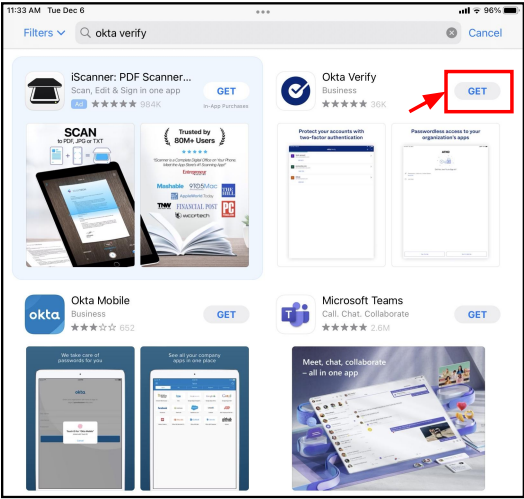
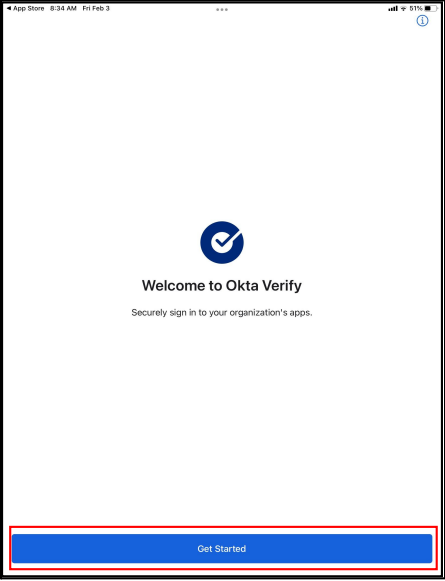


Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

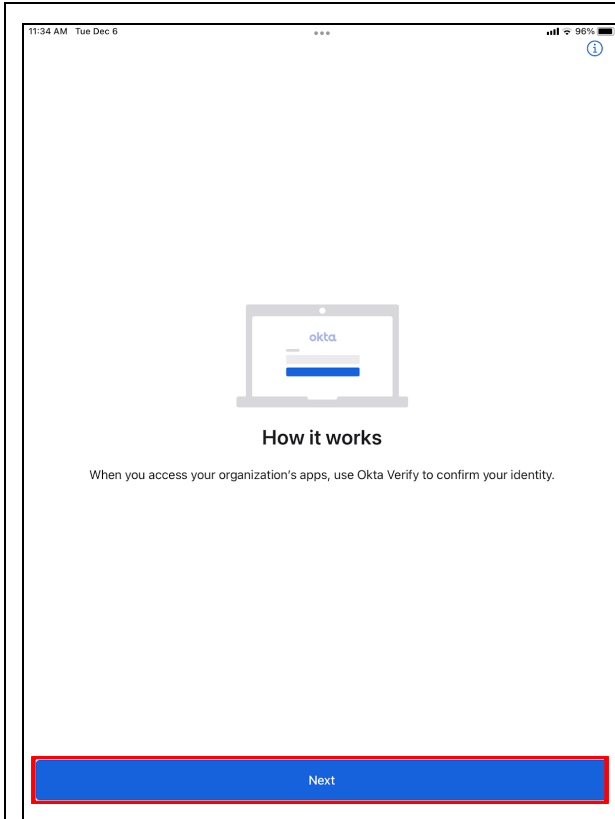
This tutorial will outline how to configure OKTA Verify on an iOS/iPadOS device to set up your EmployeeID@k12.hi.us account for Multi-Factor Authentication (MFA).

What you need to get started:

- iOS/iPadOS device running version(s): 15.0+
- Access to a Web Browser (ex. Firefox, Google Chrome, Safari) via a desktop or laptop.
- A stable WiFi (or wired) connection that your iOS/iPadOS device and desktop/laptop can utilize.
- If you are currently logged into your Employee@k12.hi.us on a desktop/laptop device, log out before proceeding with the steps outlined below.

Part 1: Installing Okta Verify Mobile App <i>The following steps must be completed from an iOS/iPadOS device.</i>	
 A screenshot of an iPhone's App Store search results for "Okta Verify". The app is listed as "Okta Verify Business" with a 4.5-star rating and 36K reviews. A red box highlights the "GET" button next to the app name. Other apps like "iScanner: PDF Scanner...", "Okta Mobile", and "Microsoft Teams" are also visible.	<p>Step 1.1</p> <p>Open the App Store and search “Okta Verify”.</p> <p>Select “Get”.</p>
 A screenshot of the Okta Verify app's welcome screen. It features the Okta logo (a blue circle with a white checkmark) and the text "Welcome to Okta Verify" and "Securely sign in to your organization's apps." At the bottom, there is a blue button labeled "Get Started" which is highlighted with a red border.	<p>Step 1.2</p> <p>Open “Okta Verify”.</p> <p>An OKTA prompt will appear stating:</p> <p><i>“Welcome to OKTA Verify. Securely sign in to your organization's apps”.</i></p> <p>Select “Get Started”.</p>

Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

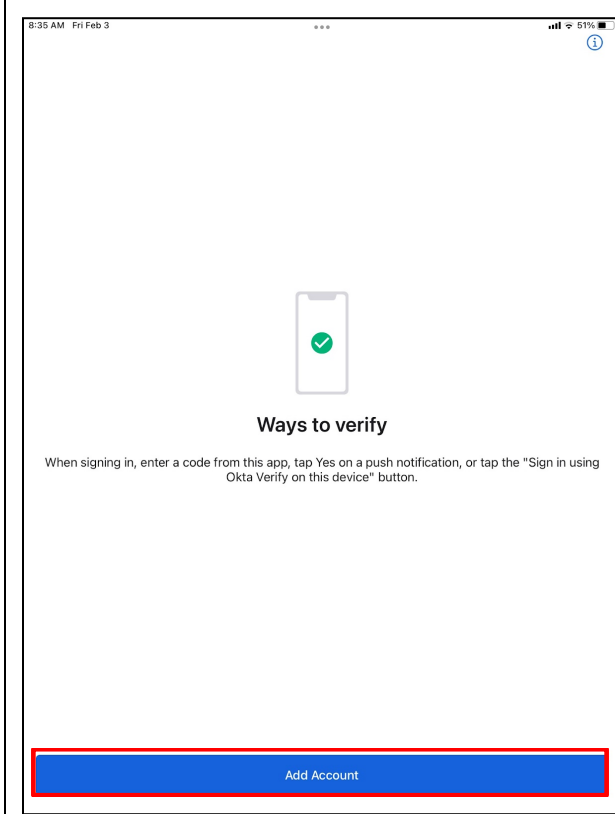


Step 1.3

A prompt will appear stating:

"How it works. When you sign in, use OKTA Verify to confirm your identity"

Select **"Next"**.



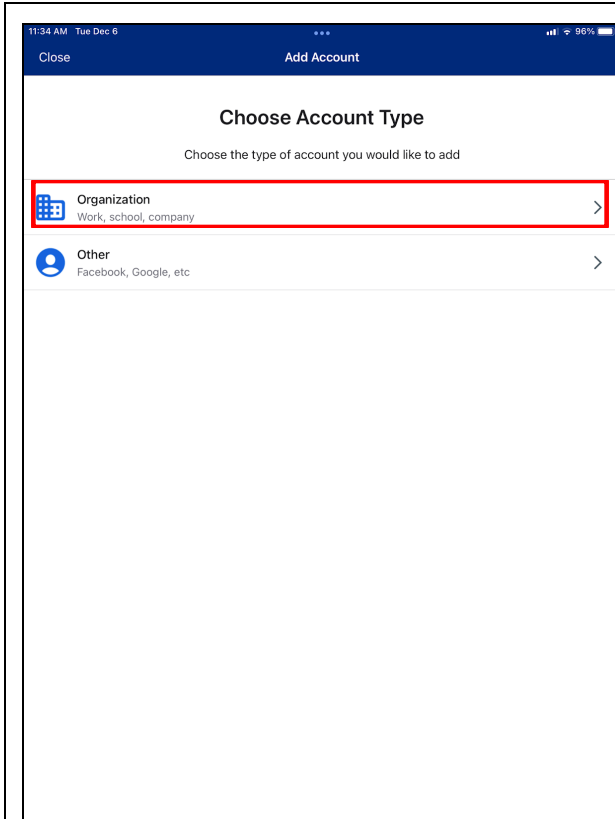
Step 1.4

A prompt will appear stating

"Ways to verify. When signing in, enter a code from this app, tap Yes on a push notification, or tap the "Sign in using Okta Verify on this device" button."

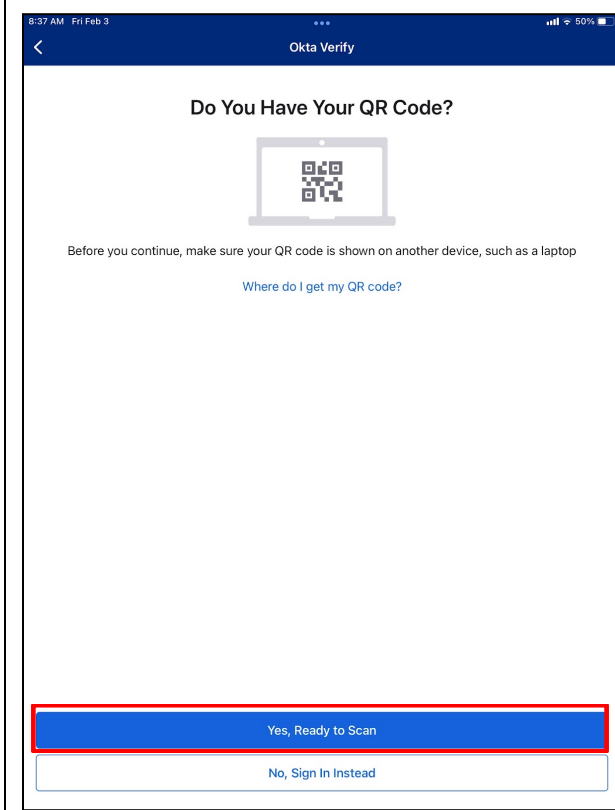
Select **"Add Account"**.

