Okta Verify Setup Instructions

Login to your	Okta account.					
	SAINT LEO	Q Search your apps				Greg Saint Leo University ~
	A My Apps	⊘ Recently Used				
	Recently Used Home			 ■ smartsheet		 TOPdock
	Students Employees	Workday	Courses	Smartsheet	Saint Leo University Office Portal	Helpdesk
	Add section $\oplus$	My Apps				Sort V
	A Notifications (3)	⊘ Home				
			 Office 365	 In smartsheet	 workday	
a	Last sign in: 16 minutes ago	Saint Leo University Mail	Saint Leo University Office Portal	Smartsheet	Workday	Saint Leo University OneDrive

Open the Dropdown arrow and Select Settings



Scroll down to Extra Verification and click the Setup Button for Okta Verify.

✓ Extra Verification					
Extra verification increases your account security when signing in to Okta and other applications you use					
Okta Verify	Setup				
Google Authenticator	Remove				
SMS Authentication	Remove				
Voice Call Authentication	Remove				

Select iPhone or Android depending on your phone.

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SAINT LEO UNIVERSITY.
Setup Okta Verify
Select your device type
<ul> <li>iPhone</li> <li>Android</li> </ul>
Download <u>Okta Verify from the App</u> <u>Store</u> onto your mobile device.
<u>Next</u>

Now download and install the Okta Verify App for the iphone or Android device.



Open the app and select the upper right hand corner icon Select Organization



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If it asks you to add an account from another device, click skip

Now click "Yes, Ready to Scan"

Go back to your computer and point your phone at the QR Code on your computer screen.





## Setup Okta Verify

Launch Okta Verify on your mobile device and select "Add an account". Scan the QR code to continue.



Can't scan?

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You should now be all set. If you have any questions, contact DoIT.