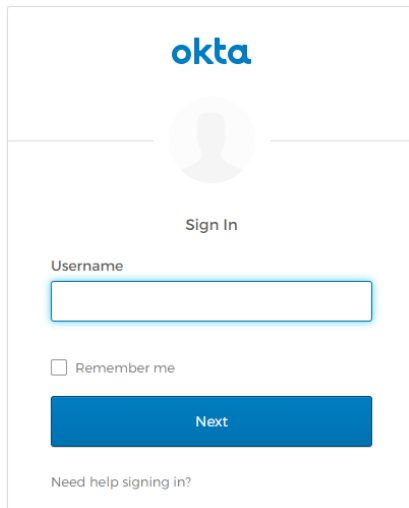


## Okta Quick Start Guide

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.

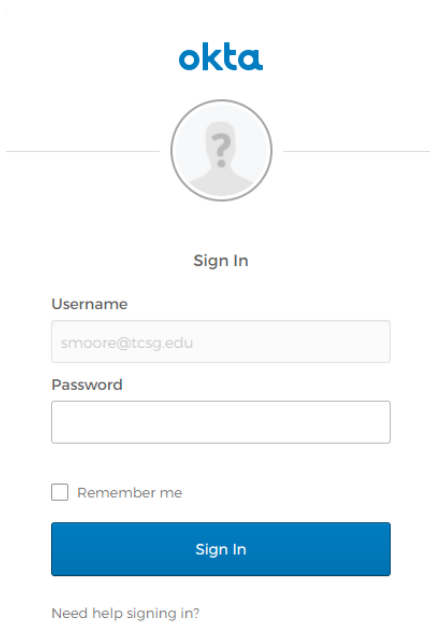
Click the link <https://login.gwinnetttech.edu/> to access the Okta landing page. Your email address and password will grant you access to begin the installation process.

Enter your email address and click the Next button.



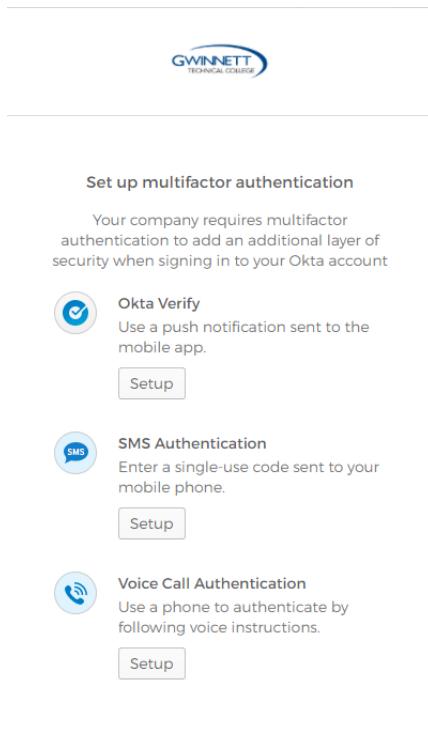
The image shows the Okta Sign In page. At the top is the Okta logo. Below it is a placeholder for a user profile picture. Underneath is the text "Sign In". There is a "Username" label above a text input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is highlighted with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

On the set up multifactor authentication page, select SMS Authentication and click the Setup button.



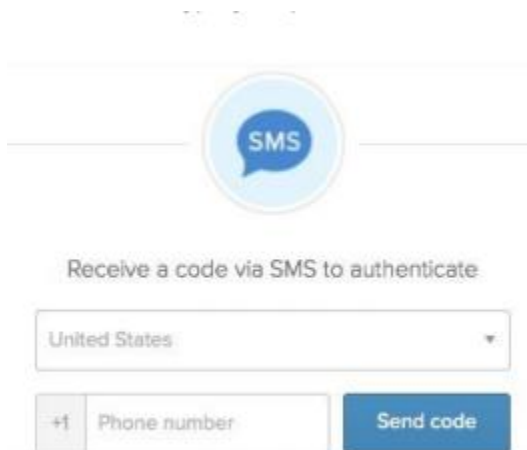
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### Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

- Okta Verify**  
Use a push notification sent to the mobile app.
- SMS Authentication**  
Enter a single-use code sent to your mobile phone.
- Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.

Enter your telephone number and click Send Code.



**SMS**

Receive a code via SMS to authenticate

United States ▼

+1 Phone number

Type the number you received in the text message into the Enter Code box and click Verify.

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SMS

Receive a code via SMS to authenticate

United States

Phone number

+1 [ ] Sent

Enter Code

[ ]

Verify

Back to factor list

Click the Finish button to complete the setup process.

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Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