Okta Verify Mobile App Initial Set-up iOS/iPadOS Device



Step 1.5

Select **“Organization”** for account type.



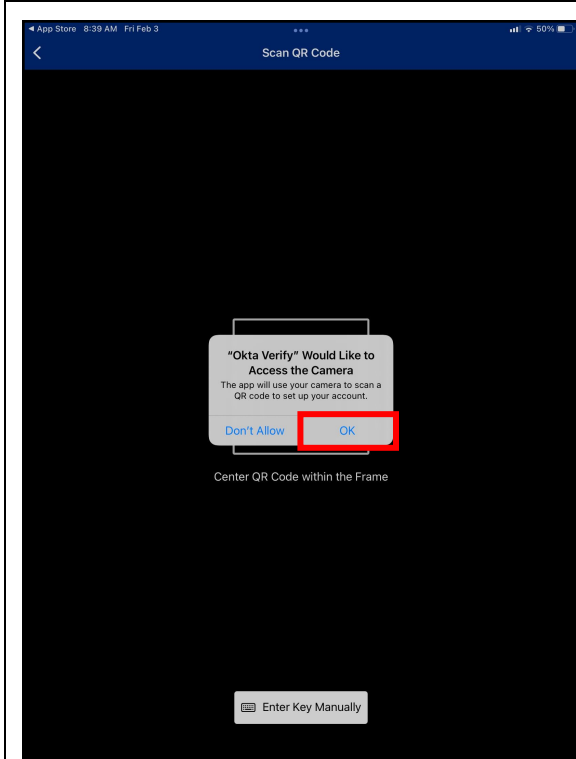
Step 1.6

A prompt will ask:

“Do you have your QR Code?”

Select **“Yes, ready to scan”**.

Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

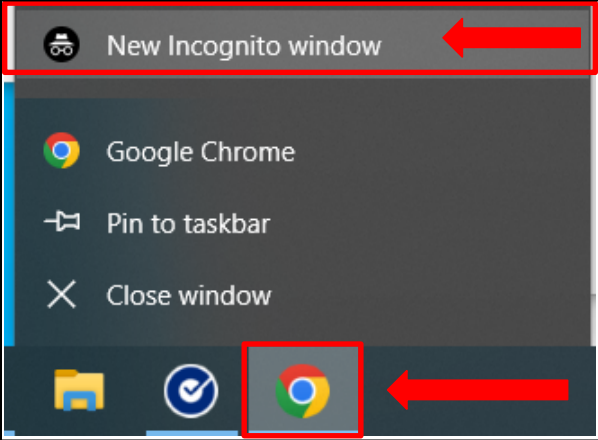
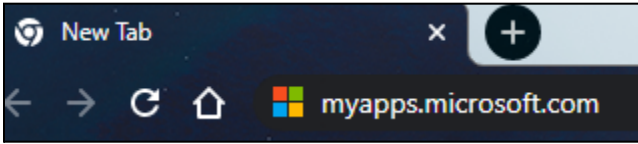
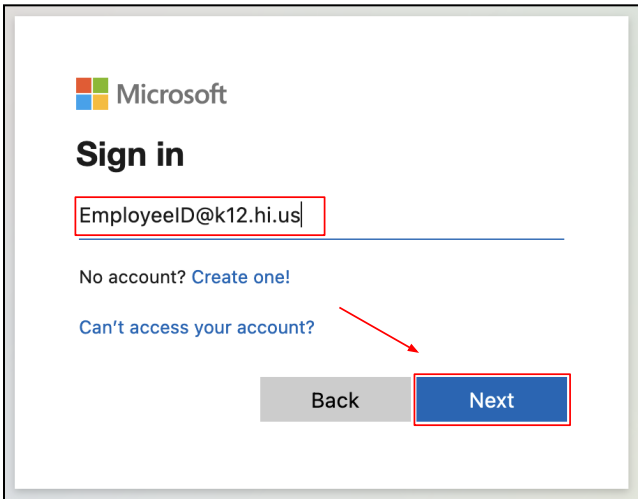


