OKTA Job Aid

How to Create OKTA Account

This job aid is to assist new users with creating OKTA Multifactor Authentication which will be required to log into FASAMS Production portal

- 1) User will receive a welcome email prompting user to complete your OKTA account setup once DCF OKTA admin adds you as a new user to the OKTA application. The email will come from the following email address, <u>noreply@okta.com</u>. (See screenshot below)
 - a. Click on the link "Activate OKTA Account" in email to complete set up.



- 2) User will be directed to the OKTA Welcome Screen and prompted to create a new password and security question.
 - a) Enter in new password
 - b) Re-enter in new password
 - c) Password Question Drop Down:
 - Select a security question
 - i. Security question will display in "Custom Question" field
 - Enter security question answer in "Answer" field

C 🖞 https://myflfamilies.oktapreview.com/user/welcome					
	Preview Sandbox: This is a preview of next week's release. See a problem? File proses or visit our <u>support site</u> .				
	Welcome to myfifamilies, Create your myfifamilies account				
Ç.	Enter new password Ensword requirements: A lowercase letter A nutpercase letter A nutpercase letter No parts of your username Your parts word your username Your parts word your lett 4 passwords Repeat new password				
	Choose a forgot pessword question Create your own security question Custom question Answer				

3) Added option available to "Add Phone Number" to profile. OKTA will use your phone number to call

()	Add a phone number for resetting your pass for or unlocking your account using Voice Call (optional)	
	Okta can call you and provide a recovery code. This feature is usefu when you don't have access to your email.	
	G Add Phone Number	

4) Enter in "Phone Number" for OKTA password reset

Enter the phone number yo it works.	u'll use to receive codes via phone call, then	click Call to verify that
Country/Region	United States	~
	Select the country/region where yo registered.	ur phone is
Phone number	Enter your number the way you nor add your country code prefix.	melly diel it. Do not
Extension		

5) Once password is entered (Optional: phone number is entered), select "Create My Account"



6) User will be redirected to the OKTA Portal landing page. From this screen you will be able to select **FASAMS Production portal**

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	Notifications (1)		*			
	Add apps		FASAMS			

7) Upon entering user's Email Address and Password, user will be directed to set up OKTA Multifactor Authentication. (See OKTA Job Aid - Set up OKTA Multifactor Authentication)

<u>Please note:</u> For external user's:

- FASAMS Production app will be via myflfamilies.okta.com
- FASAMS UAT app will be via myflfamilies.oktapreview.com