

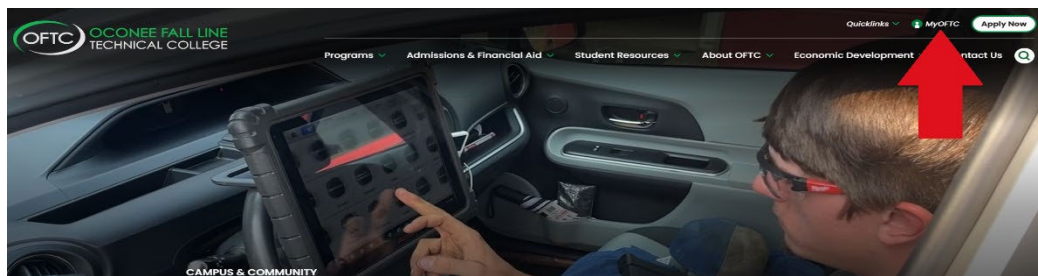
Okta Quick Start Guide

This guide is designed to step you through the initial setup of the Okta Verify application on your device for secure access and single sign-on (SSO) functionality. **You must do the initial setup from a computer, laptop, or a device separate from the device you are setting up the Okta Verify app on.**

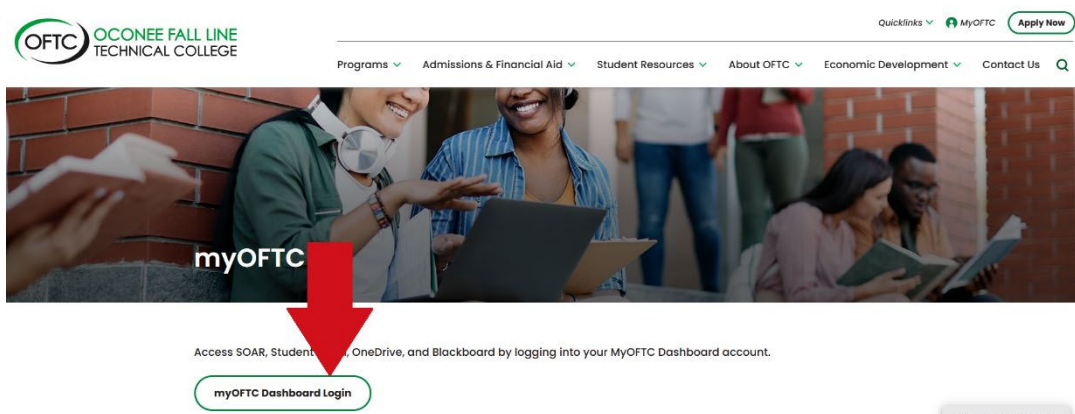
Login Setup

1. Access your OFTC Dashboard.

- In the URL box of your web browser, type in www.oftc.edu to go to the college website.
- Click on the **MYOFTC DASHBOARD** link at the top of the page. Depending on your device, you may need to click a menu symbol and select MYOFTC DASHBOARD at the bottom of the list.



2. Click on the MyOFTC Dashboard Login button.



3. Enter your **username**, which is your full OFTC student email address. Click the **Next** button.



Sign In


Username

☐ Keep me signed in


[Help](#)

Next

4. Enter the **password** that was provided to your personal email address after applying to the college. (Be sure to check your SPAM or Junk folder for this email.) Then click **Verify**.



Verify with your password



Password

[Forgot password?](#)

[Back to sign in](#)

Verify

5. If you see the security question setup screen,
 - a. click set up.

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Set up security methods

Security methods help protect your Oconee Fall Line Technical College account by ensuring only you have access.

Set up required

Security Question
Choose a security question and answer that will be used for signing in
Used for access

[Set up](#)

[Back to sign in](#)

- b. Set up your security question then click verify.

