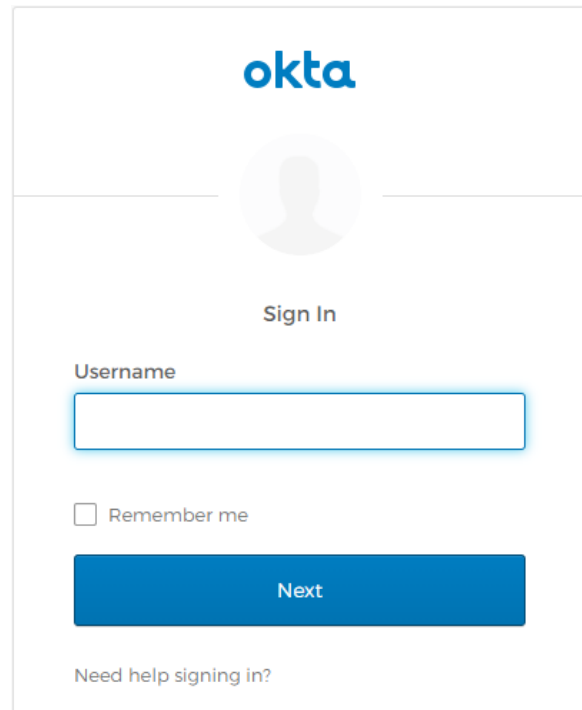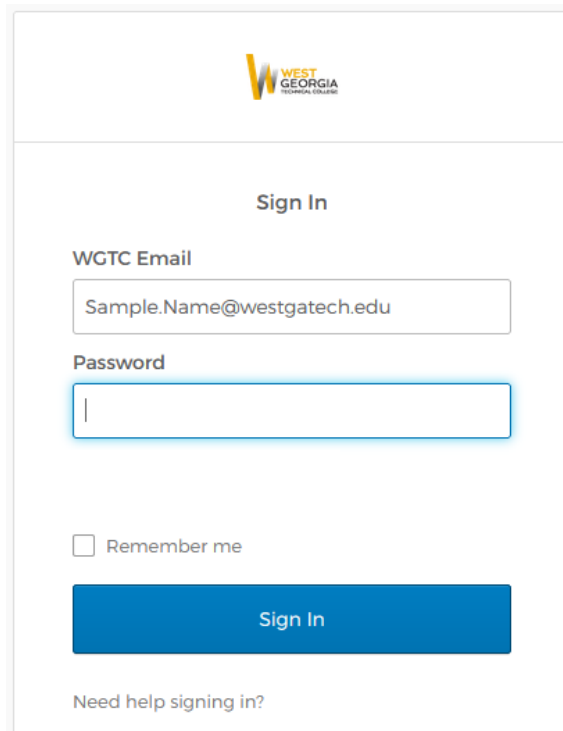# Okta Quick Start Guide

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.

