

Setting Up Your SLU Account Using Okta Verify on iOS

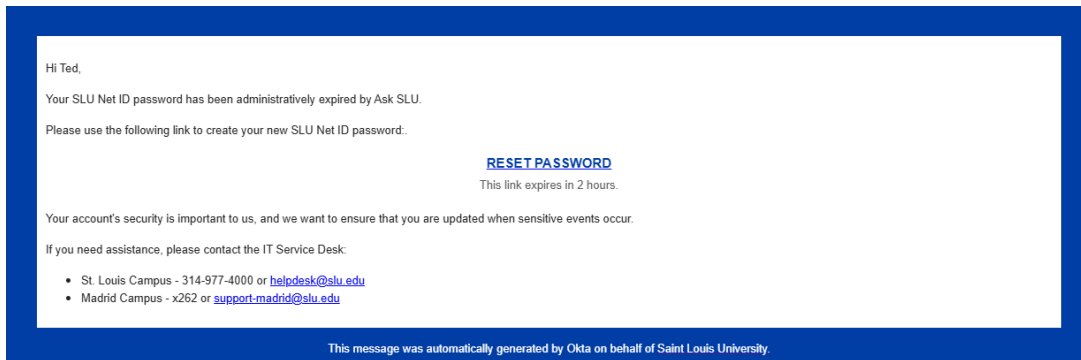
Overview:

Okta is the SLU's security solution that handles single sign-on (SSO) password management and multi-factor authentication (MFA). The instructions below step you through the first-time login experience setting up Okta Verify on Apple iPhone to authenticate your university account.

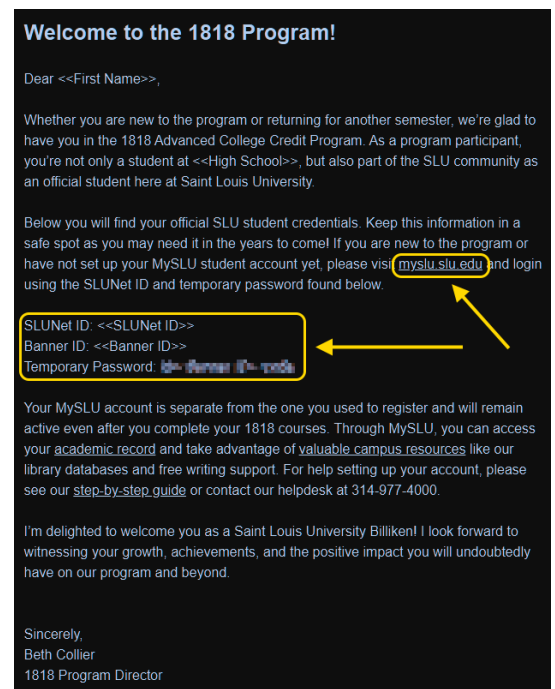
Directions:

Begin on your computer:

1. Locate the email message SLU sent you to access your account. You will have one of two messages.
 - If you have a link in the message, click it and proceed to Step 2.



- If you are given your **username** and a **temporary password**, follow these steps:
 - a) Open a web browser and point it to **auth.slu.edu**.
 - b) Enter your **username** and **temporary password**.



