

Okta MFA for MacBooks

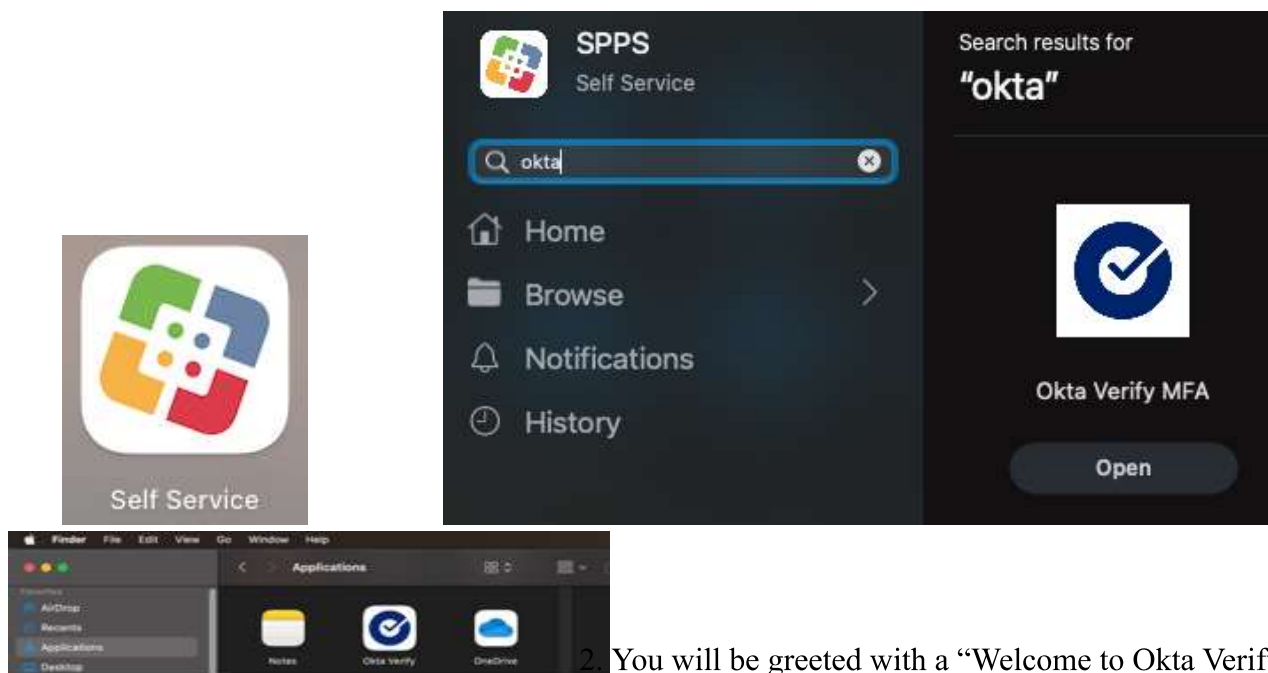
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Okta Multi-Factor Authentication (MFA)

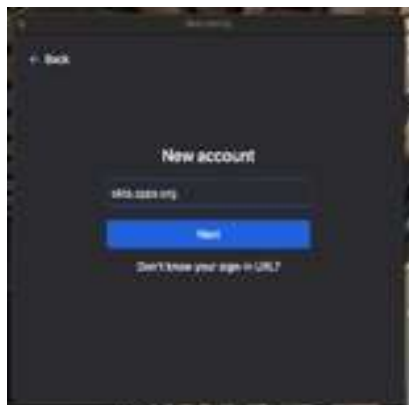
Okta MFA Enrollment for MacBooks

Okta Verify Application Configuration

1. On your MacBook navigate to Finder > Applications and click on the **Okta Verify** to launch the application. If you cannot locate Okta Verify on your computer, please install the application through Self Service. Please note that you will need to sing-in to Self Services to see Okta.

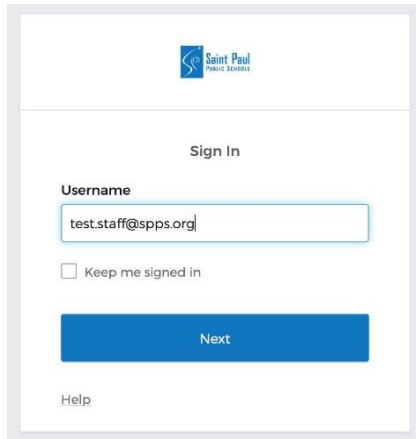


2. You will be greeted with a “Welcome to Okta Verify” screen. Click the **Get Started** button to start the configuration.



