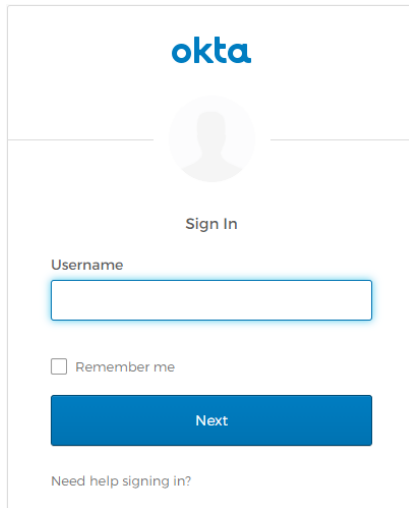


## Okta Quick Start Guide

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.

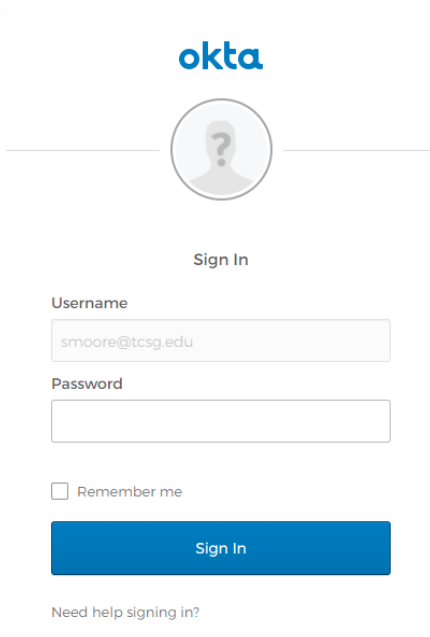
Click the link <https://login.coastalpines.edu> to access the Okta landing page. Your AD username and password will grant you access to begin the installation process.

Enter your AD username and click the Next button.



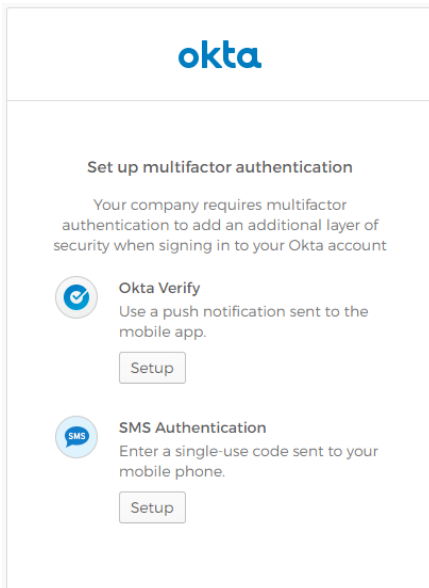
The image shows the Okta Sign In page. At the top is the Okta logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There is a "Username" label above a text input field, which is highlighted with a blue border. Below the input field is a "Remember me" checkbox. A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

Enter your AD password and click the Sign In button.

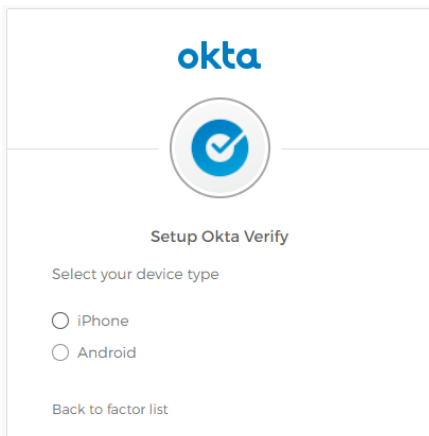


The image shows the Okta Sign In page with the Username and Password fields filled. The Okta logo is at the top. Below it is a placeholder for a user profile picture with a question mark. The text "Sign In" is centered. The "Username" label is above a text input field containing "smoore@tcsd.edu". Below it is a "Password" label above another text input field. A "Remember me" checkbox is below the password field. A blue "Sign In" button is at the bottom. At the bottom left, there is a link that says "Need help signing in?"