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Set up security question

☒ Choose a security question
☐ Create my own security question

Choose a security question

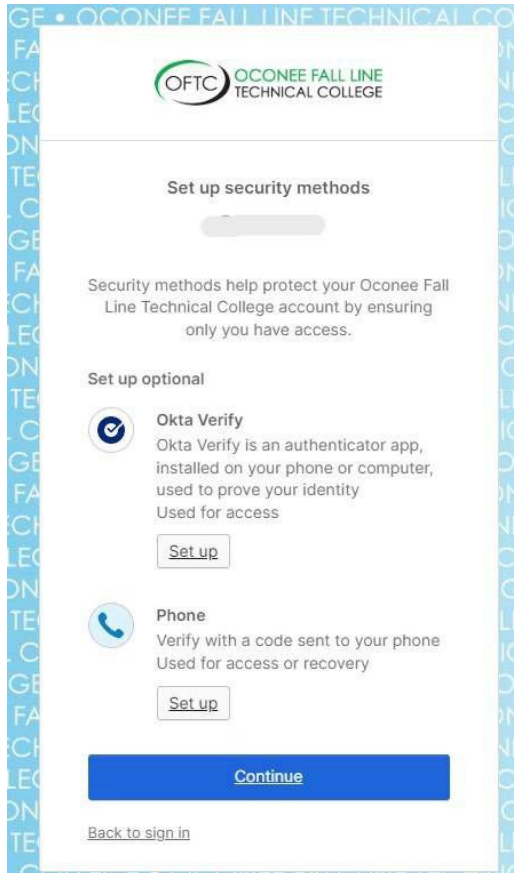
What is the food you least liked as a chil... ▼

Answer

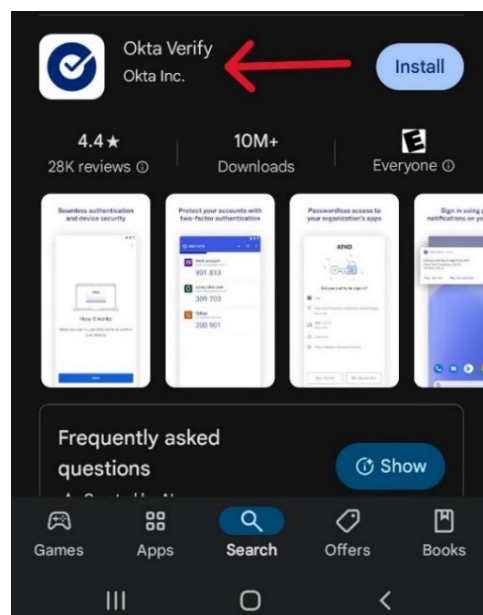
[Verify](#)

[Return to authenticator list](#)
[Back to sign in](#)

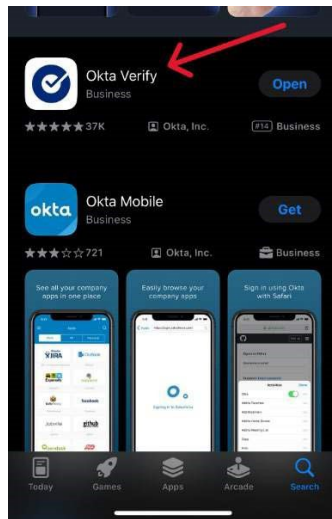
6. On the set up multifactor authentication page, select Okta Verify and click the Setup button.



