Okta – Creating an Account/Multifactor Authentication

Target Audience: All Nuvance Health Employees

Okta is the foundation for secure connections between people and technology. It's a service that gives employees secure access to the tools they need to do their most important work. You will only need to set up your Okta account and Multifactor Authentication one time.

Creating Your Okta Account:

1. Access https://nuvancehealth.okta.com/ in your web browser

📝 Chrome or Internet Explorer is the preferred web browser

2. Enter your Nuvance Health email as **Username** and enter your **Password**

3. Click **Sign In**

4. Enter your personal email address

📝 This will only be used for Self Service Password Resets
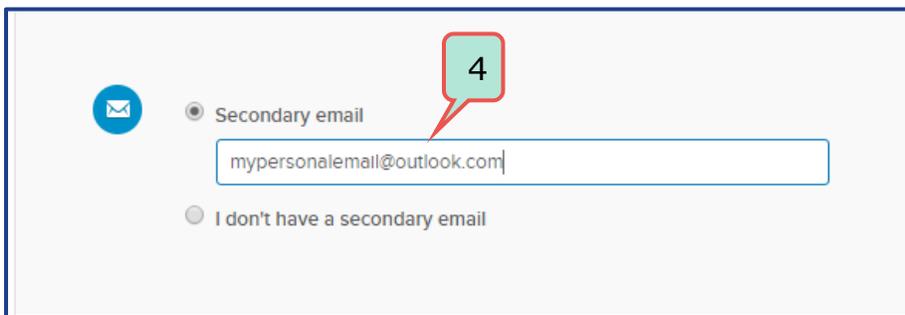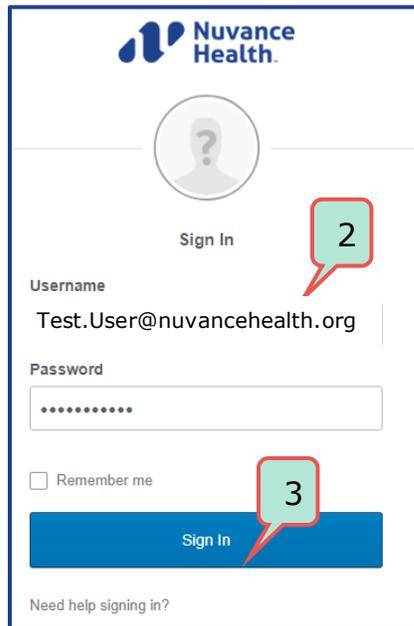
5. Select a **security question** and provide an answer

6. Click **+Add Phone Number**

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

➕ Add Phone Number

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7. Enter your personal or work provided **mobile phone number** you will use to receive codes via text message

8. Click **Send Code**

Forgot Password Text Message ✕

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country

United States ▼

Select the country where your phone is registered.

Phone number

8451234567

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Enter your number the way you normally dial it. Do not add your country code prefix.

Send Code

8
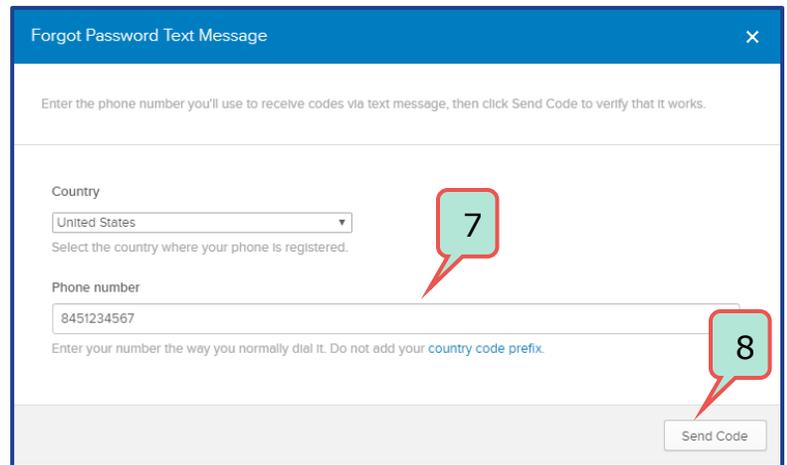
A code is sent via text message to the number entered

9. Enter the **code**

Forgot Password Text Message ✕

Haven't received a code? Send again.