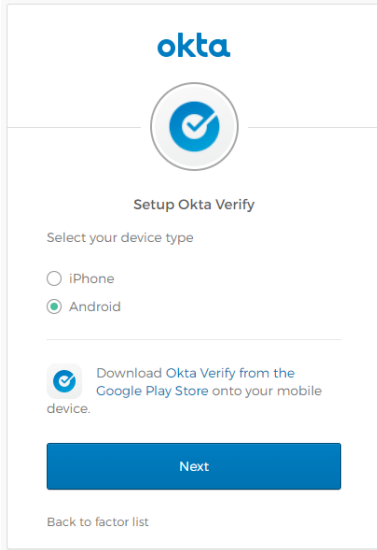
On the set up multifactor authentication page, select Okta Verify and click the Setup button.



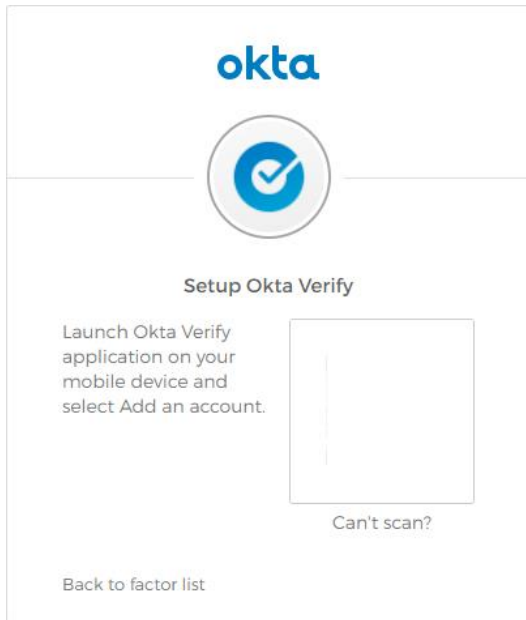
Next you will go through the installation steps for your type of phone. Choose either iPhone or Android to begin the process.



The software will begin installing on your computer and you 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 [Redacted]