Step 1.7

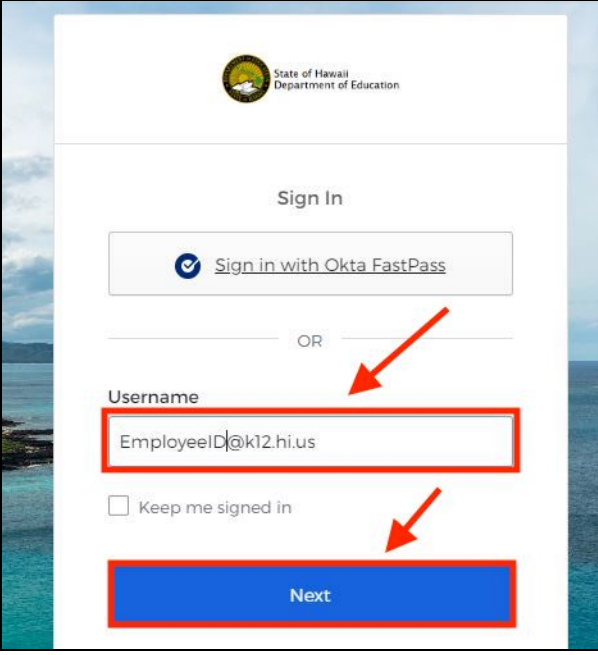
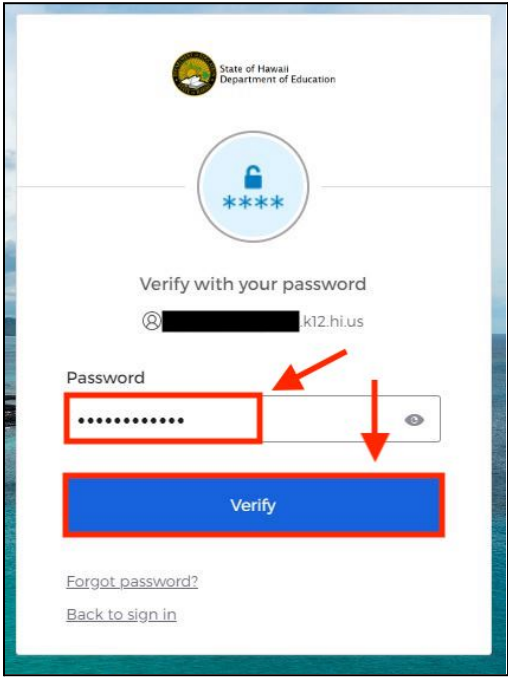
At "Access the Camera" prompt, select "OK".

Leave iPad at this prompt until next steps are completed on a laptop/desktop.

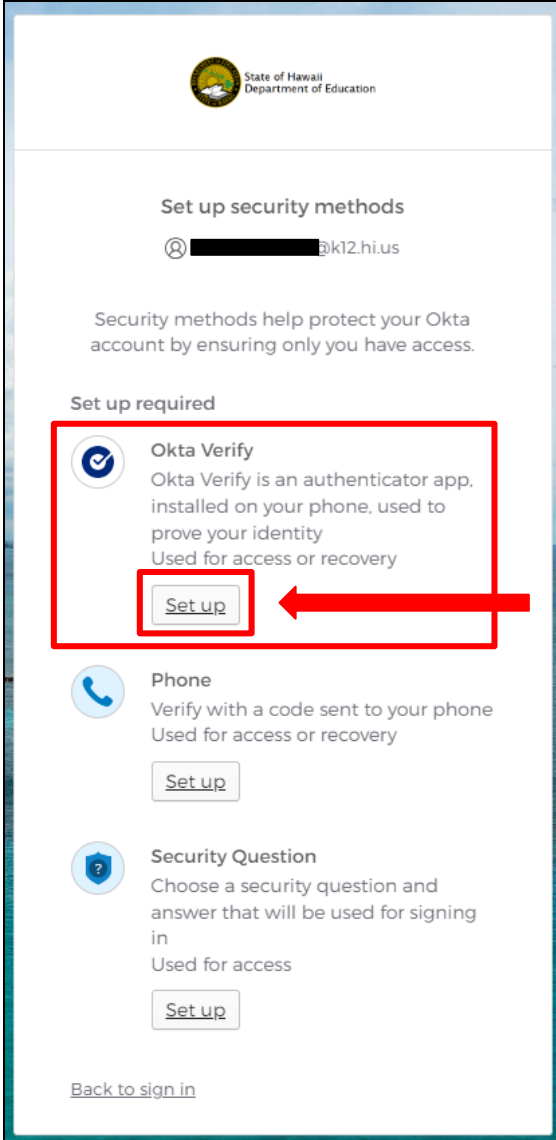
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

Part 2: Generating Okta Enrollment QR Code <i>The following steps must be completed from a desktop or laptop.</i>	
	<p>Step 2.1</p> <p>Open preferred web browser (Chrome, Edge, Firefox, etc.)</p> <p>Right click the browser icon on the taskbar then select “New Incognito/InPrivate/Private window”</p>
	<p>Step 2.2</p> <p>In the new window, type “myapps.microsoft.com” into the URL search bar and press “Enter”.</p>
	<p>Step 2.3</p> <p>Enter your EmployeeID@k12.hi.us and select “Next”.</p>

