❖ Set Up Okta

Okta is a service which provides central access to various NEMSIS applications.

Welcome Email

1. You will receive a welcome email from Okta (valid for 7 days).
2. To set up your Okta account, press the 'Activate Okta Account' button.
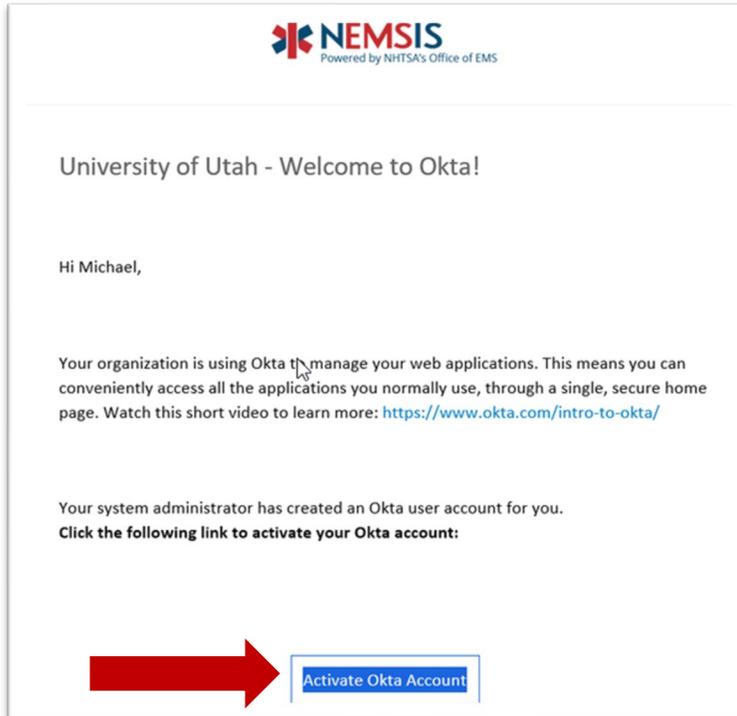
3. Once you have pressed the button, your default web browser will be opened to 'Set up Security Methods Page' for NEMSIS Okta.

Create Your Okta Password

4. Reopen the Okta Welcome email and press the 'Activate Okta Account' button.
   a. Your default web browser will be opened to a web page showing 'Set up Security Methods' and you will see 'Set up Required, Password, and as Set up Button'.
   b. Press the 'Set up' button.

c. You will be sent to a new page where you will create a password for your Okta account.

d. Your password must meet the requirements listed on the password creation screen. Once you have entered your password, press the 'Next' button.

e. After pressing 'Next', your browser will open a web page showing: Set up Okta Verify, as well as your email address and a **QR code**. Stay on this screen, and get your phone.

Install and Set Up Okta Verify App

The Okta Verify App needs to be installed on your phone. Once the set-up of your Okta account is complete, each time you log into Okta you will be prompted by the app to confirm the login (similar to the Duo app).

5. Download the Okta Verify app from the Apple App Store or the Google Play store depending on your phone.
    a. Open either the Google Play or Apple Store app on your phone
    b. In the store, search for "Okta Verify"
    c. Once you have located the app download and install it
    d. Wait for the application install to complete

If you have not already done so, install the Okta Verify app on your phone.

6. On your phone open the Okta Verify Application
    a. Choose the account type: Select the 'Organization' selection or the + button at the top of the screen.
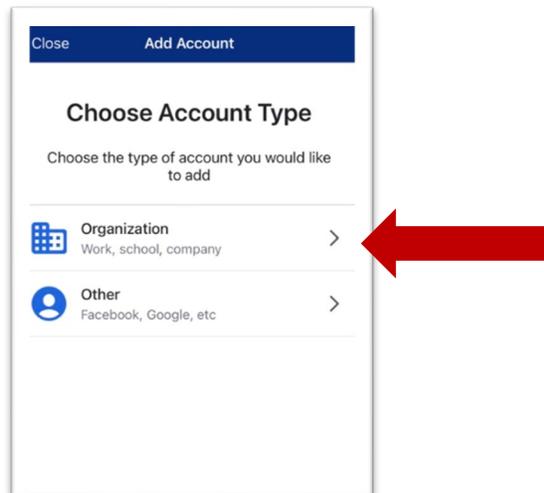
    b. On the 'Do you have your QR code?' screen press 'Yes, Ready to Scan'.
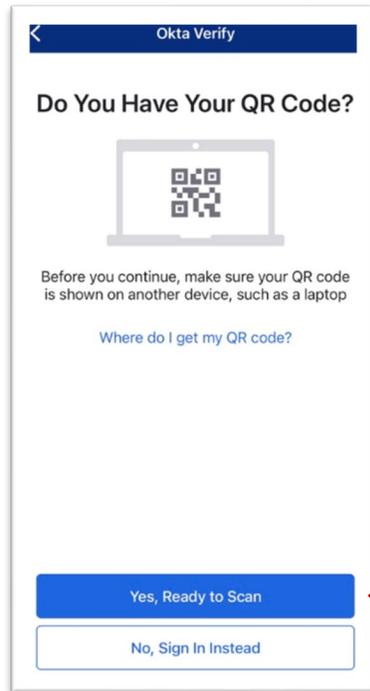
c. If prompted you will need to grant the Okta verify app access to your phone's camera.
d. Center the QR code on monitor within the square.
e. Continue with the set-up questions. Allow push notifications and enable Face ID if you prefer.
f. Okta Verify will confirm the account has been added. Select 'Done'.
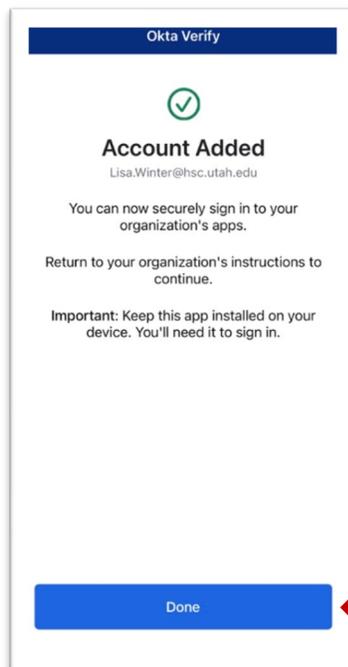
g. The Okta verify app should now navigate you back to the home screen and you will see a URL, a 6-digit number, and your email address.
h. Every 30 seconds the 6-digit number showing in the Okta verify app will change.