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

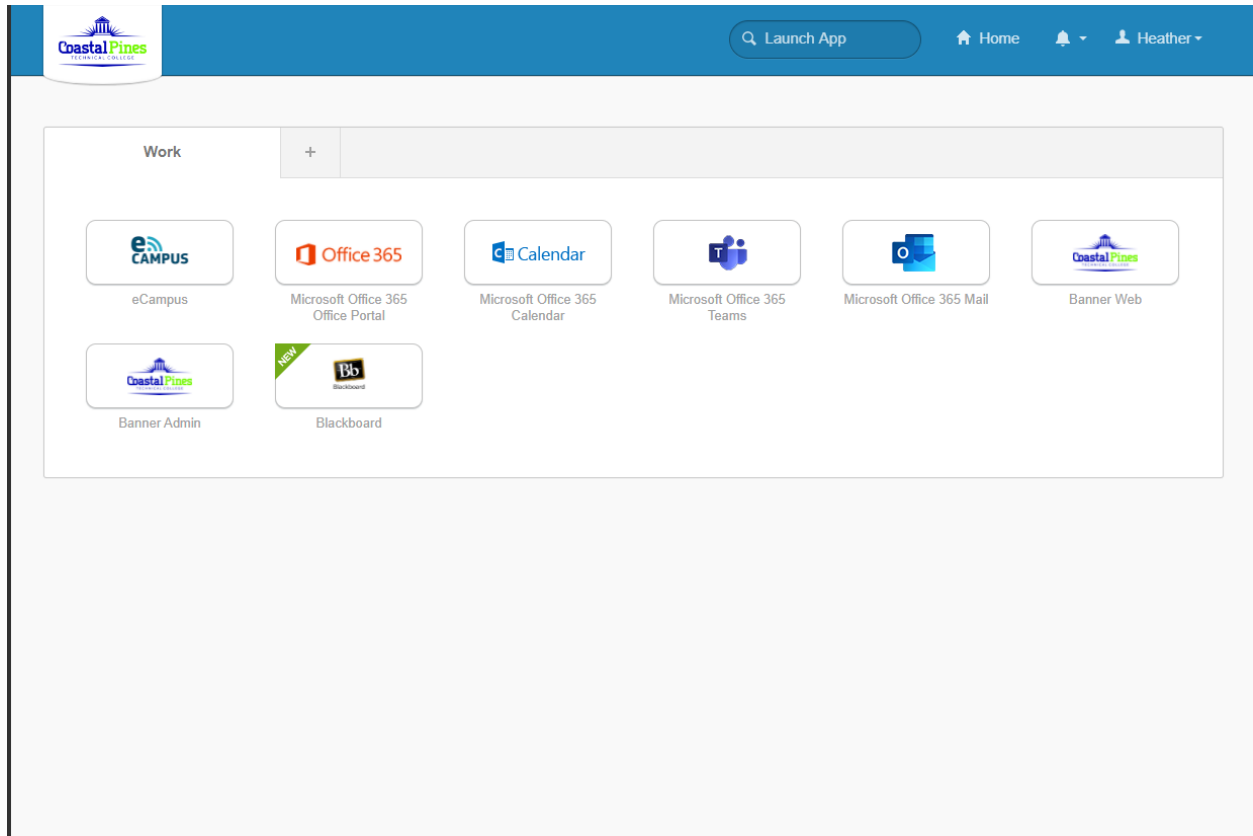
#### Additional optional factors

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

Setup

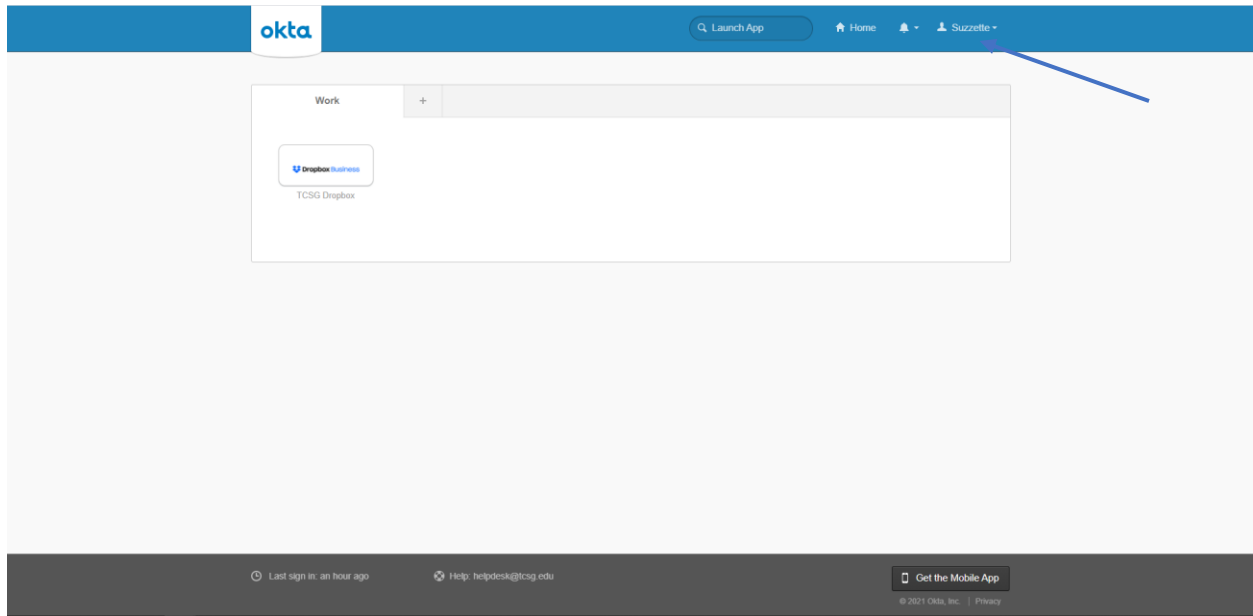
Finish

When complete, you will be taken to the Okta landing page. Your most used Cloud based applications will be located on the main Okta login page. eCampus, Blackboard, Banner and Office 365 are active and ready to be used with this Single Sign On offering. Other applications will be added to Okta as we add them.



### 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.

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**Question**

What is the food you least liked as a child?




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**Email sent!**

Email has been sent to smooore@tcsug.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.

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Country	US
Phone number	(678) 662-██████

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 Edit  Delete