

Using Okta to access other applications and websites

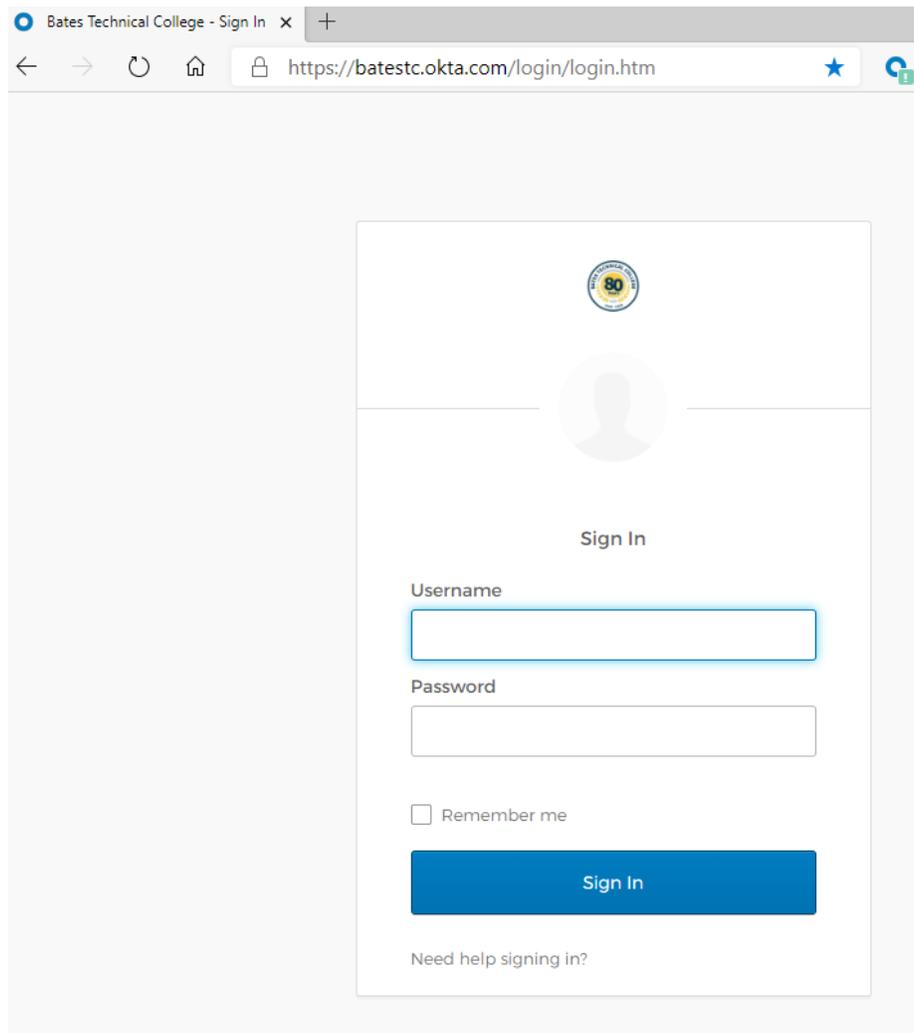
What is Okta?

Okta is the tool we use to provide user credentials in a safe manner to many other web applications and websites. It reduces the amount of times you need to enter credentials or the need to memorize 20 different passwords for 20 different sites!

You should make a habit of launching Okta as one of your tabs on your browser and login to it each morning when you start your work day. In this fashion, you will be able to come to this page and from here launch all work-related sites without having to enter more credentials as your day goes by.

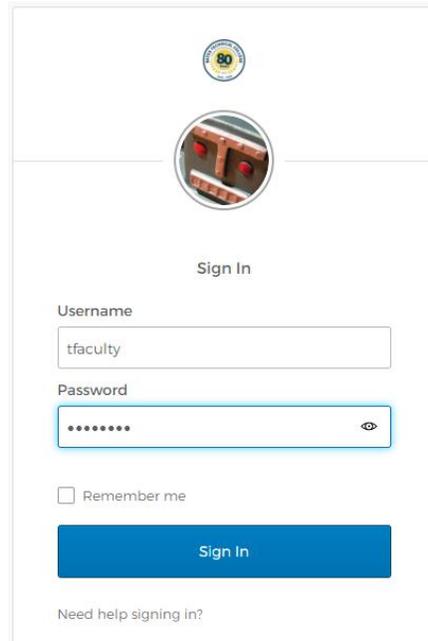
Login to Okta

1. Go to <https://batestc.okta.com/>



The image shows a browser window with the address bar displaying "https://batestc.okta.com/login/login.htm". The page content includes the Bates Technical College logo at the top, a placeholder for a user profile picture, the text "Sign In", a "Username" label above a text input field, a "Password" label above a text input field, a "Remember me" checkbox, a blue "Sign In" button, and a link that says "Need help signing in?" at the bottom.