SMS Authentication ✓

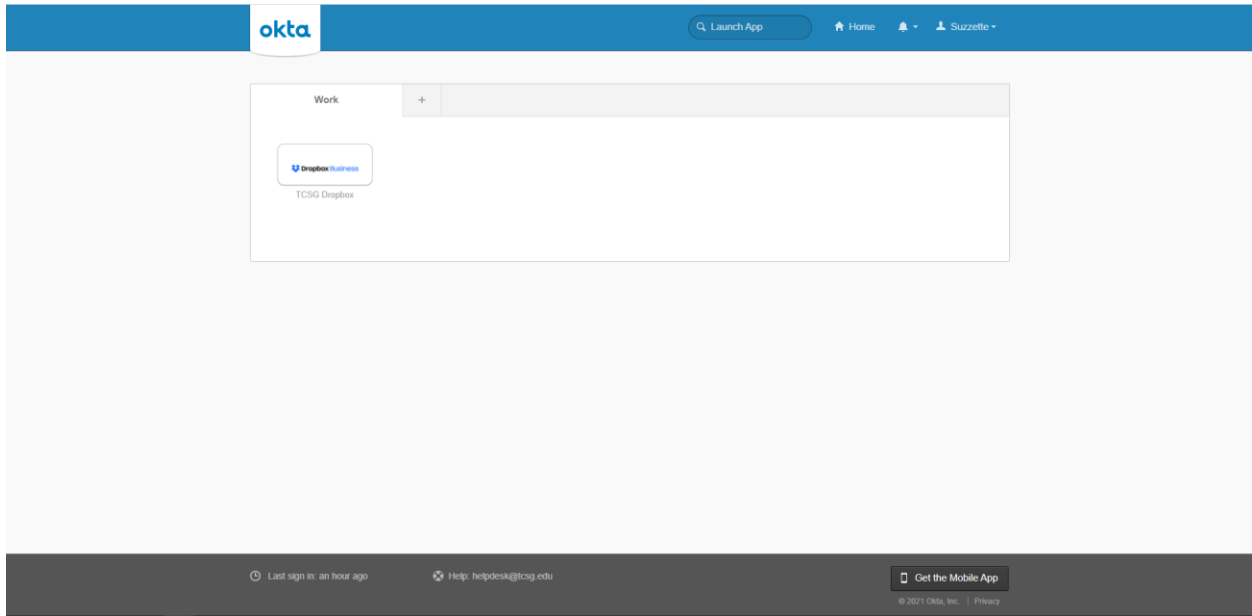
Additional optional factors

Okta Verify  
Use a push notification sent to the mobile app.  
Setup

Voice Call Authentication  
Use a phone to authenticate by following voice instructions.  
Setup

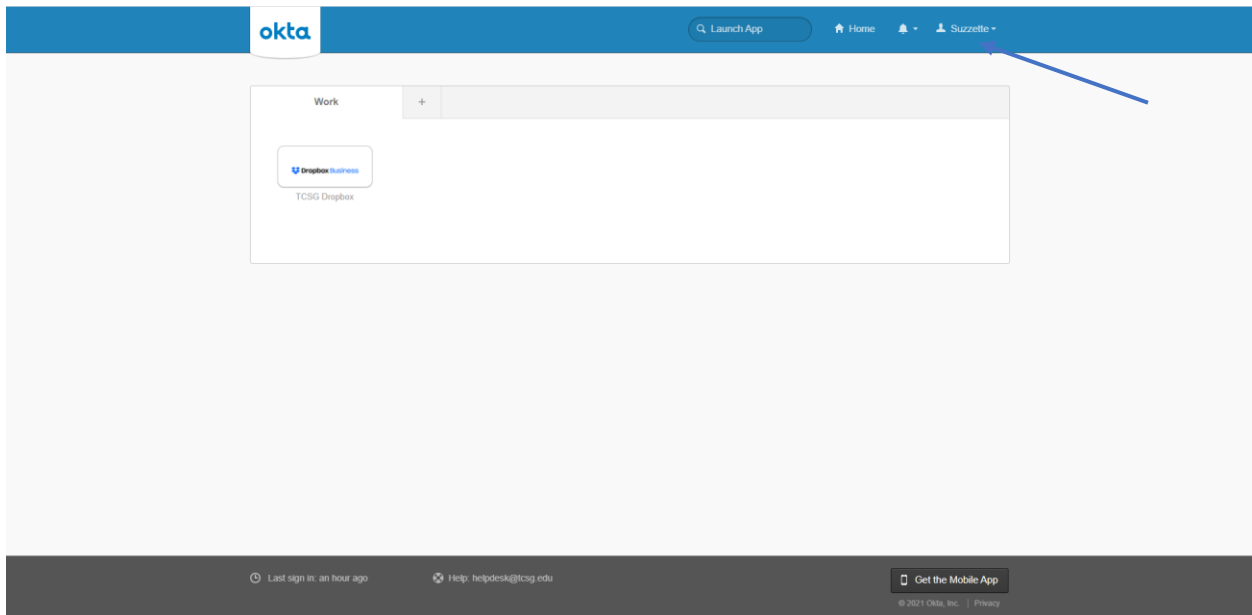
Finish

When complete, you will be taken to the Okta landing page where all your applications such as Office365 including email, Banner, Blackboard, eCampus, and other applications will be displayed.



### 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?

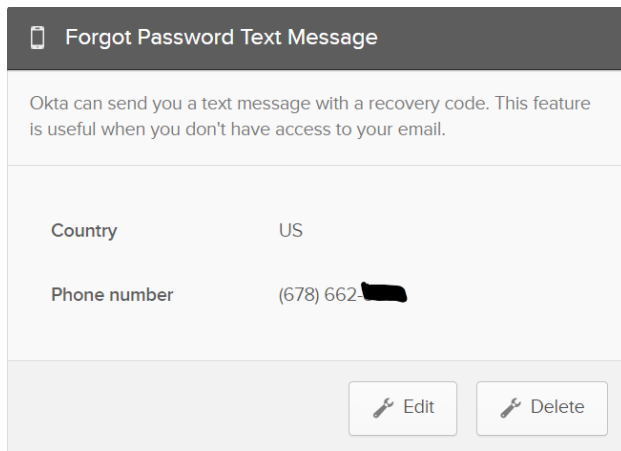


**Email sent!**

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

Back to Sign In

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



Students who need assistance logging in can contact the Gwinnett Tech Student IT Help Desk. **Stuhelpdesk@gwinnettech.edu** or **678-226-6407**

Or visit the Student IT Help Desk web page <https://gwinnettech.edu/helpdesk>