myCHLA: Setting Up Okta Verify App
For Second Factor Authentication Job Aid

STEPS TO SETTING UP OKTA VERIFY FOR SECOND FACTOR AUTHENTICATION

Once you have successfully logged in to myCHLA the first time using Okta, you can set up the Okta Verify app on your smartphone for second factor authentication. This app provides the option to use push notifications on your mobile device instead of receiving a voice call.

NOTE: You will need access to your mobile device to complete this setup.

1. Click on your name in the site’s header to begin.

2. On the Manage Your Account screen, click the Manage Account Settings button to reach the Account settings page for Okta.

CONTACT INFORMATION

Name: John Smith
Email: jsmith@example.com
3. On the Account settings screen, scroll to the **Extra Verification section** and click the **Okta Verify Set up button**.

4. Select your **device type** and then click **Next**.
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NOTE: The following steps are to be completed on your mobile device.

5. Open your **mobile device’s app store**, and search for “Okta Verify” to download the Okta Verify app.

6. After the app has downloaded, tap **OPEN**.

7. In the Okta Verify app, tap **Add Account**.

8. Follow the **prompts** on your phone to allow the App to use your Camera and Use Notifications if asked. This is **required** for the app to be enrolled and used.

9. When prompted by the app, enable your **phone’s camera** and point it at the **QR Code** on the computer screen.

10. When you see a circle with a **6-digit code** in the middle, you have **successfully** enrolled your phone. Click **Done** to complete the process.