Enter code

181589

9

Verify

10

Back   Done

10. Click **Verify**

📝 If you did not receive a code, click **Send again**

Phone number successfully verified! message displays

Forgot Password Text Message ✕

Haven't received a code? Send again.

Enter code

181589

Verify

✓ Phone number successfully verified!
Click Done to finish setup.

11
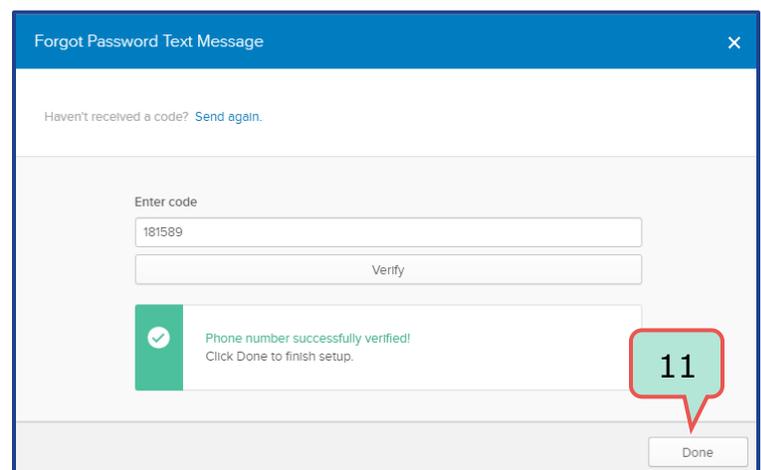
11. Click **Done**

Done

12. Click a picture to choose a security image
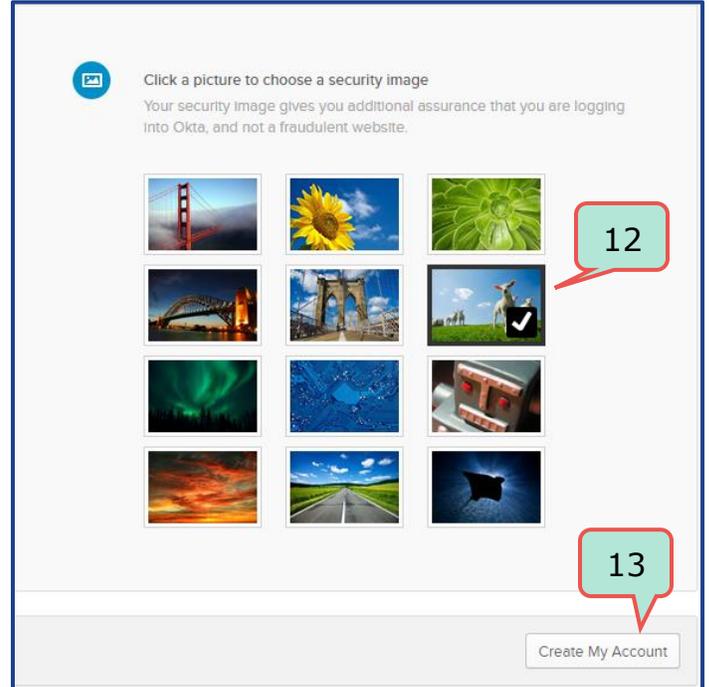
13. Click **Create My Account**

Configuring Your Multifactor Authentication:

1. Click your name on the top right of the page and click **Settings**
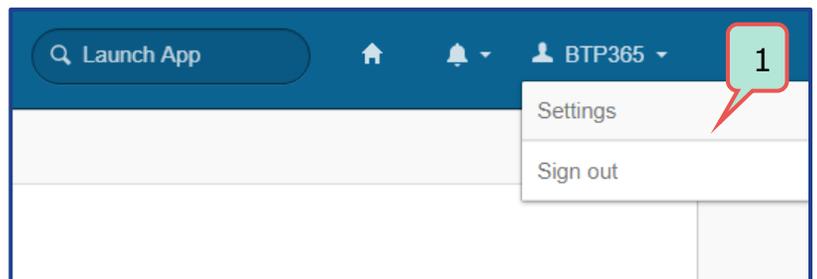
2. Scroll down to **Extra Verification**