2. This page should have two security methods for you to set up: **Password** and **Security Question**.

3. Click on the **Set up** button below **Password**.

4. You will see a list of rules for your password. Enter your new password following those rules in the first field.

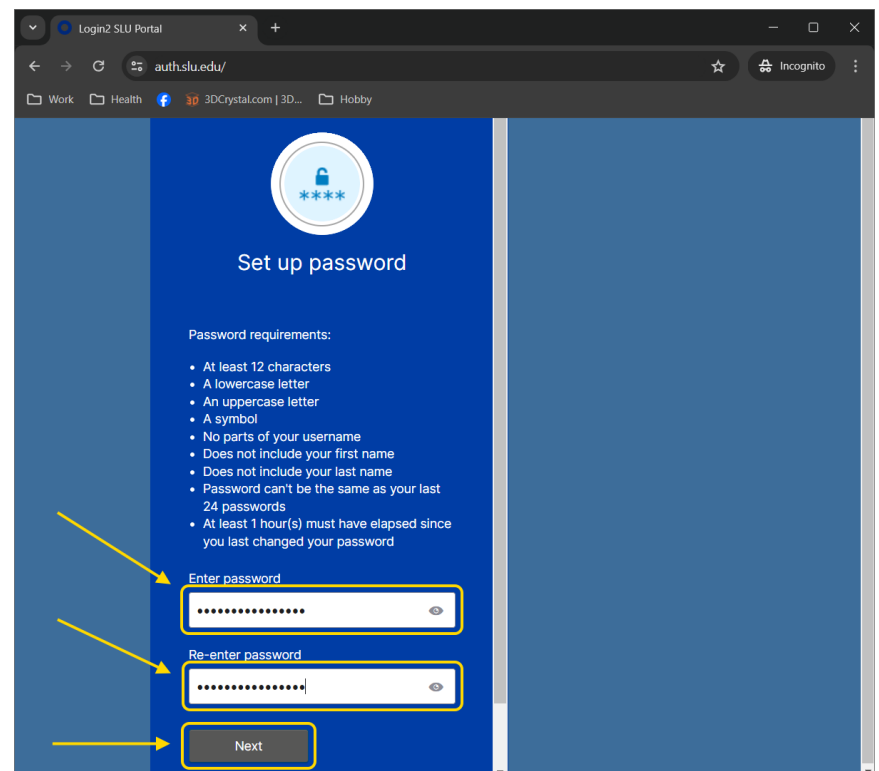
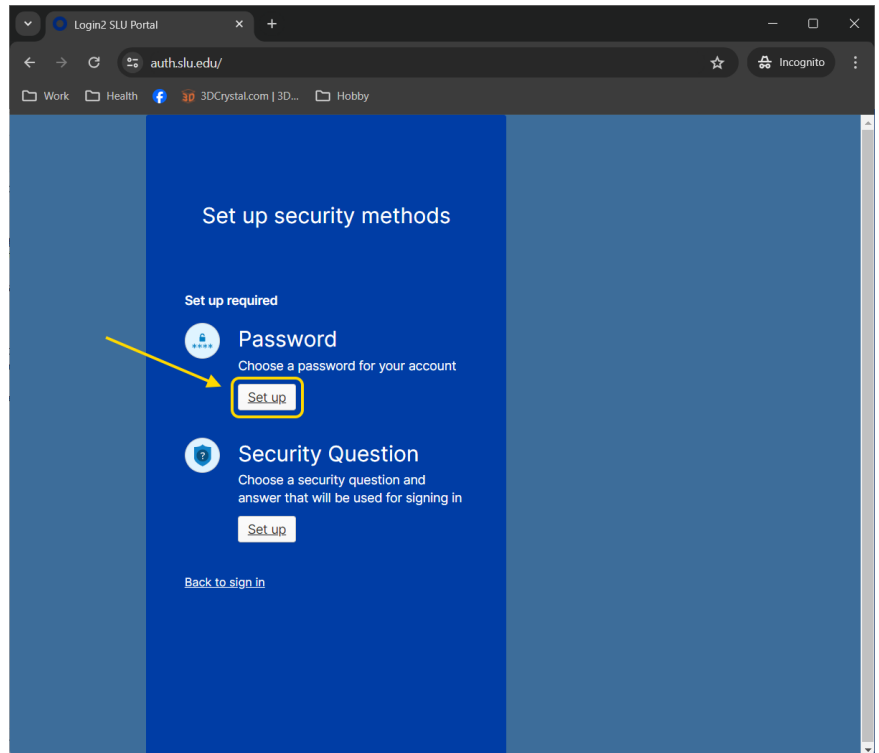
- Consider using a proper sentence with at least four words as a password (such as a lyric, quote, or aspirational statement). Not only will it be easy to remember, but it will also be nearly impossible to crack.
- Using a proper sentence (beginning with a capital letter and ending with a punctuation mark) will meet all criteria.

NOTE: A space counts as a standard character, not a special character.

