

Okta MFA Enrollment for iPads, iPhones, and Android phones.

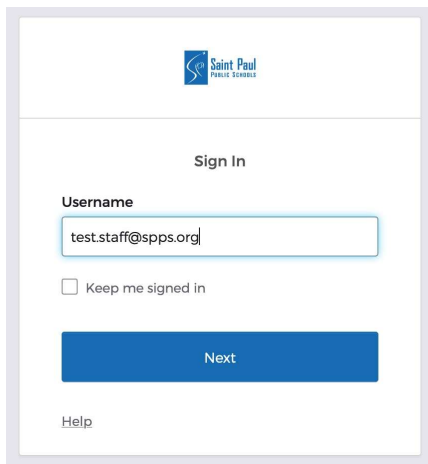
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Okta Multi-factor Authentication (MFA)

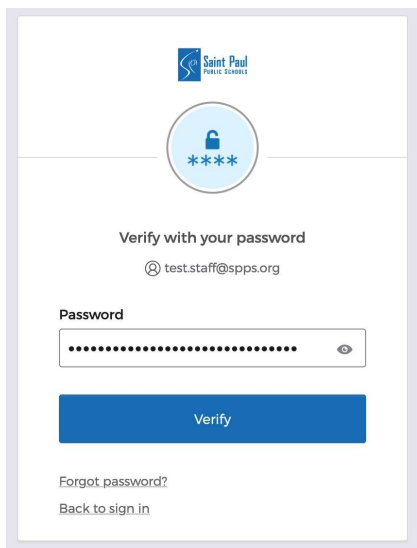
Okta MFA Enrollment for iPads and Mobile Phones

On a computer

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.

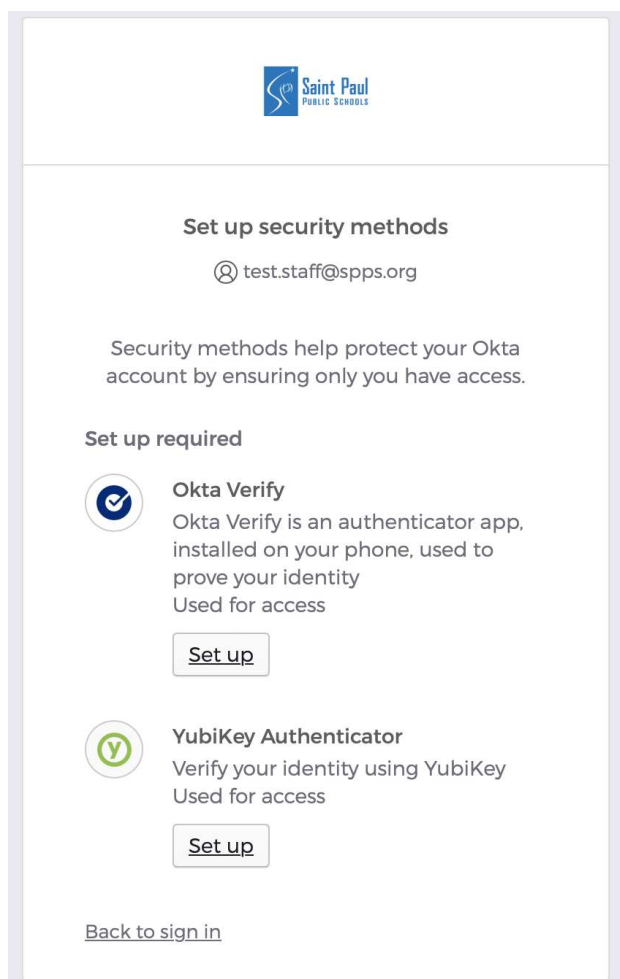


3. When prompted, Verify with your active directory password, click the **Verify** button to continue.



 Chat Now!

4. The following page will show your verification options.



- **Okta Verify** will be pushed out to SPPS staff iPads and MacBooks. You may also download and install the Okta Verify app on a work or personal mobile phone to have a secondary device set up for access.
- The **YubiKey Authenticator** option is limited and will be available for Windows users as needed. (More information to follow).