2. Enter your username, that is the portion of your email address to the left of the @ symbol, i.e. if your email is tfaculty@batestech.edu, your username would be [tfaculty](#).



Sign In

Username
tfaculty

Password
.....

Remember me

Sign In

[Need help signing in?](#)

Setting up Multifactor Authentication

1. During your first login, you are prompted to set up Multifactor Authentication. This is done to add another layer of protection by asking you to confirm your identity using a device, such as a cell phone. Keep in mind you must be near your device whenever you try to login to Okta. Therefore, choose carefully. Click setup on the authentication method of your choice. You could pick one or more methods:
 - a. A smartphone is needed if you select Okta Verify.
 - b. A cell phone with text messaging capabilities will be needed for SMS Text authentication.
 - c. A regular phone, landline or mobile will be needed for Voice Call authentication.

Keep in mind you will also receive email notifications any time there is a change to your multifactor authentication methods. This will alert you if anyone other than you has initiated or completed changes to your account authentication method.

In the event you suspect your account has been compromised, contact the IT department immediately and change your network credentials. You can reach IT via email at IT@batestech.edu, phone at 253-580-7070, or stop by our office at DT-A-118. We are open during college business hours.



Set up multifactor authentication

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



Okta Verify

Use a push notification sent to the mobile app.

Setup



SMS Authentication

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

Setup



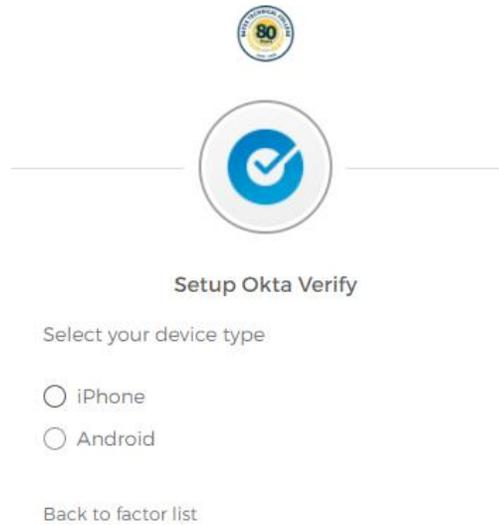
Voice Call Authentication

Use a phone to authenticate by following voice instructions.

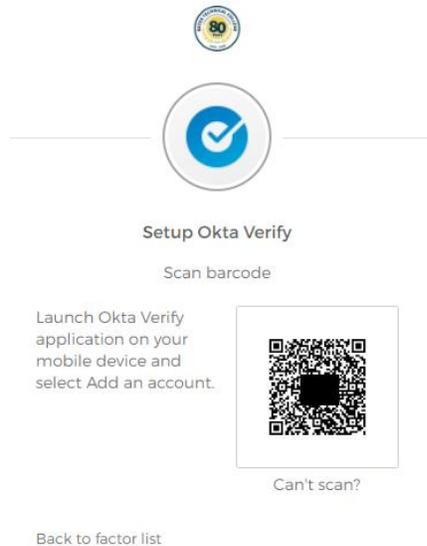
Setup

Okta Verified Authentication

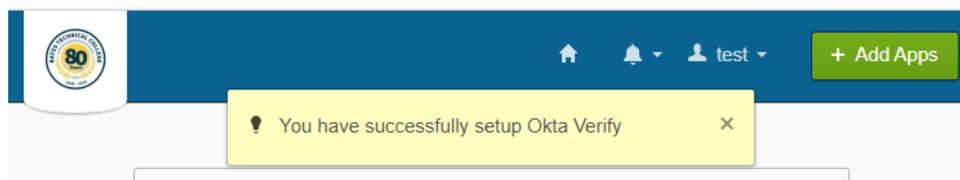
1. Click on the setup button below Okta Verify and select the type of cell phone you own.