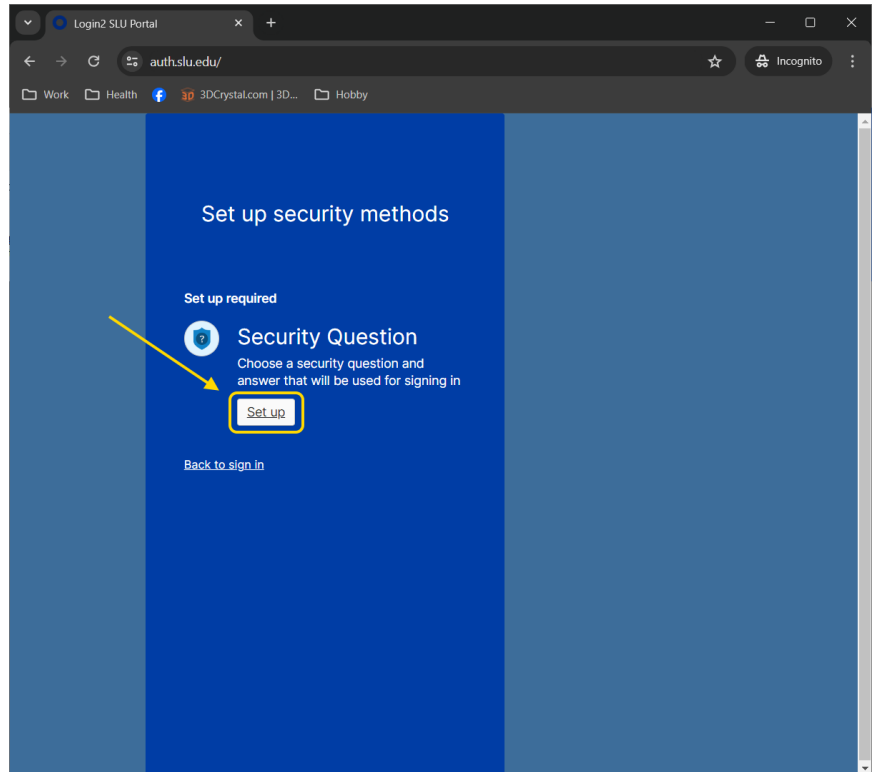
5. Type your password again into the second field to confirm.

NOTE: If your passwords don't match, you can click the eye icon on the right side of these fields to see what you typed.

6. Click the **Next** button when done.



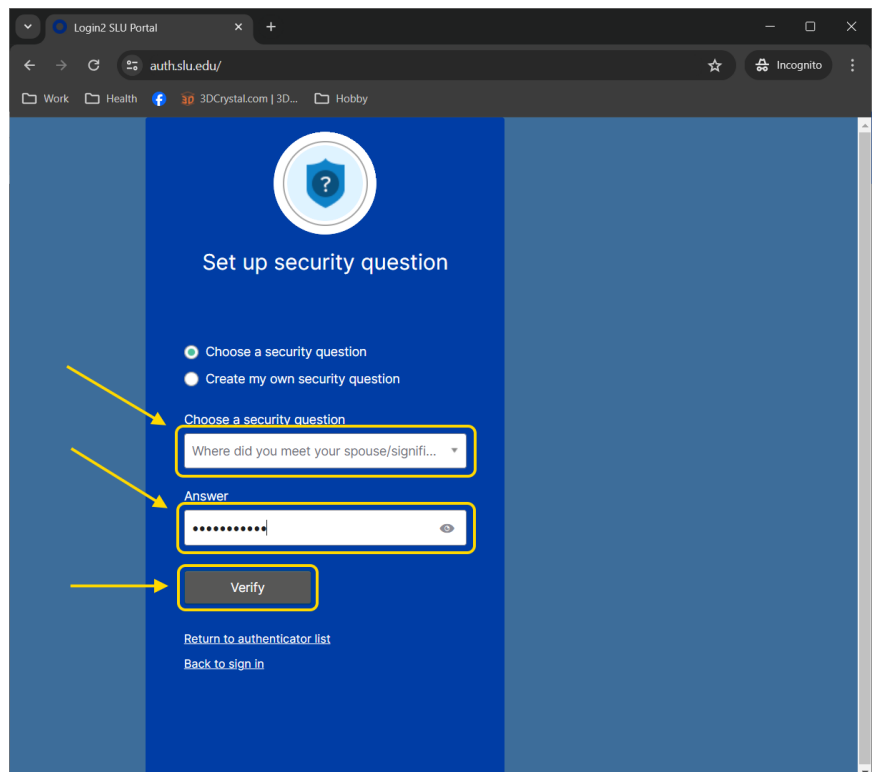
7. Click on the **Set up** button below **Security Question**.



