Multifactor Authentication

Multifactor, 2-Factor, or 2-Step authentication (MFA) adds an additional layer of security and protection to everyone's account. This document will outline the steps for setting up this additional authentication.

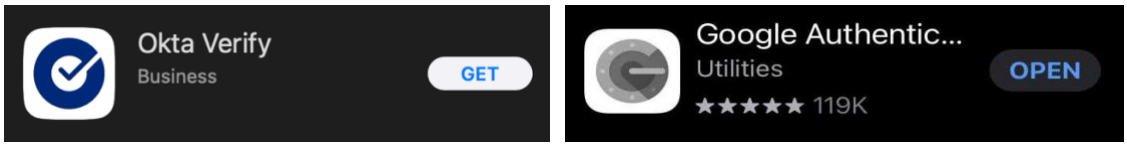
Multifactor Authentication Apps

The ITS Department recommends installing and using an authentication app on your mobile device for the best reliability, but SMS message authentication is also an option.

If you already have Workday access using Okta Verify, go to page 8 to continue for Gmail

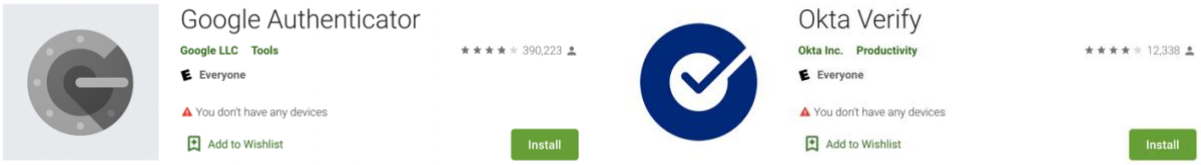
For others who will primarily be using only email, using the Google Authenticator may be easiest.

iPhone users should look in the AppStore to freely download and install either Okta Verify or the Google Authenticator.



- Okta: https://apps.apple.com/us/app/okta-verify/id490179405
- Google: https://apps.apple.com/us/app/google-authenticator/id388497605

Android users should look in the Google Play Store to freely download and install either Okta Verify or the Google Authenticator.



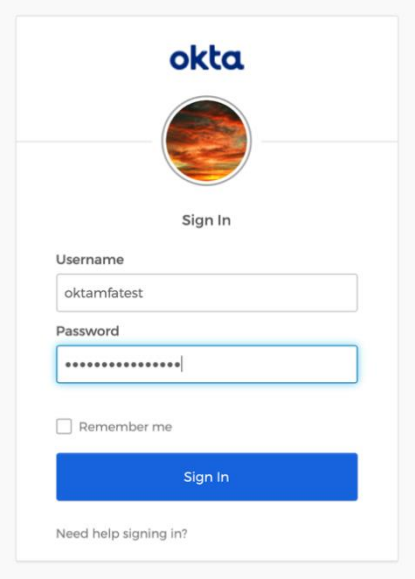
- Okta: https://play.google.com/store/apps/details?id=com.okta.android.auth
- Google: https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2

Setup of Multifactor Authentication with Okta

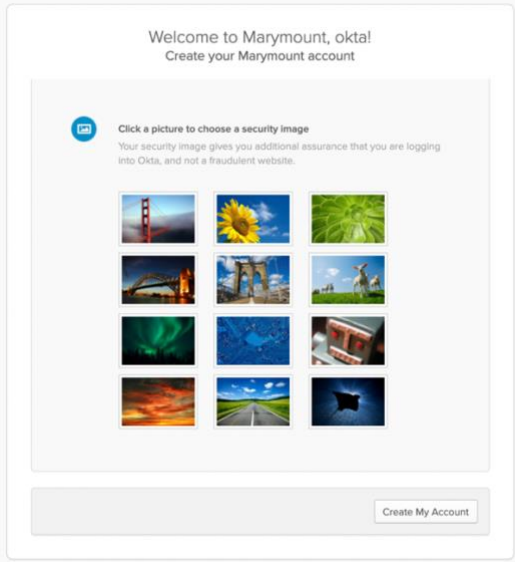
Once you have chosen which application you will use (or SMS messaging) open a browser and go to:

