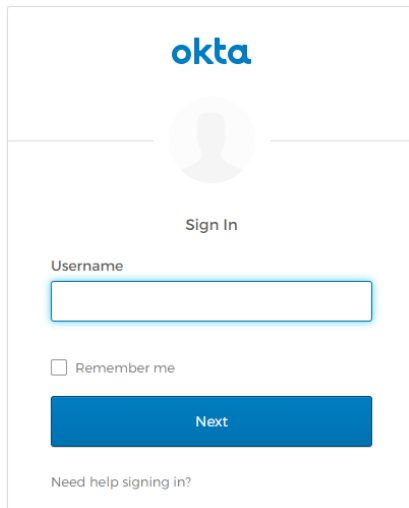


Okta Quick Start Guide

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 Office365 including email, Banner, Blackboard, eCampus, and many other campus applications in the coming months.

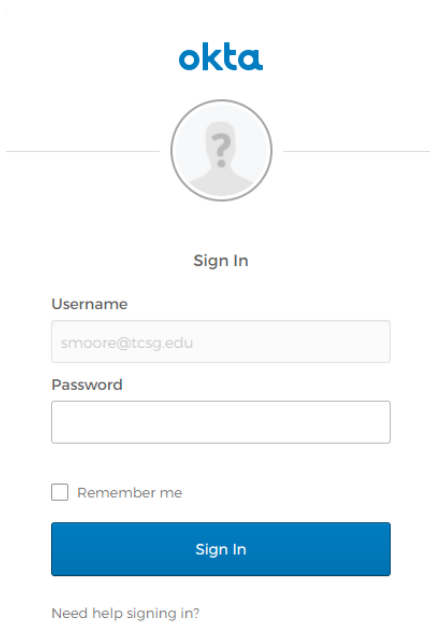
Click the link <https://login.gwinnetttech.edu/> to access the Okta landing page. Your email address and password will grant you access to begin the installation process.

Enter your email address and click the Next button.



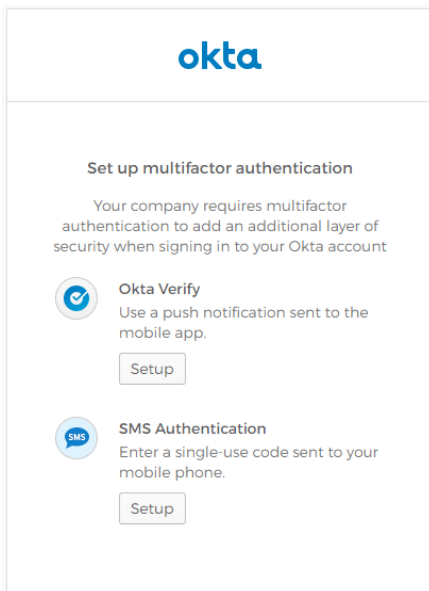
The image shows the Okta sign-in interface. At the top is the Okta logo. Below it is a placeholder for a user profile picture. Underneath is the text "Sign In". There is a "Username" label above a text input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is highlighted with a blue glow. At the bottom, there is a link that says "Need help signing in?"

Enter your password and click the Sign In button.

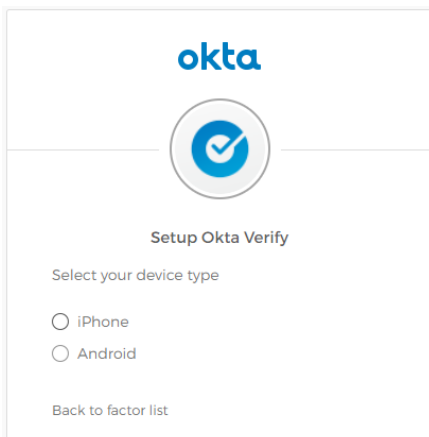


The image shows the Okta sign-in interface. At the top is the Okta logo. Below it is a placeholder for a user profile picture with a question mark. Underneath is the text "Sign In". There is a "Username" label above a text input field containing the email address "smoore@tcsg.edu". Below that is a "Password" label above a text input field. There is a "Remember me" checkbox. A blue "Sign In" button is visible. At the bottom, there is a link that says "Need help signing in?"