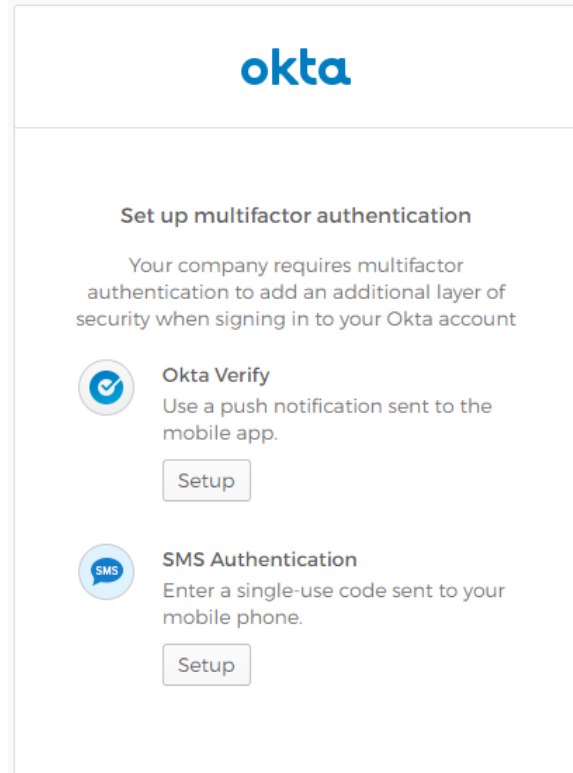3. Enter your network password (your school email password) and click the Sign In button.
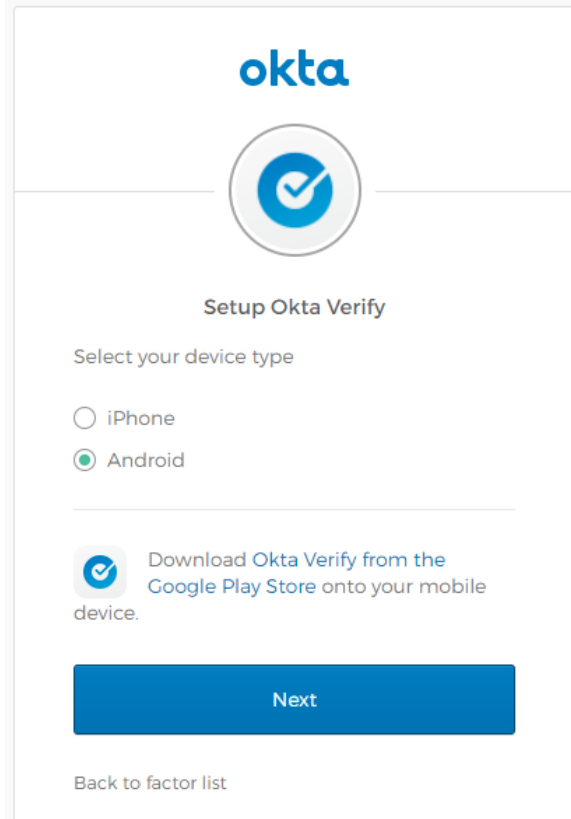
4. On the set up multifactor authentication page, select Okta Verify and click the Setup button.
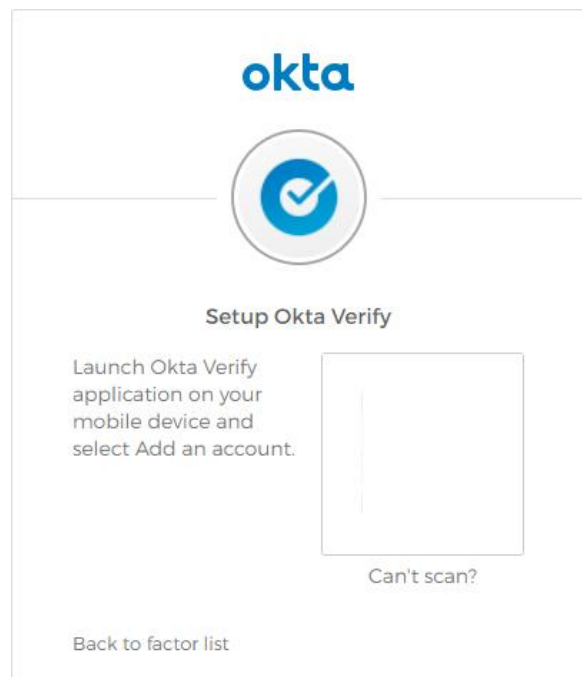

