Okta MFA Methods

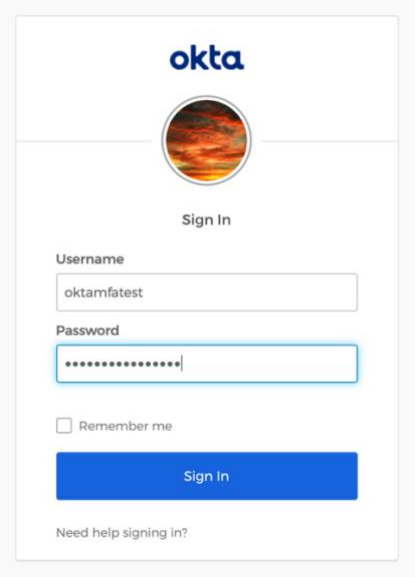
Multifactor, 2-Factor, or 2-Step authentication (MFA) adds an additional layer of security and protection to everyone's account. This document will outline the steps for resetting or adding additional MFA methods to Okta.

Setup of Multifactor Authentication with Okta

If you want to change or add MFA methods to Okta, or your Okta account was reset because you got a new phone/mobile device, open a browser and go to:

https://marymount.okta.com

Log in using your MU credentials (same credentials you use to log into the Marymount Web Portal)



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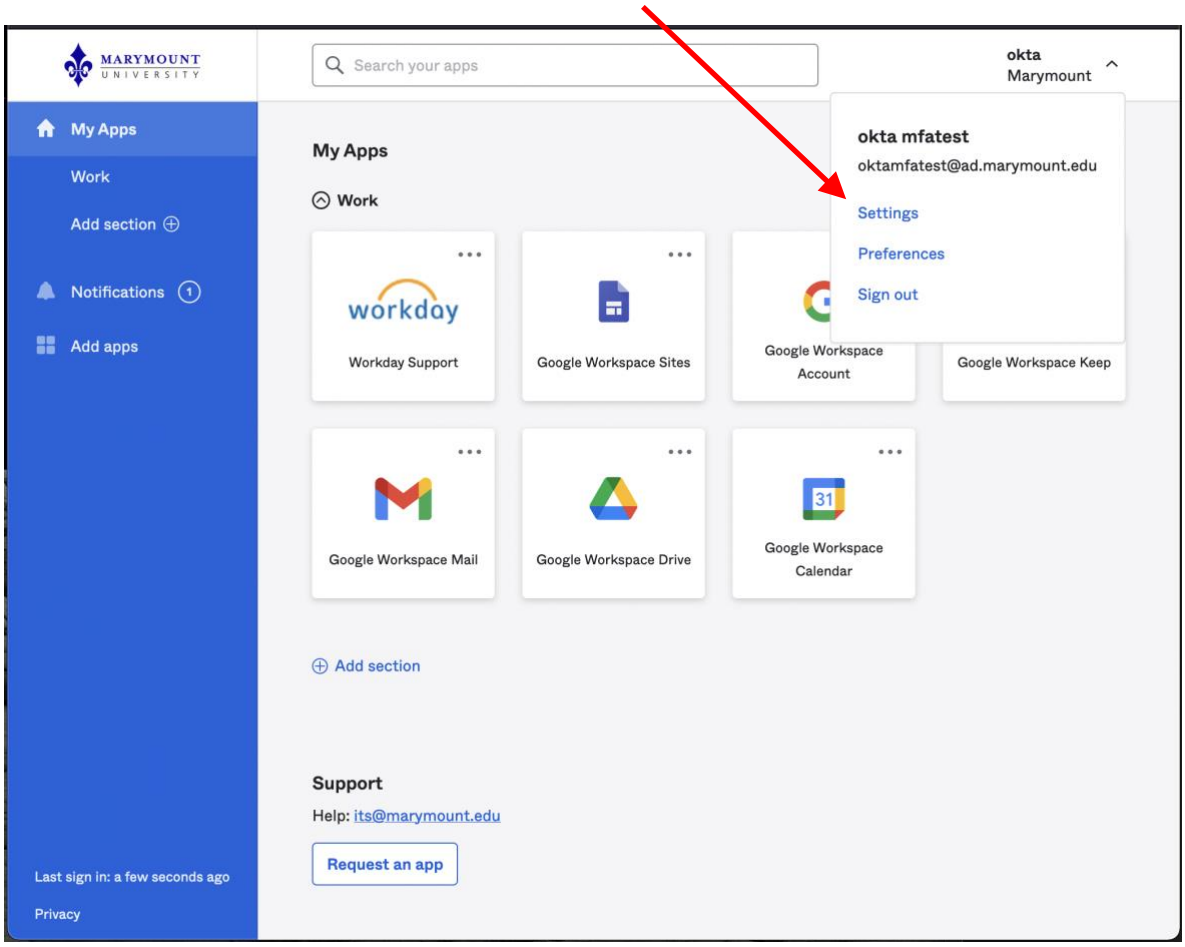
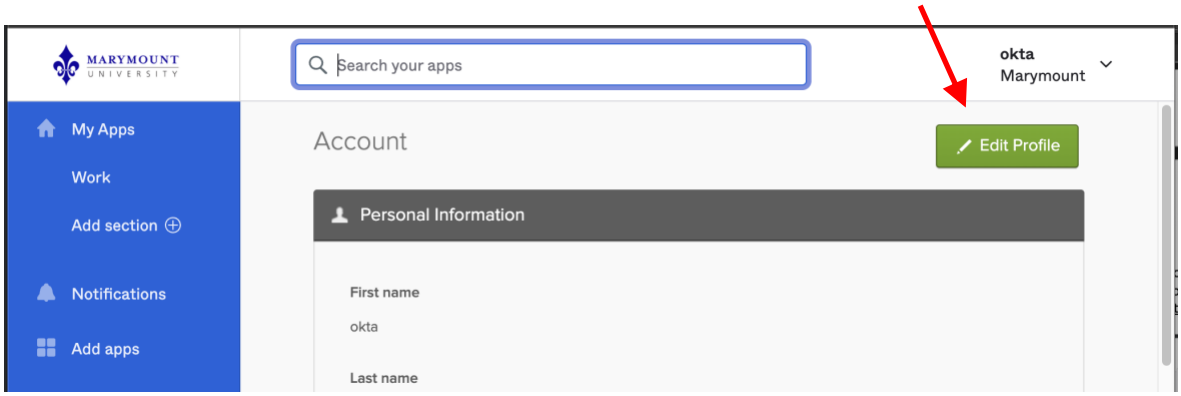
You are now logged into Okta and you will be presented with the dashboard. To continue to set up your multifactor authentication click the **dropdown menu** under your name, then navigate to **Settings**.



