How To Register for Okta (New Users)

Okta is the University’s security solution that handles SSO (single sign-on) password management and multi-factor authentication. This article steps through the process of registering in Okta and creating one's password.

NOTE: You are required to change your SLU Password before accessing SLU systems.

DIRECTIONS

1. Navigate to auth.slu.edu in your web browser.

2. Log in using your SLU Net ID and default SLU Net Password. You will find your SLU Net ID on your admit letter or email. Your initial SLU Net Password will also be provided as part of your onboarding paperwork.

3. Before you can log in for the first time you will be asked to set up multi-factor verification.

   a. You will be prompted to use a phone to authenticate your account. Click the Configure Factor button.
b. Identify your country and enter your phone number then click the Call button.

c. You will receive a phone call with a code. Enter the code and click the Verify button.
d. Once you have verified your phone via voice method, you may set up alternate multi-factor authentication options. You should set up at least one other form of verification. We recommend using Okta Verify. Simply click on the **Setup** button below your choice and follow the instructions.

![Setup Options]

![Finish Button]

e. Once you've enrolled in the authentication(s) you want, click the **Finish** button at the bottom of the screen.
4. You will now be notified that your password has expired. You will need to create a new one.
   a. Enter your default SLUNet Password where it says Old Password.
   b. Enter your new password in the field labeled New Password.
   c. Type it again in the Repeat Password field and click the Change Password button.

This will open a new browser tab and will provide a series of settings to be selected and filled out. The first is your new password. The following are the requirements for a password in this new system:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A symbol
- A number is not required
- Spaces are allowed
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords
- At least 1 hour(s) must have elapsed since you last changed your password
- Consider using a proper sentence with at least four words as a password (such as a lyric, quote, or aspirational statement). Not only will it be easy to remember, but it will also be nearly impossible to crack.
- Using a proper sentence (beginning with a capital letter and ending with a punctuation mark), will meet all criteria.
- **NOTE:** A space counts as a standard character, not a special character.
5. The next setting is your password recovery question and answer for when you have forgotten your password. You can choose from a list of 19 different questions, or create your own custom question. After selecting your question, type your answer below.

6. Finally, you will select a picture to use as a security image. Click on the image you wish to use, and then click the Create My Account button below.