

# How to login to Okta and Setup your Multifactor Authentication (MFA)



Okta is a Multifactor Authentication (MFA) application and will be used for access to eCampus, WGTC Blackboard, Office 365, and school email. **To login to Okta, follow the steps below.**

1. From a computer, go to <https://westgatech.okta.com/>
2. Enter your WGTC email address then click “Next.” Your password will be your email password to sign in to “Okta.”

When complete, click the “Sign In” button.

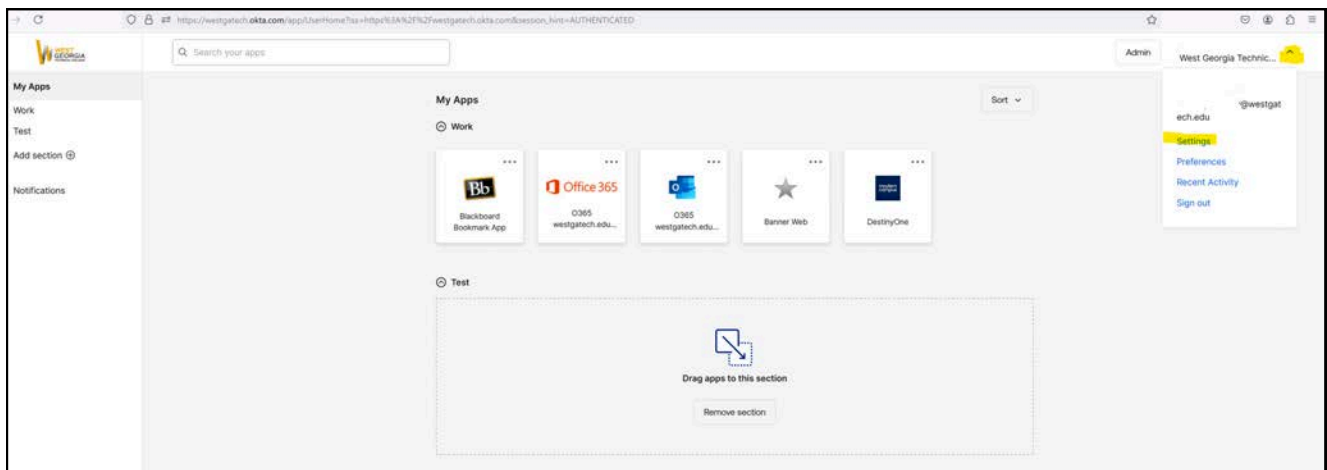
3. If you are a new user, you will begin by setting up a security question. Please click “Set up” and proceed to page 6 for instructions on how to set up your security question.

4. Once you set up a security question, you may set up other Okta verification options from the Okta homescreen. (See next page for Okta Verification choices)

# Okta MFA Choices

As an added layer of security when you login to Okta, you may choose how you would like to verify it's you.

1. From the Okta home screen, begin by clicking the arrow in the top right corner of the screen then click "Settings." (Highlighted below)



2. Find the "Security Methods" section on the right side of your screen.

3. Under Security Methods, you will find the ways you can verify your Okta account when logging in. You may choose which option(s) work best for you. Please note, not all options are required, but it's recommended to set up more than one option.

1. Okta Verify - An app that you install onto your mobile device that allows you to confirm that it's you when logging in to Okta by either entering a one-time code or accepting a push notification. (Directions on how to setup Okta Verify on page 3.)

2. Google Authenticator - An app that you install onto your mobile device that allows you to confirm that it's you when logging in to Okta by entering a one-time code. (Directions on how to setup Google Authenticator beginning on page 4.)

3. Security Question - Set up a security question that you will answer after every login. (Directions on how to setup your security question on page 6.)

4. Okta FastPass - Install Okta FastPass to your laptop to quickly verify it's you when logging in on your laptop. (Directions on how to install Okta FastPass beginning on page 7.)