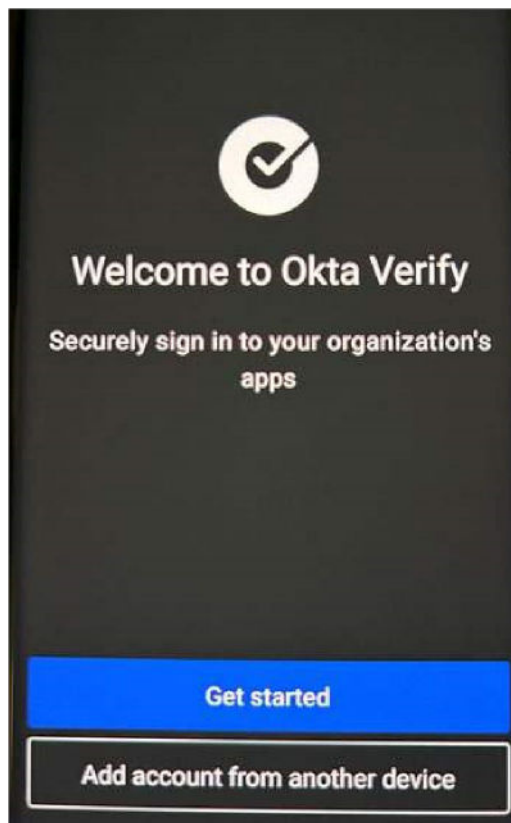
7. Next you will go through the installation steps for your type of device.
 - a. On your device, download Okta Verify from the Google Play Store or Apple App Store and install it.



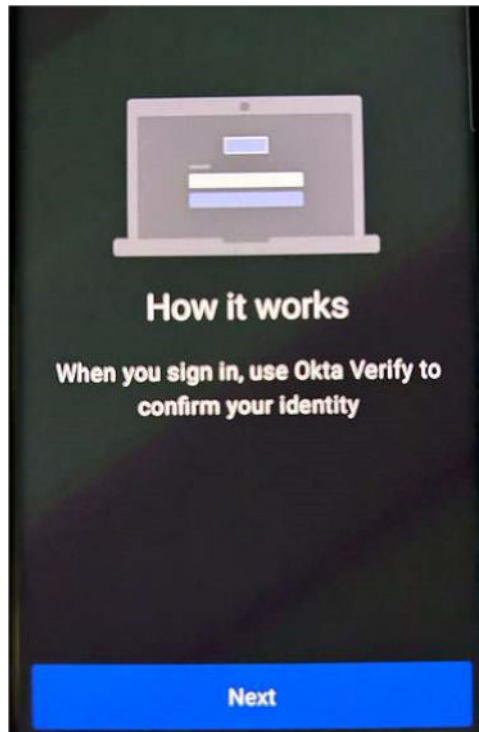
Open the app and follow the instructions to add your account.



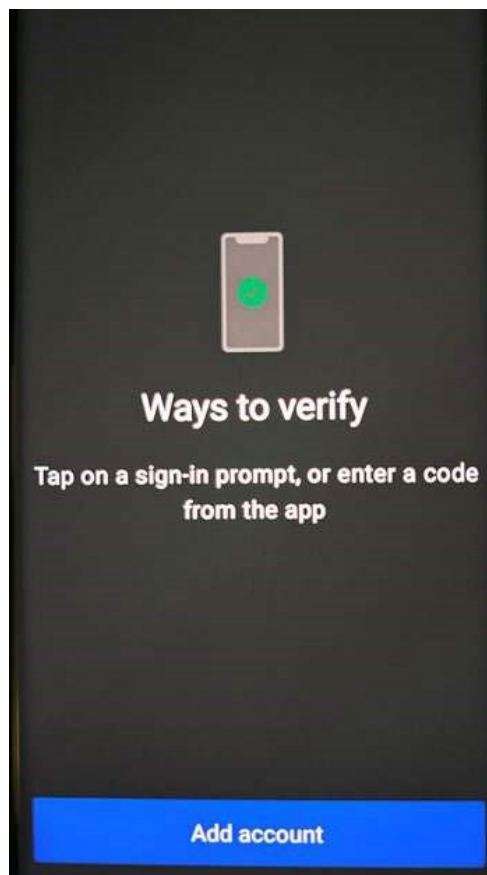
8. For first time installation, you may see the Welcome to Okta Verify screen.
 - a. Select **Get started** then select **Next**.