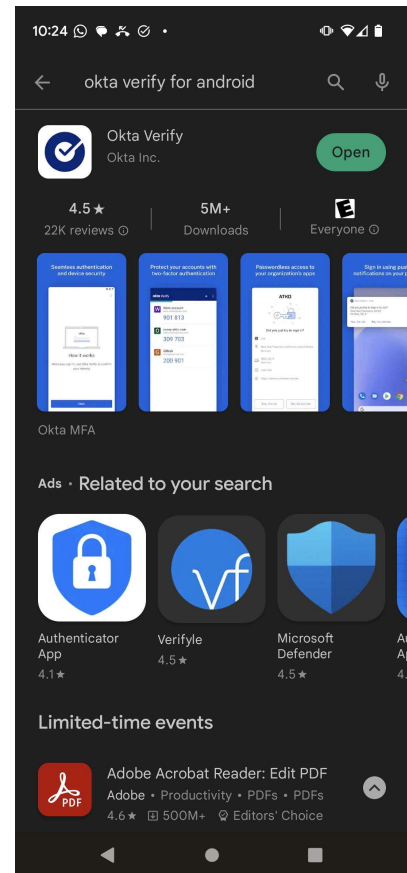
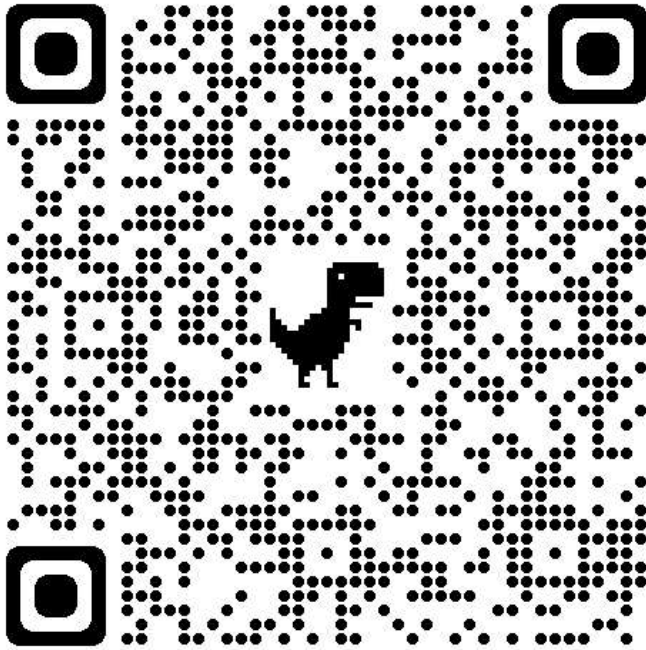
5. Click on the Set-up button under Okta Verify it will bring you to the Set up screen. Keep this screen open as you will need to scan the QR Code with your mobile phone or iPad to complete your enrollment.



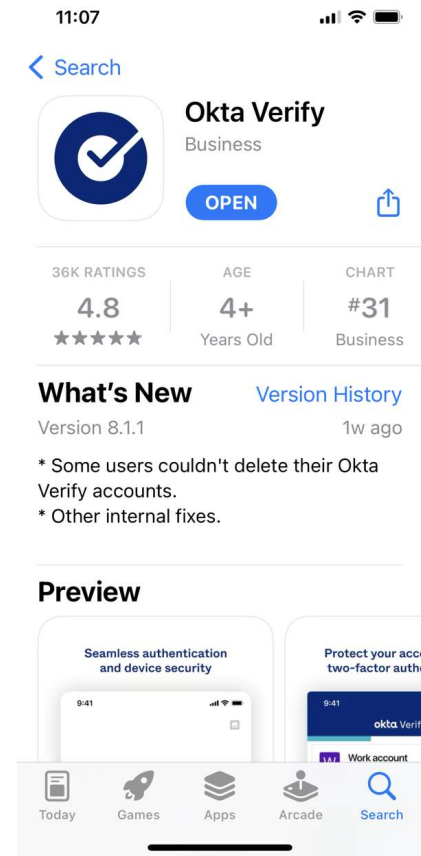
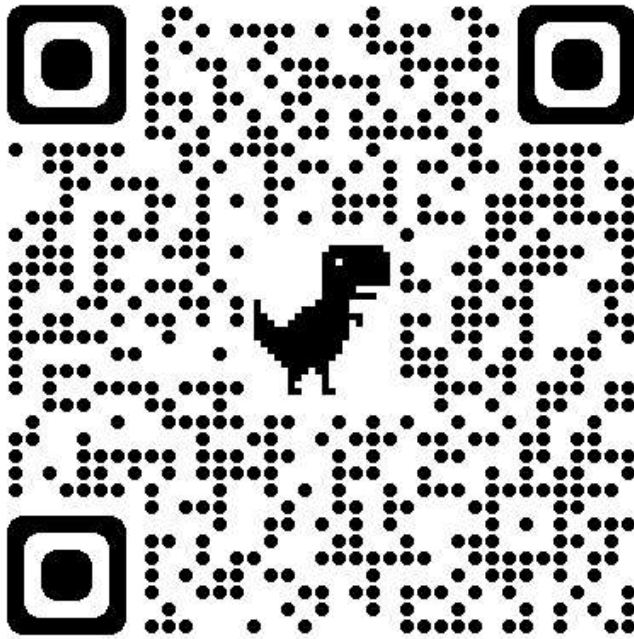
Okta Verify should be pushed out to all staff district owned iPad. If you do not see the Okta Verify app, the app is available in self-service.