2. You will be asked to go to the app store on your phone and download the Okta Verify App. Okta provides you with a QR code you can scan with your phone camera to login into the Okta Verify app once it is installed on your phone. This is a one time deal step.

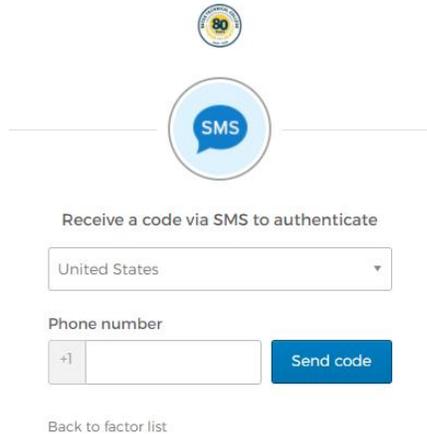


3. Once you scan your credentials with the Okta Verify app, you will get notification that you are all set. Okta Verify app will provide you a random 6-digit code you will be asked to enter at future logins to confirm you are who you say you are.



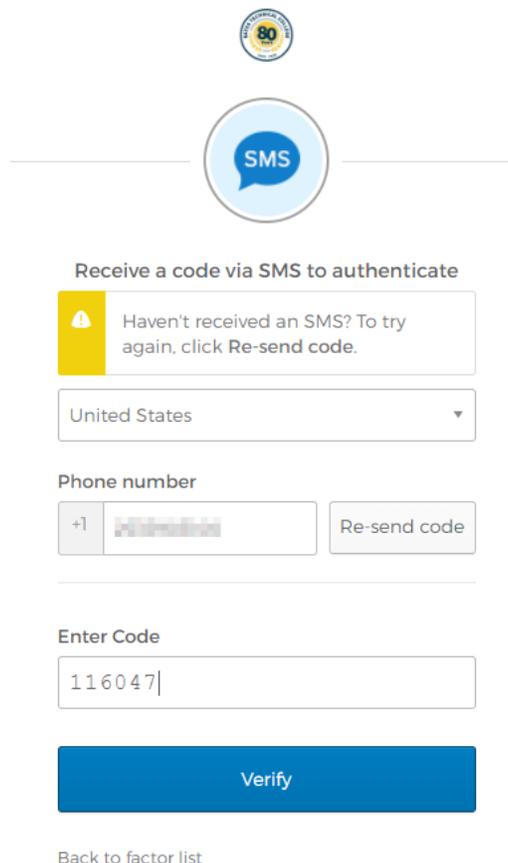
SMS Authentication

1. Click on the setup button below SMS Authentication. Enter your cell phone number, including your area code. No need to enter dashes or other symbols to separate the numbers. Then hit Send Code.



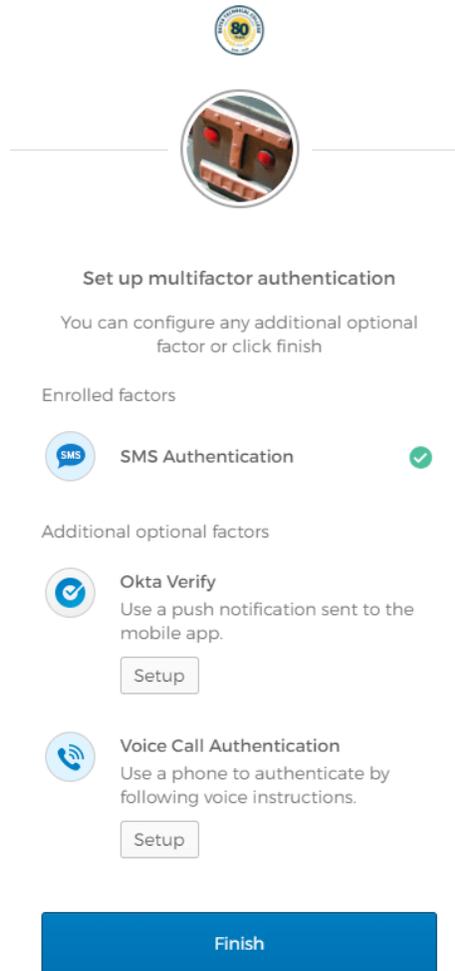
The form features a circular 'SMS' icon at the top center. Below it, the text 'Receive a code via SMS to authenticate' is displayed. A dropdown menu is set to 'United States'. The 'Phone number' field includes a '+1' country code selector and an empty input box. A blue 'Send code' button is positioned to the right of the phone number field. At the bottom, there is a link that says 'Back to factor list'.