https://marymount.okta.com

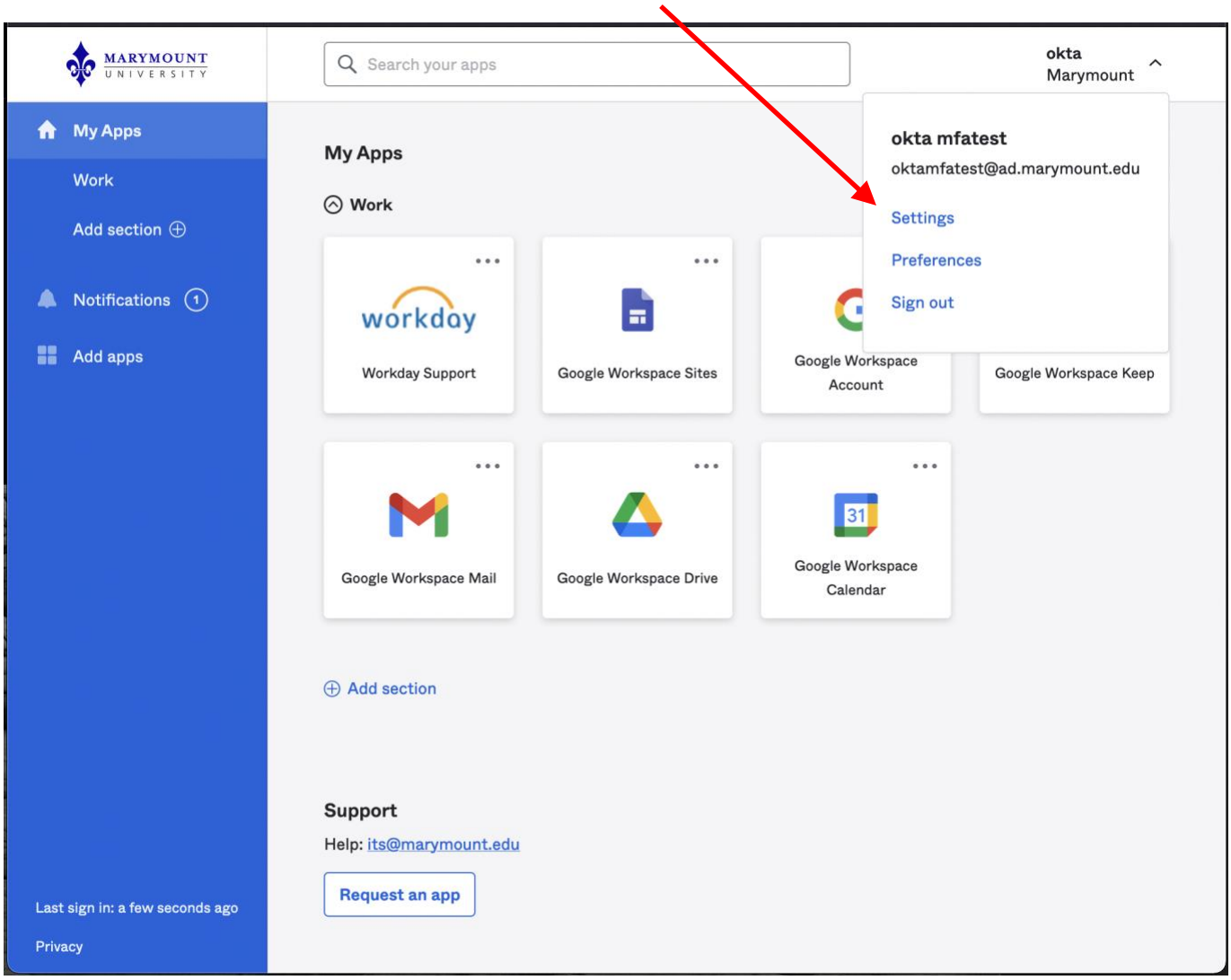
Log in using your MU credentials (same credentials you use to log into your work desktop computer)