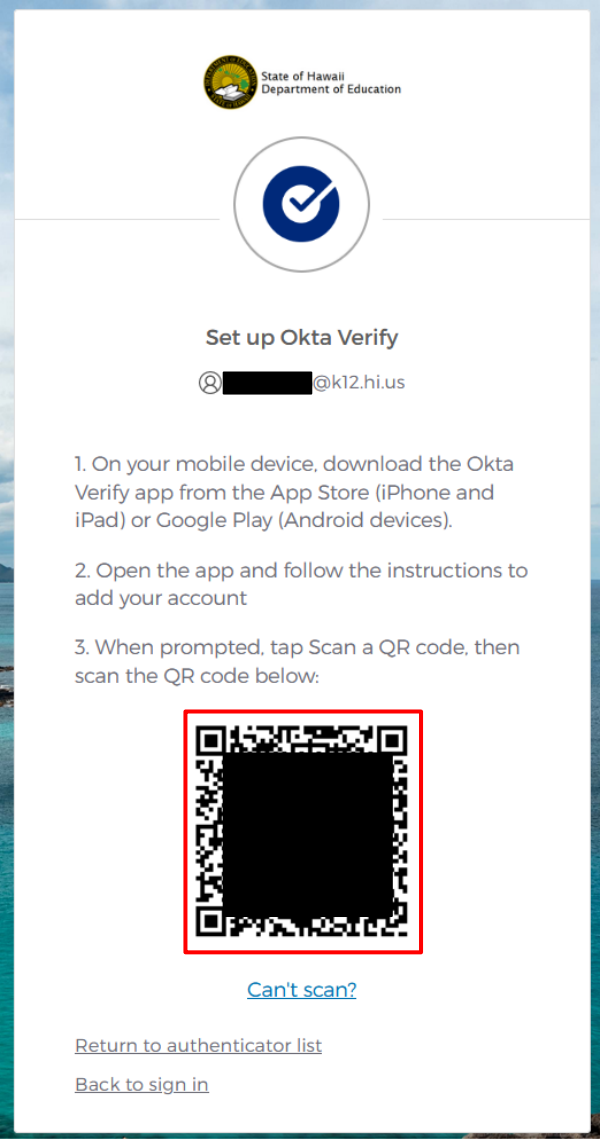

Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

	<p>Step 2.4</p> <p>You will be redirected to the Okta login screen.</p> <p>Enter your username (EmployeeID@k12.hi.us) and select “Next”.</p>
	<p>Step 2.5</p> <p>Enter your EmployeeID@k12.hi.us password and select “Verify”.</p> <p>Note: This will be your current EmployeeID@k12.hi.us password.</p>

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 <p>State of Hawaii Department of Education</p> <p>Set up security methods</p> <p>@ [REDACTED]@k12.hi.us</p> <p>Security methods help protect your Okta account by ensuring only you have access.</p> <p>Set up required</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Okta Verify Okta Verify is an authenticator app, installed on your phone, used to prove your identity Used for access or recovery Set up<input type="checkbox"/> Phone Verify with a code sent to your phone Used for access or recovery Set up<input type="checkbox"/> Security Question Choose a security question and answer that will be used for signing in Used for access Set up <p>Back to sign in</p>	<p>Step 2.6</p> <p>A “Set up security methods” prompt will appear.</p> <p>Select “Set up” for Okta Verify.</p>
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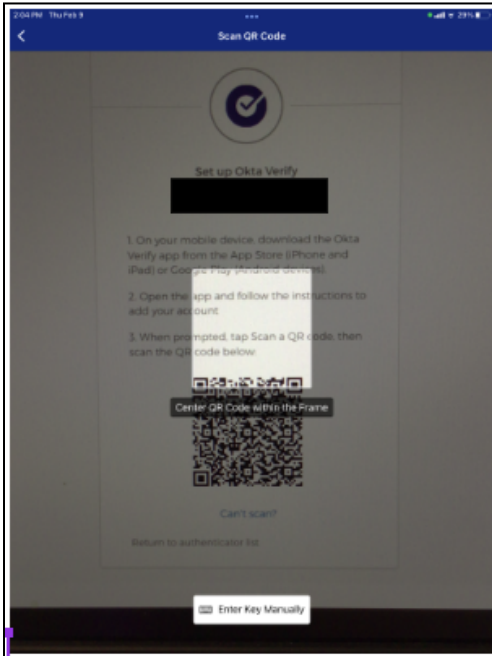
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

