

Using Okta for the first time

The first time you log into a system that uses Okta multi-factor authentication (MFA) you will be led through the following steps to register your phone to complete the registration.

We are required to use MFA for systems that contain legally protected data, such as student information. The first system at Highline to use this is Watermark/Aviso. Other systems will be added to Okta in the coming year.

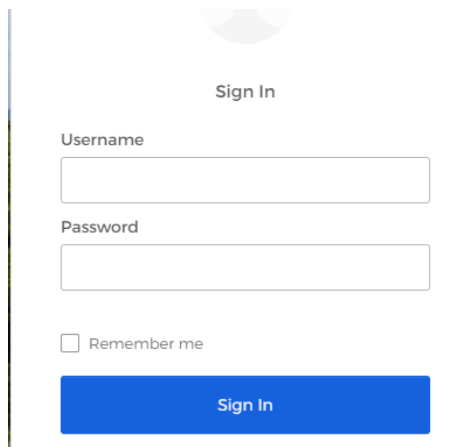
Decide how you want to receive your verification code

MFA will require you to receive a text message code, or a notification message on a mobile phone app, to log in, or plug a small USB device into your computer. The first step is to decide how you want to log in. **We recommend setting both the Okta Verify app and an SMS option, so that you have multiple possible ways to log in.**

- If you want to receive an SMS (text message) code, skip ahead to [Register for Okta Using SMS \(Text message\)](#).
- If you want to use the app, go to the [Apple](#) or [Android](#) store to download the free Okta Verify app. Then start at [Register for Okta Using the Verify App](#).
- If you do not want to use your mobile phone, a small USB key can be used. Contact ITS at helpdesk@highline.edu to arrange for this.

Register for Okta Using the Okta Verify App

Start at [Highline's Okta Portal](#) at <https://highline.okta.com>. Sign in with your **Highline Username and Password**, and click the Sign In button.

A screenshot of the Okta Sign In form. It features a "Sign In" title at the top, followed by "Username" and "Password" labels above their respective input fields. Below the password field is a "Remember me" checkbox. At the bottom is a blue "Sign In" button.

Sign In

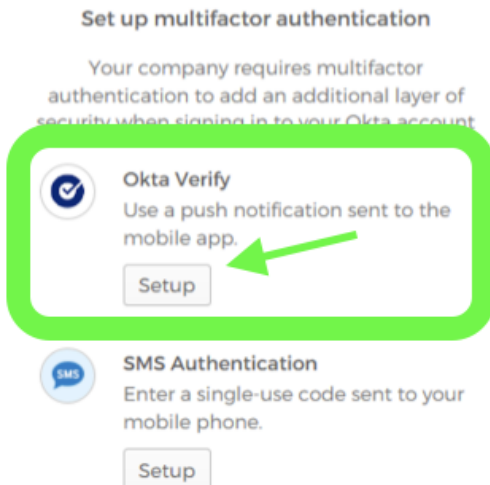
Username

Password

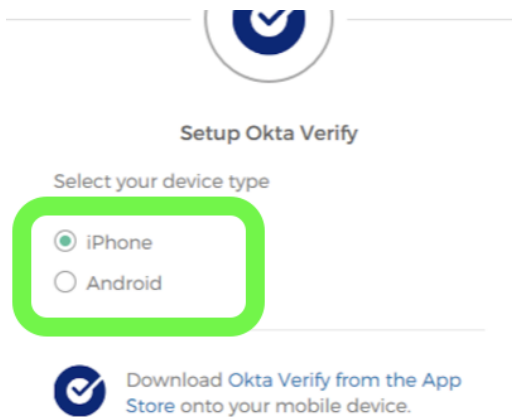
Remember me

Sign In

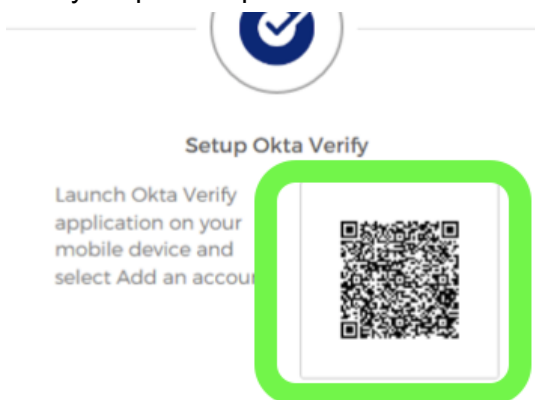
Next, click the Setup button for Okta Verify (the first option in the list).