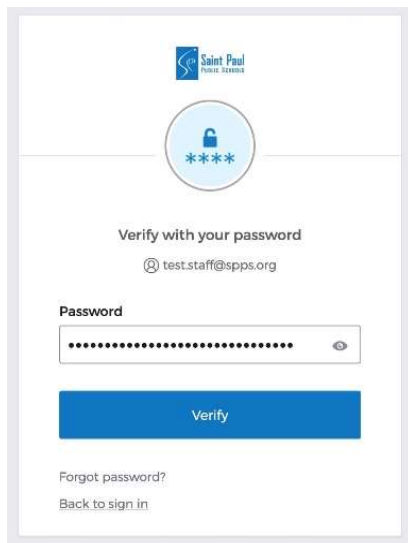
 Chat Now!

3. You should be prompted with the “New account” screen. Enter “**okta.spps.org**” if it doesn’t autofill with this information. Then click the **Next** button to continue.
4. You will see a screen with information about Touch ID with Okta Verify click the **Next** button to continue with the setup.
5. You will be redirected to your default browser to sign into Okta in your browser. When prompted enter your email address (firstname.lastname@spps.org). Click the Next button to continue.



The image shows the Okta Sign In page for Saint Paul Public Schools. At the top is the Saint Paul Public Schools logo. Below it is the heading "Sign In". There is a "Username" label above a text input field containing "test.staff@spps.org". Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is centered below the checkbox. At the bottom left is a "Help" link.

6. Enter your active directory password and click **Verify** to continue.

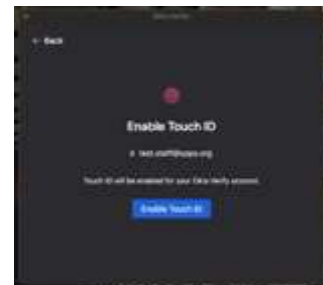


The image shows the "Verify with your password" screen. At the top is the Saint Paul Public Schools logo. Below it is a circular icon with a padlock and four asterisks. The heading "Verify with your password" is centered. Below it is the email address "test.staff@spps.org" with a small icon to its left. There is a "Password" label above a text input field filled with dots. A blue "Verify" button is centered below the password field. At the bottom left are two links: "Forgot password?" and "Back to sign in".

8. When you see, *allow this page to open Okta Verify*, select **Allow** to continue with the setup.



- If you already have the Touch ID setup, you will get a prompt to enable Touch ID for your Okta Verify Account. **Enable Touch ID** to continue with the setup. If you do not have Touch ID setup, you will be prompted to set up the biometric at some point during the process. Here is a walk through guide from Apple for setting up your fingerprint on your MacBook - link to Touch ID guide



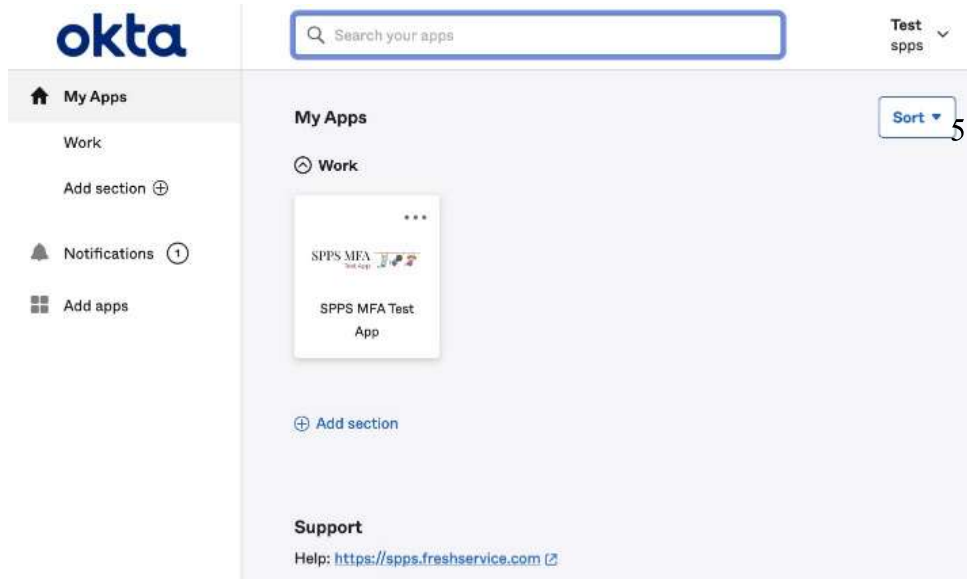
(<https://support.apple.com/guide/mac-help/use-touch-id-mchl16fbf90a/mac>).