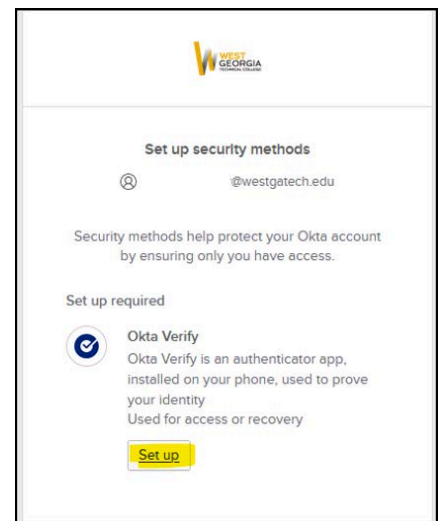
# Okta Verify Setup Instructions

1. To setup the Okta Verify app on your mobile device, select “Set up” from the Okta Settings screen.

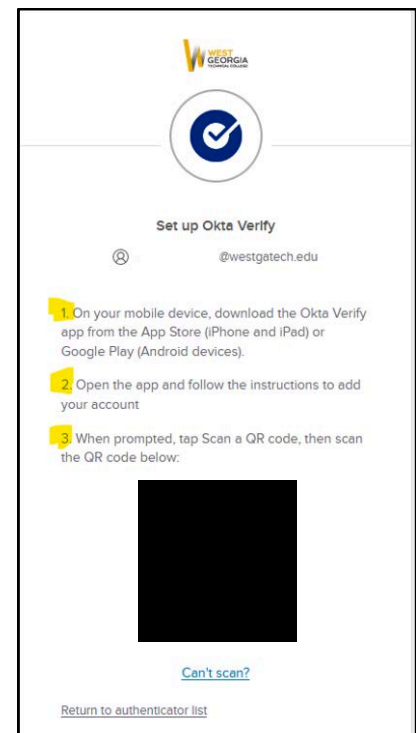


2. Enter your password.

3. Once you login, click “Set up.”

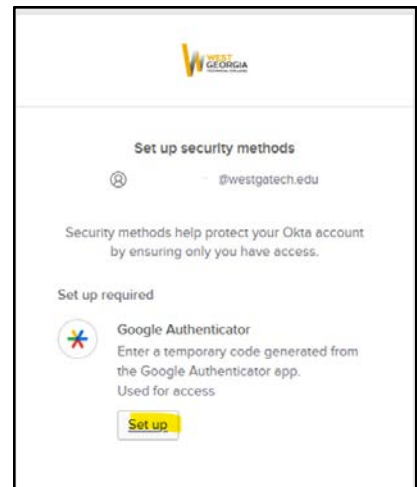


4. Follow the instructions on the screen to download and add your Okta account to the Okta Verify app

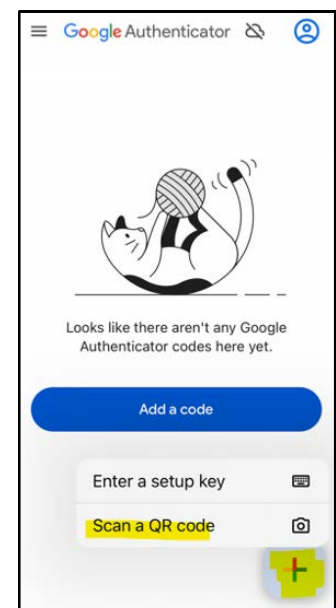


# Google Authenticator Setup Instructions

1. To setup the Google Authenticator app on your mobile device, select “Set up.”
2. Enter your password.
3. Once you login, click “Set up.”

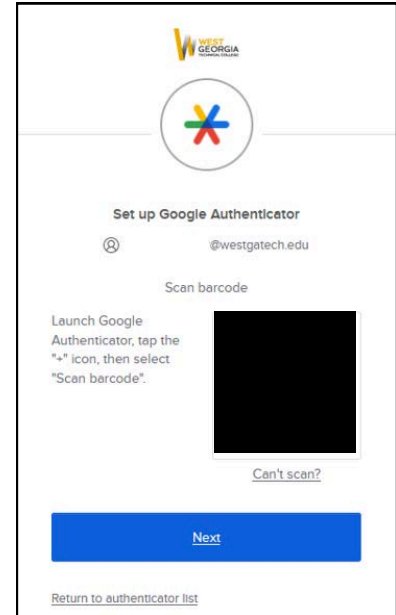


4. Download the Google Authenticator App from the App Store on your mobile device.
5. Once the app has been downloaded to your mobile device, sign in or continue without an account within the app.
6. From the app, click the “+” icon, then select “Scan a QR code.”

