

# Okta – Creating an Account/Multifactor Authentication

**Target Audience:** All Nuvance Health Employees

**Okta** is the foundation for secure connections between people and technology. It's a service that gives employees secure access to the tools they need to do their most important work. You will only need to set up your Okta account and Multifactor Authentication one time.

## Creating Your Okta Account:

1. Access <https://nuvancehealth.okta.com/> in your web browser

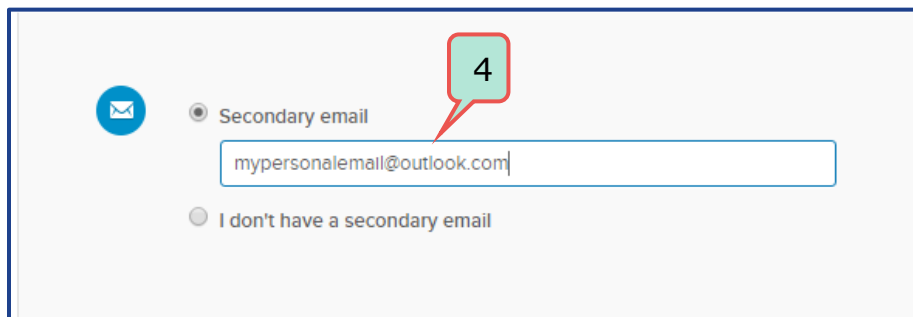
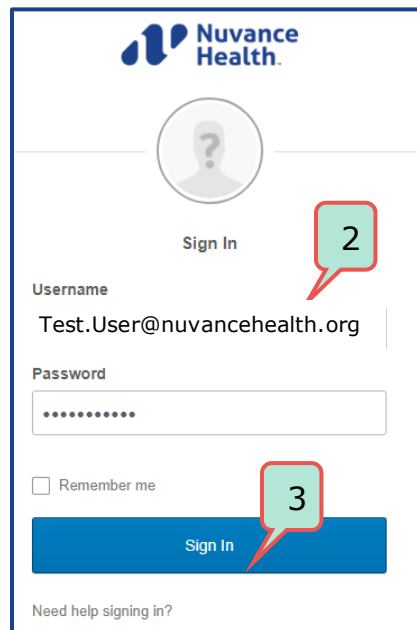
 Chrome or Internet Explorer is the preferred web browser