 <p>State of Hawaii Department of Education</p> <p>Set up Okta Verify</p> <p>█@k12.hi.us</p> <ol style="list-style-type: none">1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).2. Open the app and follow the instructions to add your account3. When prompted, tap Scan a QR code, then scan the QR code below:  <p>Can't scan?</p> <p>Return to authenticator list</p> <p>Back to sign in</p>	<p>Step 2.7</p> <p>A “Set up Okta Verify” prompt will appear with a QR code.</p> <p>Note: Do not scan the QR code shown in the screenshot as it will differ from the QR code you generated.</p>
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Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

Part 3: Finalize Okta Enrollment

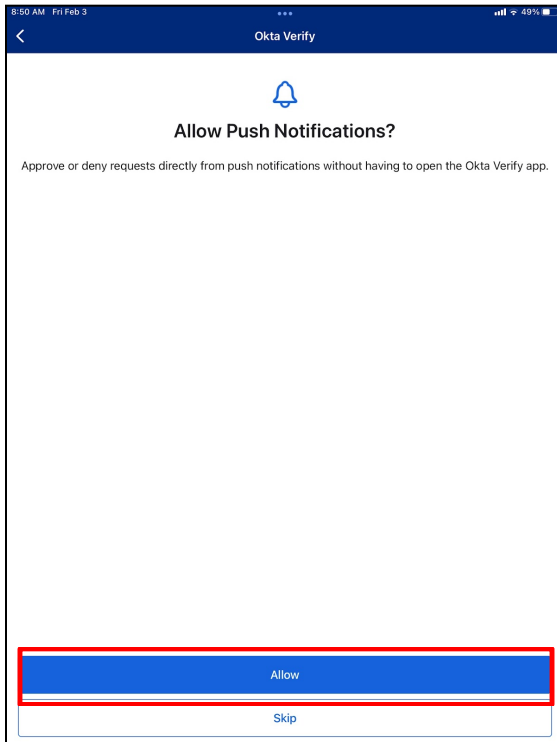
The following steps must be completed from a laptop/desktop and an iOS/iPadOS device.



Step 3.1

****This step must be completed from a desktop/laptop and iOS/iPadOS device****

Using your iOS/iPadOS device, scan the QR code that is displayed on your desktop/laptop.



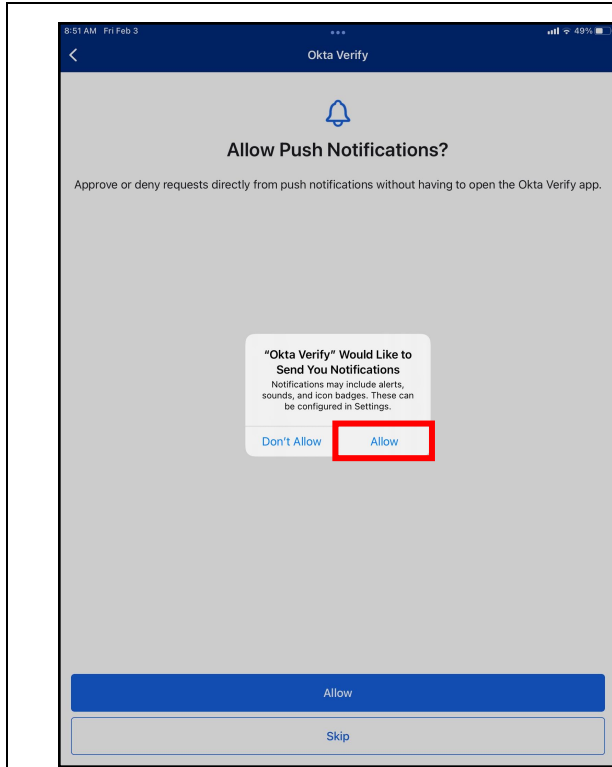
Step 3.2

****This step must be completed from an iOS/iPadOS device****

An “**Allow Push Notifications**” prompt will appear.

Select “**Allow**”.

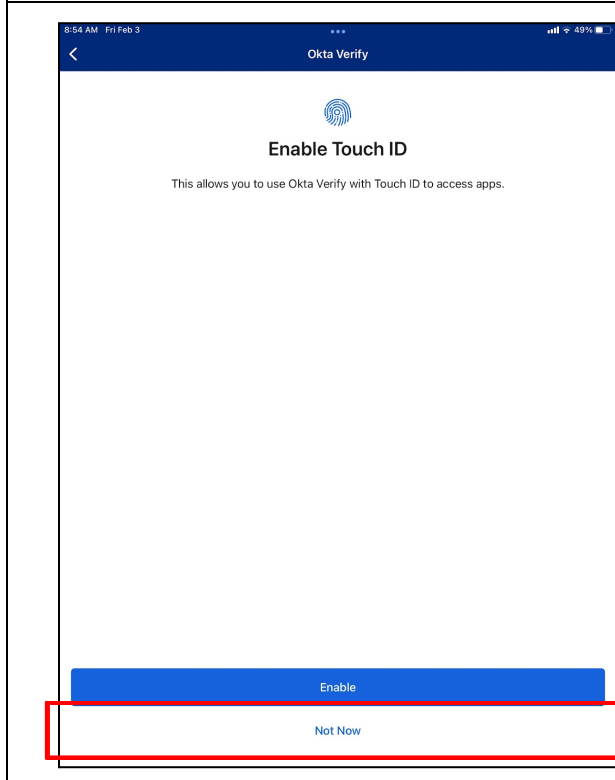
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device



Step 3.3

This step must be completed from an iOS/iPadOS device

At the Notifications prompt, select **“Allow”**.