5. Next you will go through the installation steps for your type of phone. Choose either iPhone or Android to begin the process.
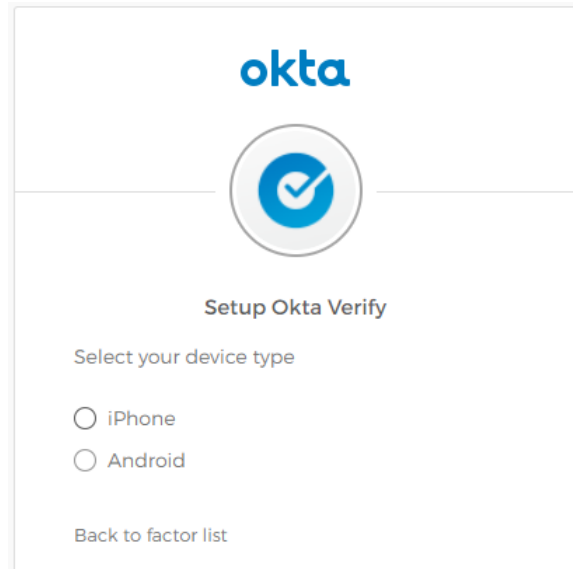
6. You will be prompted to download and install the app to your phone. If you are completing setup on a computer, you will need to use your mobile phone to search for "Okta Verify" in the Apple App Store or Google Play Store and download the app.

okta

Setup Okta Verify

Select your device type

○ iPhone

◉ Android

Download Okta Verify from the Google Play Store onto your mobile device.

[Next]

Back to factor list

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

okta

Setup Okta Verify

Launch Okta Verify application on your mobile device and select Add an account.

Can't scan?

Back to factor list

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

okta

Setup Okta Verify

Can't scan barcode?

Send activation link via SMS ▾

United States ▾

Phone number

+1 678█████

Send

Back to factor list   Scan barcode

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

okta

?

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

✓ Okta Verify   ✓

Additional optional factors

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

Setup

Finish

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.

12. When finished, click Create My Account and you will be taken to the Okta landing page.
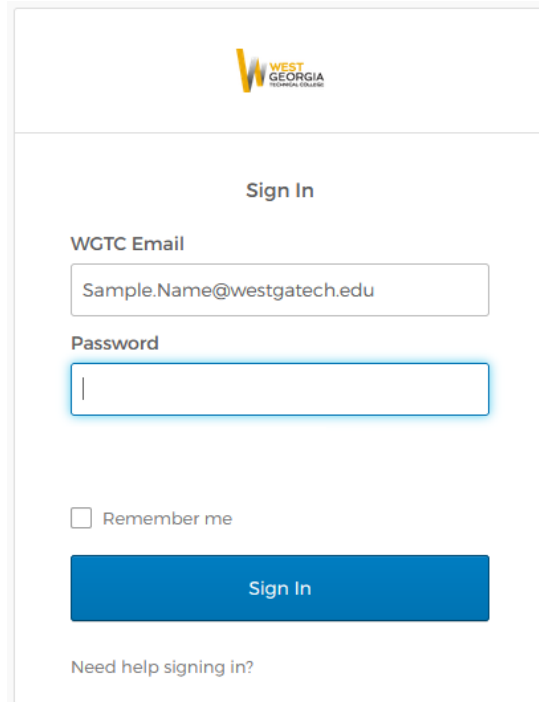
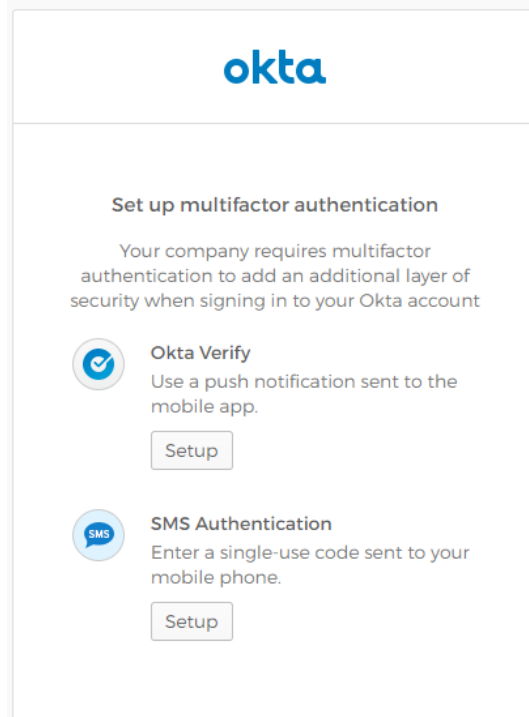# To Set Up Okta on Non-Smart Phones