2. Check your cell phone and type in the code you receive via text message. If you take too long to type it, you might get a warning letting you know you could re-send a new code if you have not received one on your phone.



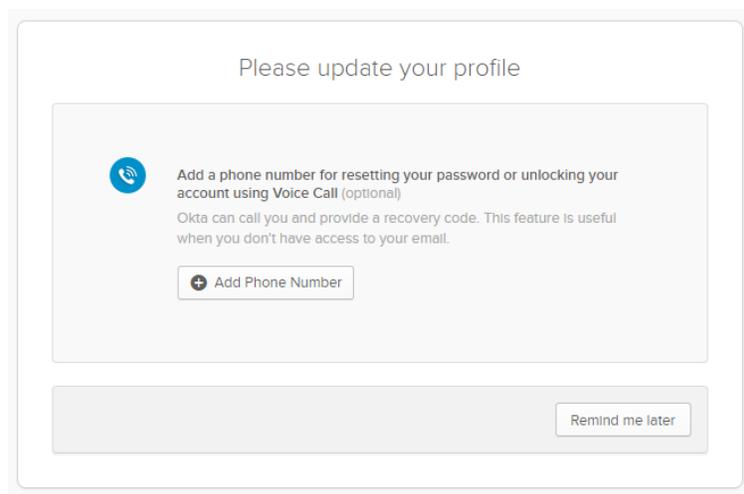
This form is similar to the first one but includes a warning message. At the top, it says 'Receive a code via SMS to authenticate'. A yellow warning box with a bell icon contains the text: 'Haven't received an SMS? To try again, click Re-send code.' Below this, the 'United States' dropdown and the phone number field (with '+1' and a masked number) are present. A 'Re-send code' button is located to the right of the phone number field. A section titled 'Enter Code' contains a text input field with the code '116047' entered. A large blue 'Verify' button is at the bottom. A 'Back to factor list' link is at the very bottom.

3. You then get confirmation that you are all set for SMS authentication



Voice Call Authentication

1. Click on the Setup button below Voice Call Authentication, then click on Add Phone Number.



2. Enter your phone number

Set Up Voice Call Verification ×

Enter the phone number you'll use to receive codes via phone call, then click Call to verify that it works.

Country

Select the country where your phone is registered.

Phone number

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

Extension

3. You will now receive an automated call on that phone number providing you a 5-digit code, please enter it and click on the Verify button. A message indicating your phone was successfully verified will appear and all is left is to hit the Done button.

Set Up Voice Call Verification ×

Haven't received a code? [Call again.](#)

Enter code

Phone number successfully verified!
Click Done to finish setup.