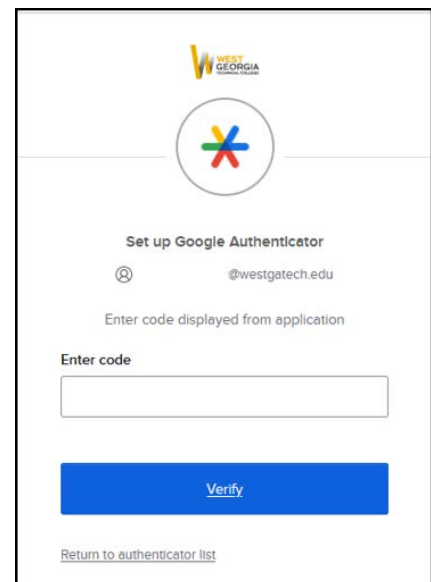
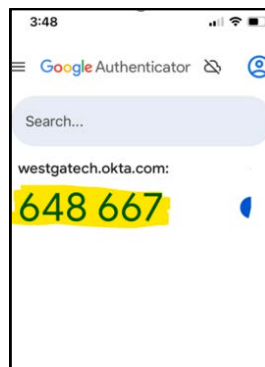


# Google Authenticator Setup Instructions

7. Scan the QR code on your computer screen with your mobile device then click “Next.”



8. Enter the unique code that populates on your mobile device on your computer screen then click “Verify.”



# Security Question Setup Instructions

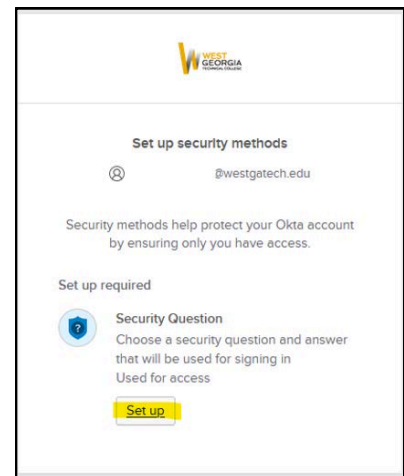
1. To setup your security question, select “Set up.”

Security Question

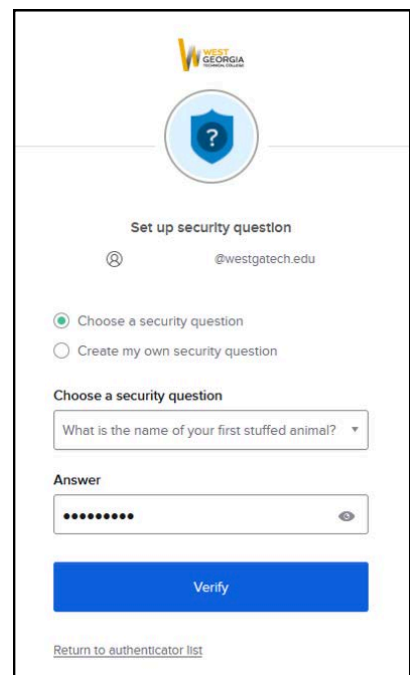
Set up

2. Enter your password.

3. Once you login, click “Set up.”



4. You may choose a security question from the dropdown list or create your own security question. Select which option you prefer, then answer the question. Click “Verify.”

