

## Okta Setup Guide

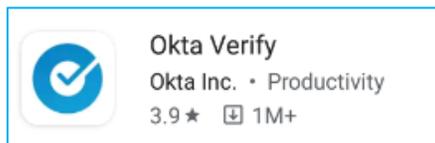
Okta provides a single sign-on experience to the many software-as-a-service (SaaS) applications that we use at Ampersand. It replaces the Microsoft online login experience. In the future, Okta will be extended for authentication to our internal and external on-premises applications as well.

Multi-factor Authentication (MFA) will be enabled in Okta to further secure access to Ampersand resources. The Okta Verify application operates similarly to the RSA Authenticate app you may already be familiar with from our VPN. Once configured, you will be prompted for MFA authentication to access external Ampersand resources such as Office365, ZenDesk, Slack, and Salesforce.

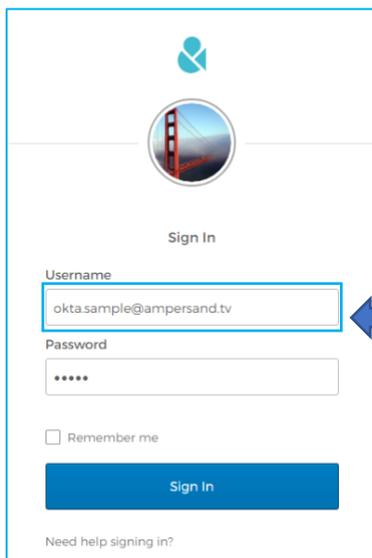
If you are logged on the Ampersand network on a Windows machine, you may be able to bypass some steps of authentication. Okta has other methods to validate your identity beyond username and password to securely grant access to resources.

### Initial Okta Setup

1. **On your mobile device**, download the Okta Verify Application. The application will look like this in the Apple App store or the Google Play store.



2. **On your desktop/laptop**, navigate to <https://login.ampersand.tv>
3. If prompted, enter your **Email Address** and **Network Password** and click **Sign In**.



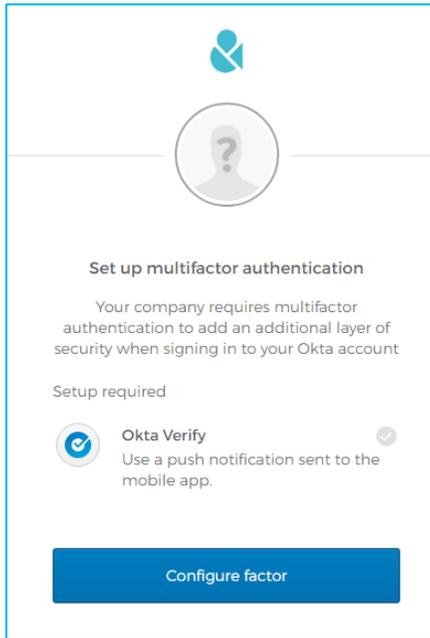
#### NOTES:

This is your **firstname.lastname@ampersand.tv** email, not the legacy spotcable account.

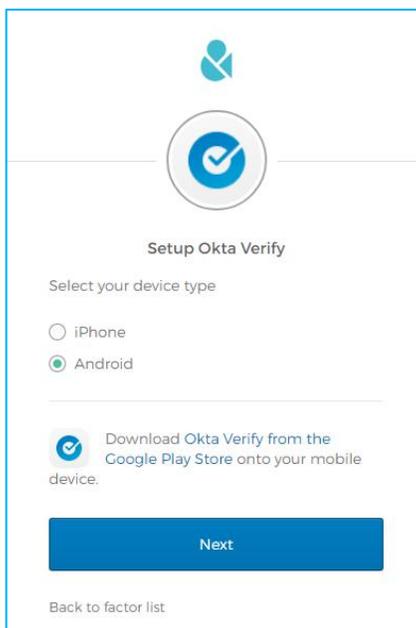
If you are performing the initial set-up from a PC connected to the Ampersand network, you might transparently bypass this sign-in screen.