<mark>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 Andriod 7.0. or greater.</mark>

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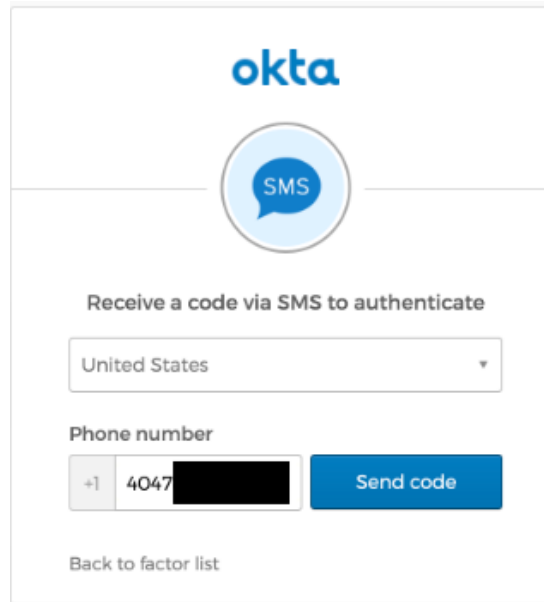
1. Enter your AD password and click the Sign In button.

2. On the set up multifactor authentication page, select the bottom Setup button under SMS Authentication.
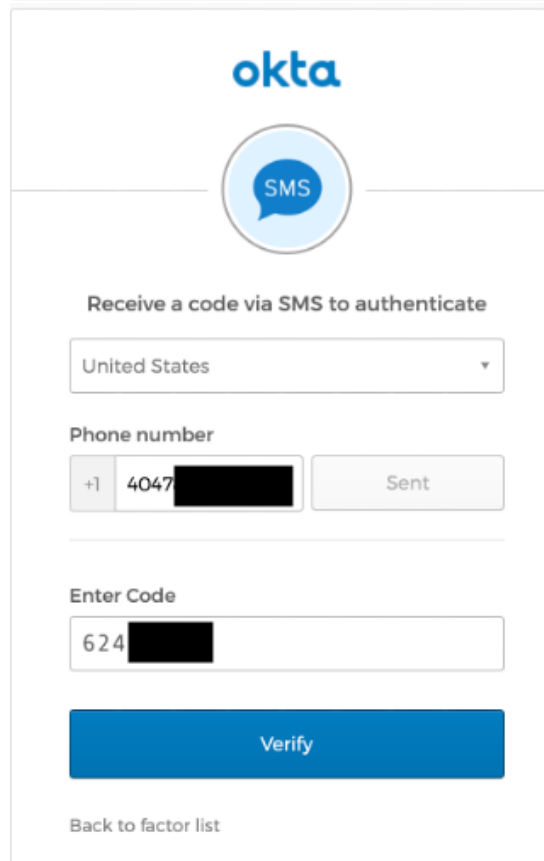
3. Next you will go through the installation steps for SMS Authentication. First enter your phone number, and then select the "Send code" button.
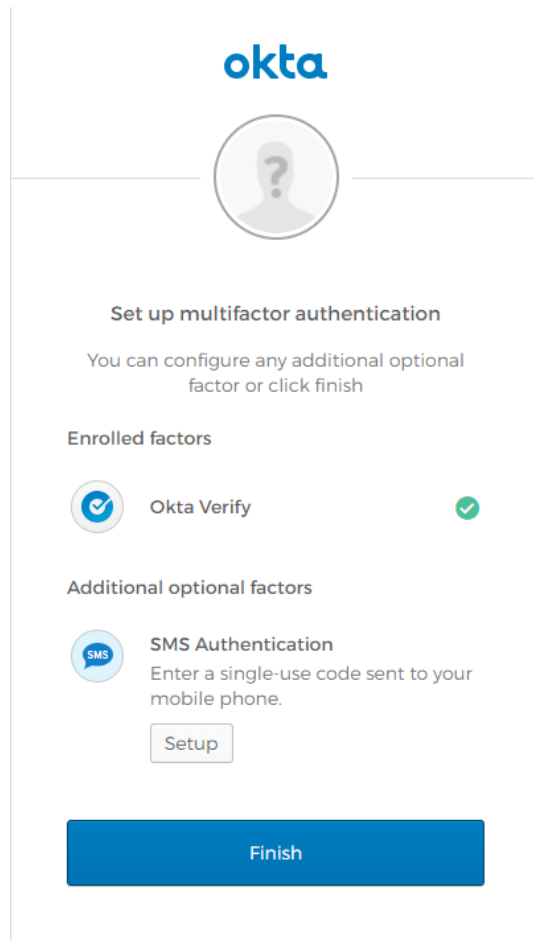
okta