***Note:** If setting up Okta Verify on your mobile phone you will need to download the application from the app store before proceeding.

Okta Verify from Google play - Android Phones

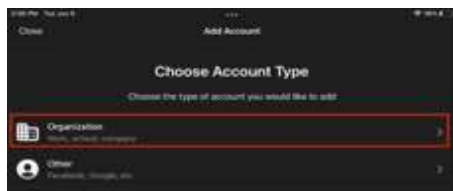


Okta Verify from Apple App Store - iPhones

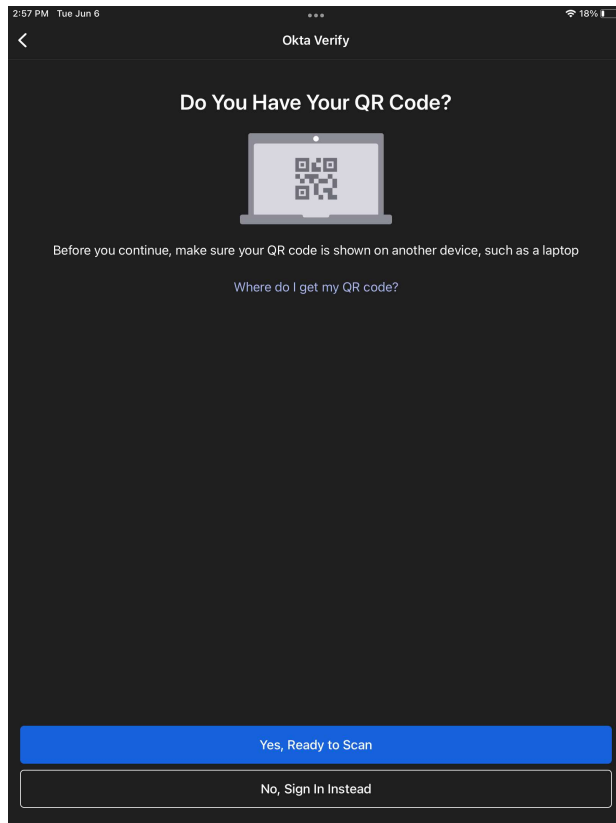


On your iPad or Mobile Phone

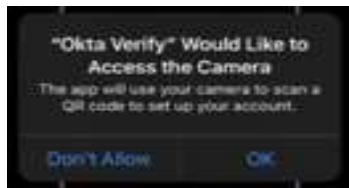
6. Download and open Okta Verify app on your mobile phone or iPad. You should see a screen where you can add an account. Click the **Add Account** button to continue.
7. Select **Organization** for the Account Type



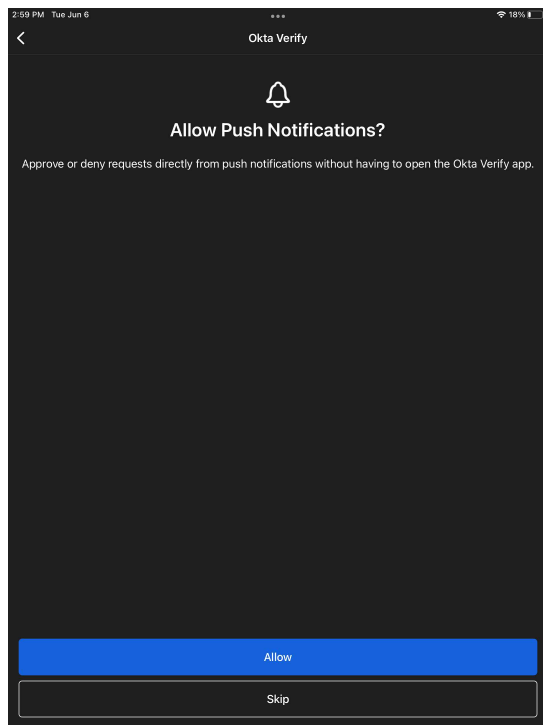
8. You will be brought to a page asking if you have your QR code. Bring up the QR code on your computer and select **Yes, Ready to Scan** and then scan the QR code on your computer with your mobile phone or iPad.