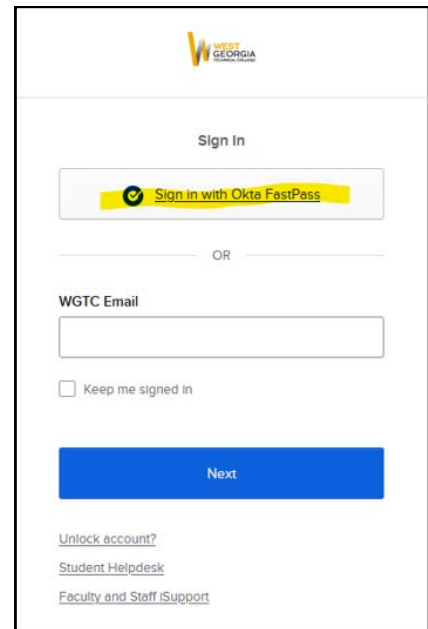


# Okta Verify FastPass Setup Instructions

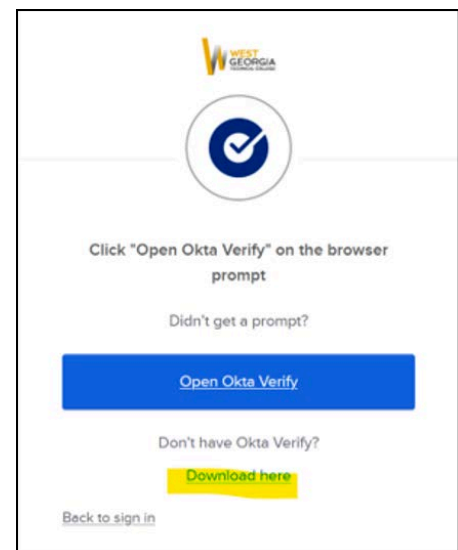
You may also install Okta FastPass to your laptop to verify your Okta account when logging in on your laptop.

*\*Please note, if you are a WGTC employee, you will need to open a support ticket to have Okta Verify FastPass installed on your WGTC issued computer.*

1. When you login to Okta at <https://westgatech.okta.com/>, you will notice the Sign in with Okta FastPass button. Click “Sign in with Okta FastPass.”



2. Next, you will need to download Okta Verify to your laptop by clicking “Download here.”

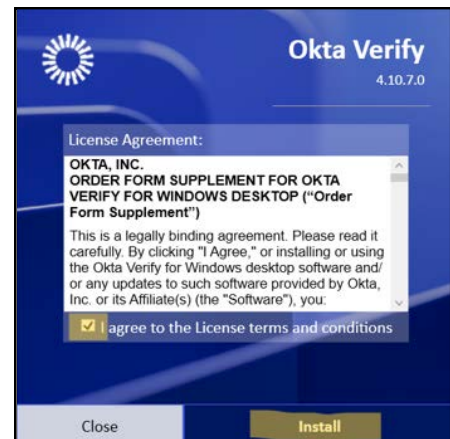


3. Find where the Okta Verify Setup Application downloads to your computer and open to begin installation.

# Okta Verify FastPass Setup Instructions

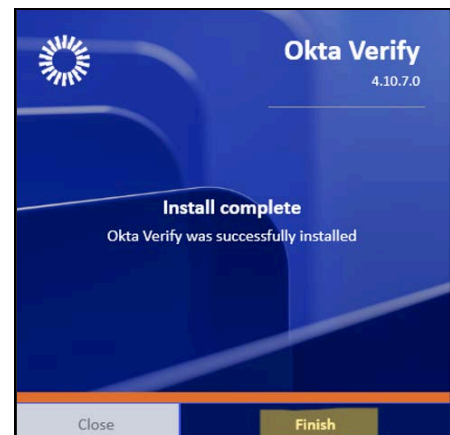
*\*Please note, the following screenshot images were taken with a Windows installation example. If you are installing with a Mac, your installation could appear slightly different.*