4. You will see your profile indicates your number has been successfully verified.

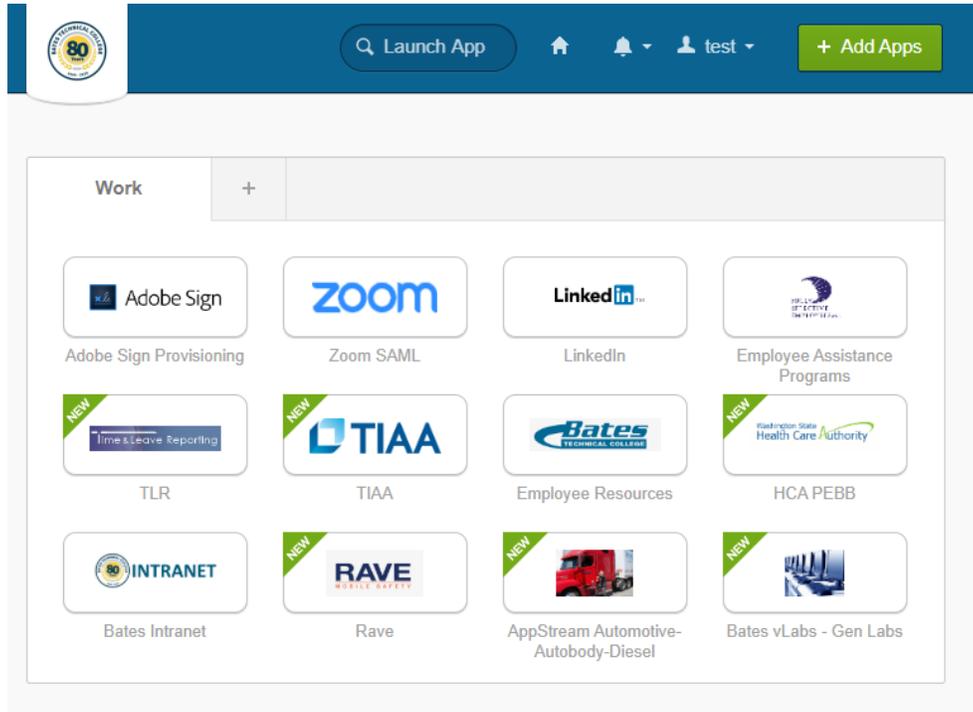
Please update your profile

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

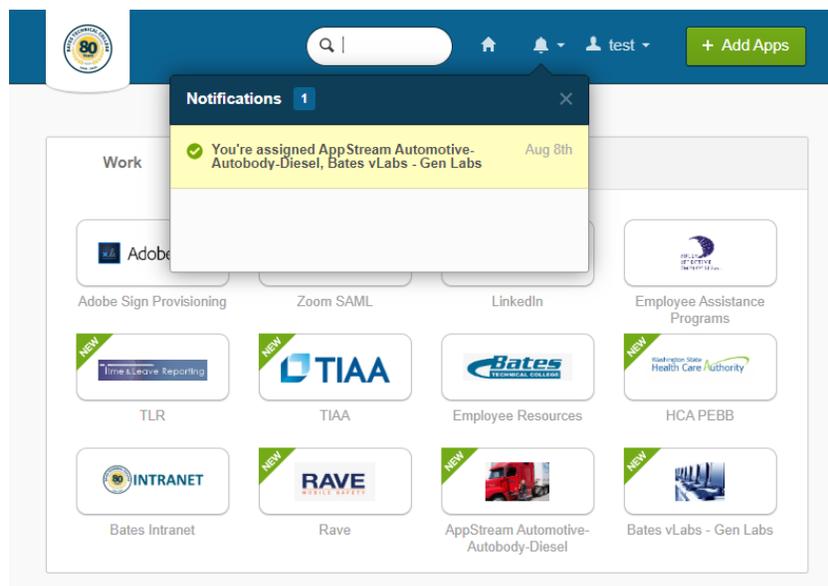
Number successfully verified!

Launching apps and sites from within Okta

1. Once logged in your home page may look similar to the screenshot below. Different users will have access to different applications and sites based on their job position. To launch an app or login to a website, just double click on the particular icon/button for that app or website. The app or website will open up on a separate browser tab or window.

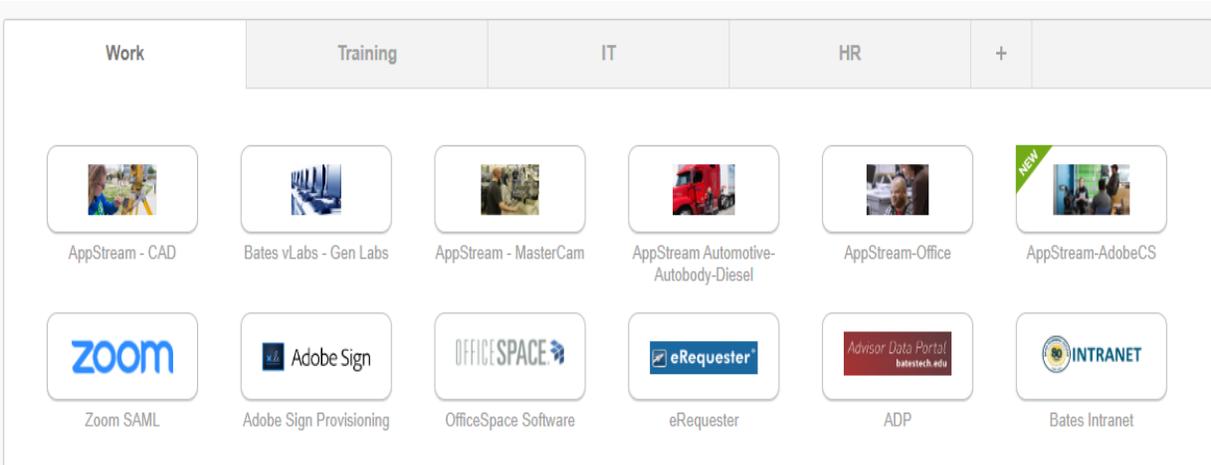


2. Apps and websites are added by IT whenever a new college app or site is adopted or removed when the app/site subscription is no longer used or when the person's job duties no longer required its use. When adds are added to your account, you will have an alert.