SMS

Receive a code via SMS to authenticate

United States ▾

Phone number

+1 | 4047█████ | Send code

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.
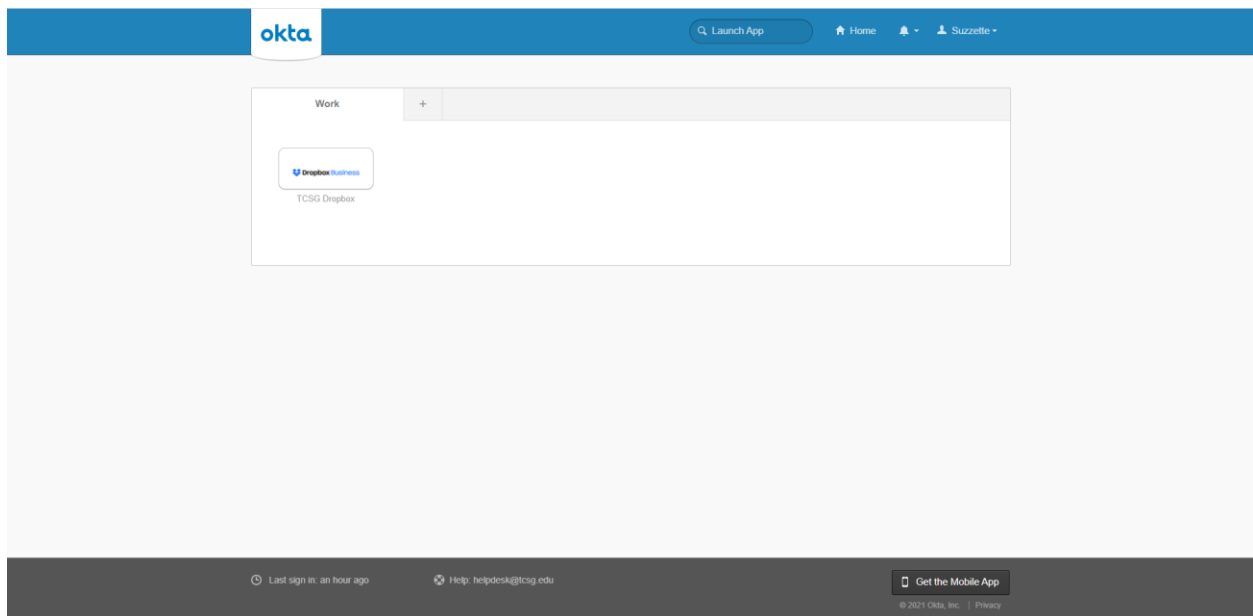
okta