4. Read and agree to the terms, then click “Install.”

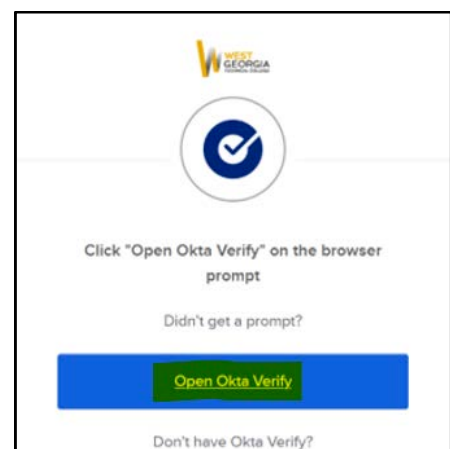


5. Allow the application to install to your laptop.

6. Once the installation is complete, click “Finish.”



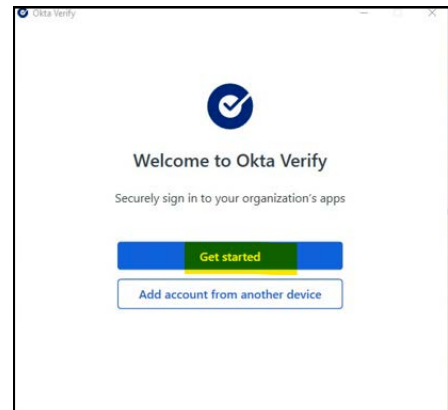
7. Click “Open Okta Verify.”



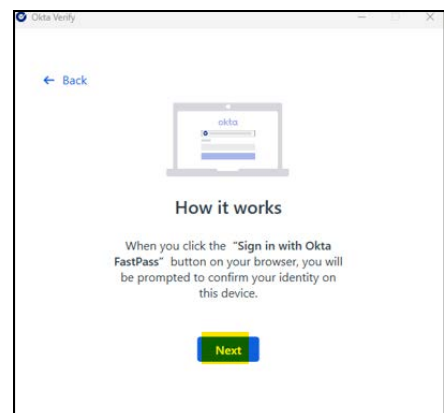


# Okta Verify FastPass Setup Instructions

8. Next, click “Get Started.”

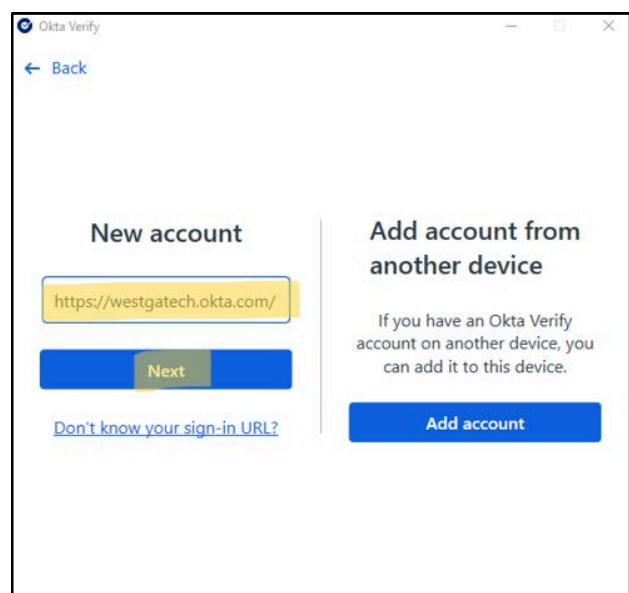


9. Click “Next.”



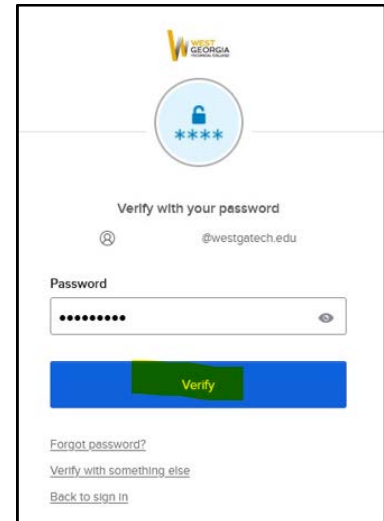
10. If the window pictured to the right appears, enter WGTC’s Okta URL: <https://westgatech.okta.com/>, then click “Next.”

If it does not appear, proceed to step 11.