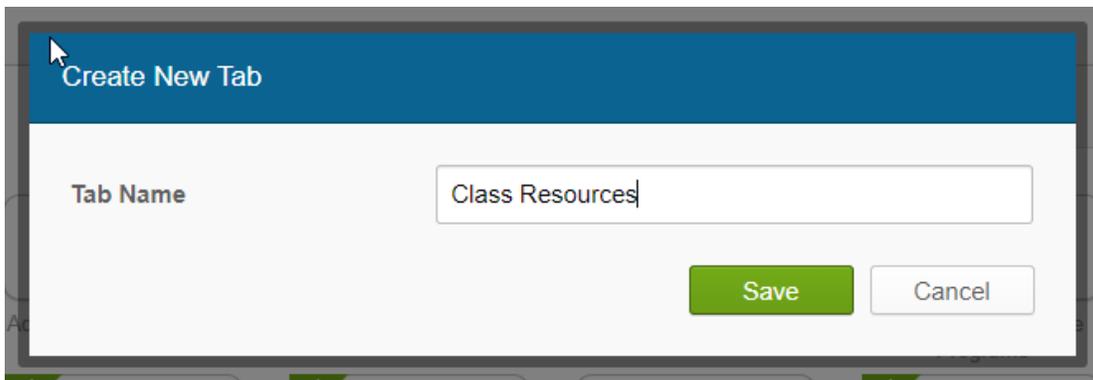


Organizing apps using tabs

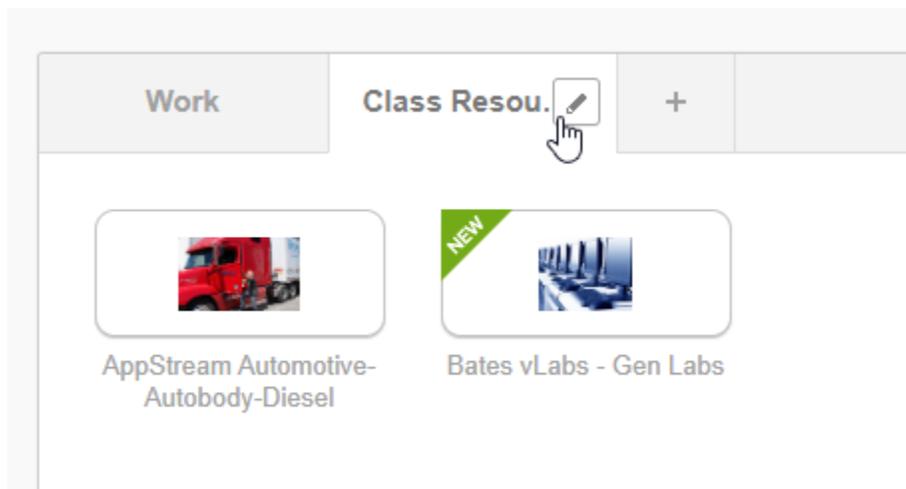
1. You can organize your apps, so your homepage is not cluttered and you could find what you are looking for faster. See an example of tabs use below.



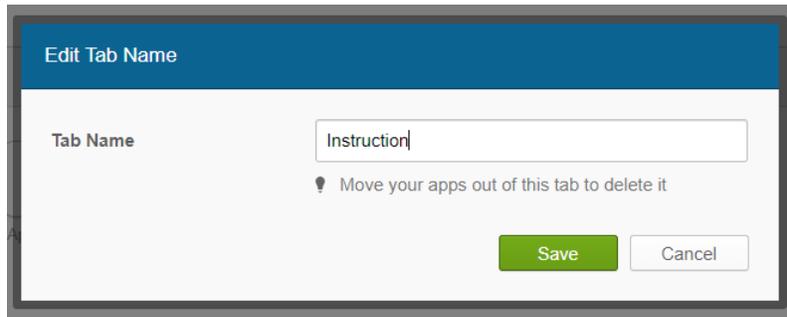
2. To create a new tab, just hit the plus sign and you will be asked to type a name for your new tab, i.e. Class Resources:



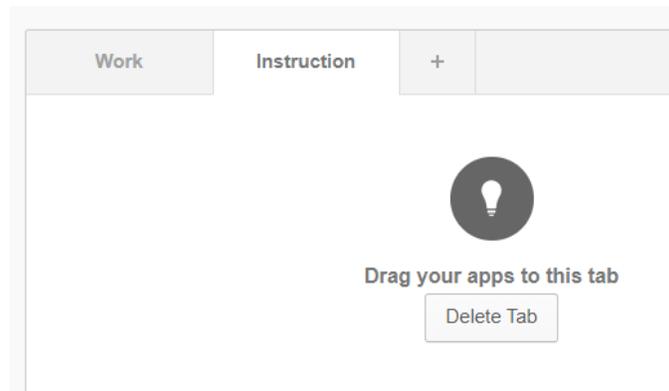
3. You can then drag app icons to that new tab, to declutter your Okta home page.



4. You can always change the tab name by clicking on the pencil icon next to the tab name.

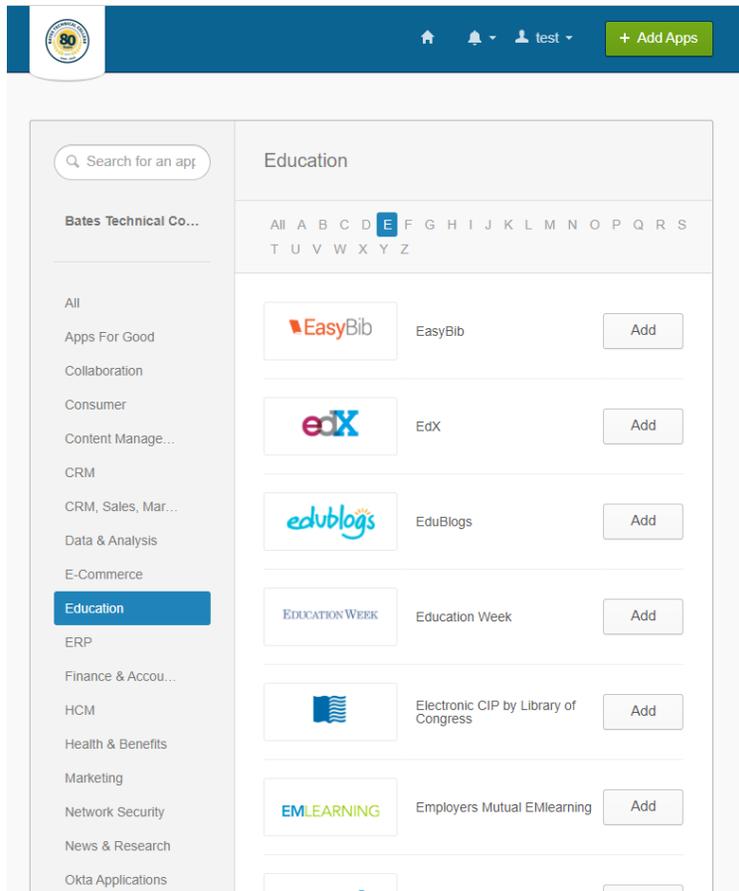


5. To delete the tab, you will need to move any apps within it to another tab or the homepage. Once it is empty, just hit the delete tab button.