2. Enter your Nuvance Health email as **Username** and enter your **Password**

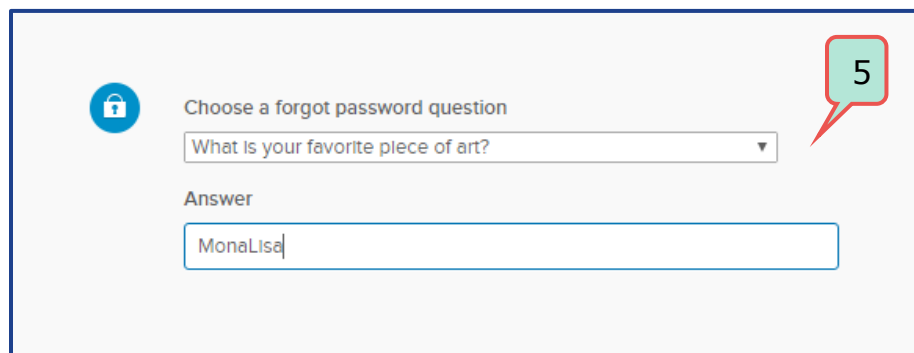
3. Click **Sign In**

4. Enter your personal email address

 This will only be used for Self Service Password Resets

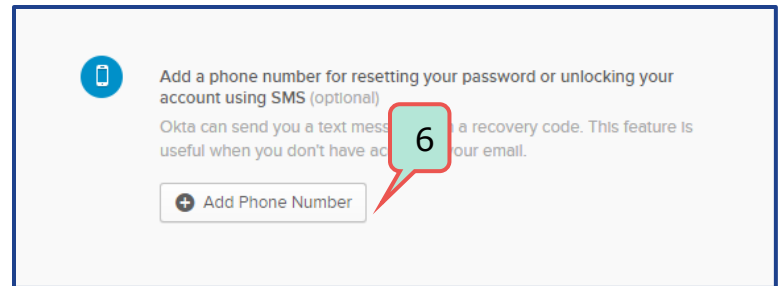


5. Select a **security question** and provide an answer



# Okta – Creating an Account/Multifactor Authentication

6. Click **+Add Phone Number**




7. Enter your personal or work provided **mobile phone number** you will use to receive codes via text message

8. Click **Send Code**

A code is sent via text message to the number entered

9. Enter the **code**

10. Click **Verify**

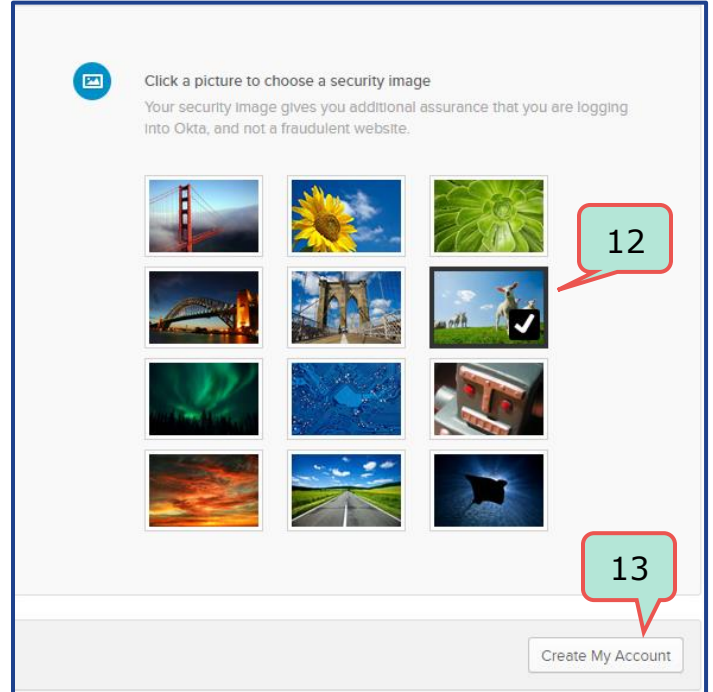
 If you did not receive a code, click **Send again**

**Phone number successfully verified!** message displays

11. Click **Done**

# Okta – Creating an Account/Multifactor Authentication

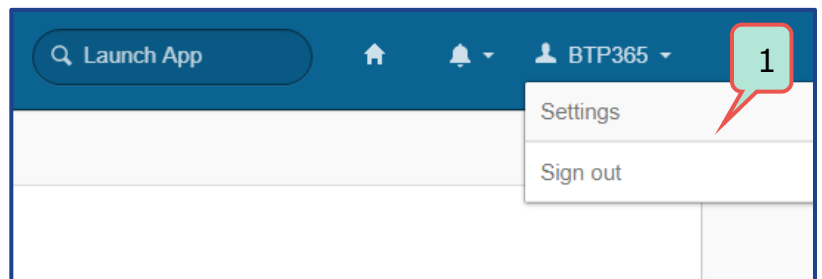
12. Click a picture to choose a security image



13. Click **Create My Account**


## Configuring Your Multifactor Authentication:

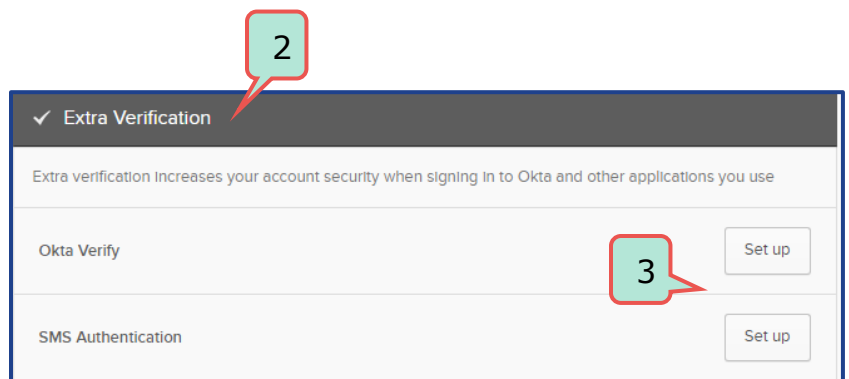
1. Click your name on the top right of the page and click **Settings**



