

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.



my CHLA

Hello J. Smith! Log Out
Quick Reference | User Guide

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

Home > Manage Your Account

Manage Your Account

Is your practice moving? Are you leaving this practice? Are you part of another practice or joining a new practice? Tell us about it!

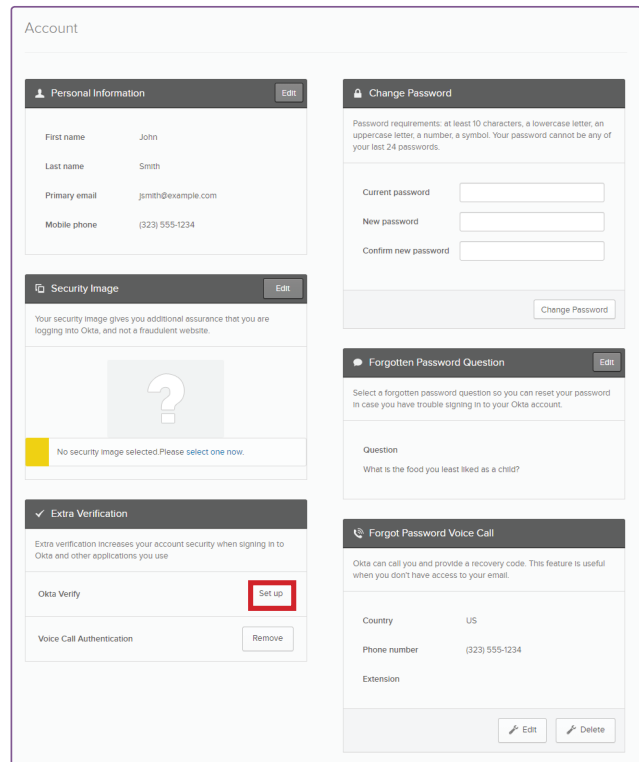
Contact Information

Name John Smith

Email jsmith@example.com

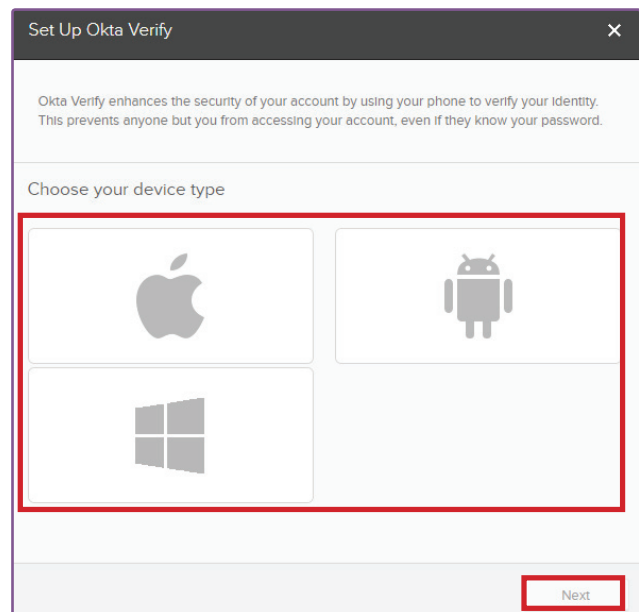
[Manage Account Settings](#)

- On the Account settings screen, scroll to the **Extra Verification section** and click the **Okta Verify Set up button**.



The screenshot shows the 'Account' settings page. The 'Extra Verification' section is expanded, showing 'Okta Verify' with a red box around the 'Set up' button. Other sections include 'Personal Information', 'Change Password', 'Security Image', 'Forgotten Password Question', and 'Forgot Password Voice Call'.

- Select your **device type** and then click **Next**.



The screenshot shows the 'Set Up Okta Verify' dialog box. It contains the text: 'Okta Verify enhances the security of your account by using your phone to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.' Below this, there is a section titled 'Choose your device type' with three options: Apple, Android, and Windows. A red box highlights these three options. At the bottom right, there is a 'Next' button also highlighted with a red box.



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  .

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.