# Okta Setup Guide

4. Click **Configure factor** to begin setting up Okta Verify.

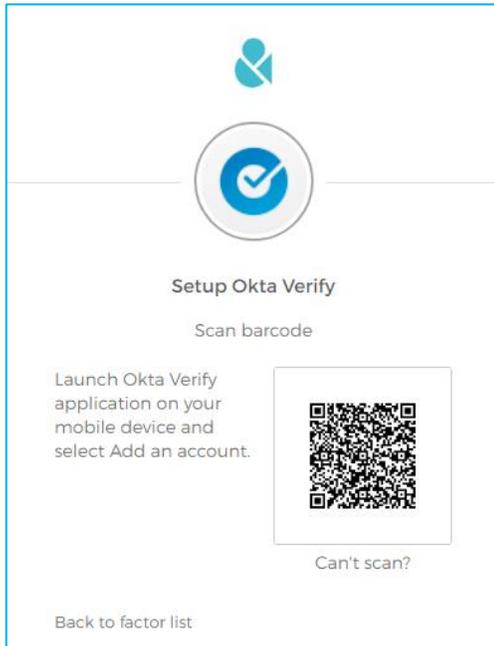


5. Enter the information for your mobile device and click **Next**.



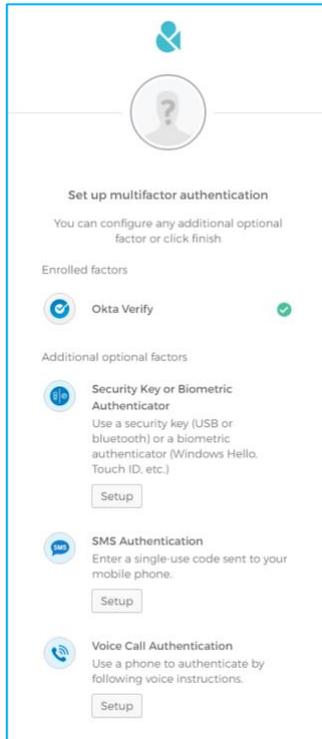
## Okta Setup Guide

6. **On your mobile device**, when the Okta Verify application is open, click the **Add Account** button or blue **Plus** sign and scan the QR code presented on the screen.



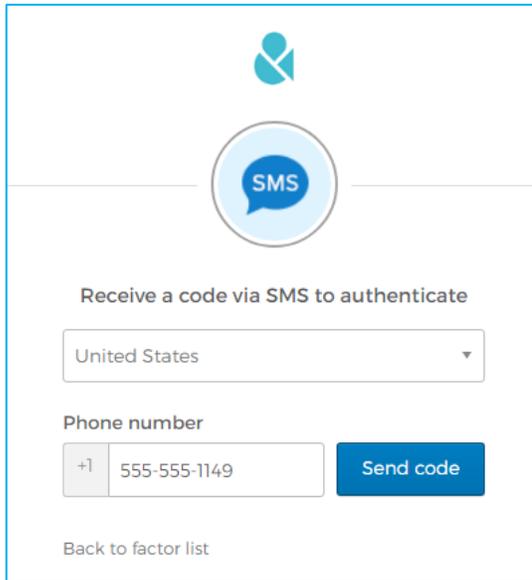
# Okta Setup Guide

7. **On your laptop/desktop**, run through the Setup for any alternative secondary factors you would like to use for authentication. **NOTE:** You may have to scroll in the browser to see all MFA options.

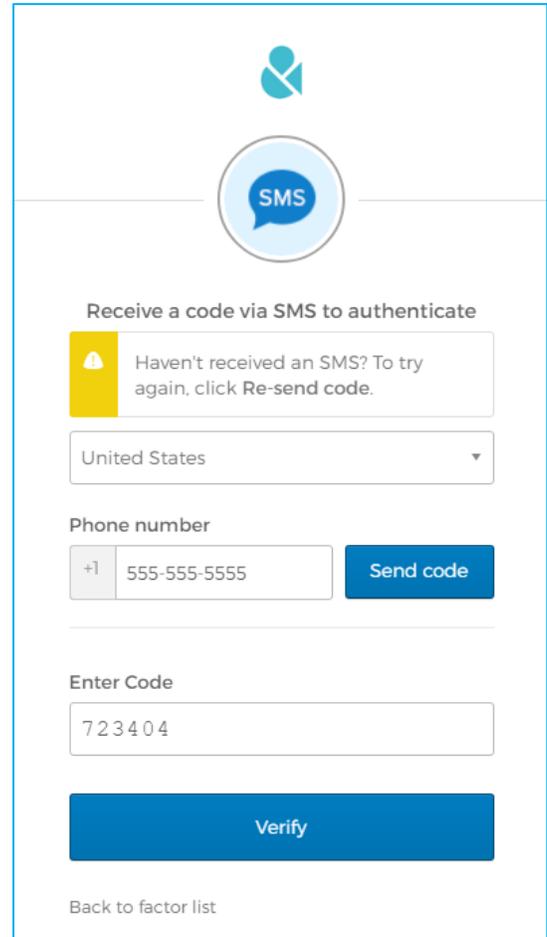


## Okta Setup Guide

8. If you choose to add SMS, enter your mobile information, click **Send code**, and then **Verify**



The screenshot shows the initial SMS setup screen. At the top, there is an Okta logo and a circular icon with 'SMS' inside. Below this, the text reads 'Receive a code via SMS to authenticate'. There is a dropdown menu for the country, currently set to 'United States'. Underneath, there is a 'Phone number' section with a small box containing '+1' and a larger box containing '555-555-1149'. To the right of the phone number is a blue button labeled 'Send code'. At the bottom left, there is a link that says 'Back to factor list'.