3. Choose your method of Multifactor Authentication and click **Set up**

   📝 Okta Verify is preferred and will allow for a push notification
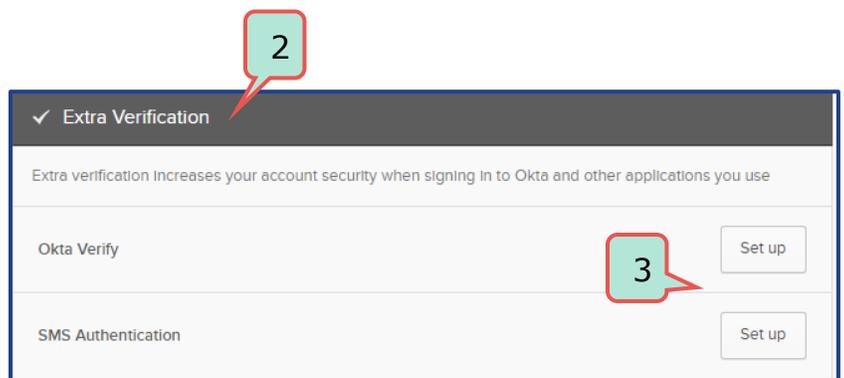
If you chose Okta Verify as your method of Multi Factor Authentication:

1. Open your mobile device, download **Okta Verify** application [icon] from the Google Play Store or iPhone App Store

2. Once the application is installed, click **Setup** next to Okta Verify

3. Click **Setup** button when prompted

4. Select your **device type**

5. Click **Next**
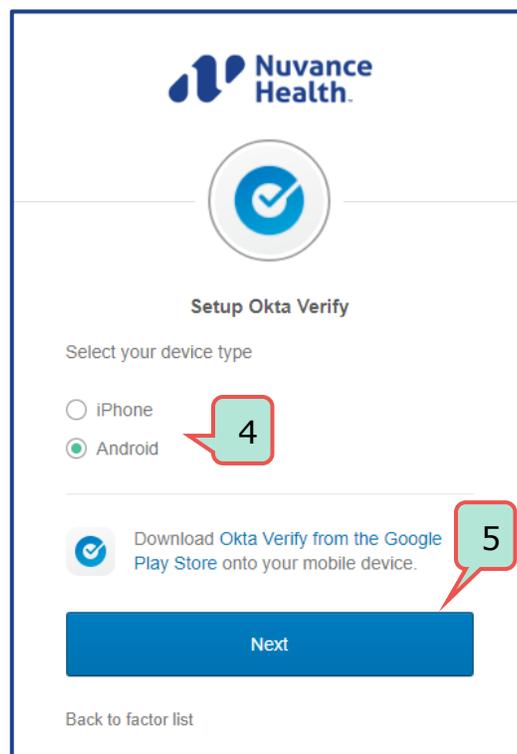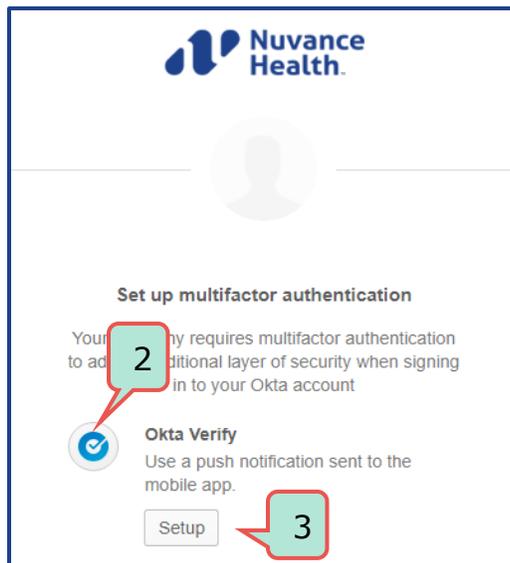
6. Open the Okta Verify App and point your camera at the provided **barcode** on your screen

Setup Okta Verify

Scan barcode

Launch Okta Verify application on your mobile device and select Add an account.

