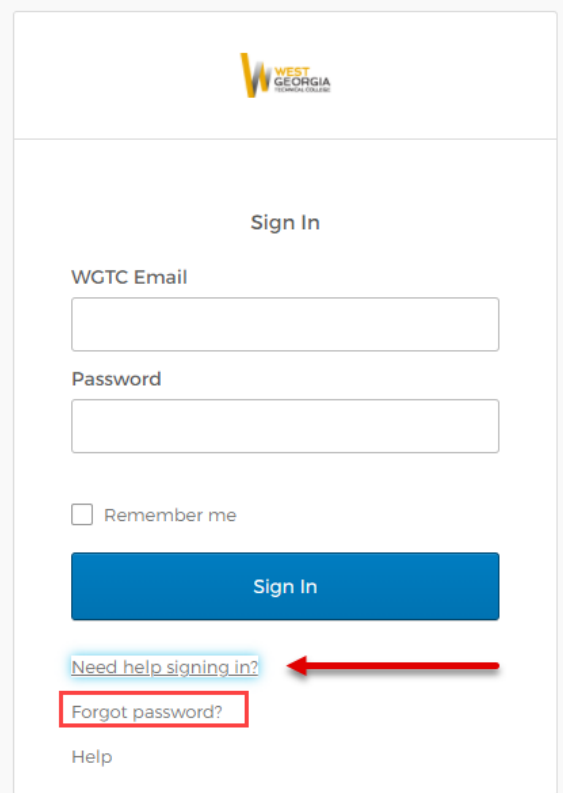
4. You will be prompted to verify your account using the method you selected during setup. (e.g. send a push notification, enter a code, etc.)
5. Enter your old and new passwords and click Change Password.



The screenshot shows a 'Change Password' form. At the top is a dark header with a lock icon and the text 'Change Password'. Below the header, the text 'Password requirements:' is followed by a bulleted list of requirements: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'No parts of your username', and 'Your password cannot be any of your last 4 passwords'. Below the requirements are three text input fields labeled 'Current password', 'New password', and 'Confirm new password'. At the bottom right of the form is a button labeled 'Change Password'.

## To reset a forgotten password via Okta

1. If you've forgotten your password, click Need help signing in? on the login page and then click Forgot Password?



WEST GEORGIA  
TECHNICAL COLLEGE

### Sign In

WGTC Email

Password

Remember me

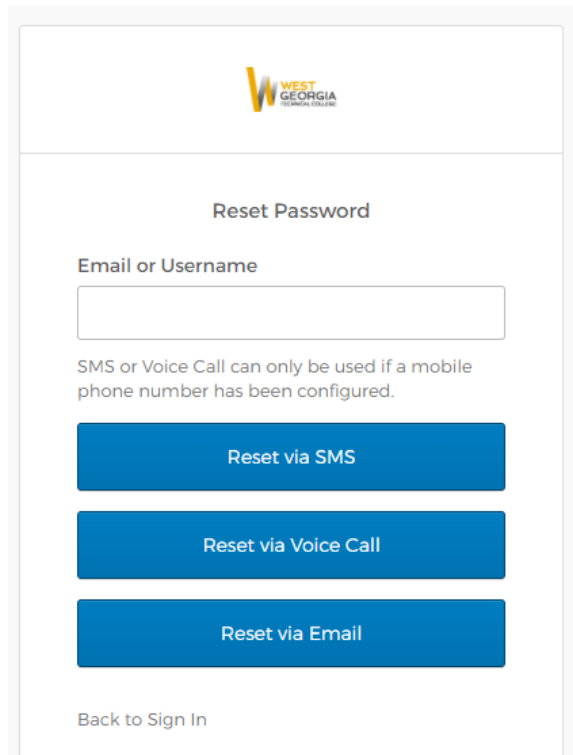
Sign In

Need help signing in?

Forgot password?

Help

2. Enter your school email address and select one of the reset options.



WEST GEORGIA  
TECHNICAL COLLEGE

### Reset Password

Email or Username

SMS or Voice Call can only be used if a mobile phone number has been configured.

Reset via SMS

Reset via Voice Call

Reset via Email

Back to Sign In