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.



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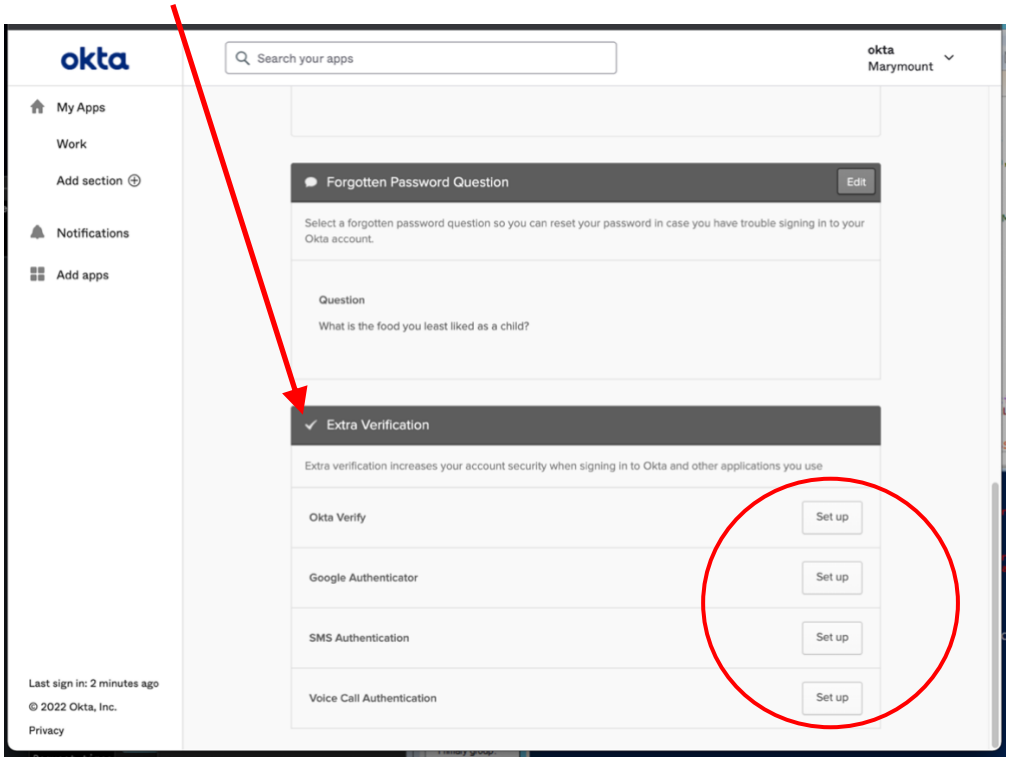
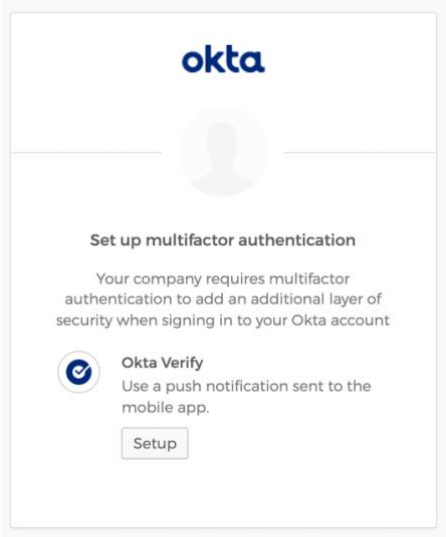
Scroll down the page to locate the **Extra Verification** section.