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Can't scan?

Back to factor list
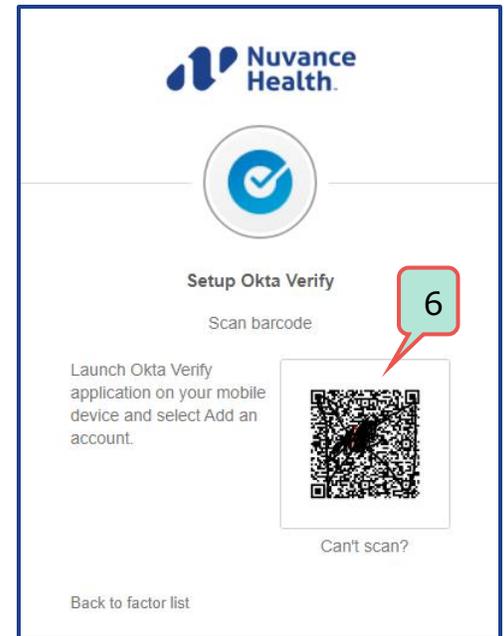
Your device will **show complete the process** and you will be redirected to your Settings.

7. To confirm enrollment, return to your Settings and scroll down to **Extra Verification**. You will see **Remove** next to Okta Verify.

✓ **Extra Verification**

Extra verification increases your account security when signing in to Okta and other applications you use

Okta Verify | **7** | Remove

SMS Authentication | Set up
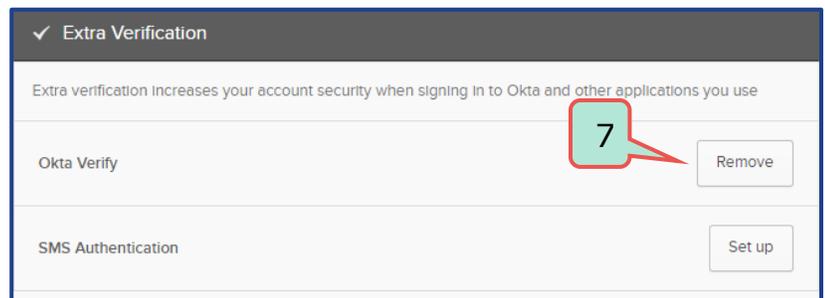
If you chose SMS as your method of Multi Factor Authentication:

1. Click **Setup** next to SMS Authentication

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

1

SMS Authentication
Enter a single-use code sent to your mobile phone.

2. Click **Setup** when prompted

Setup | **2**
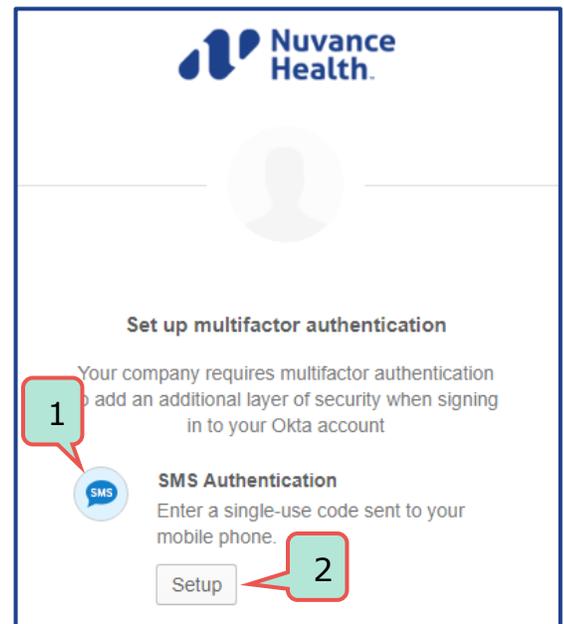
3. Enter your personal or work or mobile phone number that only you have access to

4. Click **Send Code**

A code is sent via text message to the number entered

5. Enter the code you received in the **Enter Code** field

6. Click **Verify**

7. To confirm enrollment, return to your Settings and scroll down to **Extra Verification**. You will see **Remove** next to SMS Authentication.