

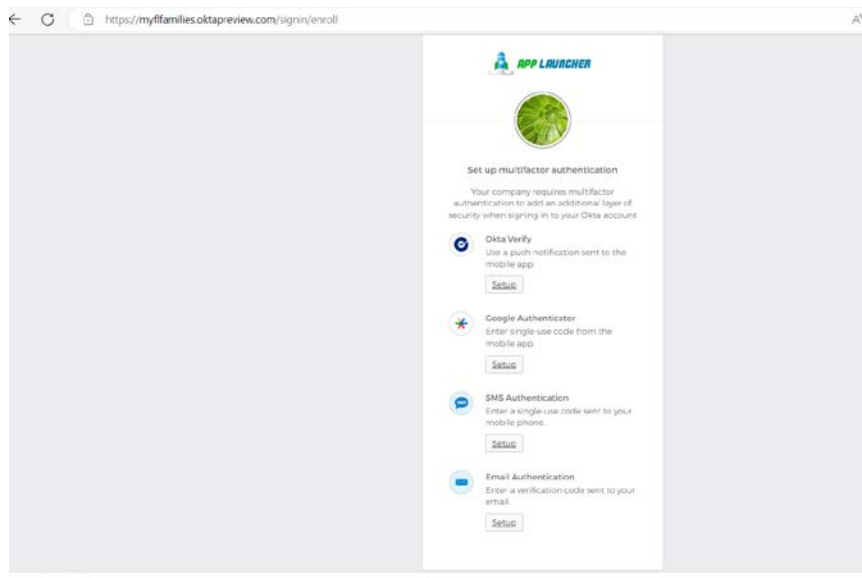
OKTA Job Aid

Set up OKTA Multifactor Authentication

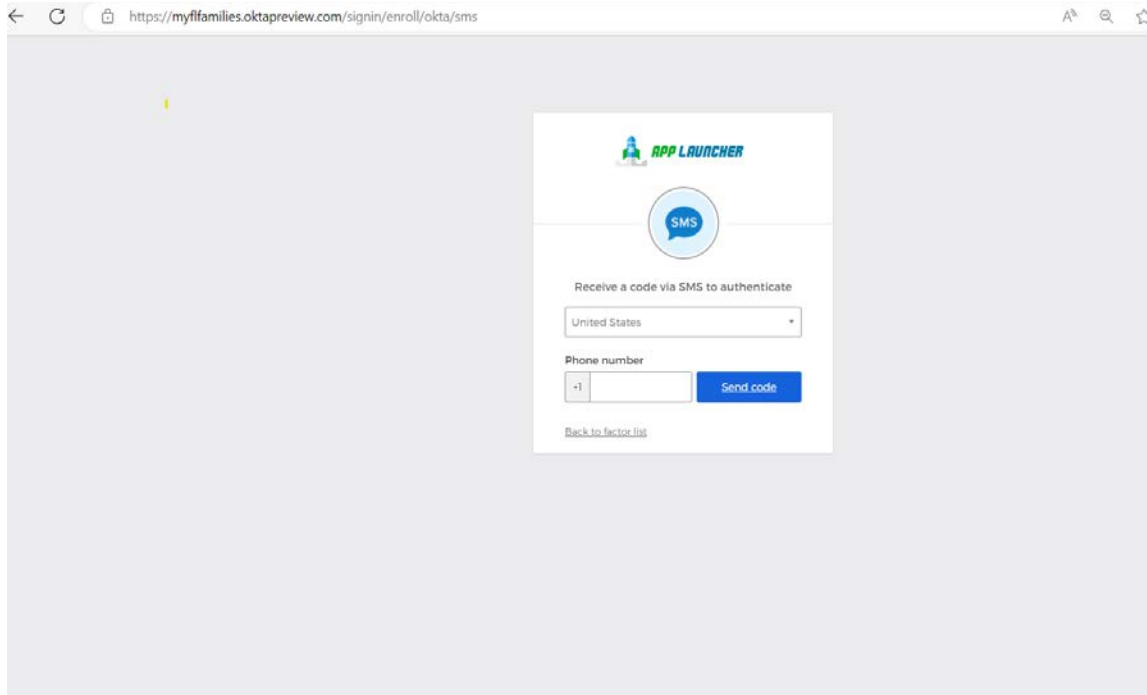
This job aid is to assist users with setting up OKTA Multifactor authentication.

Please note: Steps to set up OKTA Multifactor authentication can be used for both FASAMS UAT and FASAMS Production

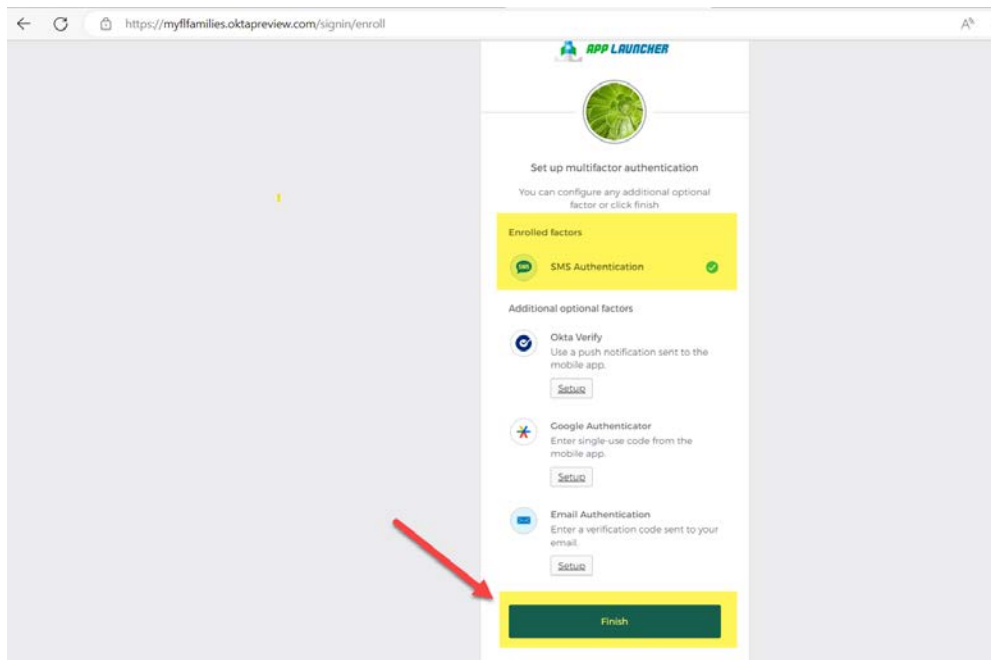
- 1) During account creation, user will land on OKTA's "**Set up multifactor authentication**" page. User can choose the following authentication methods listed in screen shot below:



- 2) Select one of the options from the list. For example, "SMS Authentication". This option sends a single-use code to the phone number designated by user.
 - a. Enter in a phone number to received single-use code
 - b. Select "Send Code"
 - i. Once user received code, enter in code designated in screen shot below:



- 3) Once single use code is entered, hit **“Verify”**. **“Set up multifactor authentication”** displays showing user is not enrolled in **“SMS Authentication”**. Hit **“Finish”** to complete set up.



- 4) User can choose to set up any of the above options by selecting “Setup” and navigating thru the steps to complete.
- 5) User will be redirected back the **FASAMS** portal landing page. Click “**Ok**” again to enter the **FASAMS** application.