2. Scroll down to **Extra Verification**

3. Choose your method of Multifactor Authentication and click **Set up**

 Okta Verify is preferred and will allow for a push notification



# Okta – Creating an Account/Multifactor Authentication

## If you chose Okta Verify as your method of Multi Factor Authentication:

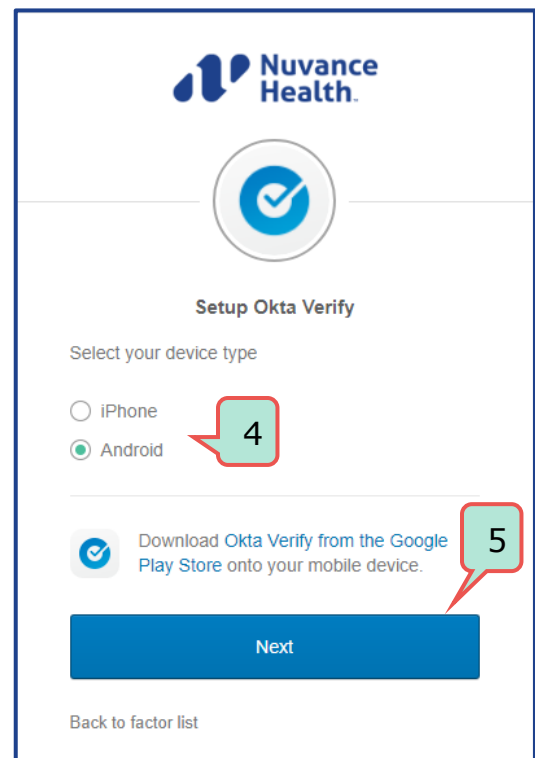
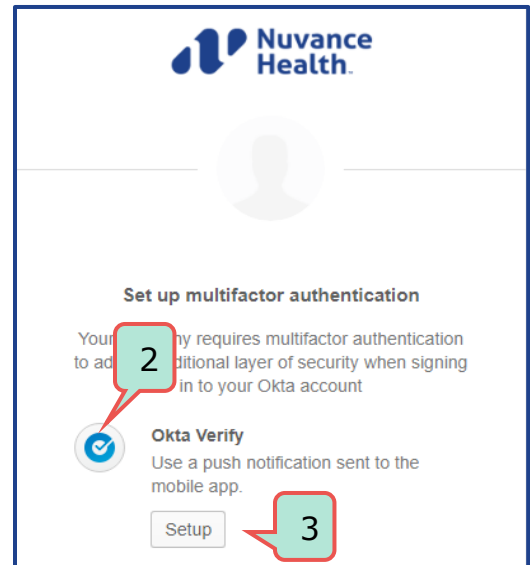
1. Open your mobile device, download **Okta Verify** application  from the Google Play Store or iPhone App Store

