

## I.T. HELP DOCUMENT – First Steps after Signing in to Okta Faculty/Staff Only

| <ol> <li>Once you have logged in to Okta, you<br/>will be taken to the Okta landing page.</li> </ol>  | Q Land Age     P Hore     L Lands       Work     +       Image: Cold Agenesis Tool States     Image: Cold Agenesis Tool States       Cold Agenesis Tool States     Scanser       Odd Agenesis Tool States     Odd Agenesis Tool States   |
|---|--|
| 2. In the top right corner, click your name and select Settings from the menu.  | Q Launch App   |
| <ol> <li>In order to make changes on this page<br/>you will need to click the green Edit<br/>Profile.</li> </ol>  | Account  |
| <ol> <li>Enter your password and it will return<br/>you to the same page, but with edit<br/>options available.</li> <li>You may be required to authenticate</li> </ol>  | Account<br>reacount othermation      reacount      rea |
| with multi-factor after you enter your password.  | Matery Free     - * States 2 Free  |
| <ol> <li>Sections on the page include: Personal<br/>Information, Change Password, Display<br/>Language, Forgotten Password Question,<br/>Forgot Password Text Message, Forgot<br/>Password Voice Call, and Extra Verification.</li> </ol> | If something is incorrect in Personal<br>Information, contact IT at 706.771.4864 or <u>by</u><br><u>email</u> , DO NOT make changes!   |
| <ol> <li>In order to insure you can reset your<br/>password whether you can sign in to<br/>Okta or not, set your Forgotten<br/>Password Question and confirm the<br/>Forgot Password Text Message and<br/>Voice Call settings.</li> </ol> | Image: Proprietable         |
| <ol> <li>If you have not already, setup all<br/>forms of Extra Verification in case you<br/>lose access to one.</li> </ol>  | Extra Verification Extra verification increases your account security when signing in to Okta and other approximous you use Okta Verify  Extra Verify  Extr Verify  Extra Verify  Extr Verify  Extr Verify  Extra Verify  Ext  |
| 8. Once you are finished, click the Home button in the upper right corner.  | A - Lane -   |
| If you do not click the Home button, the Edit Profile option will remain unlocked.<br>Need to reset your password? Go to Okta Forgot Password? Reset Guide  |  |

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