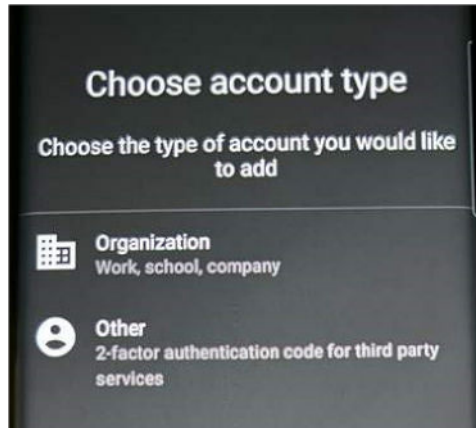
- b. Select **Next**



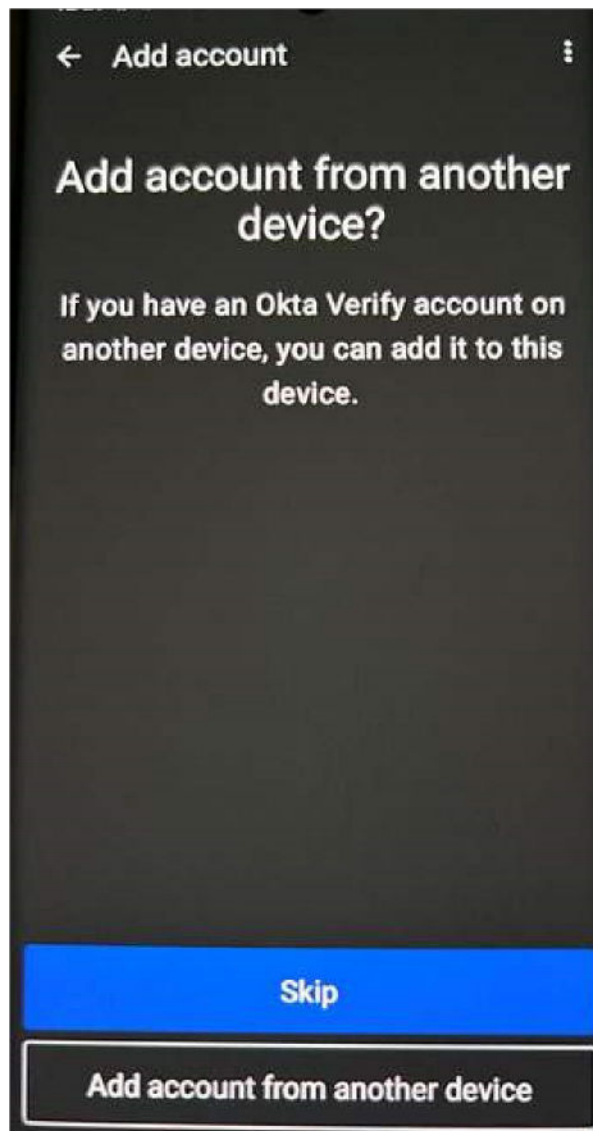
- c. Select **Add account**



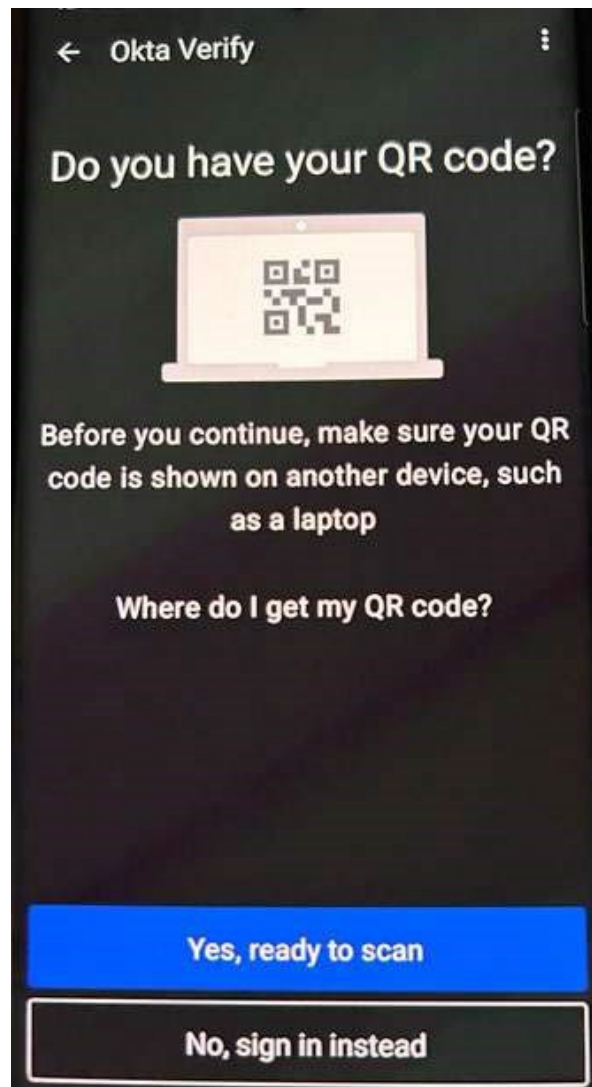
- d. Select **Organization**



- e. Select **Skip**



- f. Select **Yes, ready to scan**



You may need to allow camera permission for the app. Your device will notify you to do so.

When prompted, point your camera at the QR code displayed in the browser on the computer.



The installation should complete. Select **Finish** if it prompts you.

If you are unable to scan the QR code, click Can't scan? on the QR code screen. Select Text me a setup link then click Next.

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More options

Which option do you want to try?

☐ Email me a setup link

☒ Text me a setup link

Next

[Return to authenticator list](#)

[Back to sign in](#)

Put in your number, select Send me the setup link, then follow the instructions sent to you.

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Set up Okta Verify via SMS

Country/region
United States

Phone number
+1

Make sure you can access the text on your mobile device.

Send me the setup link

Or [try a different way](#) to set up Okta Verify.

[Return to authenticator list](#)

[Back to sign in](#)

Click the Finish button to complete the installation and setup process.