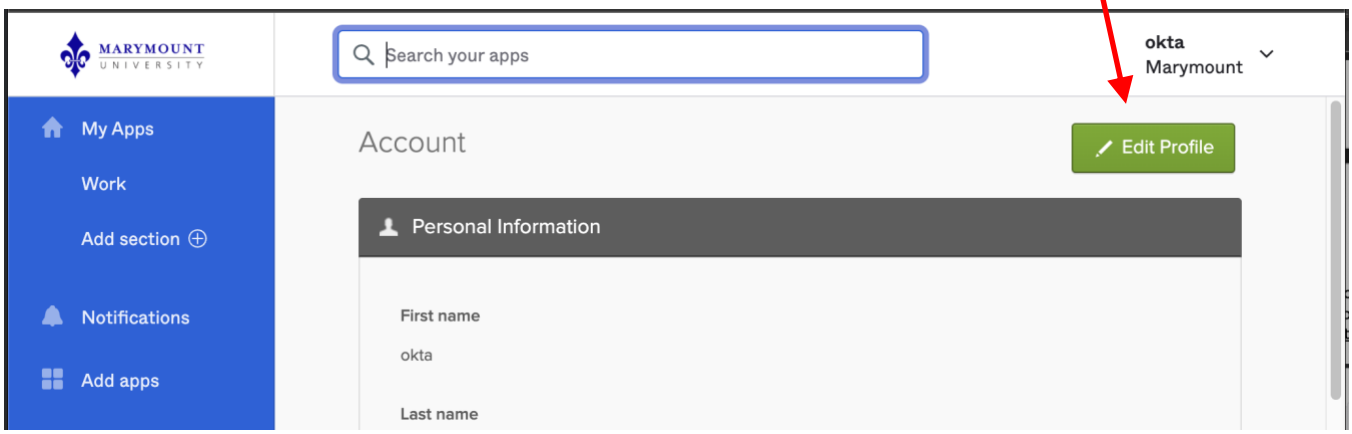
If this is your **first login to OKTA it will ask you to select a security photo, otherwise skip this step and move to the next page.** The photo you choose will be shown in the circle on the login screen.



You are now logged into Okta. If this is your first time you can optionally go through the tour of their interface. Once done, you will see the dashboard. To continue to set up your multifactor authentication click the **dropdown menu** under your name, then navigate to **Settings**.

