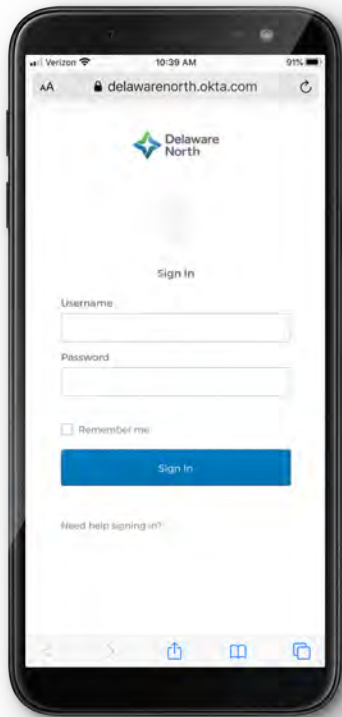




# Connecting to Okta on the Web

## **QUICK START GUIDE**



## Connecting to Okta on the Web and Signing In

1. Enter **delwarenorth.okta.com** into any web browser or by downloading the Okta Mobile app on your smartphone.
2. You will be prompted to log into Okta.

### If you have a Delaware North email address and have completed your Okta registration:

Sign into Okta using the same credentials used to access your computer and your Delaware North email account.

### If you do not have a Delaware North email address and have not set up your Okta account:

1. Sign into Okta using the credentials included below:

**Username:** Your 6-digit Employee ID number

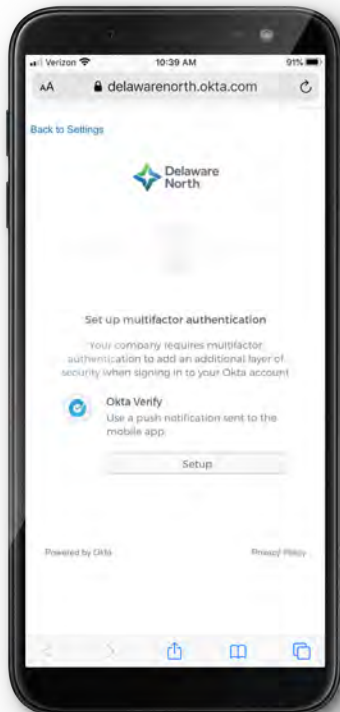
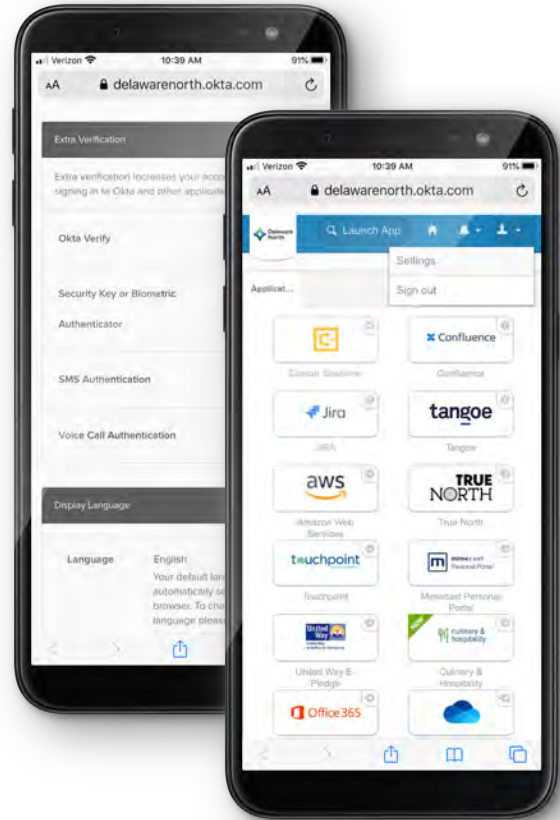
**Password:** First two letters of last name (first letter capitalized, second lowercase), followed by the first three numbers of your Employee ID and ending with !@#. (Ex: Sm123!@#)

2. You will be prompted to create a new password and create security questions.
3. You will also be asked to provide extra verification detail, such as your phone number and email. *Providing this information will increase your account security.*

# Okta Extra Verification

If you did not provide extra verification detail in your initial setup, you can log in and edit.

1. From the home page, select your name in the upper-right corner and select **Settings** from the drop-down menu.
2. Select **Edit Profile**.
3. You will be asked to verify your password.
4. You can then select the additional verification factor you would like to set up.
5. You can also download the Okta Verify app on your smartphone to receive a push notification.
6. Once the app is downloaded, you will be prompted to add an account by scanning the barcode provided in Setup.



## Two-Step (Two-Factor) Authentication

1. After you set up your account, the next time you log in, you may need to use two-step (two-factor) authentication to log into your account using the extra verification details you provided.
2. The options you are given will be based on what factors you have enabled. Choose your preferred method of authentication to proceed with login.

For login assistance, please contact the IT Service Desk at 1-877-362-4843.