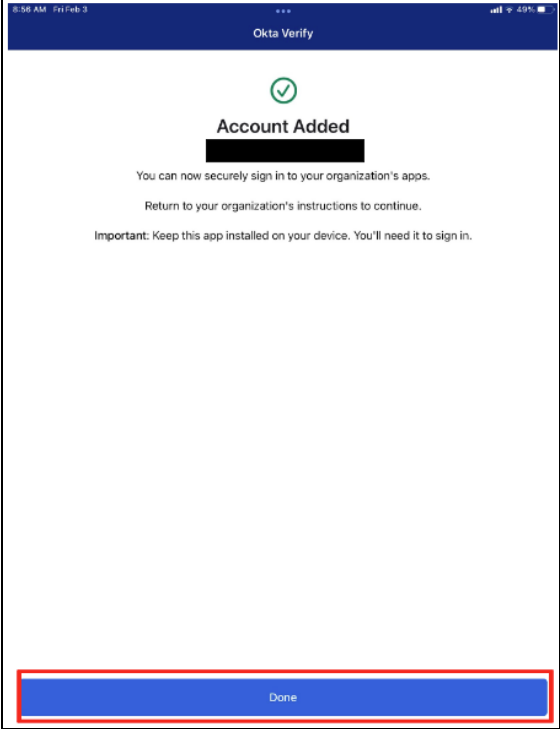

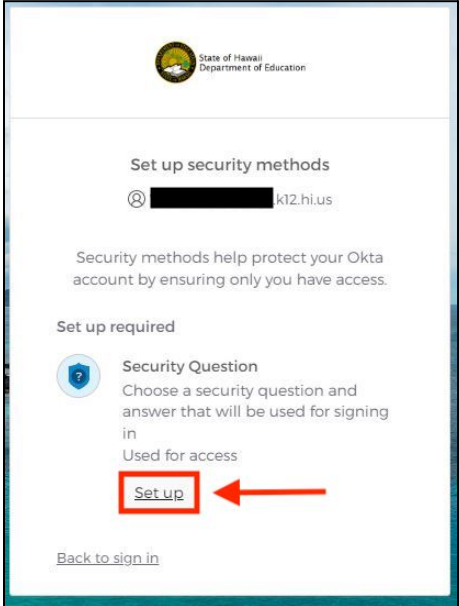
Step 3.4

This step must be completed from an iOS/iPadOS device

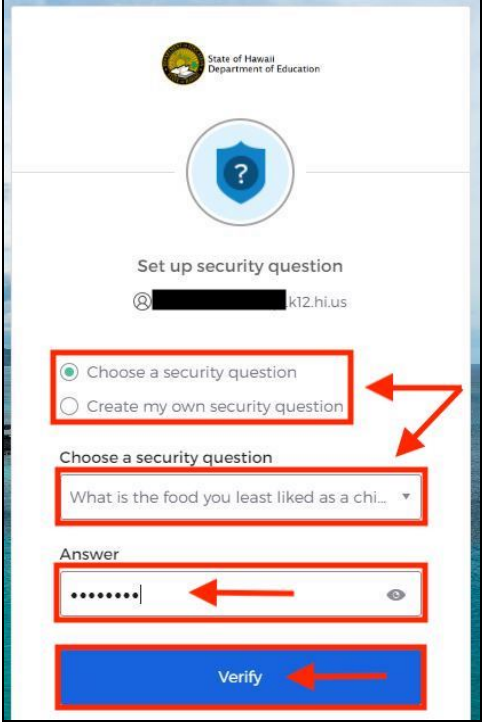
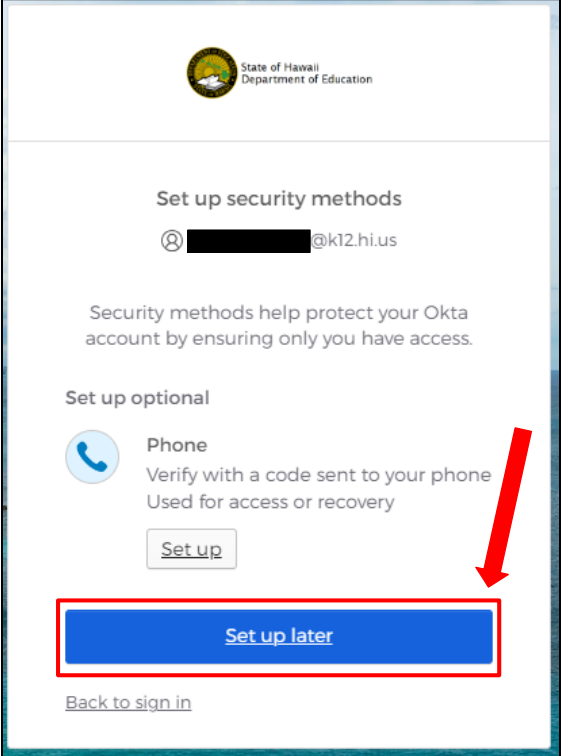
An **“Enable Touch ID”** prompt will appear.

