

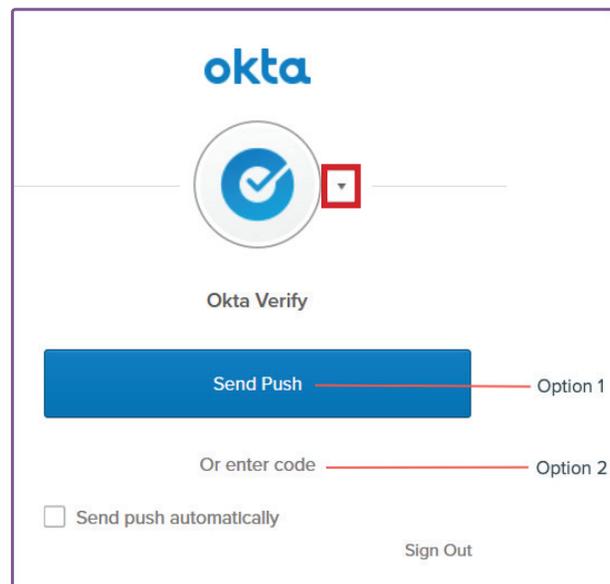
Use the Okta Verify app to confirm your identity so you can sign in to myCHLA securely.

## STEPS TO USE OKTA VERIFY TO SIGN IN TO MYCHLA

1. Make sure you have set up Okta Verify. If you have not, please follow the **myCHLA Setting Up Okta Verify for 2nd Factor Authentication Job Aid** to set this up.
2. Sign in to **myCHLA**.
3. Once the Okta Verify authentication challenge screen appears, choose an **option** to confirm your identity.



**NOTE:** It will default to voice call authentication. You will need to select Okta Verify from the **drop-down arrow** next to the Okta logo.



### OPTION 1: SEND PUSH

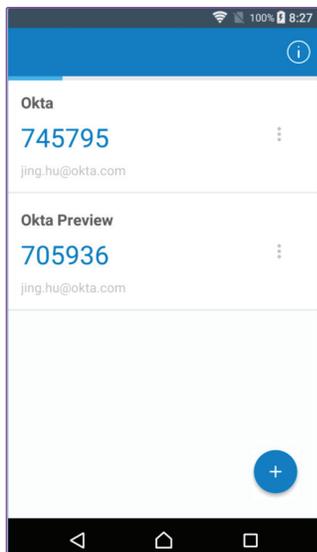
Click the **Send Push** option to receive a pop-up notification on your mobile device. The notification allows you to accept or reject your authentication request. The notification expires in five minutes if you don't accept or reject the authentication request. To receive a new notification, click **Send Push** again.

1. Sign in to **myCHLA** from your desktop computer.
2. Click **Send Push** to send a notification to your mobile device. You can select **Send push automatically** so that future notifications pop up automatically on your mobile device.
3. Check your **mobile device** for a pop-up notification from Okta Verify.
4. Tap the **option** that confirms you tried to signed in to your myCHLA.

## OPTION 2: ENTER CODE

To use this option, enter an Okta generated six-digit code provided in the Okta Verify app to confirm your identity. For security purposes, this code changes every thirty seconds.

1. Sign in to **myCHLA** from your desktop computer.
2. When prompted, open the **Okta Verify app** on your mobile device.
3. Remember the **verification code** that appears onscreen. In the example below, the code for Okta is 745795. If more than one account appears, use the one associated with myCHLA.



4. In your web browser, enter the **code**. Click **Verify** to continue. If the code you entered is correct, you are signed in to myCHLA.