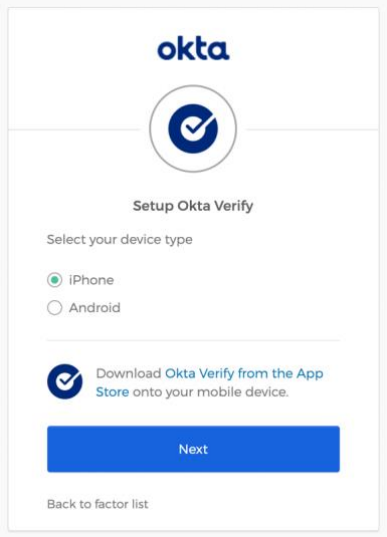
ITS recommends setting up both Okta Verify as well as the SMS option. Okta Verify will send you push notification on your mobile device that you simply have to acknowledge instead of having to enter 6 digits when you need to log in. Click the **Set up** button to continue.



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

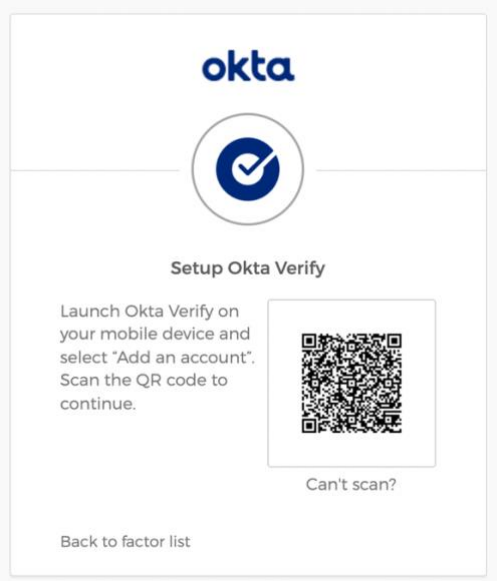


Click **Setup.**

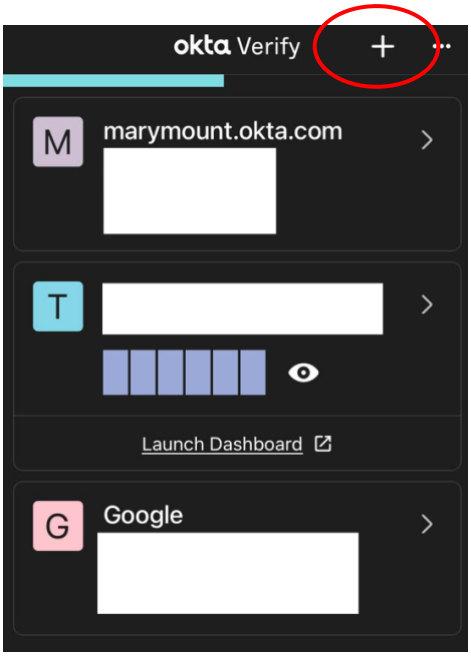


Select your device type, then click **Next.**

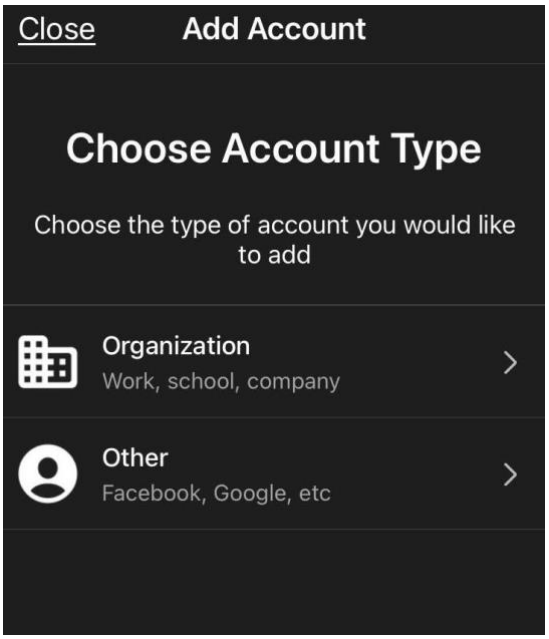
The site will display a QR Code which you will scan in your chosen app.