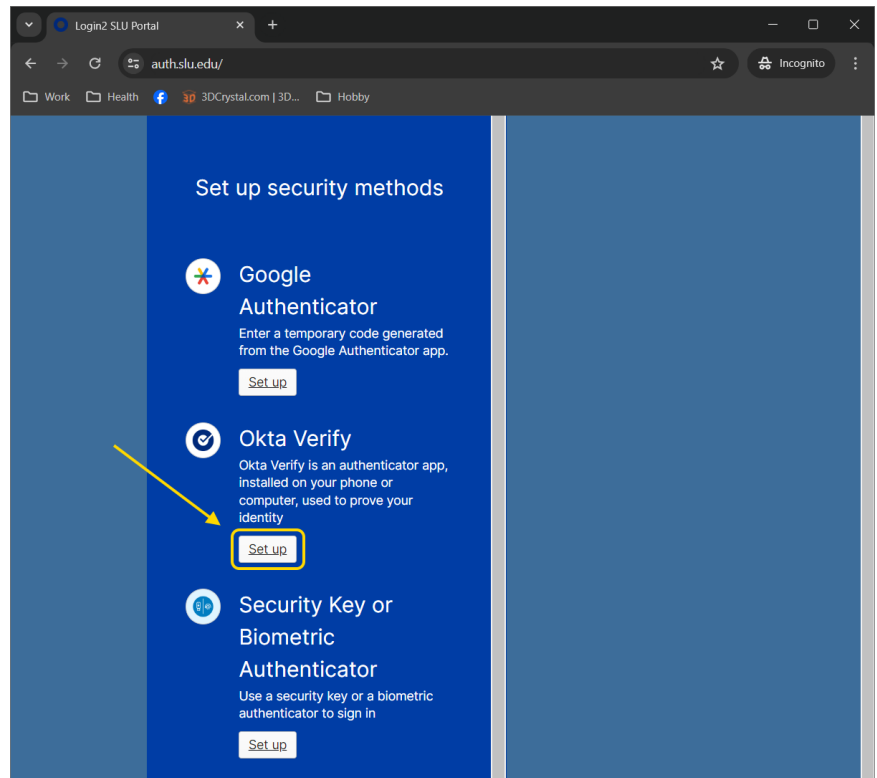
8. Choose a security question from the first field.
9. Enter your answer in the second field.

NOTE: Be sure to remember capitalization, spaces, and spelling. Like a password, the answer must be typed exactly as you enter it here.