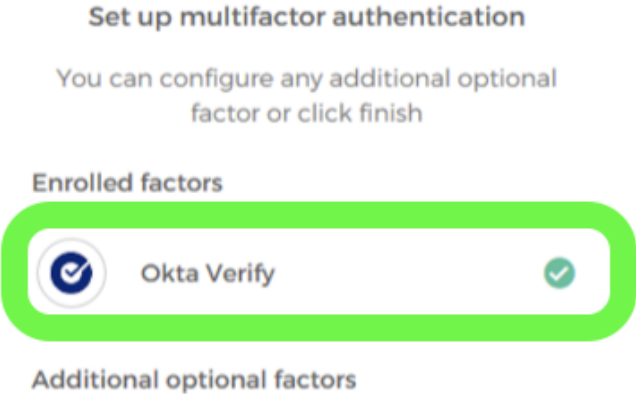
You will then be asked to select your phone type, iPhone or Android. Click the Next button when you've made your selection.



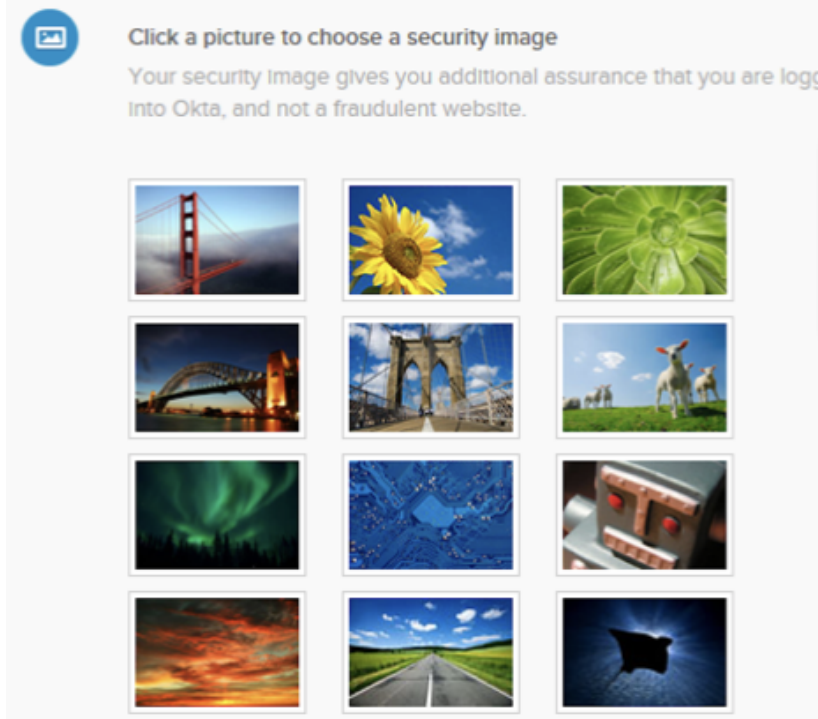
Tap on the Okta Verify app on your phone, and select Add to scan the QR code on your screen. Hold your phone up to the screen and focus the camera on the QR code.



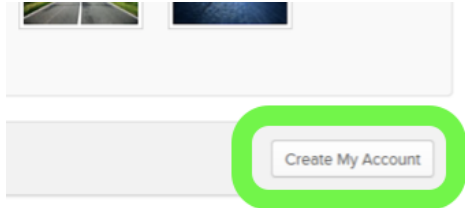
Once the add is complete you will see a green check mark next to Okta Verify. Click on the Finish button to continue.



You'll be asked to select a security image from the following screen:

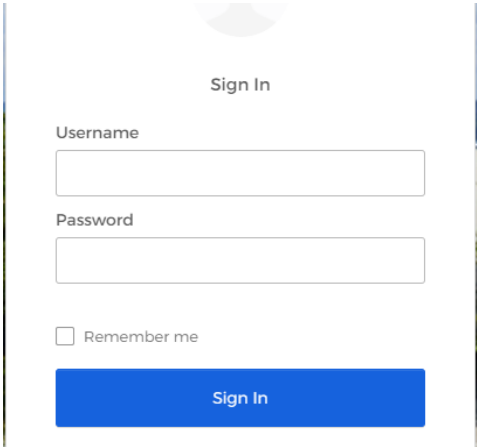


After your selection select Create Your Account, and the process is complete!



