

Okta MFA for PCs

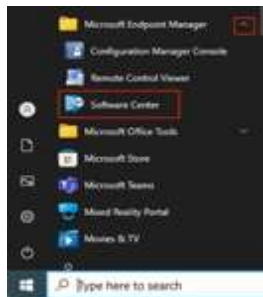
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Okta Multifactor Authentication (MFA)

Okta MFA Enrollment for PCs

Okta Verify Application Configuration

1. On your PC in the search window enter *software center* and *select to open*. Alternately, navigate to the **Windows Button** and on the **Application List** scroll down to **Microsoft Endpoint Manager** select the dropdown to find **Software Center**.



2. In the Software Center Click on the **Okta Verify App**.



3. Click the **Install** Button to install the Okta Verify App.



4. The Okta Verify app should launch, if not open the Okta Verify app from your desktop. You should be greeted with a "Welcome to Okta Verify" screen. Click the **Get Started** button to start the configuration.

Note: If you had already opened Okta Verify on your PC you might get the prompt to add an account rather than the "Get started screen". Select **add account** and go to step 6

Chat Now!

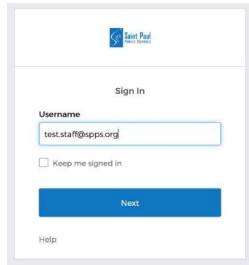


5. The next screen explains how Okta FastPass works. Select **Next**

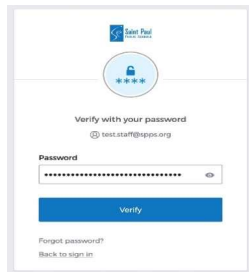
6. Enter the sign-in URL <https://okta.spps.org> (<https://okta.spps.org/>) then select **Next**



7. Your default browser will open to sign into Okta. When prompted enter your SPPS.org email address. Click the **Next** button to continue.



8. On the next screen enter your active directory password and click **Verify** to continue.



9. At some point you will be prompted to enable Windows Hello. Selecting not at this time will require you to enter your Password for every sign-in.

When you enable Windows Hello make sure to set the pin as something that you can remember over time, or save it to a password management tool of your choice.

10. Windows Hello will require setting up either the fingerprint reader if available, or it will use a facial scan. You must enable one of these options for Okta fastpass to work without entering your password every time. If you choose to not enable one of those options we can assign PC users a YubiKey for authentication.

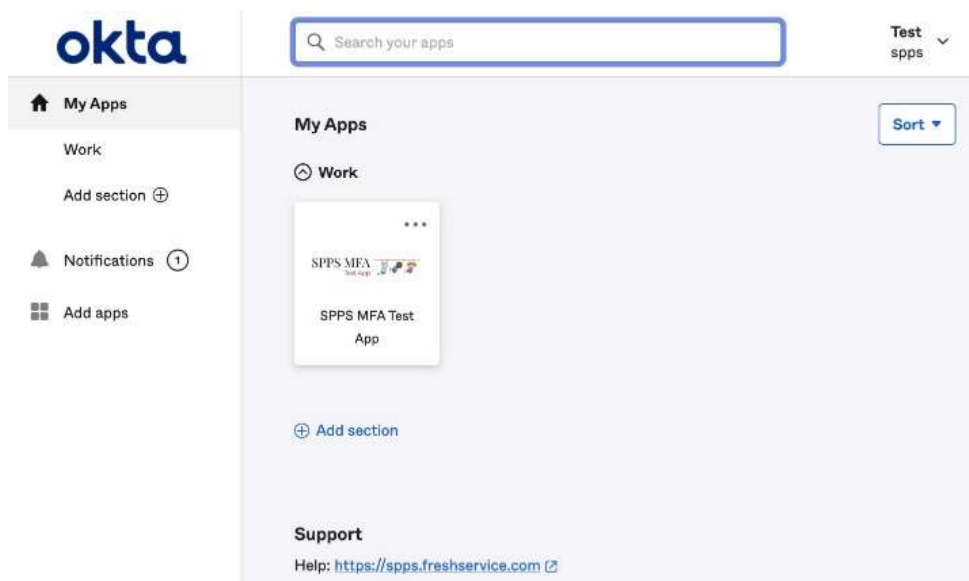
11. To continue with setup, select **Allow** when prompted to open Okta Verify.



You should now be done enrolling your computer with the Okta verify application. Close the app and open a browser to sign into your Okta dashboard at okta.spps.org.

Post MFA Enrollment Steps

1. On your desktop open a browser and go to Okta.spps.org
2. Sign in using your SPPS email firstname.lastname@spps.org and click the **Next** button to continue.
3. Verify with your active directory password and click the **Verify** button to login.
4. 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.

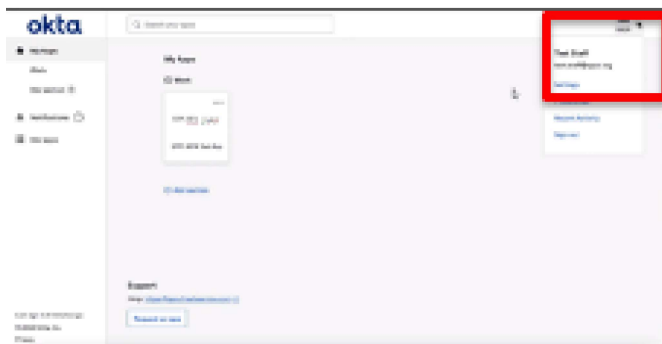


6. Over the summer Technology Services will be working to add Google and Office 365 to Okta to create a quick access dashboard for SPPS applications.

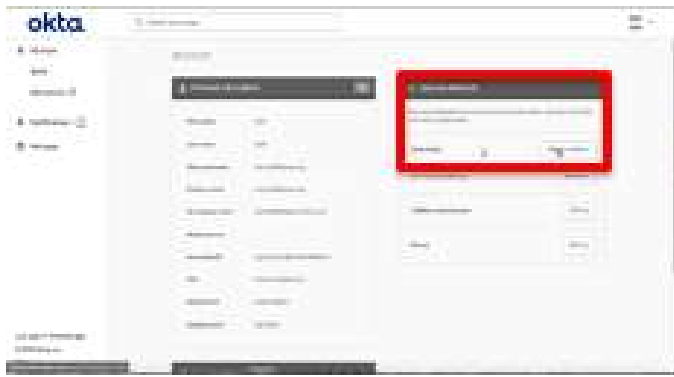


Additional Configuration for Okta Verify

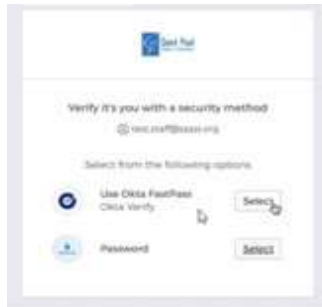
1. We highly encourage configuring an additional device as a backup should you not have your laptop or computer such as your iPad, work phone, or personal phone.
2. On your desktop open a browser and go to Okta.spps.org and if you are not logged in use your **firstname.lastname@spps.org** email address 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.

