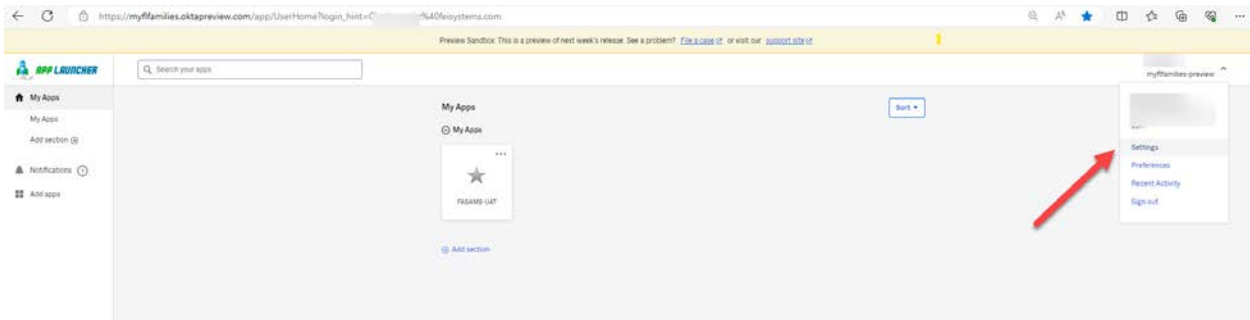


OKTA Job Aid

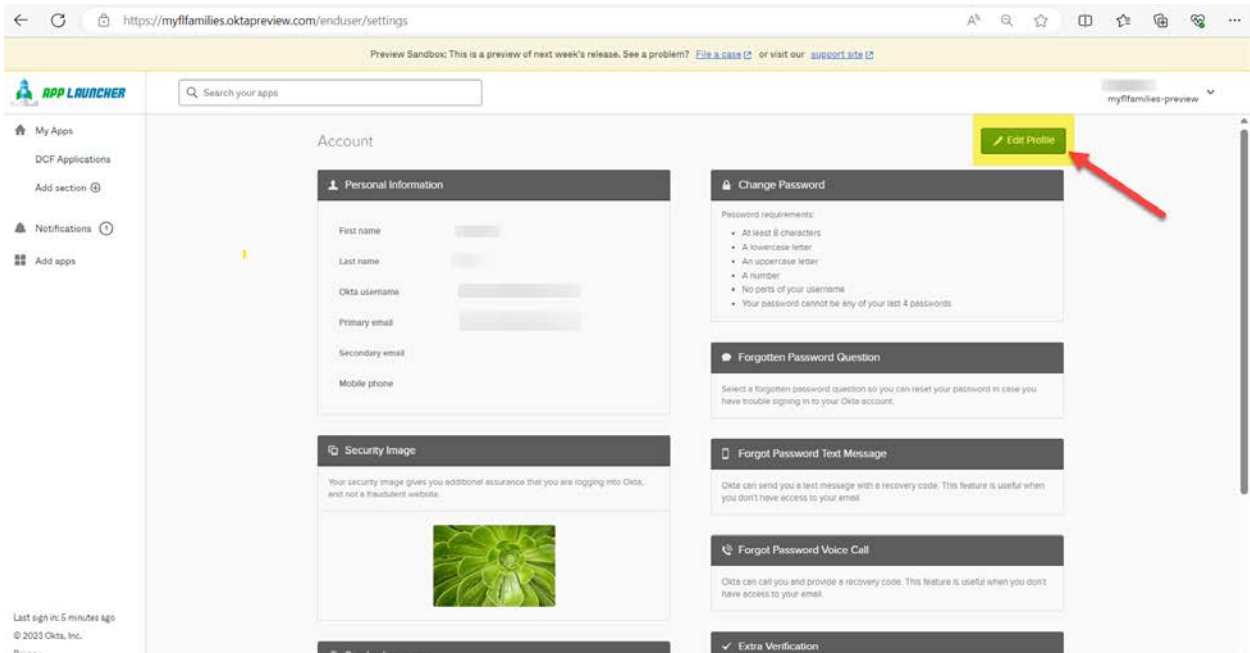
How to change OKTA Multi-Factor Authentication

This job aid is to assist users with changing OKTA Multi-Factor Authentication options

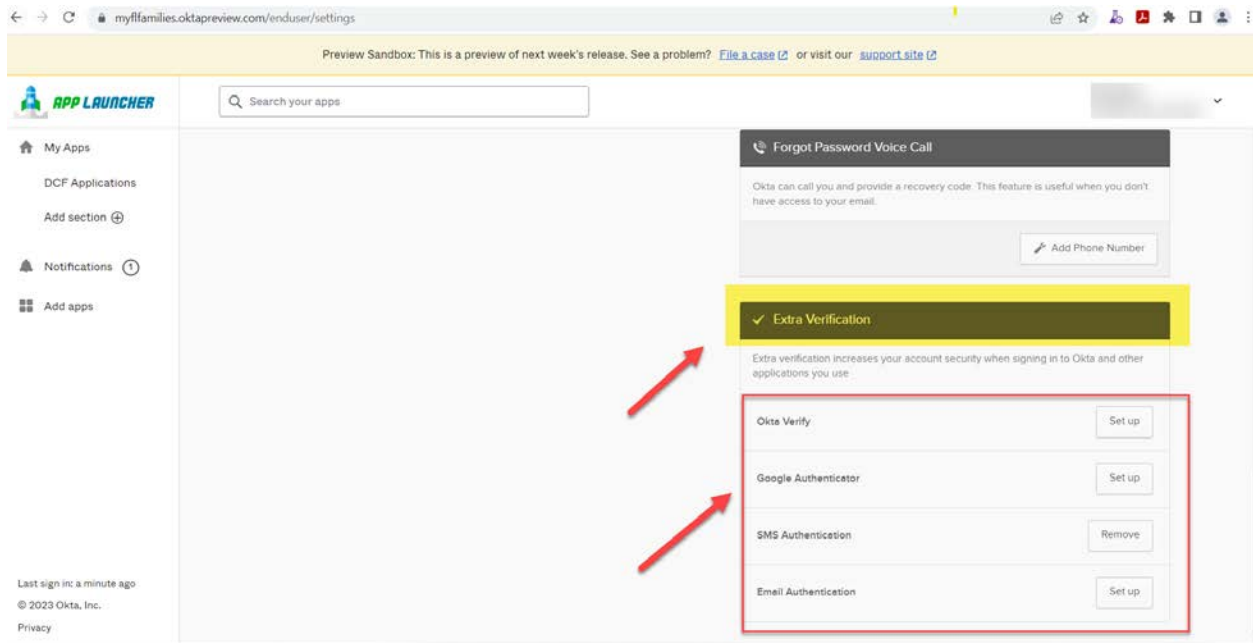
- 1) Navigate to OKTA Home Page
 - a. In upper right corner, select arrow next to username to display dropdown menu.
 - i. Select “Settings”



- 2) User’s “Account” screen displays
 - a. Select “Edit Profile”



- 3) Scroll down to “Extra Verification” section and select which multifactor authentication verification method you choose to set up or remove.



- 4) Go thru steps to either ‘Set up’ or ‘Remove’. Once changes are made, navigate back to OKTA home page by selecting “My Apps” in upper left-hand corner.

