# Okta Account Access

Okta is a single sign-on identity management tool.

Installing Symantec VIP

Okta requires you to select a Multi-Factor Authentication (MFA) option when loggin on for the first time. This step can be completed with a mobile phone. However, if you do not have a mobile phone Symantec VIP can be used instead. Symantec VIP is available for both Mac and PC and must be downloaded prior to logging on to Okta for the first time.

1. Go to **https://idprotect.vip.symantec.com/desktop/ download.v**.

2. Click **Download for Windows**.

3. Once the file finishes downloading, open the file.

4. Click **Run**.

5. Click **Next**.

6. Select **I accept the terms in the license agreement**, then click **Next**.

7. Click **Next**.

8. Click **Install**.

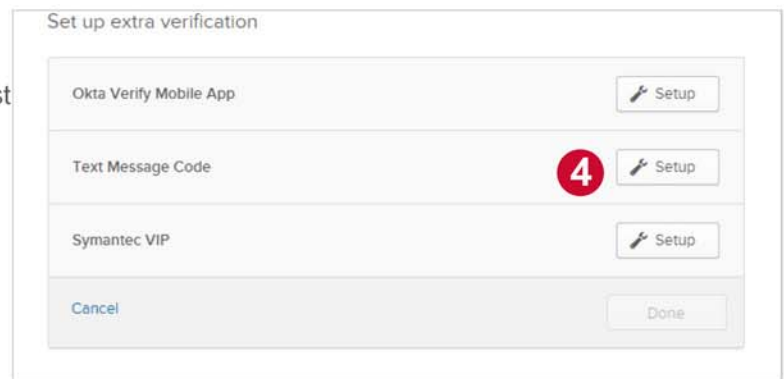9. Once installation is complete click **Finish**.
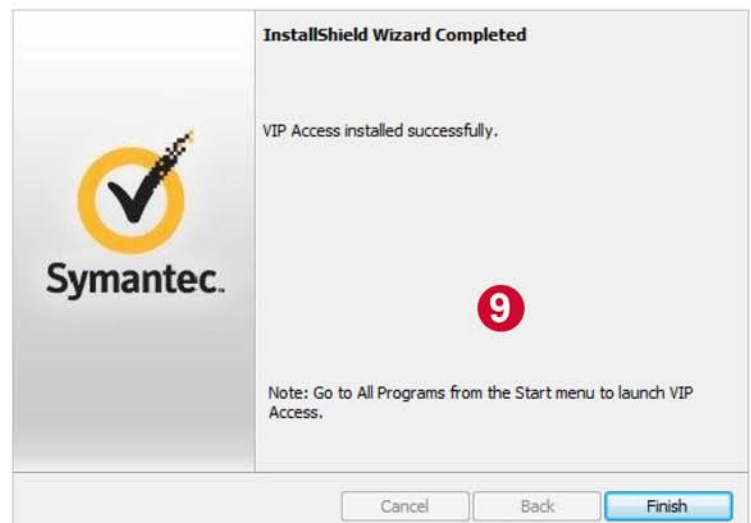
Logging On to Okta