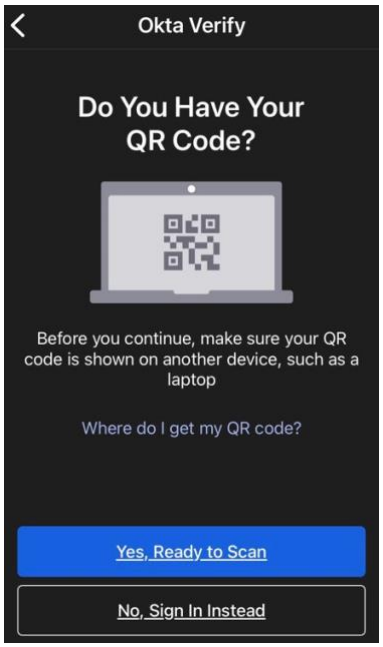
In the app on your mobile device there is a little **+** icon in the upper right corner to be able to add a new account, click that and you will be given a choice of account type.



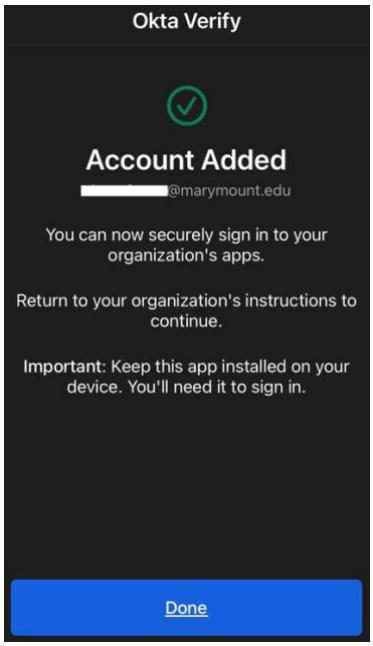
Click the **+** icon to add an account



For Okta setup, choose **Organization**

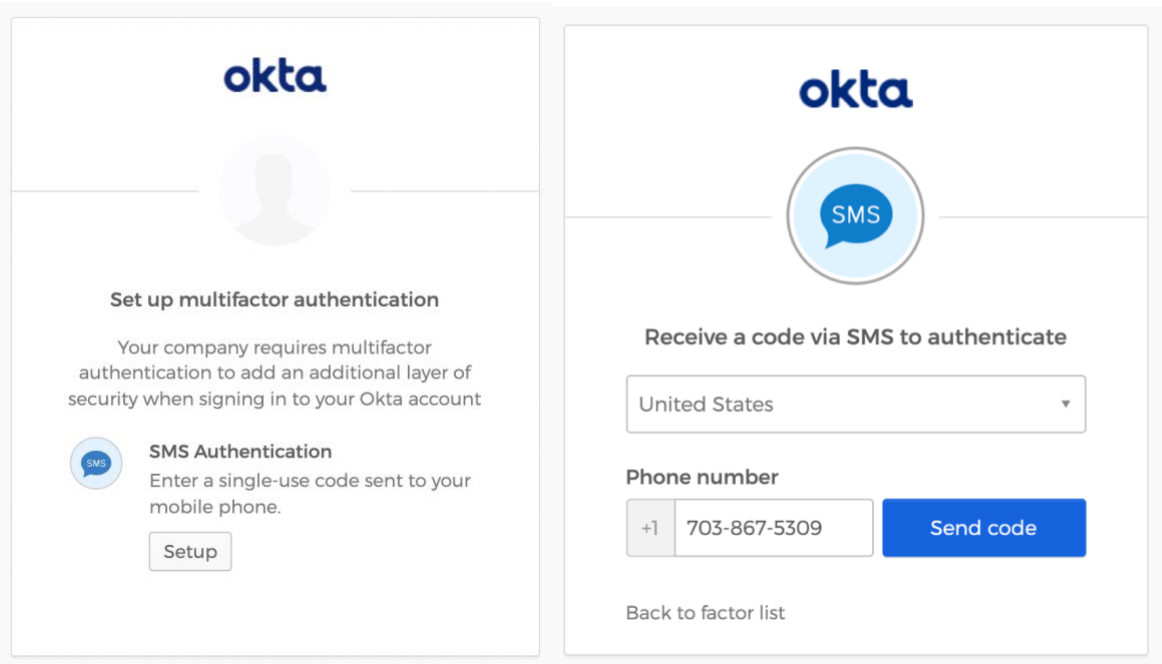


Click **Yes, ready to Scan.**



Success! **Click Done**

You should also set up SMS authentication as a backup.



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. You can continue setting up multiple MFA methods.