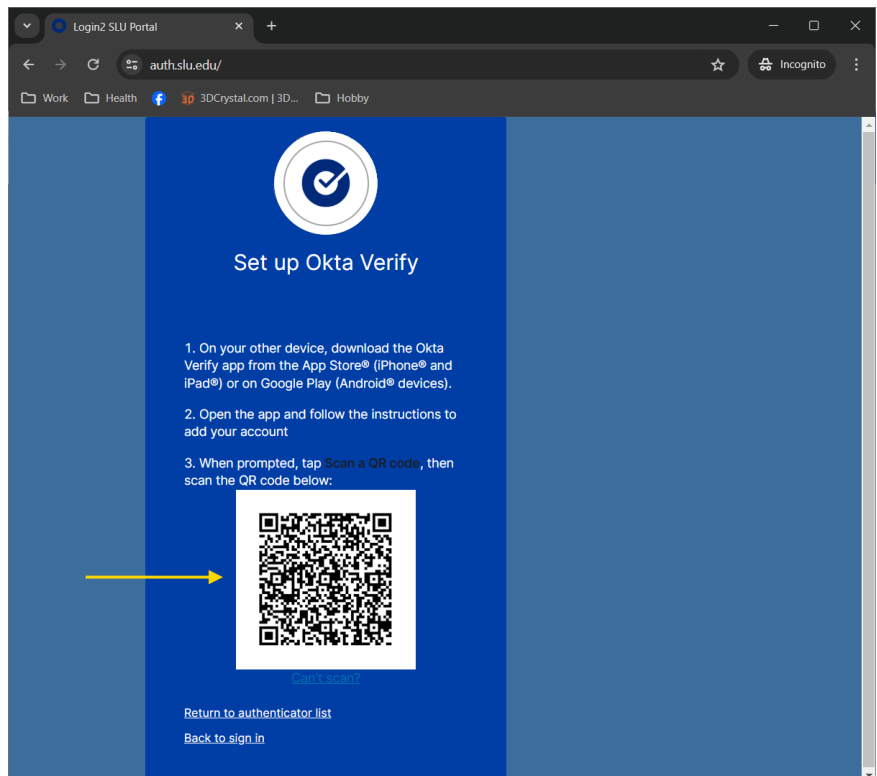
10. Click the **Verify** button.



11. You will then see the MFA security methods. Click the **Set up** button for **Okta Verify**.



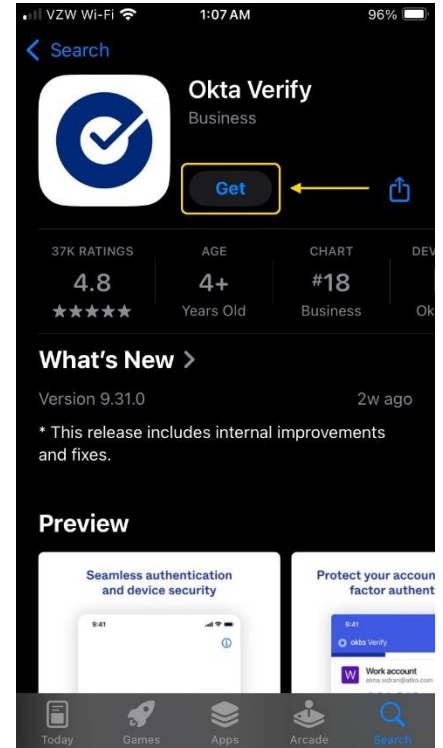
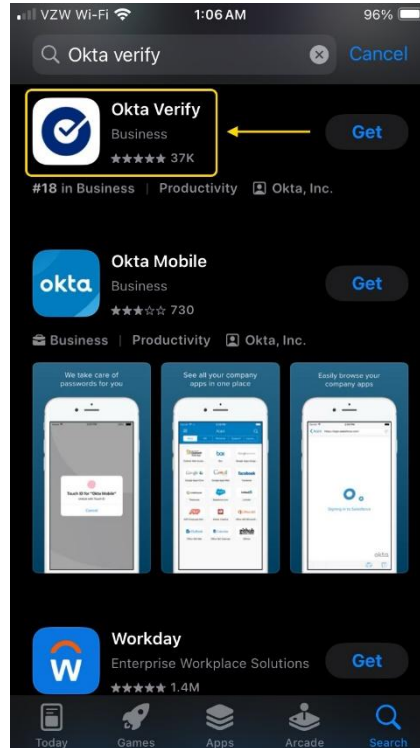
12. You will then see a **QR Code** appear on your computer screen. You now want to get **Okta Verify** set up on your phone.



