

How To Register for Okta (New Users)

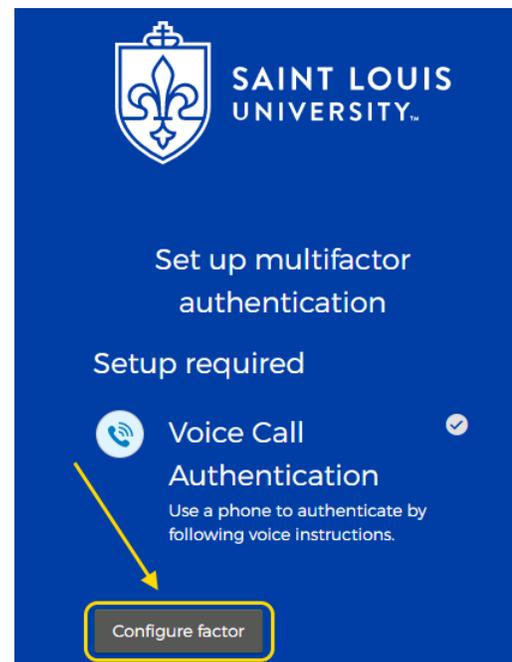
Okta is the University's security solution that handles SSO (single sign-on) password management and multi-factor authentication. This article steps through the process of registering in Okta and creating one's password.

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.

SAINT LOUIS UNIVERSITY™

Follow phone call instructions to authenticate

United States

Phone number Extension

+1

Call

Back to factor list

- c. You will receive a phone call with a code. Enter the code and click the **Verify** button.

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Follow phone call instructions to authenticate

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+1

Calling

Enter Code

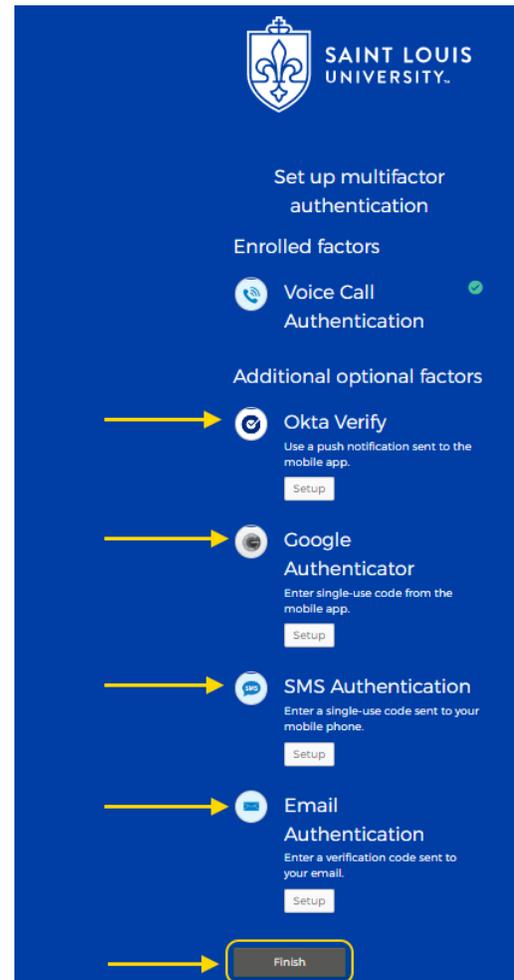
Verify

Back to factor list



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.

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.



- 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.

Choose a forgot password question

What is the food you least liked as a child?

Answer

- 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.

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account