OKTA Job Aid

How to change OKTA Multi-Factor Authentication

This job aid is to assist users with changing OKTA Multi-Factor Authentication options

1) Navigate to OKTA Home Page

- a. In upper right corner, select arrow next to username to display dropdown menu.
 - i. Select "Settings"

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- 2) User's "Account" screen displays
 - a. Select "Edit Profile"



3) Scroll down to "Extra Verification" section and select which multifactor authentication verification method you choose to set up or remove.

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4) Go thru steps to either 'Set up' or 'Remove'. Once changes are made, navigate back to OKTA home page by selecting "My Apps" in upper left-hand corner.