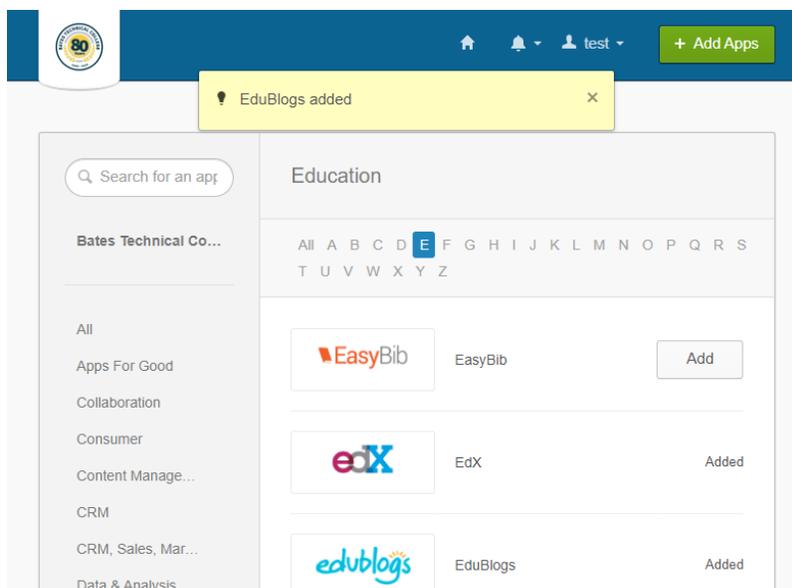


Adding preferred apps to Okta

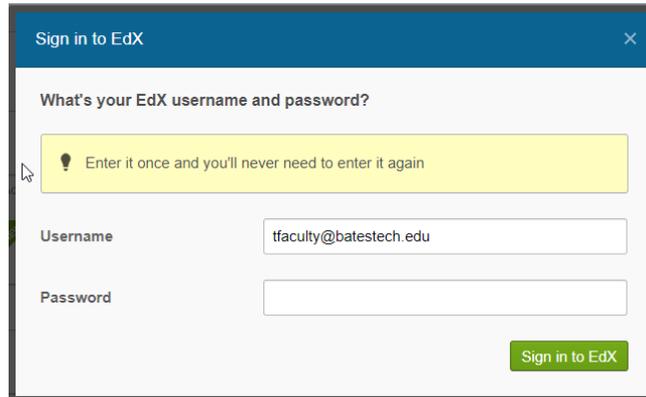
1. You can click on the Add Apps green button on the top right-hand corner to search for apps or sites. Okta has thousands of apps to many favorite sites, such as newspapers, banks, booking sites, and many others.



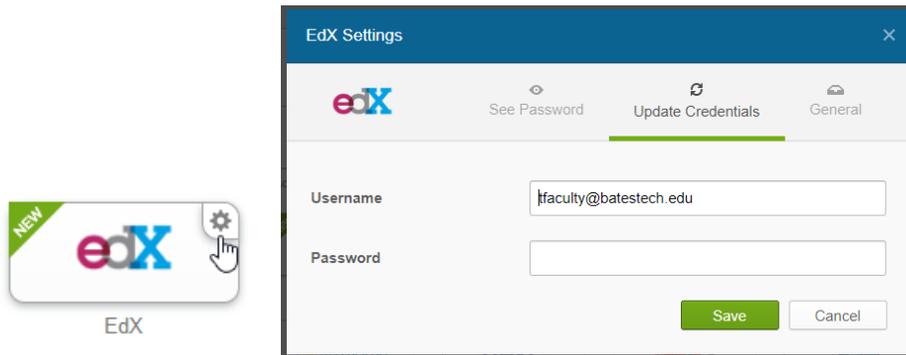
- When you find the site/app you wanted click on the add button and you will get a notification indicating the app has been added. The apps will appear on your home page, click on the home icon to review it.



3. Because this new app was added by you, the first time you will need to enter your personal credentials to access it. Okta will store them and you will not need to do this anymore.

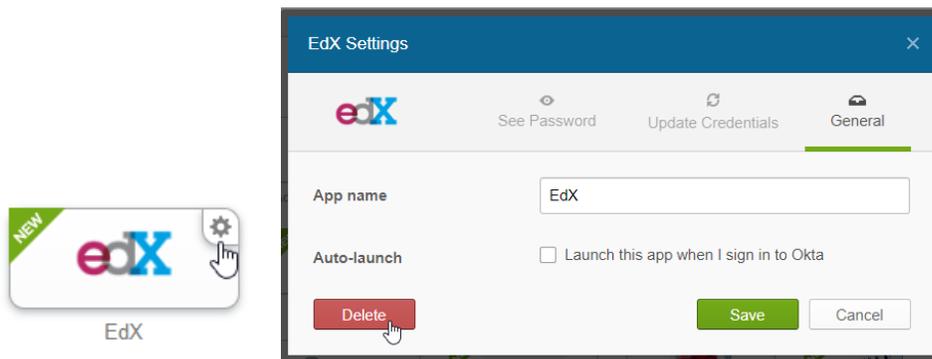


4. If you need to update the password on a particular app, just click on the gear icon on the app and select Update credentials.



Deleting an app you no longer need

1. You may have added an app by mistake or you decide you no longer need it. In order to delete it, click on the icon gear on the app logo within Okta. Then click on the Delete button.



Would you like us to add an app to all employees? Let us know by emailing: IT@batestech.edu