Select **“Not now”**.

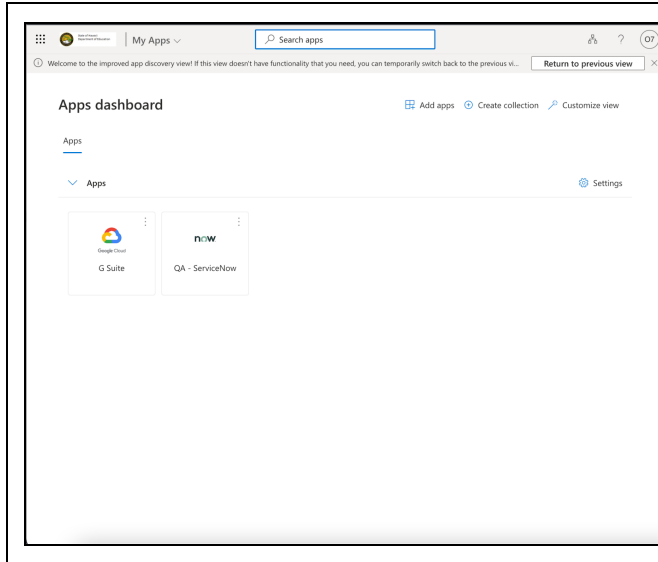
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

 <p>The screenshot shows the 'Okta Verify' app interface. At the top, there is a blue header with the text 'Okta Verify'. Below the header, a green checkmark icon is centered above the text 'Account Added'. Underneath, there is a blacked-out area, followed by the text: 'You can now securely sign in to your organization's apps.', 'Return to your organization's instructions to continue.', and 'Important: Keep this app installed on your device. You'll need it to sign in.' At the bottom of the screen, a blue button with the text 'Done' is highlighted with a red rectangular border.</p>	<p>Step 3.5</p> <p>An “Account added” prompt will appear.</p> <p>Select “Done”.</p>
 <p>The screenshot shows the Okta Verify app interface. At the top, there is a blue header with the text 'Okta Verify'. Below the header, there is a white card with a blue header containing a small 'H' icon and a blacked-out area. Below this, the number '245 518' is displayed in blue. At the bottom of the card, there is a link that says 'Launch Dashboard' with a small icon to its right.</p>	<p>Step 3.6</p> <p><i>*This step must be completed from an iOS/iPadOS device*</i></p> <p>Verify that your account has been added to the Okta Verify app.</p>
 <p>The screenshot shows the 'Set up security methods' screen in the Okta Verify app. At the top, there is a logo for the 'State of Hawaii Department of Education'. Below the logo, the text 'Set up security methods' is displayed. Underneath, there is a small icon of a person and a blacked-out area followed by the text 'k12.hius'. Below this, there is a paragraph: 'Security methods help protect your Okta account by ensuring only you have access.' Underneath, there is a section titled 'Set up required' with a blue question mark icon. Below the icon, the text reads: 'Security Question', 'Choose a security question and answer that will be used for signing in', and 'Used for access:'. At the bottom of this section, a blue button with the text 'Set Up' is highlighted with a red rectangular border and a red arrow pointing to it from the right. At the bottom left of the screen, there is a link that says 'Back to sign in'.</p>	<p>Step 3.7</p> <p><i>*This step must be completed from a desktop/laptop*</i></p> <p>A prompt to set up a single security question will appear.</p> <p>Select “Set up”.</p>

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	<p>Step 3.8</p> <p><i>*This step must be completed from a laptop/desktop*</i></p> <p>Choose to “create your own security question”, or “utilize a premade security question”.</p> <p>Enter the answer for your question and press “Verify”.</p> <p>Note: When setting a security question, ensure that the answer you provide is one you will remember in the future.</p>
	<p>Step 3.9</p> <p><i>*This step must be completed from a laptop/desktop*</i></p> <p>When prompted to set up an optional second factor, click “Set up later”.</p>

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Step 3.10

****This step must be completed from a laptop/desktop****

My Apps page will prompt with all of your different icons (Gsuite etc.).

Okta Verify setup is now complete.

Note: Not all of the icons will be similar to the screenshot.