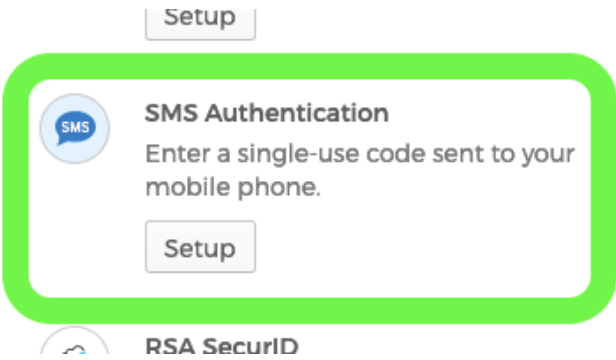
Register for Okta Using SMS (Text Message)

Start at [Highline's Okta Portal](https://highline.okta.com) at <https://highline.okta.com>. Sign in with your **Highline Username and Password**, and click the Sign In button.



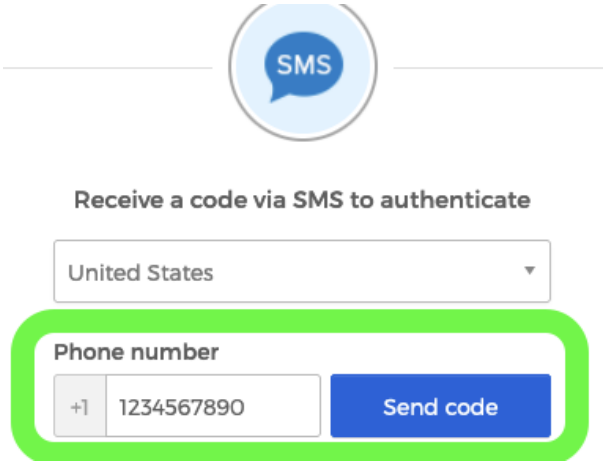
A screenshot of the Okta Sign In page. At the top, it says "Sign In". Below that are two input fields: "Username" and "Password". There is a checkbox labeled "Remember me" and a blue "Sign In" button at the bottom.

Next, select SMS Authentication.



A screenshot of the authentication selection screen. The "SMS Authentication" option is highlighted with a green border. It includes an "SMS" icon, the text "SMS Authentication", "Enter a single-use code sent to your mobile phone.", and a "Setup" button. Below it, the "RSA SecurID" option is partially visible.

Type in your phone number, and click Send code.



A screenshot of the SMS authentication setup form. It features an "SMS" icon in a circle. Below it, the text "Receive a code via SMS to authenticate" is displayed. There is a dropdown menu for "United States". A "Phone number" field is highlighted with a green border, containing "+1" in a small box and "1234567890" in the main input area. To the right of the phone number field is a blue "Send code" button.

The window with your phone number will expand, and you'll receive a text message with a six-digit code. Enter that code and click Verify.

Phone number

+1 1234567890 Send code


Enter Code

529699

Verify

[Back to factor list](#)



Once that process is complete, you'll see a message that SMS Authentication is an enrolled Factor. There are also additional options for adding factors; click on those if you'd like to add another.



Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

 **SMS Authentication** 

Additional optional factors

Once you are done, click Finish at the bottom of that window. Note: you may have to scroll down to find it.