Switch to your Apple iOS device:

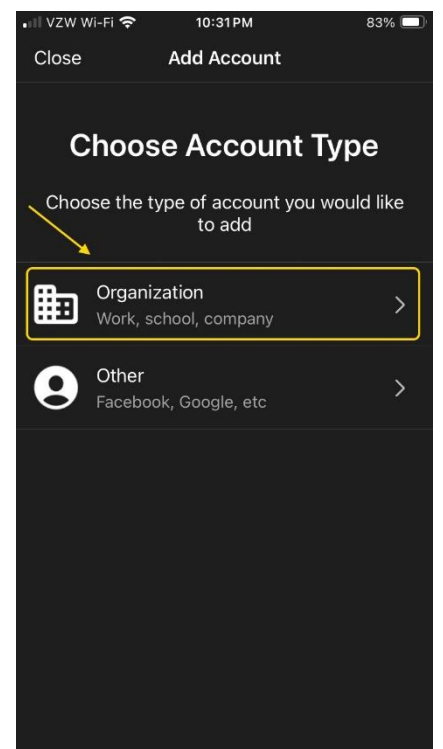
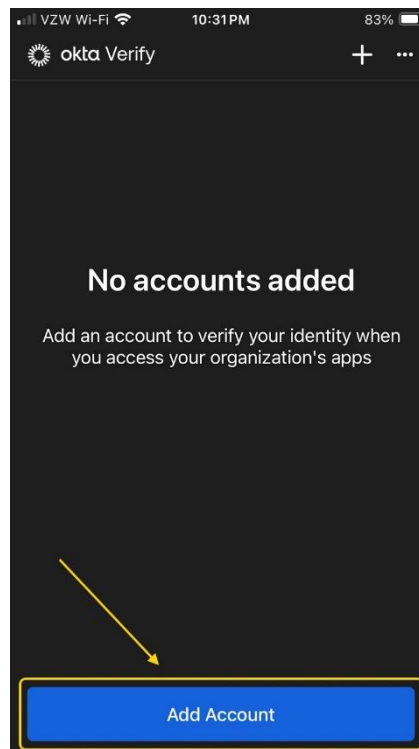
14. Launch the **App Store** and search for the **Okta Verify** app.

15. Select the app and tap on the **Get** button to download and install **Okta Verify**.



16. Open **Okta Verify** and it should say **No accounts added**. Tap the blue **Add Account** button at the bottom of the screen.

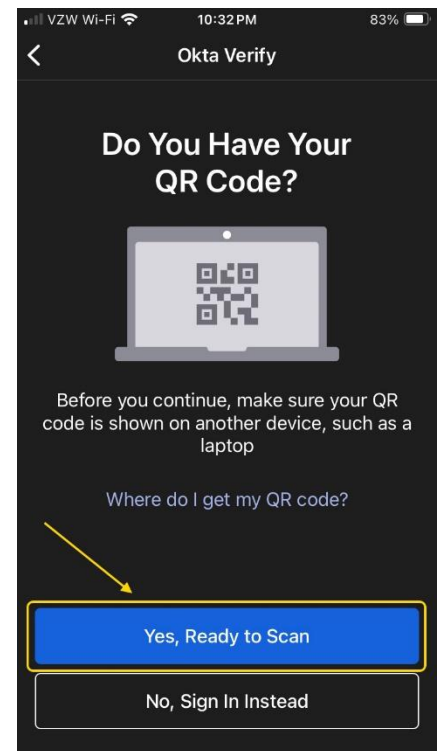
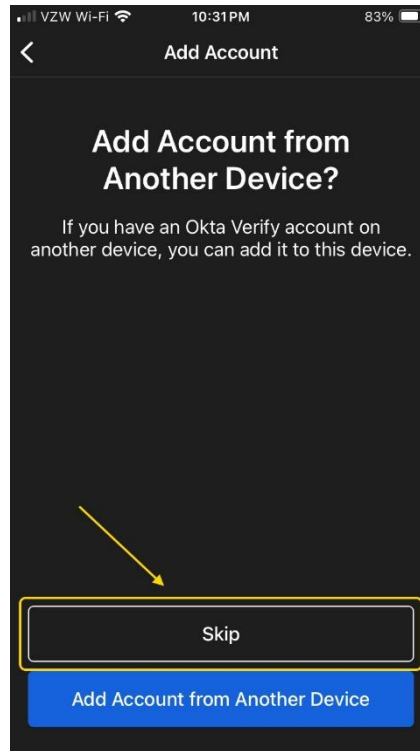
17. It will prompt you to **Choose Account Type**. Select the top option, **Organization**.