1. Open Outlook and locate the email containing the new Okta Username and Password provided by the Service Desk.

2. Open Google Chrome and go to **https://aperture.okta. com/**.

3. Enter the **Username** and **Password** provided in the email. Click **Sign In**.
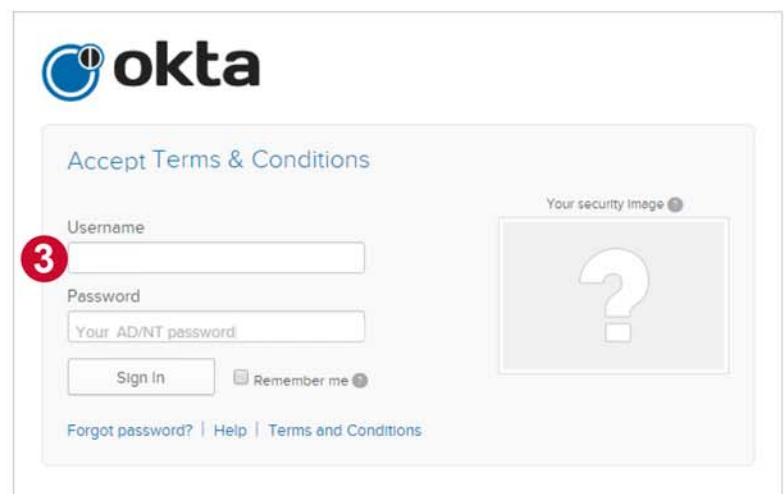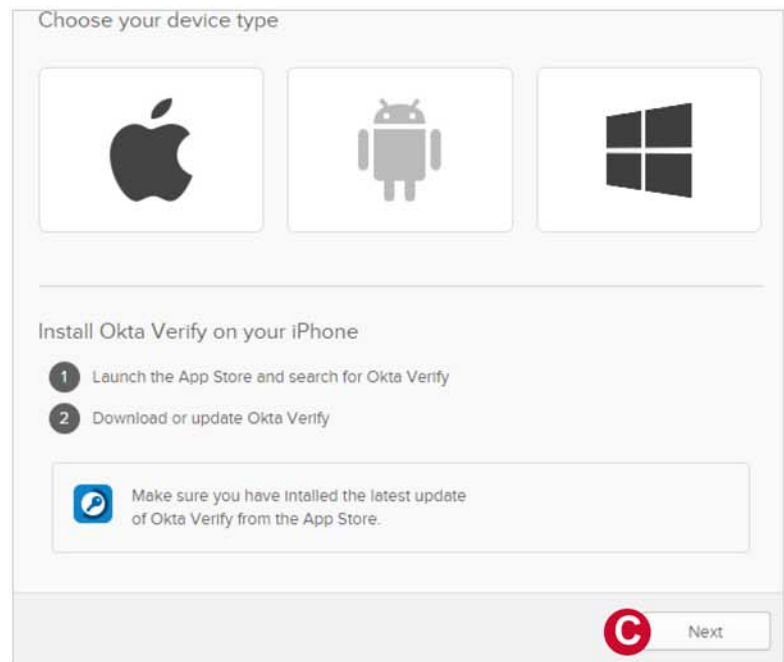
4. Click **Setup** next to your preferred method of verification.

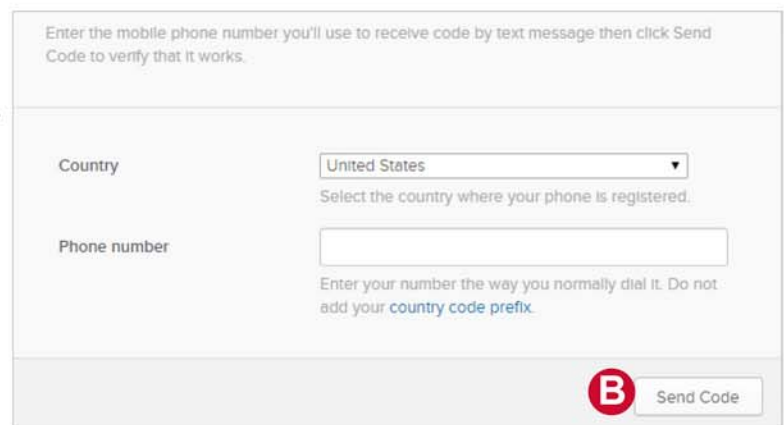Note: In order to verify using Symantec VIP the program must already be installed on your machine.

Set up extra verification

Okta Verify Mobile App	🔧 Setup
Text Message Code	**④** 🔧 Setup
Symantec VIP	🔧 Setup
Cancel	Done

Verifying with Okta Verify Mobile App

A. If using **Okta Verify Mobile App** click your device type.

B. Download or update Okta Verify.

C. Click Next.

D. Scan the barcode, then click **Done**.

Choose your device type

Install Okta Verify on your iPhone

1 Launch the App Store and search for Okta Verify

2 Download or update Okta Verify

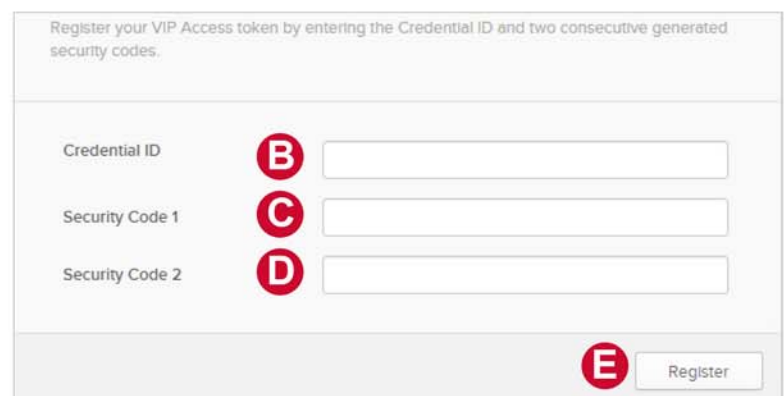🔑 Make sure you have intalled the latest update of Okta Verify from the App Store.