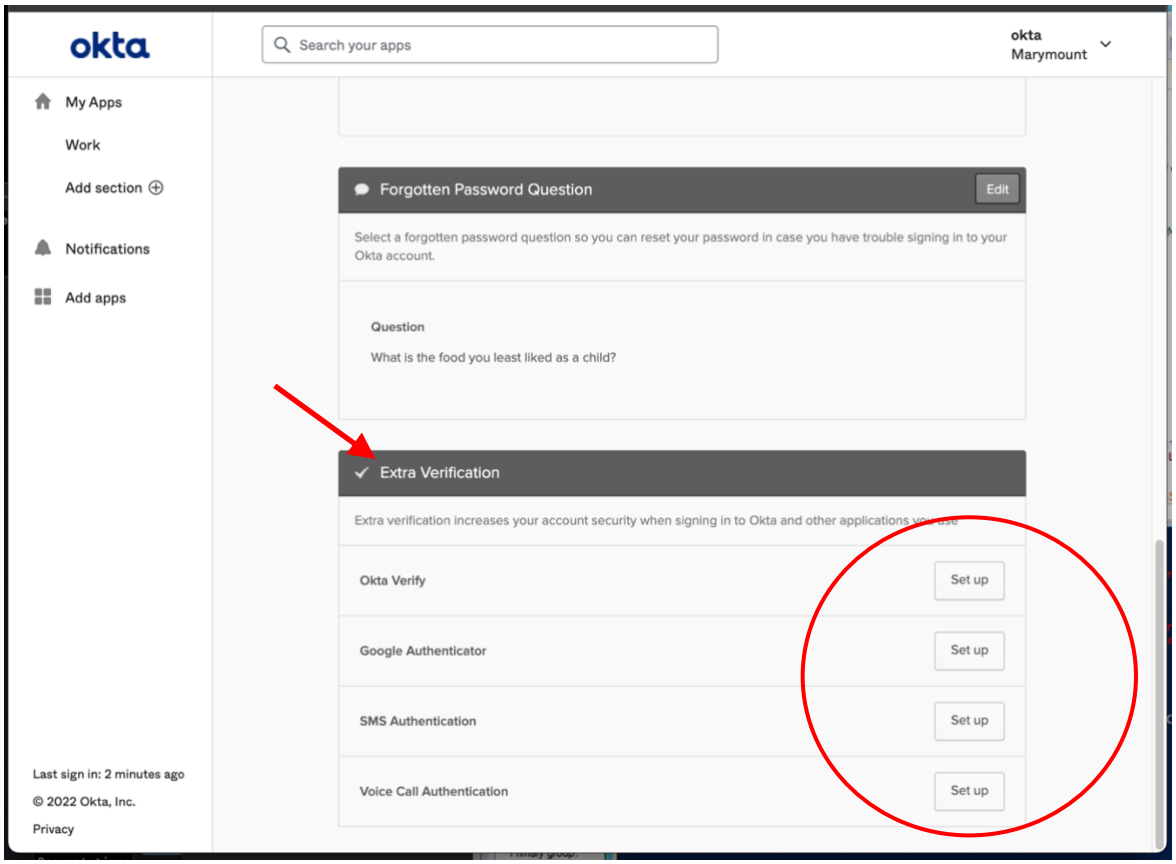


Once you are on the Settings screen you may have this green Edit Profile button - if you do not see this, please continue below. Clicking the button will ask you to enter your password again to continue.

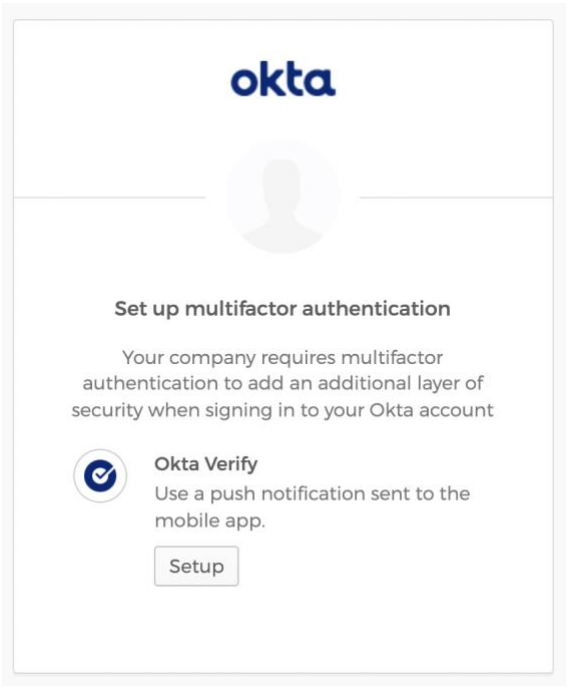


Scroll down the page to locate the **Extra Verification** section.

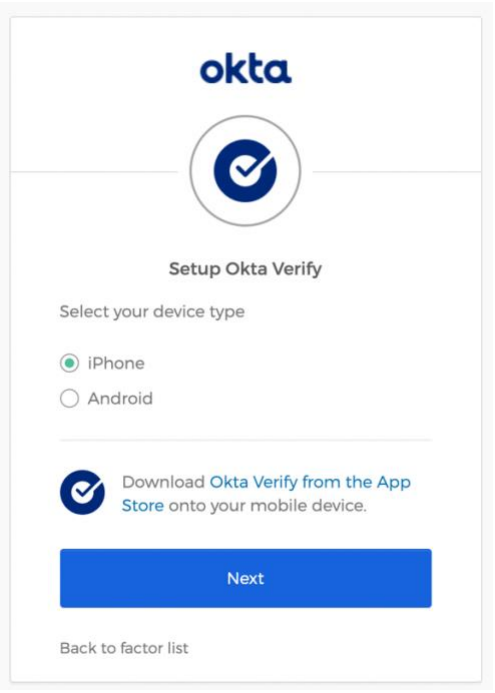
Select the method you have chosen, the Okta Verify app, Google Authenticator, or SMS. Click the appropriate **Set up** button. ITS recommends setting up both an App as well as the SMS option.