18. If it asks you to **Add Account from Another Device**, you can skip that.

19. It should then ask you **Do You Have Your QR Code?**

20. Tap the blue **Yes, Ready to Scan** button.

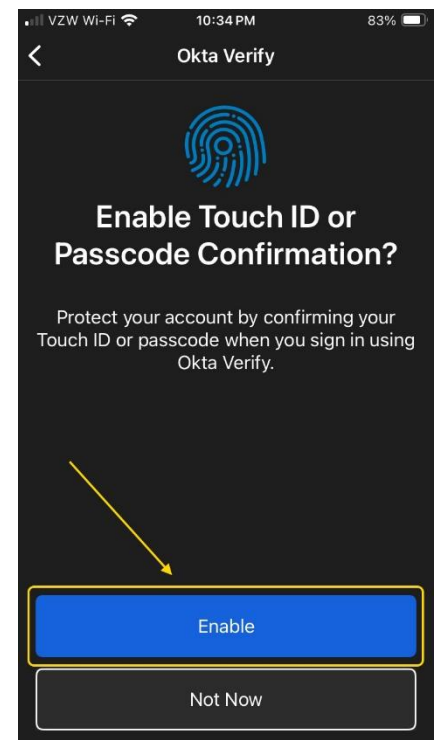
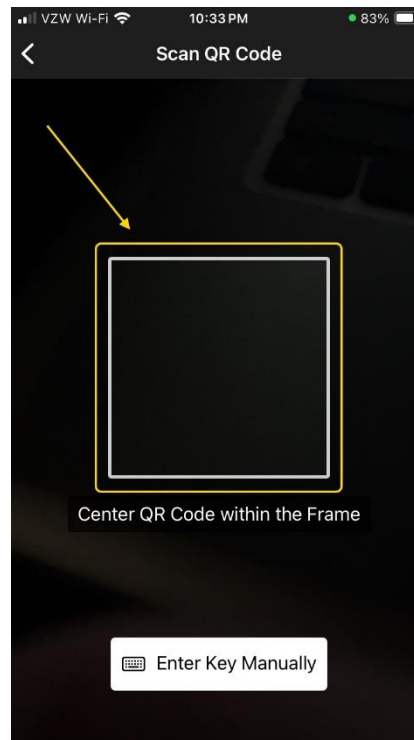


21. It will switch to camera mode with a white frame in the middle of the screen.

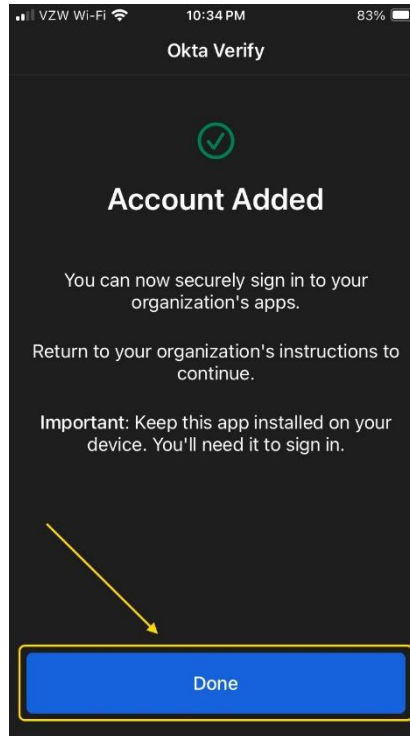
Point your iPhone's camera at the QR Code on your computer screen and frame it in that square.

NOTE: If it gives you an error, just try again.