okta

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

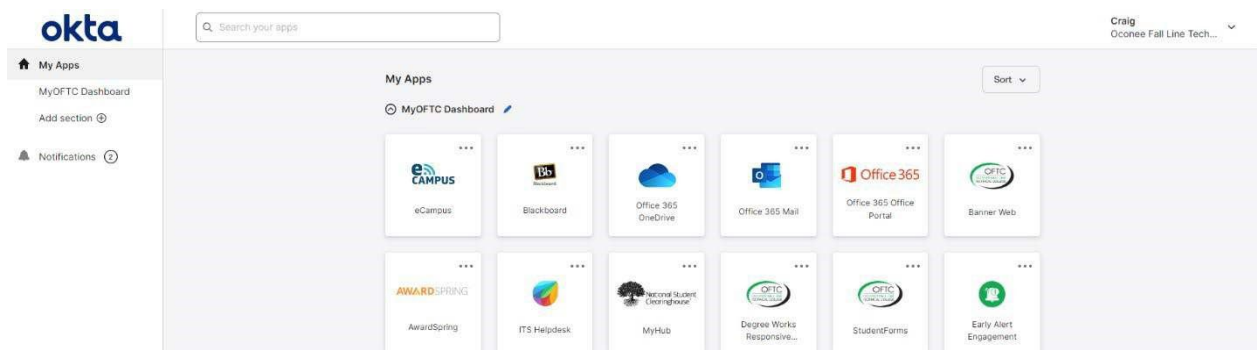
Okta Verify

Additional optional factors

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

Finish

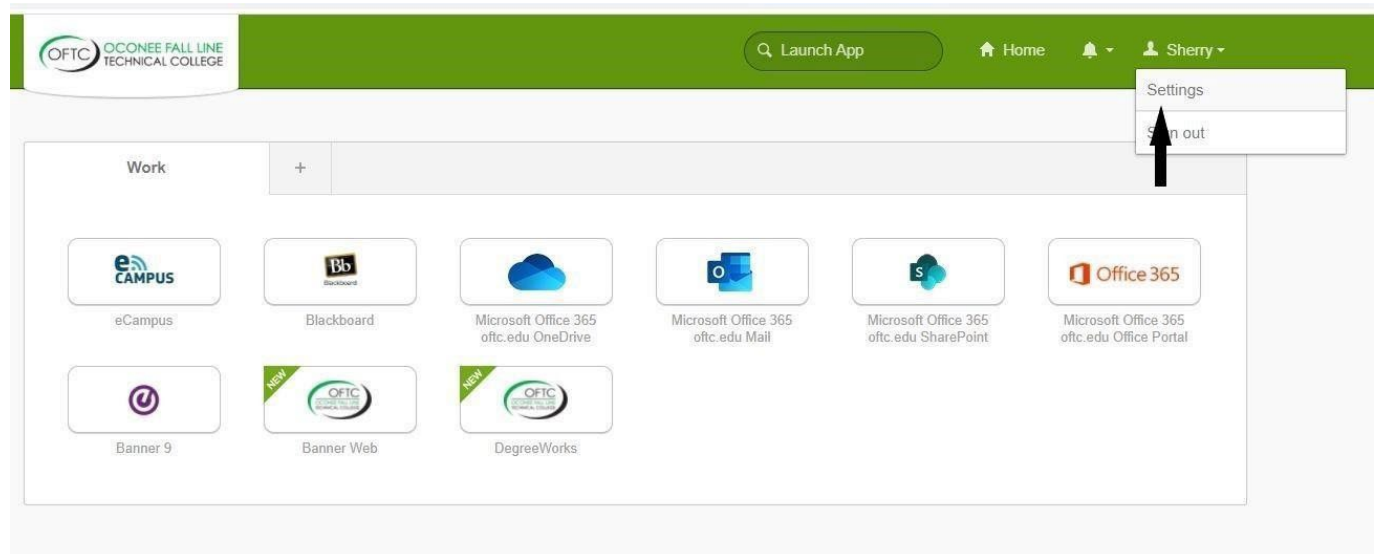
When complete, you will be taken to your MyOFTC Dashboard homepage.



Change Password

If you know your current password but want to change it, use these steps.

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.



3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. Click the drop-down arrow beside the Okta logo and choose the authentication method you prefer. For text message authentication, click Send code.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Enter your password information in the form, and click **Change Password**.

Change Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Current password

New password

Confirm new password

[Change Password](#)

Forgotten Password Setup

Setting up forgotten password options beforehand will help you reset your password in the future should you forget it.

Setup Forgotten Password Question Option

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. For **SMS (text message) Authentication**, click **Send code**.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Click **Edit** on the **Forgotten Password Question** to select a forgotten password question.
10. Key correct answer in space provided and click **Save**.

Forgotten Password Question [Edit](#)

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Question

What is the food you least liked as a child?

okta

Email sent!

Email has been sent to smoore@itcsg.edu with instructions on resetting your password.

[Back to Sign In](#)

Set up Forgotten Password Text Message Option

You also have the option to recover your password via text message. Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. For **SMS (text message) Authentication**, click **Send code**.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Click **Edit** on the **Forgot Password Text Message** module.
10. Click **Add Phone Number**.
11. Change to **United States** is necessary on the **Country** option.
12. Key your mobile phone number in the space provided.
13. Click **Send Code**
14. Enter Code
15. Click **Verify**
16. Click **Done**



Forgot Password Text Message

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Country	US
Phone number	(678) 662-

[Edit](#) [Delete](#)

Reset Password

If you have forgotten your password and need to reset it, use these steps. On the Okta Sign In screen:

1. Click **Need help signing in?**
2. Click **Forgot password?**

3. Key email or username
4. Click the option of choice for resetting your password and follow the on-screen prompts.