This example is for using Okta Verify, but the setup is similar for Google Authenticator.

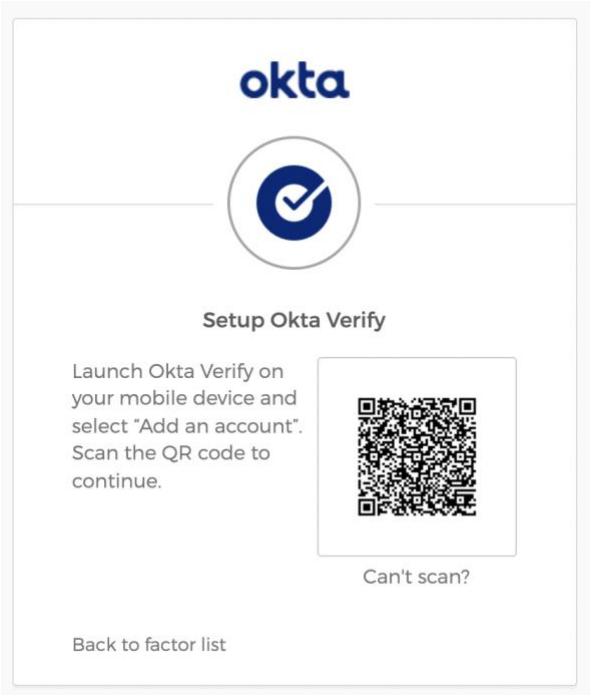


Click **Setup.**

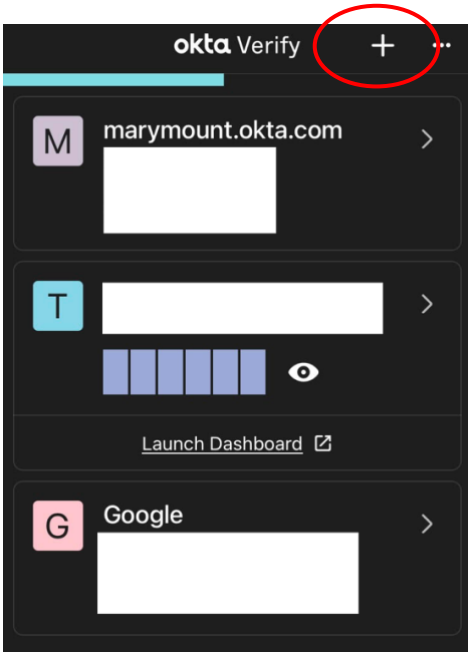


Select your device type, then click **Next.**

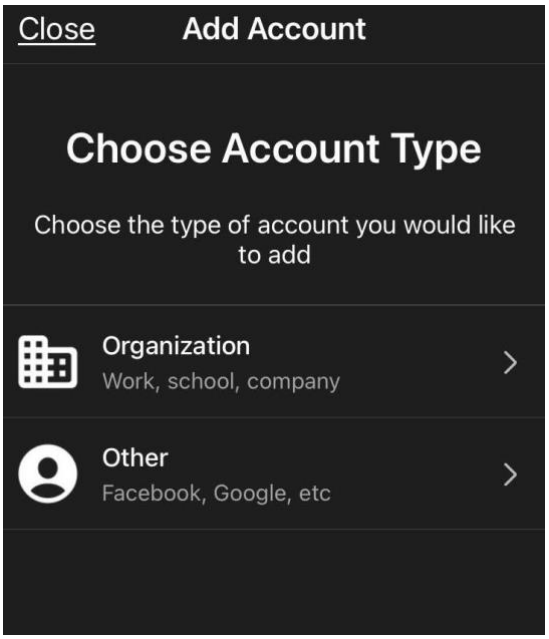
The site will display a QR Code which you will scan in your chosen app.



