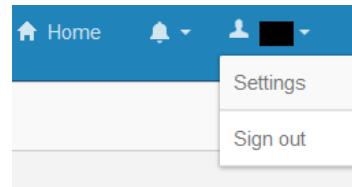
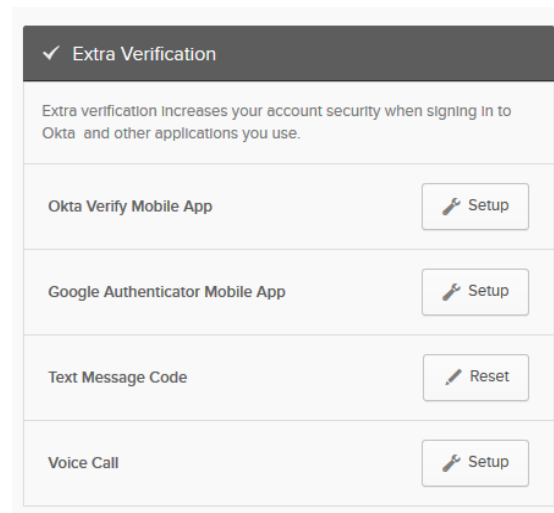


If you need to change your Okta notification preferences at any time, you can edit them inside Marymount’s Okta portal.

1. Point your browser to marymount.okta.com. When prompted, sign into the system using your MU credentials. In the top right corner, click the arrow next to your first name and choose **Settings**.



2. Click the green **Edit Profile** button. This will bring you to a new page where you will be prompted to enter your password. Type your password into the box.
3. Enter your credentials based on your selected multi-factor authentication method.
4. Scroll down and look for the “Extra Verification” section on the left side of the page. Choose the method you would prefer to receive your verification code and click the corresponding **Setup** button.



5. Follow the instructions in the “Configuring Okta for the First Time” job aid to reset your notification preference.