The screenshot shows the verification step of the SMS setup. It features the same header as the previous screen. Below the header, there is a yellow warning box with a bell icon and the text: 'Haven't received an SMS? To try again, click Re-send code.' Below this is a dropdown menu for the country, set to 'United States'. Underneath, there is a 'Phone number' section with a small box containing '+1' and a larger box containing '555-555-5555'. To the right of the phone number is a blue button labeled 'Send code'. Below this is a section titled 'Enter Code' with a text input field containing the digits '723404'. At the bottom of this section is a large blue button labeled 'Verify'. At the bottom left, there is a link that says 'Back to factor list'.

# Okta Setup Guide

9. Once you have completed adding secondary options, click **Finish**





### Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

-  Okta Verify 
-  SMS Authentication 

Additional optional factors

-  **Security Key or Biometric Authenticator**  
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.

# Okta Setup Guide

10. Complete the Okta sign-up by adding a secondary email, forgotten password question, and a security image.

Welcome to Ampersand, Okta!  
Create your Ampersand account

Secondary email  
  
 I don't have a secondary email

Choose a forgot password question  
  
Answer

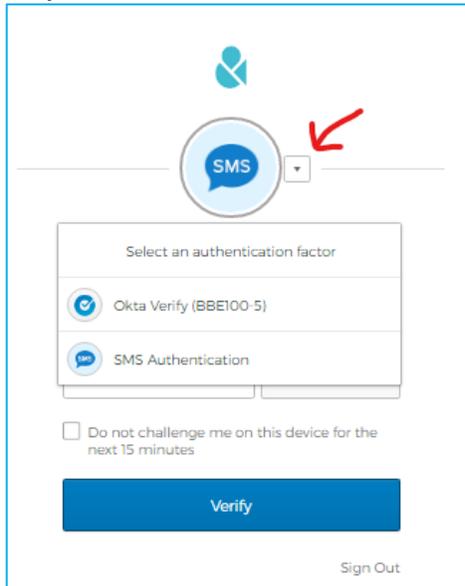
Click a picture to choose a security image  
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

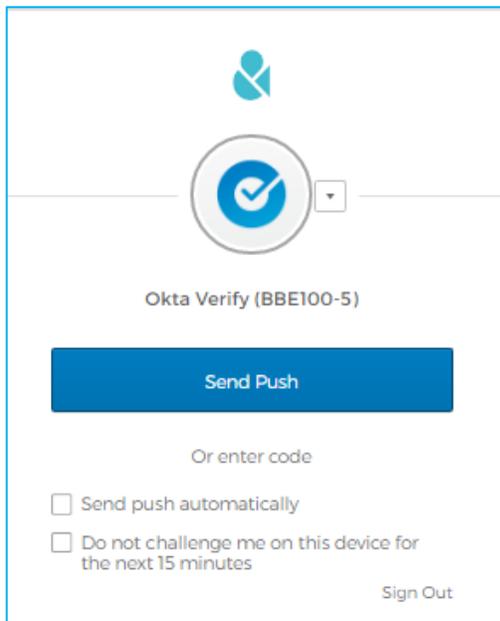
# Okta Setup Guide

## General Okta Tips

If you log in and would like to change the MFA option used, click on the downward **triangle** next to the circle. You will then be presented with a menu of the MFA options you have configured on your account.



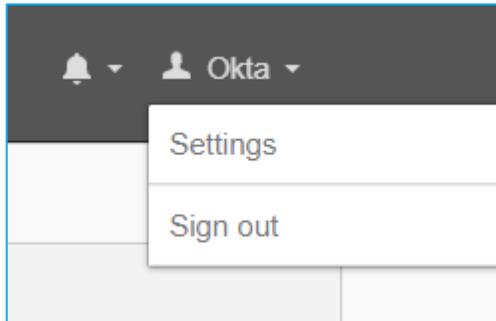
If you are using the Okta Verify mechanism, you can select a checkbox to **Send push automatically** so you automatically get a notification on your mobile device.



If you would like to change your Active Directory password, MFA devices, or security question, you can do any of those from the <https://login.ampersand.tv> Okta portal.

# Okta Setup Guide

Click your name in the top right corner and select **Settings**.



Click the **Edit Profile** button in the top right of the screen to enable modification of settings.