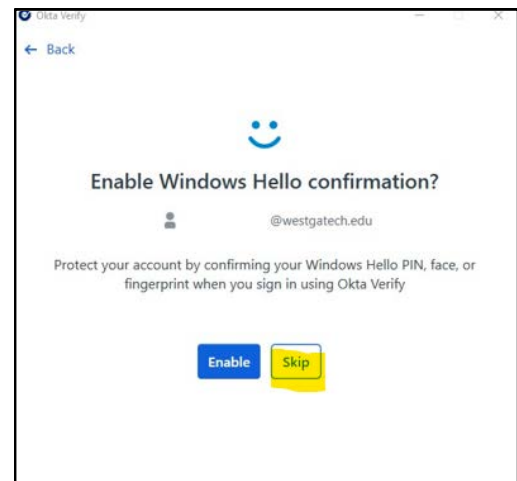


# Okta Verify FastPass Setup Instructions

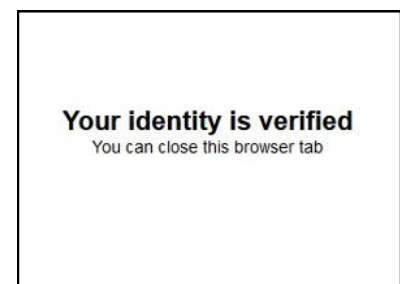
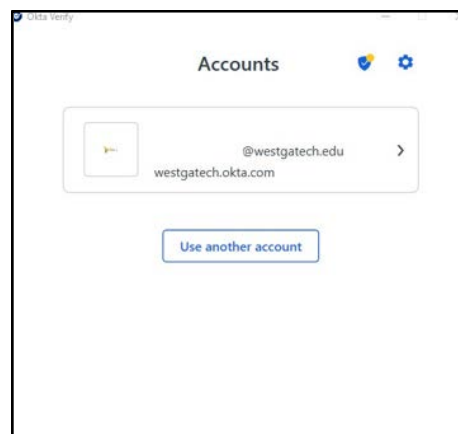
11. Sign in with your WGTC email and password, then click “Verify.”



12. “Skip” Windows Hello

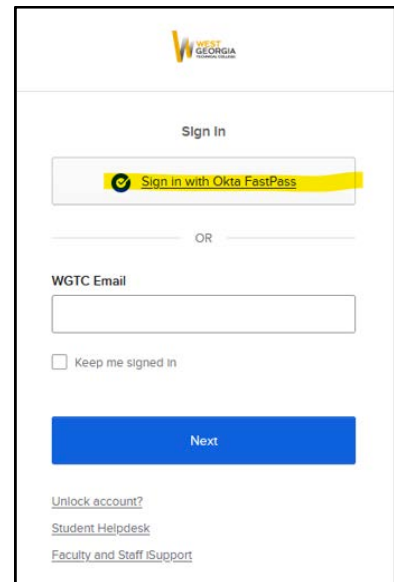


13. Once you Verify, you will see this screen and your browser will let you know that your account has been verified.



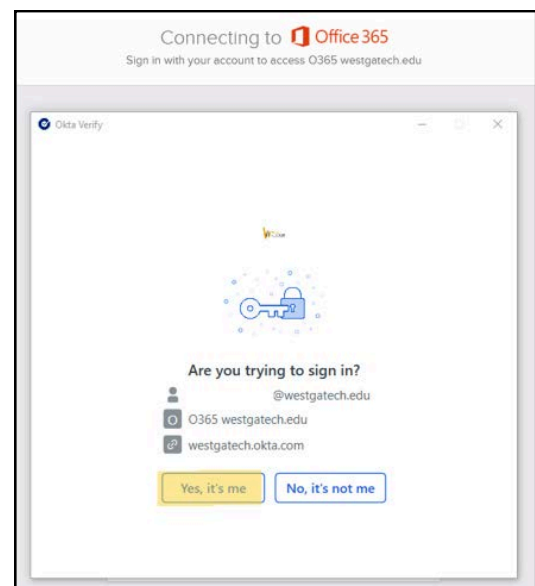
# Okta Verify FastPass Setup Instructions

14. You may now login to <https://westgatech.okta.com/> and click “Sign in with Okta FastPass.”



The screenshot shows the Okta Sign In page for West Georgia Tech. At the top, there is a logo for West Georgia Tech. Below it, the text "Sign In" is displayed. A prominent button labeled "Sign in with Okta FastPass" is highlighted with a yellow background. Below this button, there is an "OR" separator. Underneath, there is a field for "WGTC Email" and a checkbox for "Keep me signed in". A blue "Next" button is located at the bottom of the form. At the very bottom, there are three links: "Unlock account?", "Student Helpdesk", and "Faculty and Staff Support".