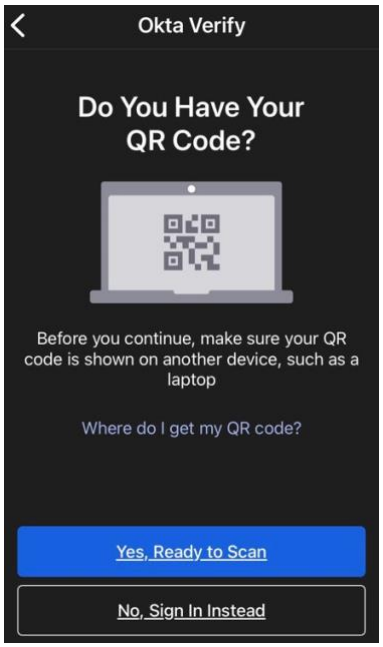
In the app there is a little **+** icon in the upper right corner to be able to add a new account, click that and you will be given a choice of account type.



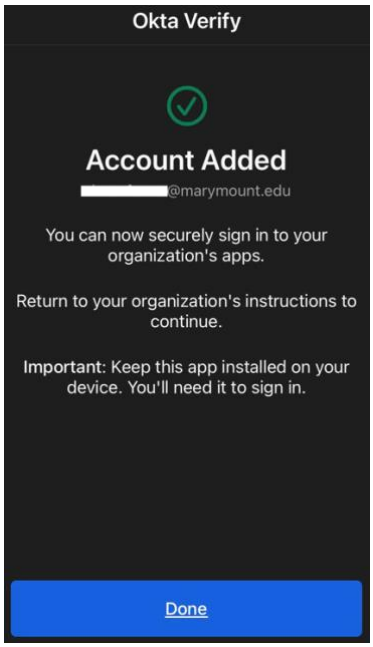
Click the **+** icon to add an account



For Okta setup, choose **Organization**

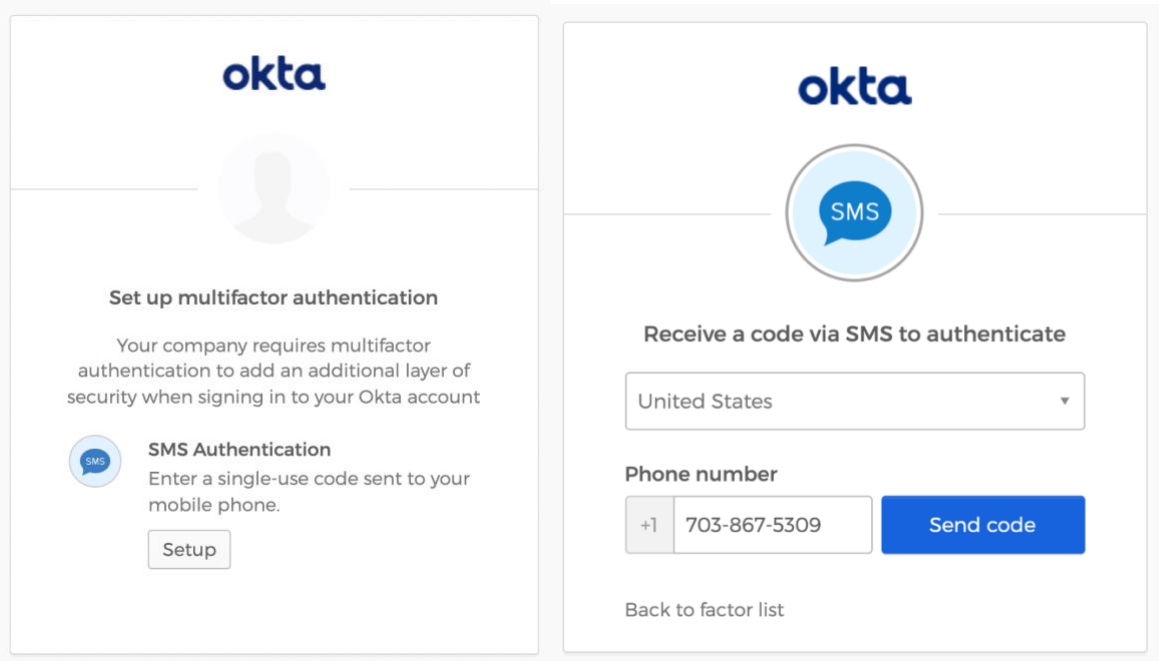


Click **Yes, ready to Scan.**



Success! **Click Done**