SMS

Receive a code via SMS to authenticate

United States ▾

Phone number

+1 | 4047█████ | Sent

Enter Code

624████

Verify

Back to factor list

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

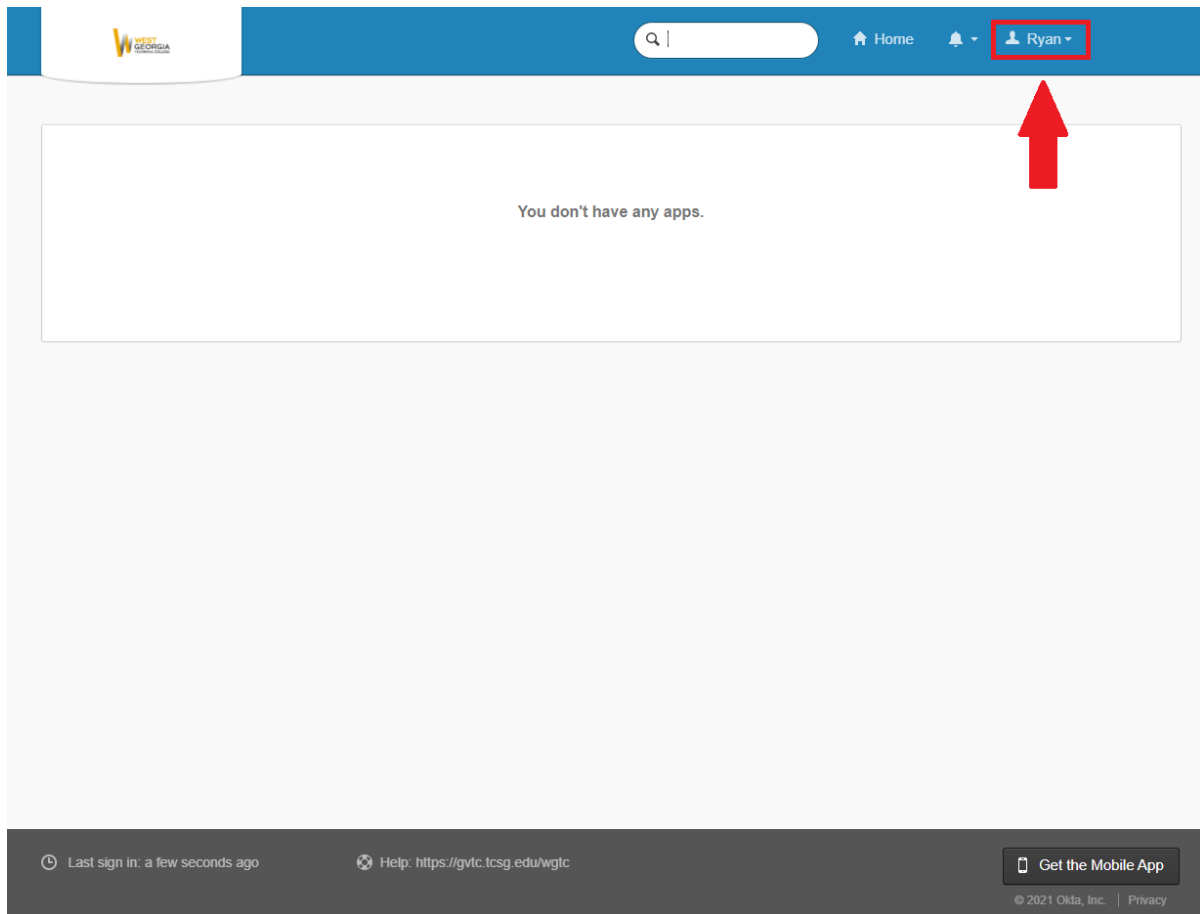When complete, you will be taken to the Okta landing page.