2. Once the application is installed, click **Setup** next to Okta Verify

3. Click **Setup** button when prompted

4. Select your **device type**

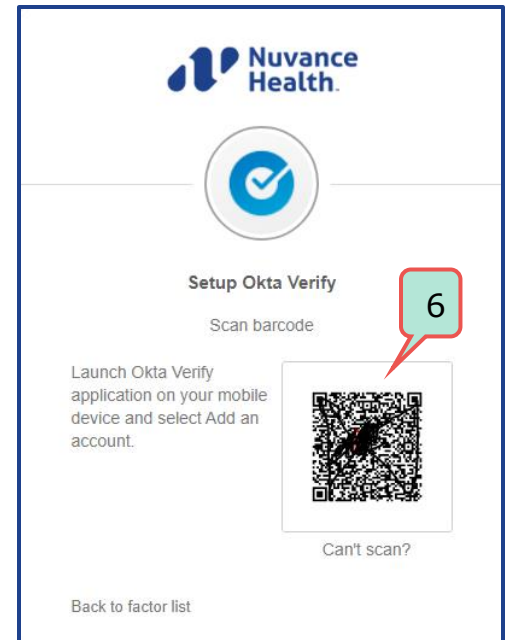
5. Click **Next**



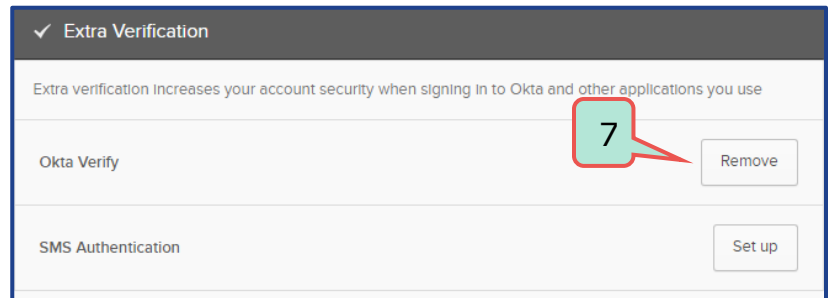
# Okta – Creating an Account/Multifactor Authentication

6. Open the Okta Verify App and point your **camera** at the provided **barcode** on your screen

Your device will **show complete the process** and you will be redirected to your Settings.



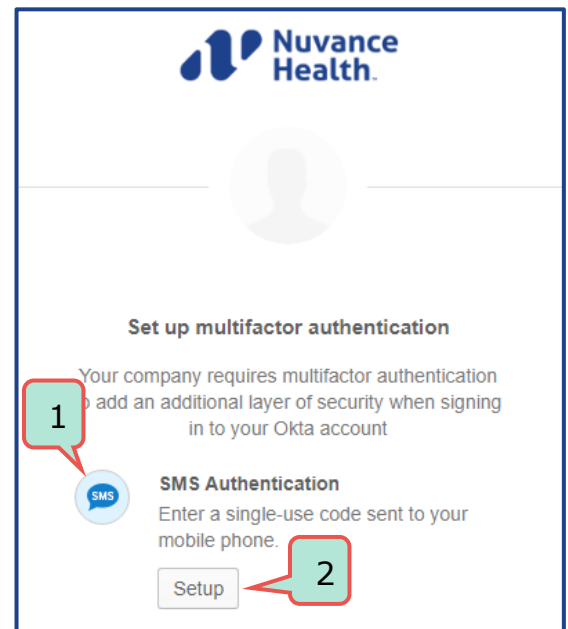
7. To confirm enrollment, return to your Settings and scroll down to **Extra Verification**. You will see **Remove** next to Okta Verify.



## If you chose SMS as your method of Multi Factor Authentication:

1. Click **Setup** next to SMS Authentication

2. Click **Setup** when prompted



# Okta – Creating an Account/Multifactor Authentication

3. Enter your personal or work or mobile phone number that only you have access to

4. Click **Send Code**

A code is sent via text message to the number entered

5. Enter the code you received in the **Enter Code** field

6. Click **Verify**

7. To confirm enrollment, return to your Settings and scroll down to **Extra Verification**. You will see **Remove** next to SMS Authentication.

The screenshot shows the Nuvance Health authentication interface. At the top is the Nuvance Health logo. Below it is a circular icon with 'SMS'. The main heading is 'Receive a code via SMS to authenticate'. There is a dropdown menu for 'United States' with a callout box labeled '3' pointing to it. Below that is a 'Phone number' field with a dropdown for '+1' and the number '8451234567'. A blue 'Send code' button is to the right, with a callout box labeled '4' pointing to it. At the bottom left is a link 'Back to factor list'.

The screenshot shows the Nuvance Health authentication interface. At the top is the Nuvance Health logo. Below it is a circular icon with 'SMS'. The main heading is 'Receive a code via SMS to authenticate'. There is a yellow warning box with a triangle icon and the text 'Haven't received an SMS? To try again, click Re-send code.' Below that is a dropdown menu for 'United States'. Below that is a 'Phone number' field with a dropdown for '+1' and the number '8451234567'. A blue 'Send code' button is to the right. Below that is an 'Enter Code' field with the number '381841' and a callout box labeled '5' pointing to it. A blue 'Verify' button is at the bottom, with a callout box labeled '6' pointing to it. At the bottom left is a link 'Back to factor list'.