***Note:** You may have to grant the **Okta Verify** app access to your camera before being able to scan the QR Code.

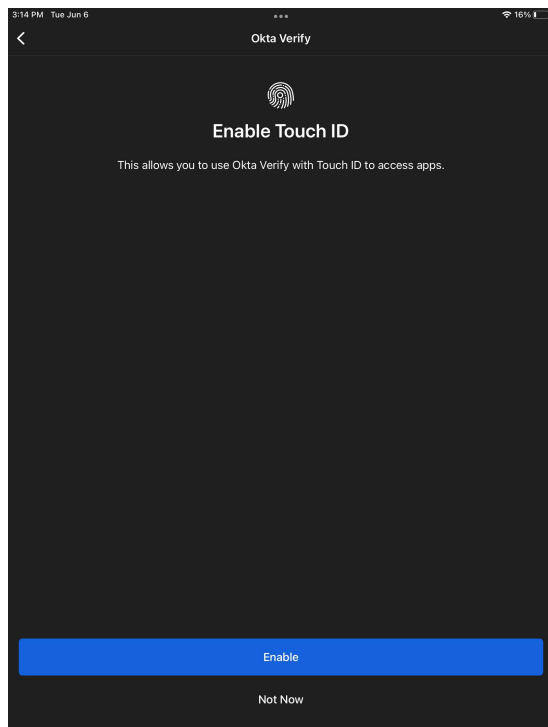


9. You will be asked to allow push notifications, please click the **Allow** button so you will get notified when you need to approve a sign in.



10. You will be asked if you want to enable a form of biometrics, clicking **Enable** will allow you to quickly access the app and approve push notifications.

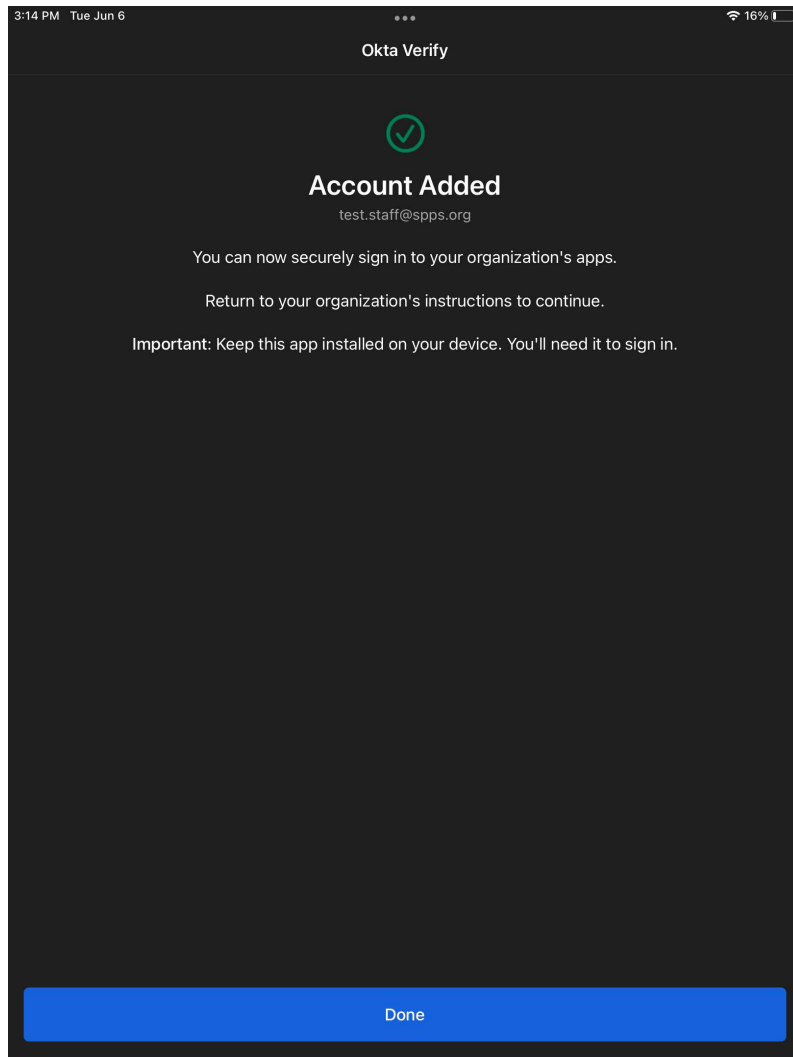
***Note:** If you do not choose to allow biometrics you will be prompted to input your password for every MFA prompt as the biometrics can serve as your additional form of authentication.



11. You will be prompted to verify your identity. Scan your biometrics just like you would when logging into your device.



12. If the Okta Verify setup was successful, you will see the Account Added screen. Click the **Done** button to exit.



13. You may close the app on your iPad or mobile phone at this time.
14. Back to the computer, after exiting out of the setup, you will be redirected to the dashboard of the Okta Verify app.

When you are requested to utilize MFA for a sign-in you will get a push notification. Click the **Yes, It's Me** button to allow the sign-in and then you will have access to the application as normal.

Important Note

Whenever you get an MFA push notification be sure to pay special attention to the **Location** part as highlighted. If for some reason you see a location that is not near where you are logging in from click the **No, It's Not Me** button as it may be someone else trying to login to your account.

Only select "Yes" when you are expecting a login request.