Optionally you could use Google Authenticator or SMS, the steps are similar.

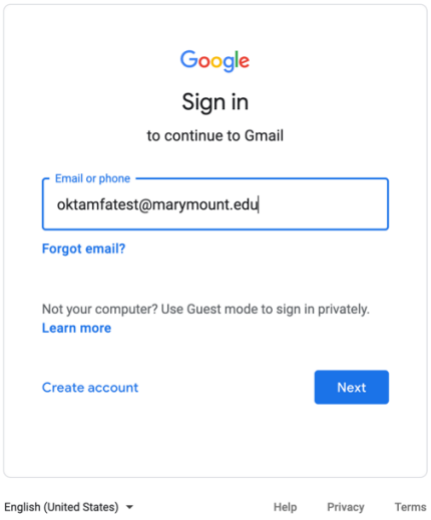


After entering your phone number, Okta will send you a text message with a 6-digit code. You will enter this code on the site to prove you have possession of the mobile device.

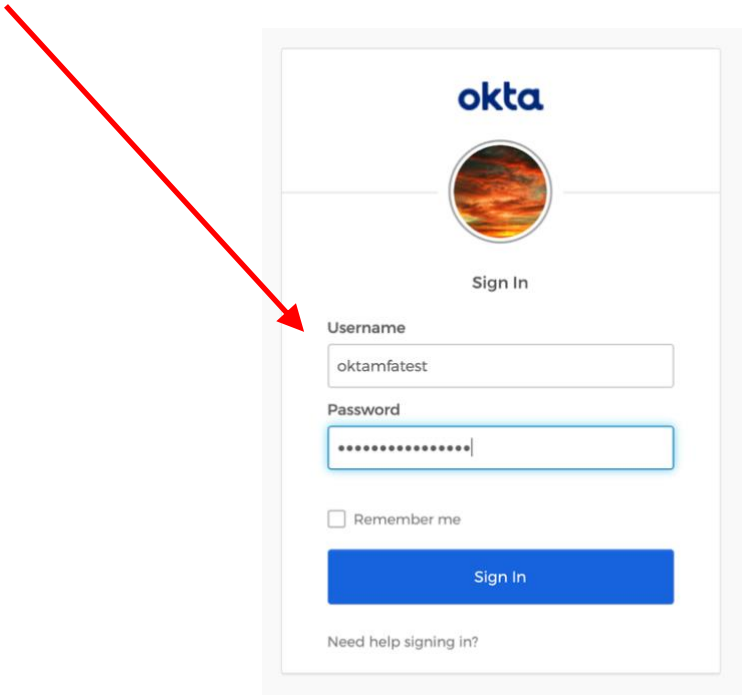
This completes the set up for this section. Continue to the next page for accessing Gmail.