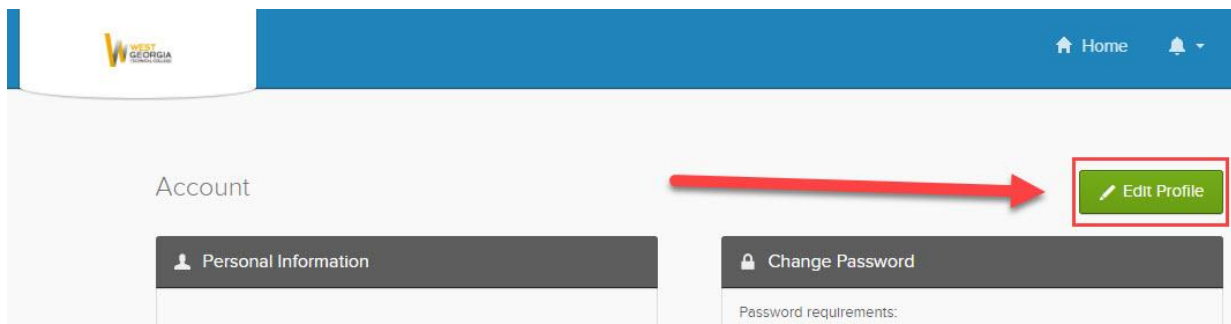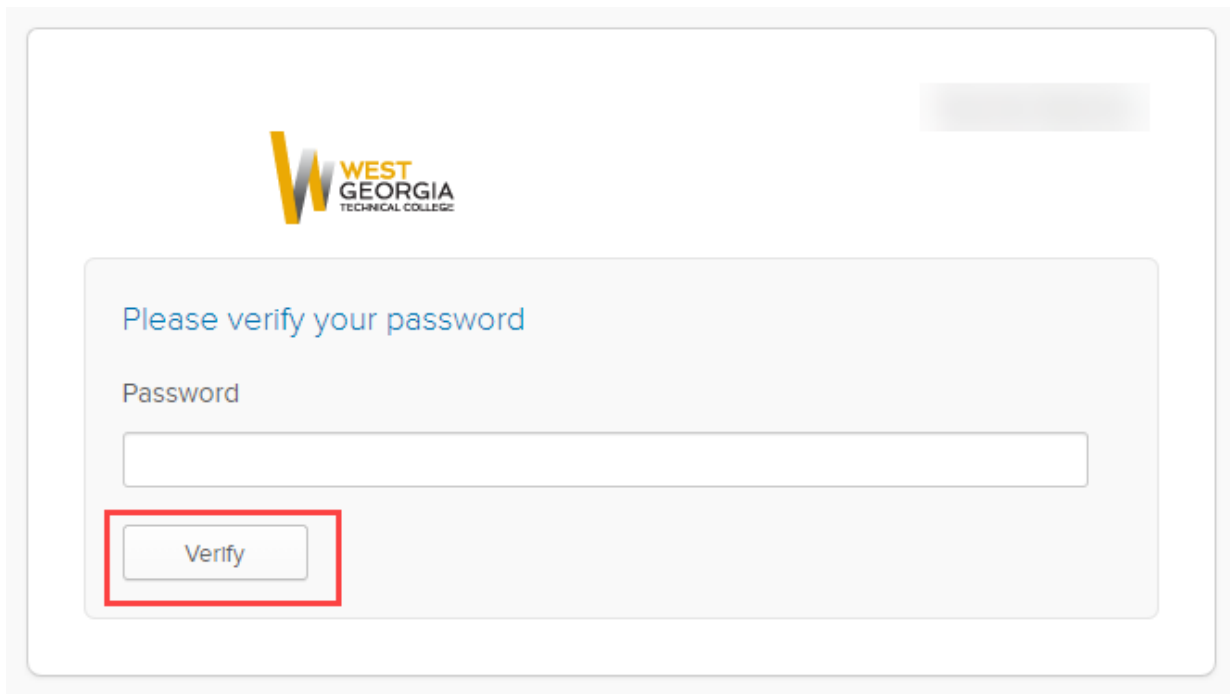# To change your Password via Okta

