

The following information will guide you through activating your Okta for Multi Factor Authentication (MFA) account. If you have any questions, please reach out to us at <u>help@fullbloom.org</u>.

FullBloom uses MFA to help protect and keep our systems secure. Users accessing certain systems within FullBloom will need to verify their accounts each time they access their accounts. Verification can be done via a mobile device using the app, a push notification, a phone call. An office or school phone can be used for phone call verification.

https://login.fullbloom.org

Okta Activation:

Okta

1. Receive email from Okta

Welcome to FullBloom and Okta!

- Click the "Activate Okta Account" link in the email. Note, your Okta username is your work email address. The link will open a web browser.
 - a. Set up a new Okta Password
 - b. Repeat your new Password
 - c. Be sure to remember your password You will be using this going forward to login to Okta and easily access all of our apps!

Note password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username (email address).

 Next you will need to setup your MFA options. You must do at least one, but we do recommend you can choose other options as well.

	e to FullBloom & Okta!
ok	ta
Fu	ullBloom - Welcome to Okta!
Hi	Kristine,
we ap wil Fu inf	scome to FullBloomf FullBloom is using Okta to manage your corporate b applications. This means you can conveniently access all the plotations you normally use, Brough a single, secure home page. This include links to your work email, to our HR system UIIPPo, and to liBoom Connect, our company portul with staff information. More ormation on activating your account, as well as additional information apring Okta, can be found below.
An	Okta user account has been created for you.
	ck the following link to activate your Okta account:
	ur username is ur organization's sign-in page is https://catapult.okta.com
Wa	atch this short video to learn more about the Okta product:
htt	ps://www.okta.com/intro-to-okta/
	powered by okta
	FullBloom —
I	****
	Set up password
	Password requirements:
	At least 8 characters
	A lowercase letter An uppercase letter
	An uppercase letter An uppercase letter
	A symbol
	No parts of your username Does not include your first name
	Does not include your list name Does not include your last name
	 Password can't be the same as your last 10 passwords
	Enter password
	••••••
	Re-enter password
	••••••
I.	
l	

MFA Options:

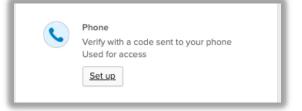
Note: If you are unable to access or use a mobile device for MFA, approval from both your supervisor and IT will be required. If you require the security question option, please submit a ticket to <u>help@fullbloom.org</u> explaining the reason and cc your supervisor.

SMS (Text) or Call Authentication:

- 1. Click **Setup** for Phone
- Choose SMS or Voice Call (you can add both, you will need to do the 2nd option later).
- 3. Choose country, put in your phone, and **click Send Code** or **Receive a code via voice call.**
- 4. Enter the code on the screen, and click Verify, and Done

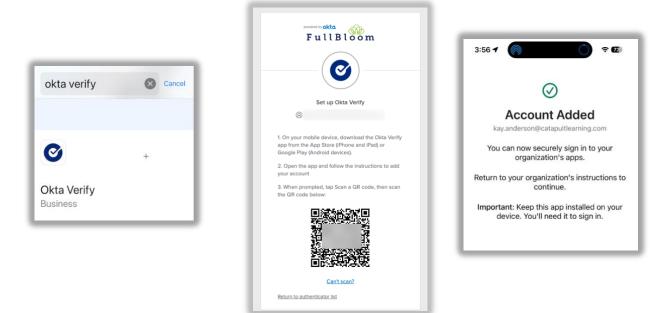
Enter your phone number to receive a verification code via SMS.	Enter your phone number to receive a verification code via voice call.
SMS Voice call	Sm3 Voice call
Country United States	Country United States
Phone number	Phone number Extension
Receive a code via SMS	Receive a code via voice call
Return to authenticator list	

Enter cod	e 691566		Verify	
\odot	Phone number Click Done to fi	successfully verified! inish setup.	1	



Okta Verify:

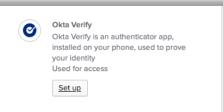
- 1. Choose Okta Verify and Click Setup or Configure Factor
- 2. Okta will walk you through the steps for set up:
 - a. Download Okta Verify from the App Store, Google Play Store, or Windows Store, depending on what OS your device is running
 - b. Use your camera to scan the QR code, and it will take you to download the Okta Verify app
 - c. Click Get Started and then Add Account
 - d. Allow push notifications and Enable face ID if you want these options on, otherwise, click skip.
 - e. You will see an Account Added notification when successfully completed.



 The Okta Verify app will show a number that changes every 30 seconds. That will be the number you can enter to verify your account.







Note, you can also set up the other options later. To add or update these, log into Okta, under your name to go Settings, and down to Extra Verification. Click set up and Okta will walk you through the rest!

Kay catapult_defau	 Security Methods Security methods help your account security when signil applications. 	ig in to Okta and other
	Password	Reset
y Anderson	Okta Verify	Set up
	Google Authenticator	Set up
	YubiKey Authenticator	Set up
ences	Phone	Set up another
	+1 XXX-XXX-2084	Remove
	+1 XXX-XXX-3069	Remove

Logging In using MFA:

Each time you access Okta, you will need to verify your account. After logging in, you can choose which way you want to verify based on which options you choose.