- When prompted scan your fingerprint to complete the setup.
**This configuration allows for the use of Okta FastPass which will allow for quicker authentication.



Post MFA Enrollment Steps

- On your desktop open a browser and go to okta.spps.org
- Sign in using your SPPS email firstname.lastname@spps.org and click the **Next** button to continue.
- Verify with your active directory password and click the **Verify** button to login.
- You will be prompted for a biometric. After verifying your identity, you will be brought to the Okta dashboard and should see the **SPPS MFA Test App**.



5. When you select the SPPS MFA Test App it will launch in your browser. You should see your first and last name, along with your email. This is how easy it will be to open applications using Okta in the future.

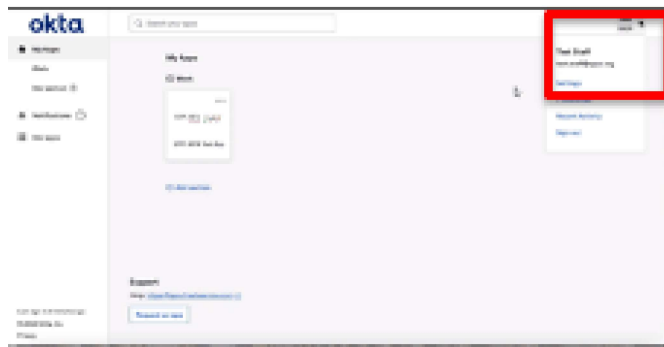


6. Technology Services will be working to add Google and Office 365 to Okta to create a quick access dashboard for SPPS applications.

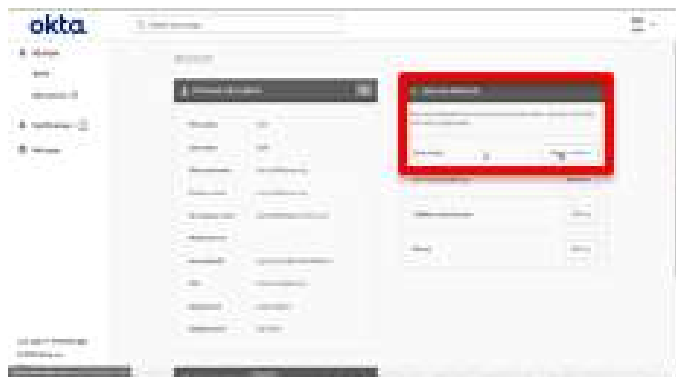


Additional Configuration for Okta Verify

1. We highly encourage configuring and additional device as a backup should you not have your laptop or computer such as your iPad, work phone, or personal phone.
2. On your desktop open a browser and go to Okta.spps.org and if you are not logged in use your **firstname.lastname@spps.org** email address and active directory password.
3. In the top right corner click on your name to bring up the menu and then select **Settings**.



4. Select the **Setup another** button on the **Okta Verify** line underneath **Security Methods** to start the additional Okta Verify enrollment steps. This is also where one can add and remove devices should you get a new computer, iPad or phone.



5. You will be prompted to “Use Okta FastPass” or Password. Click **Select** by “Use Okta FastPass” to make the process quick.



6. Select **Allow** to open Okta Verify.
7. You will be prompted to scan your fingerprint just like you were during the desktop application setup. Scan your fingerprint to continue the setup.
8. At this point follow the **Okta MFA Enrollment for iPads and Phones Guide** starting at **Step 5**. You will need to have the Okta Verify app installed on your phone. Okta Verify should be pushed out to all staff iPads, however, if it is not there you can install the app from self-service.