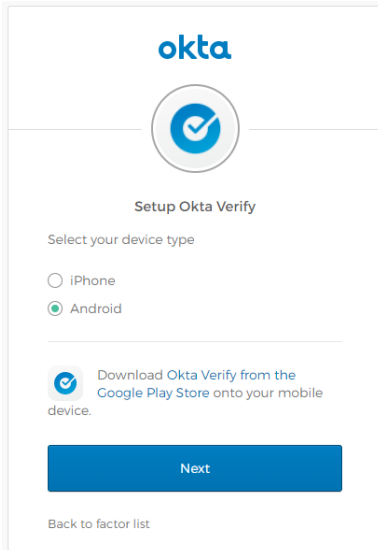
On the set up multifactor authentication page, select Okta Verify and click the Setup button.



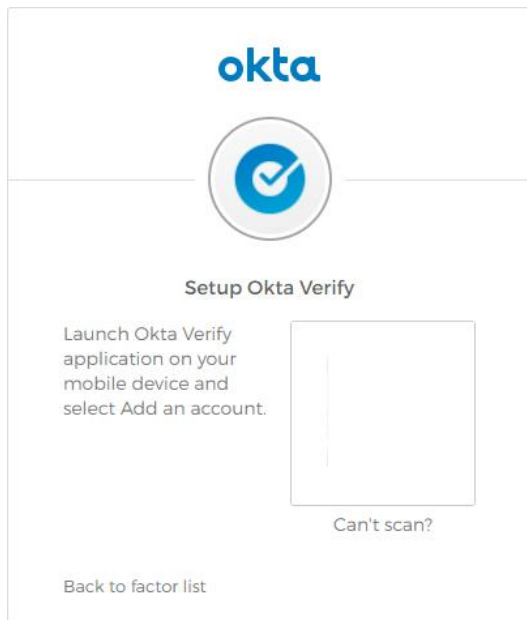
Next you will go through the installation steps for your type of phone. Choose either iPhone or Android to begin the process.



The software will be prompted to download and install the app to your phone.



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



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



Setup Okta Verify

Can't scan barcode?

Send activation link via SMS

United States

Phone number

+1 5786628969

Send

[Back to factor list](#)

[Scan barcode](#)