15. When you login using Okta FastPass you will receive a popup notification asking if it's you logging in. Click “Yes, it's me” to login. Then enter your password to login.



The screenshot shows an Okta Verify popup notification window. The window title is "Okta Verify". The main heading is "Connecting to Office 365" with the subtext "Sign in with your account to access O365 westgatech.edu". Below this, there is a graphic of a key and a padlock. The question "Are you trying to sign in?" is followed by the account details: "@westgatech.edu", "O365 westgatech.edu", and "westgatech.okta.com". At the bottom, there are two buttons: "Yes, it's me" (highlighted in yellow) and "No, it's not me".

Now, anytime you login with your laptop in the future, click “Sign in with Okta FastPass,” and Okta FastPass will verify your account for you. Then enter your password to login.

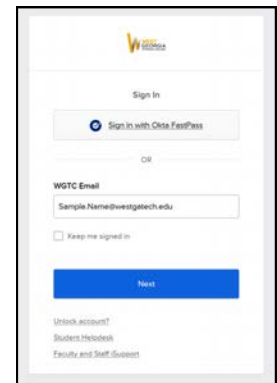
# Setup Okta Verify FastPass as the Default MFA

Okta will default with the MFA option that you last logged in with. For example, if you logged in verifying with your security question last, then the next time you log into Okta, it will ask you to verify with your security question.

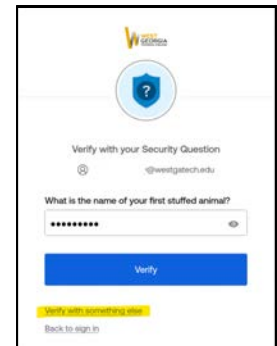
If you have multiple MFA options setup within Okta, and would like to set Okta Verify FastPass as the default, please follow these instructions.

1. From your computer with Okta FastPass installed, go to <https://westgatech.okta.com/>

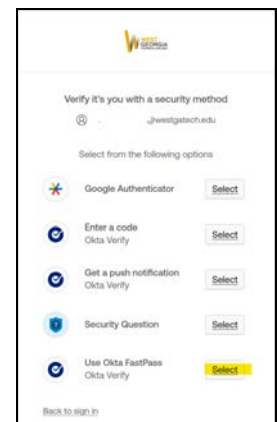
2. Enter your WGTC email address then click “Next.”



3. Your default MFA option will appear. Click “Verify with something else.”

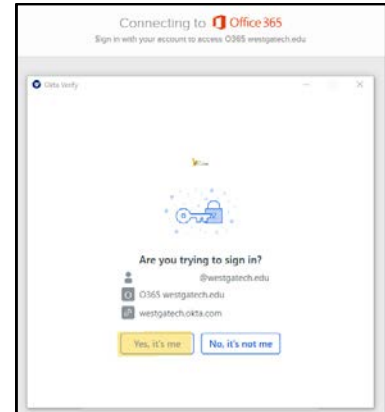


4. You will see all of the MFA options you currently have setup. Click “Select” next to Okta FastPass



# Setup Okta Verify FastPass as the Default MFA

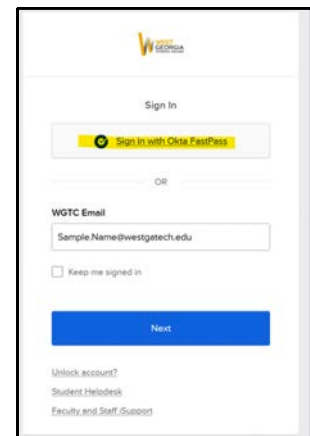
5. Verify it's you logging in.



6. Enter your password if prompted.

7. Once you are logged in, log out of Okta, then exit your browser.

Wait approximately 10 seconds, then go to <https://westgatech.okta.com/> to log back in. This time, select "Sign in with Okta FastPass."



8. Enter your password and verify it's you.

9. Your browser will now remember Okta Verify FastPass as your default MFA.