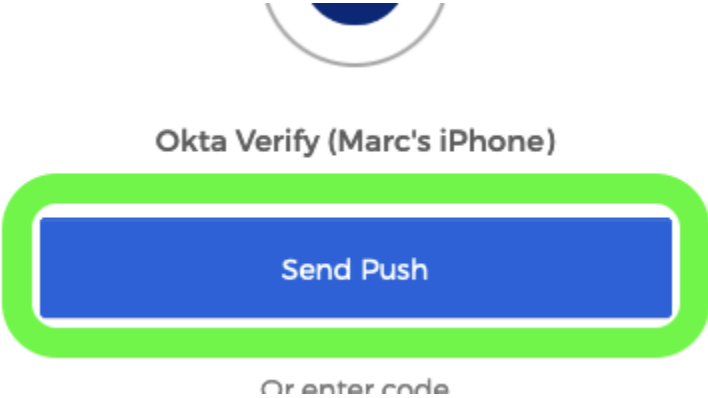
Setup

Finish

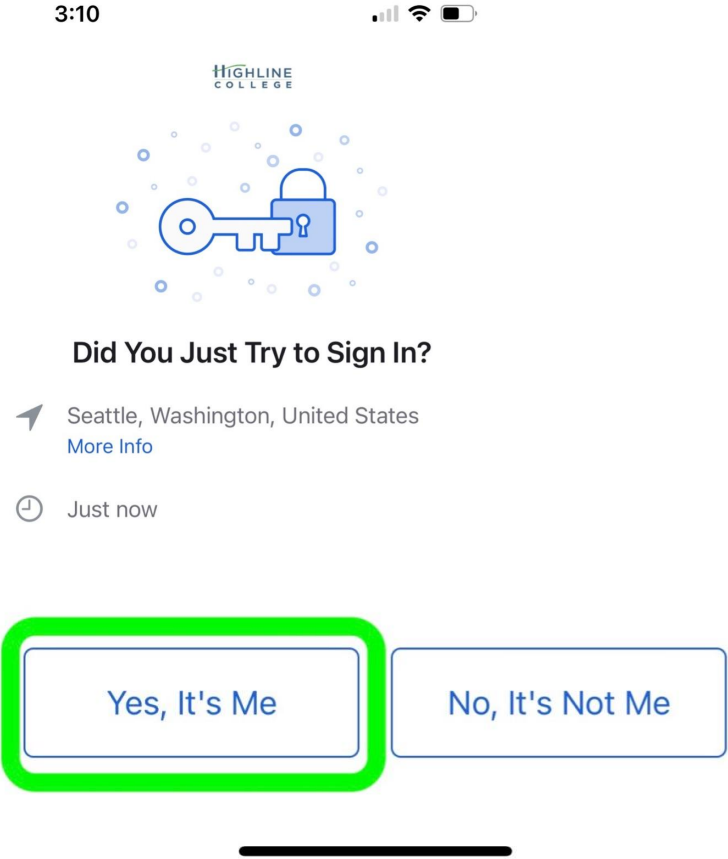
First Time Use of Okta MFA

After enrollment, you'll be logged into that service for 60 minutes. That is, if you logout and log back in within 60 minutes you will not have to re-verify.

When you reconnect the next time, sign in with your Highline username and password. Then, click on the Send Push button to get the push sent to your phone.



Check your phone and select 'Yes, It's Me'

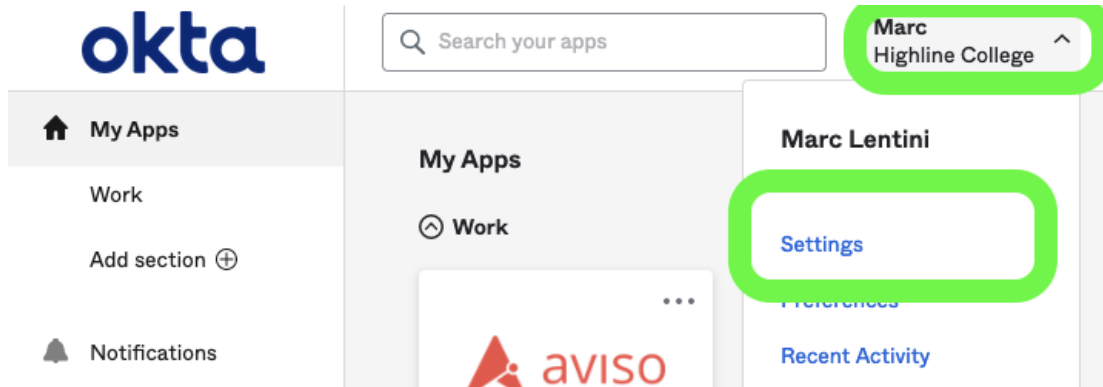


Optional: Using The Okta Portal

The [Highline Okta Portal](https://highline.okta.com) (<https://highline.okta.com>) is where you can manage phones and MFA options.

Once you see the portal, use your Highline username and password to log in. You will have to use the Okta app (or SMS) to log in.

Once in the portal, left click on your name in the top corner, and select settings.



Your account page will load with your employee information. If you'd like to set up an additional verification option as a backup, click on that option in the Extra Verification section.

Click on the Set up button, and follow the steps to add that option. For instance, the image below highlights the option to add SMS Authentication.