Multifactor Authentication for Gmail

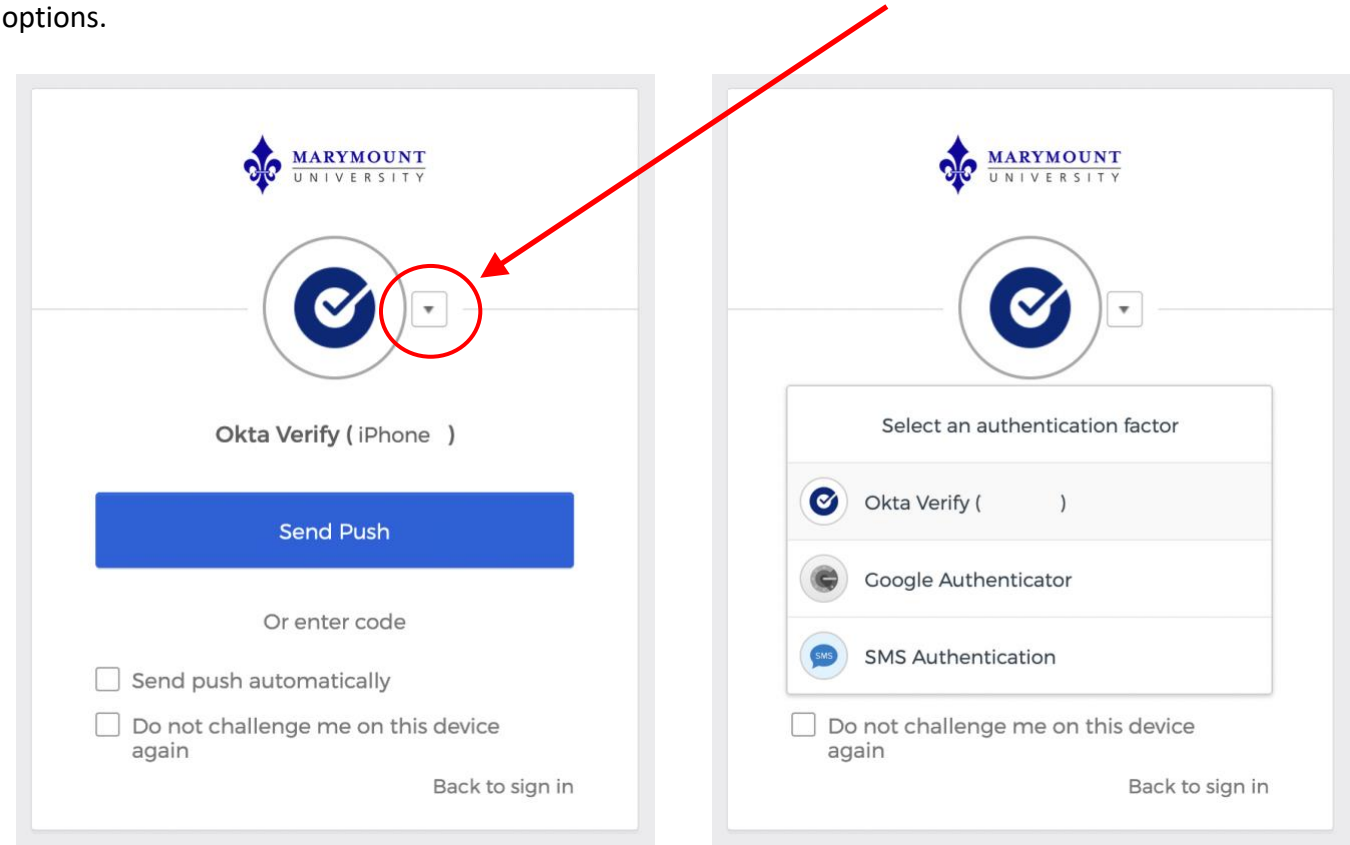
Go to https://mail.google.com and log in using your MU credentials (same credentials you use to log into your work desktop computer).



You will be redirected to the Okta login page for multifactor authentication. Be sure to enter just your username, and not the full email address when logging into Okta.



You will be prompted for the multifactor portion of the authentication. If you have multiple methods set up, here is where you can choose which one to use. Click the little arrow to bring up a menu of options.



If you haven't set up multiple methods, you can go back into the Okta site and add them. ITS recommends setting up both an App and SMS.

Once you complete the Okta login, you will be redirected into your Gmail.