C Next

Verifying with a Phone Number

A. If using Text Message Code enter your **Phone number**.

B. Click **Send Code**.

C. Enter the code, then click **Done**.

Enter the mobile phone number you'll use to receive code by text message then click Send Code to verify that it works.

Country	United States ▾
	Select the country where your phone is registered.
Phone number	
	Enter your number the way you normally dial it. Do not add your country code prefix.

B Send Code

Verifying with Symantec VIP

A. If using Symantec VIP click **Start** and launch **VIP Access**.

B. Enter the **Credential ID**.

C. Enter the security Code in **Security Code 1**.

D. Wait for the next Security code to be generated and enter it in **Security Code 2**.

E. Click **Register**.

Register your VIP Access token by entering the Credential ID and two consecutive generated security codes.

Credential ID	**B**
Security Code 1	**C**
Security Code 2	**D**

E Register

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5. Enter your current password and then a new password twice.

   Note: A new password must be created using at least 8 characters, at least one special character, and it must not contain any part of the username.

6. Click **Change Password**.

Your password expired and needs to be changed

Need assistance? Call support

requires that passwords be at least 8 characters, contain special characters and must not contain any part of the username. Passwords must: Not contain the user's account name or parts of the user's full name that exceed two consecutive characters Be at least eight characters in length Contain characters from three of the following four categories: English uppercase characters (A through Z) English lowercase characters (a through z) Base 10 digits (0 through 9) Non-alphabetic characters (for example, !, $, #, %) Be changed every 180 days Not be the same as the previous 10 passwords Complexity requirements are enforced when passwords are changed or created. Passwords can not be changed more than once within a 28 day period.

Enter current password — **5**

Enter new password

Repeat new password

Change Password — **6**

7. Enter a personal email address for the **Secondary email address**.

7 Secondary email

I don't have a secondary email

8. Under **Choose a forgot password question** and **Answer**, select a question and enter an answer.

8 Choose a forgot password question

Where did you meet your spouse/significant other?

Answer

9. Click **Add Phone Number** and enter a phone number.

9 Add a phone number for resetting your password or unlocking your account (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

⊕ Add Phone Number

10. Select a security image.

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
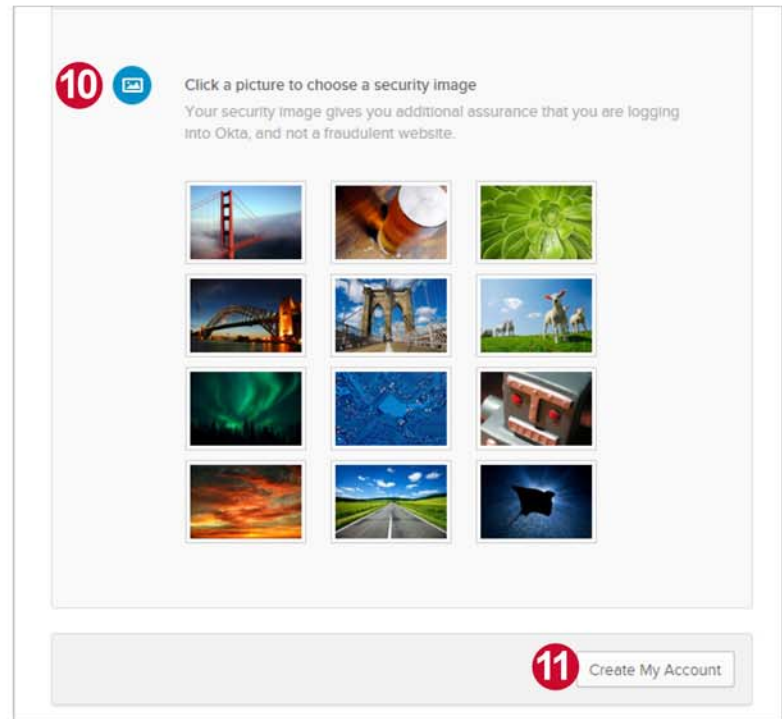
11. Click **Create My Account**.

Create My Account

12. Click **Got it!** to access your apps: Google Apps, Box, etc.

Okta makes your life easier

Access all the apps you use from one place - no passwords needed

Got it!