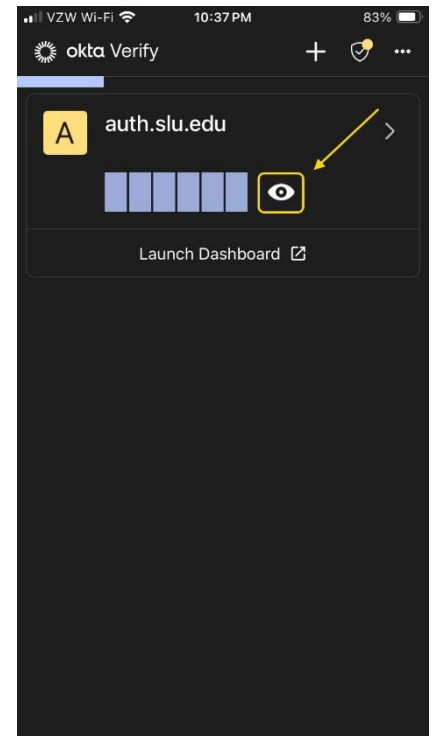
22. If it prompts you to enable some form of biometric identification like **Enable Touch ID** or **Enable Face ID Confirmation**, click the blue **Enable** button below.



23. **Okta Verify** should state **Account Added** and you can press the blue **Done** button at the bottom of the screen.

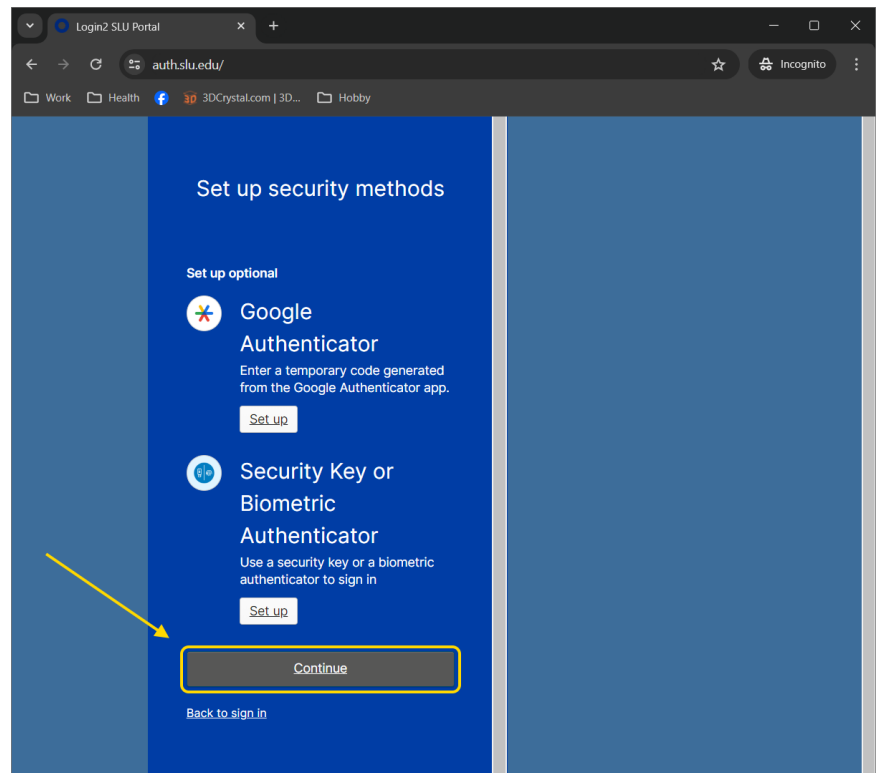


24. You will then see the **auth.slu.edu** account window on the **Okta Verify** main screen.



Return to your computer:

25. Without touching anything on your computer, it should have returned you to the **Set up security methods** screen. Click the **Continue** button at the bottom of the screen.



26. You will now see the **mySLU Okta Portal (auth.slu.edu)**.

The next time you want to log into your account, you can choose one of two options for **Okta Verify**:

- **Get a push notification** - This will trigger the **Okta Verify** app on your phone to prompt you if it is really you logging into your account. Just tap the **Yes, It's Me** button and your computer will automatically log you in without having to touch the keyboard.
- **Enter a code** - If you choose this option, you can open the **Okta Verify** app on your phone, tap the **eye icon** to the right side of the screen to reveal a 6-digit code and type that into the prompt on your computer.