Log-In to Okta

Now that you have set up the Okta Verify application, and created your Okta password, you can log into Okta.

7. Open a web browser and navigate to https://login.nemsis.org/
   a. Enter the email address associated with your Okta account into the Username field
   b. Press 'Next'
   c. Enter the password you created for your Okta account in the password field
   d. Press 'Verify'
   e. You will receive an alert on your phone from the Okta Verify app asking you to confirm your sign in.
   f. Confirm your sign in the Okta Verify app

Post Sign in

Once signed into Okta, you will be able to launch the applications to which you have access.

For reference, see the screenshot below:
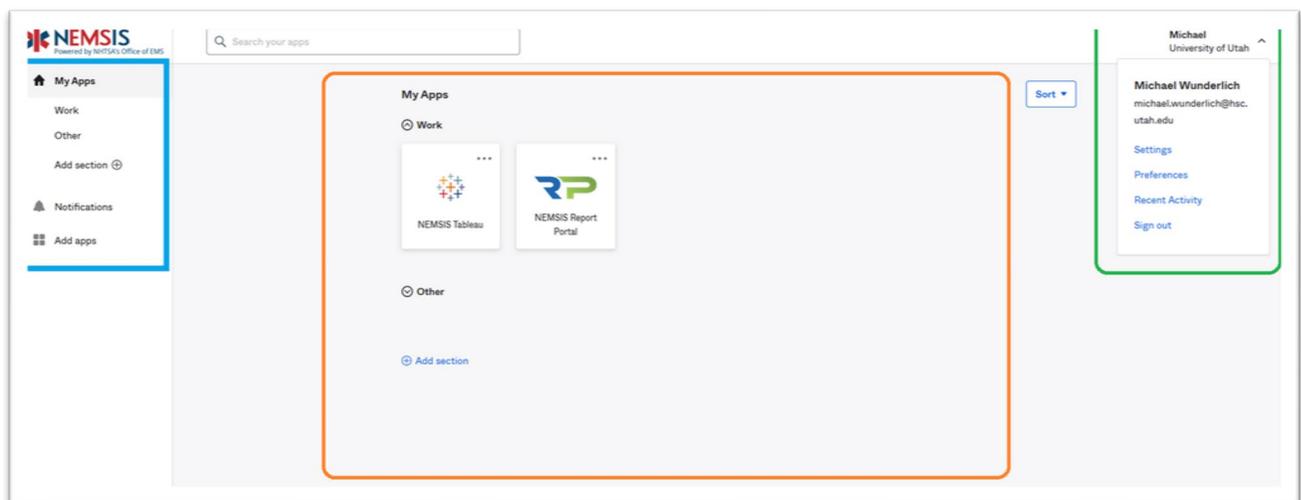
Navigating Okta

My Apps (Orange box):

- The apps to which you have access appear here. To access an application, simply click on it.
- Press 'Add section' to create a new application subsection. You may then drag applications between sections.

Left Side Menu (Blue box)

- Pressing 'My Apps' navigates you back to the main 'My Apps' screen.
- Selecting the subsection titles will navigate you directly to those subsections.

Right Side Menu (Green box)

- Press the down arrow next to your name to display the following menu items:
  1. Settings
     - Pressing this will navigate you to a settings screen where you can 'Reset Your Okta password, set up Okta Verify, or remove old devices from Okta Verify.
  2. Preferences
     - Pressing this will navigate you back to the My Apps menu and display view preferences.
     - You may change the layout of your My Apps to Grid or List view and select how long pop up messages display on the screen.
     - You may also toggle the 'Recently Used' section which displays apps you have recently used.
  3. Recent Activity
     - Pressing this navigate you to the Recent Activity Screen.
     - On this screen you can see the last 100 successful sign-ins to your account and the device the sign-in was completed from.
     - If you ever notice a device you did not sign-in from on this list please open an IT Help Desk ticket.
  4. Sign Out
     - Pressing this will sign you out of Okta.

Important Notes

- Each time you sign into Okta you will need to enter your password, and verify your sign in with the Okta Verify app.
- It is crucially important that you only verify sign-ins when you are actually attempting to sign in.
- If you receive sign-in verification request when not attempting to sign in, please contact NEMSIS right away as it may indicate your password has been compromised.