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

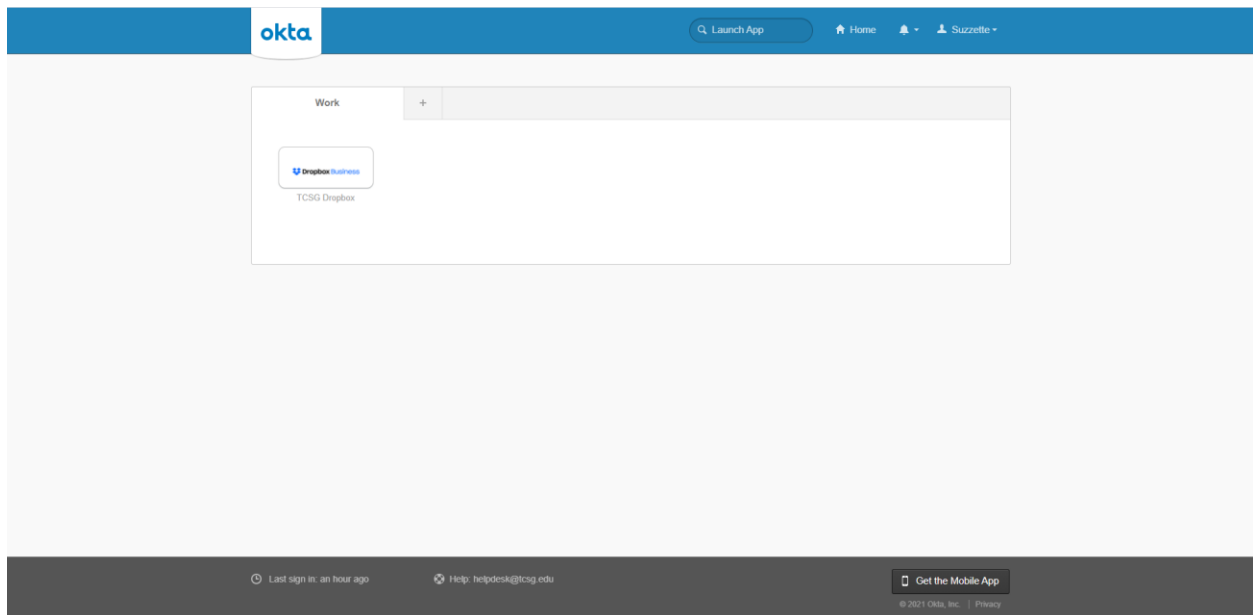
Additional optional factors

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

Setup

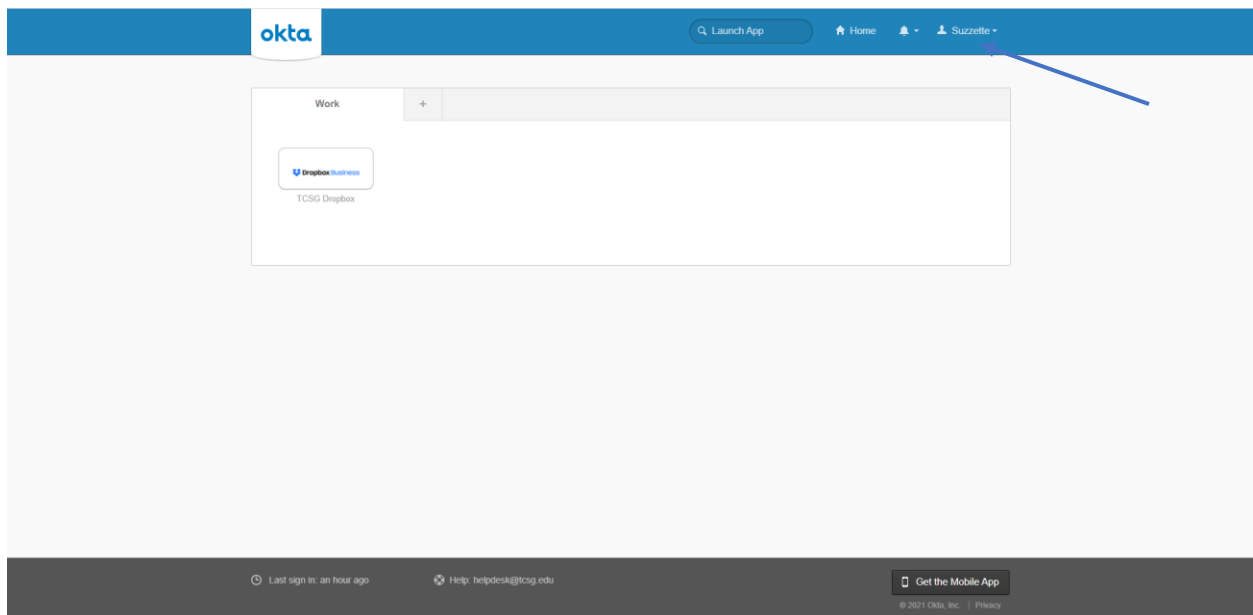
Finish

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



Other Okta Features:

Change your password: Click the settings button underneath your name at the top of the page.



Enter your password information in the form, 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


If you've forgotten your password, reset it by answering your forgotten password question. You can see or change your password on the settings page.

Forgotten Password Question Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Question

What is the food you least liked as a child?




Email sent!


Email has been sent to smooore@tcsq.edu with instructions on resetting your password.



Back to Sign In

You also have the option to recover your password via text message.

 **Forgot Password Text Message**

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Country	US
Phone number	(678) 662- 

 Edit  Delete