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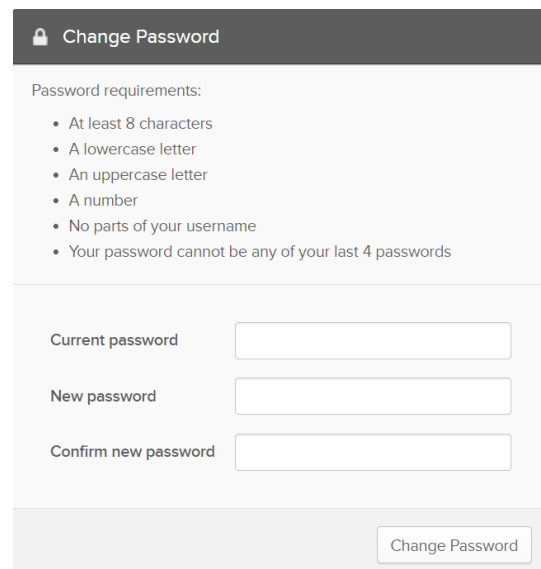

2. Click Edit Profile.

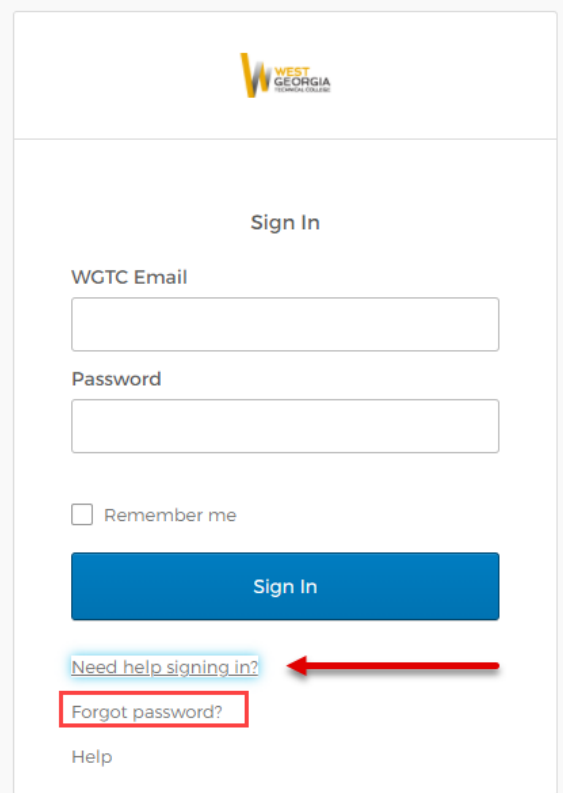3. Enter your password information in the form, and click Verify.

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.

🔒 Change Password

Password requirements:
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Current password

New password

Confirm new password

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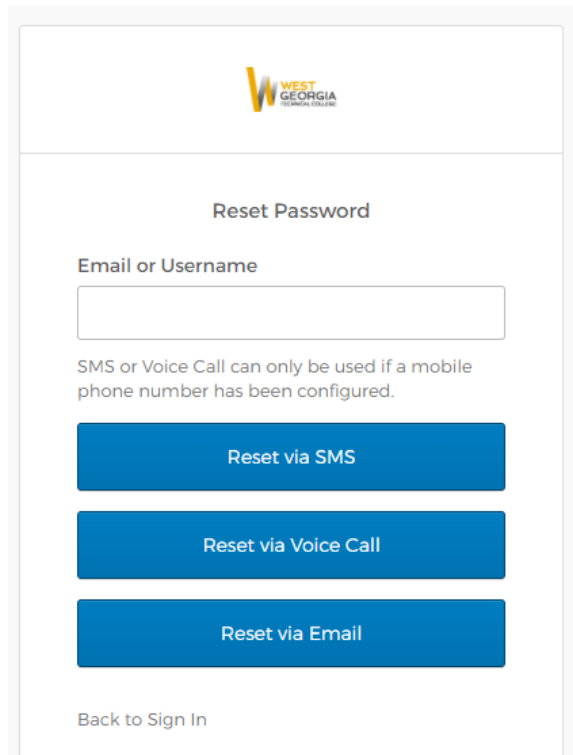
2. Enter your school email address and select one of the reset options.