

# **OKTA ENROLLMENT PROCESS**

## LOG INTO OKTA

- 1. Open a **web browser**.
- 2. In the Address bar, type **chla.okta.com**.

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$\leftrightarrow \Rightarrow c \diamond$	https://chla.okta.com/			

3. Enter your CHLA Domain Username and Password, then click **Sign In.** 

Children's Hospital	Welcome to Childrens Hospital Los Angeles, Andrew Create your Childrens Hospital Los Angeles account
	Consear a forget parameter question     (When is the food you want liked as it shid?     Answer
Sign In	And a show make for saming that assessed or unliquing your account using Yorks (all injuncie)
CHLA Domain Username	Otis can call you and provide a recovery code. This feature is useful when you don't have access to your email.  C Add Phone Number
CHLA Domain Password	•
Remember me	Citot a picture to choose a security image Your security image gives you additional assurance that you are logging into Citot, and not a feaululent whether.
Sign In	
d help signing in?	

**NOTE:** If this is your first time accessing OKTA, you may be prompted to select a Password Question, Add Phone Number, and select a Security Image.

### **AUTHENTICATING TO OKTA USING OKTA VERIFY**

#### Install the Okta Verify App

- 1. Click the **Setup** button under Okta Verify.
- 2. Select your **device type** and download the **Okta Verify app** via your device App Store or the CHLA App Store.



**NOTE:** You must be enrolled in AirWatch Mobile Device Management and have AirWatch installed on your device to access the CHLA App Store

3. After you download the app, click **NEXT** under the Setup Okta Verify window.



 Launch Okta Verify app on your mobile device and select Add an account. Scan barcode. After you scan the barcode, press the Add Account button in the app.

**NOTE:** When you see a check mark next to Okta Verify in your browser, it means that it is completed.



### AUTHENTICATING TO OKTA VOICE CALL AUTHENTICATION

1. Click on **Setup** button under Voice Call Authentication.



2. Type in **your phone number** in the phone number field and click the **Call** button. You will receive an automatic message with a 5 digit code.

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3. Enter the **5-digit code** in Enter Code field and click the **Verify** button.

After you click on the Verify button, you will be logged in and taken into your CHLA user home page.

Congratulations, you are now enrolled in Okta.

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Follow phone cal authen	l instructions to	Follow phone call in authentica	structions to
United States	•	United States	•
+1 Phone number	Extension	+1	Extension
The field cannot be left blank		Calling	
Ca		Enter Code	0
		Verify	

