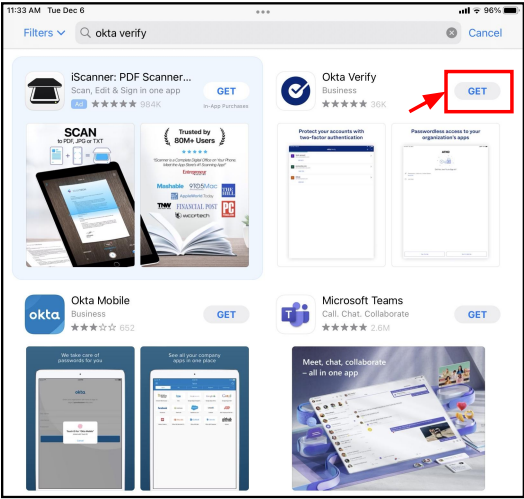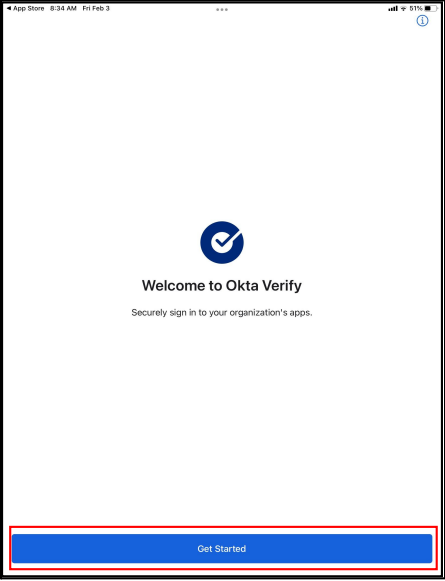# Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

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.

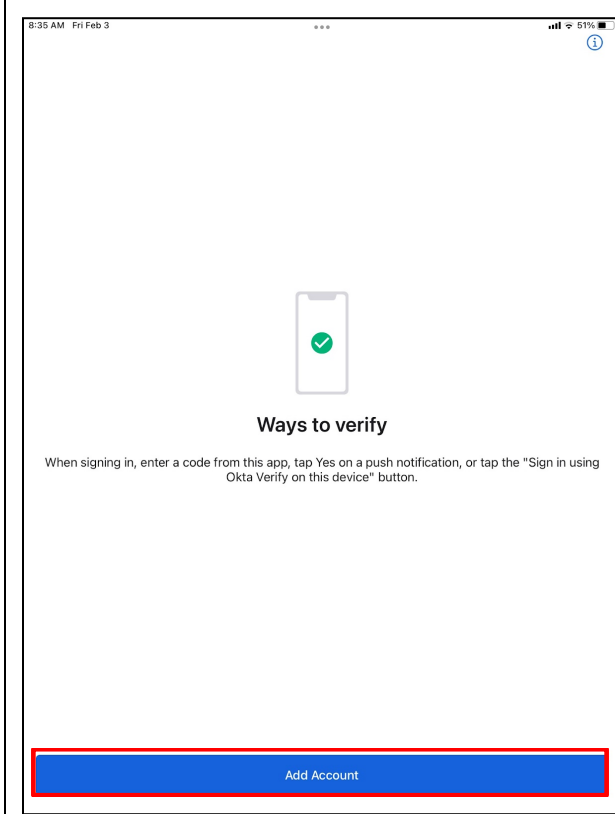| Part 1: Installing Okta Verify Mobile App _The following steps must be completed from an iOS/iPadOS device._	
	Step 1.1 Open the App Store and search "**Okta Verify**". Select "**Get**".
	Step 1.2 Open "Okta Verify". An OKTA prompt will appear stating: _"Welcome to OKTA Verify. Securely sign in to your organization's apps"._ Select "**Get Started**".

Okta Verify Mobile App Initial Set-up iOS/iPadOS Device
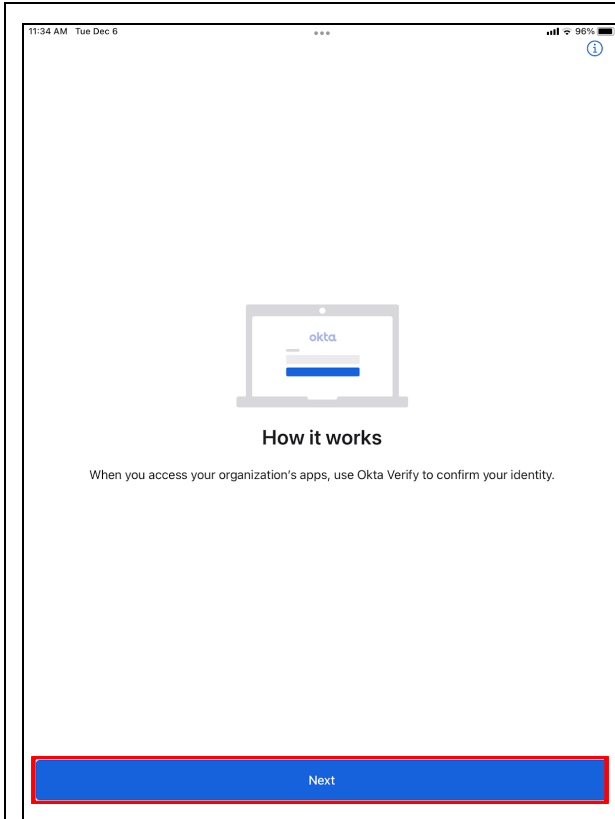
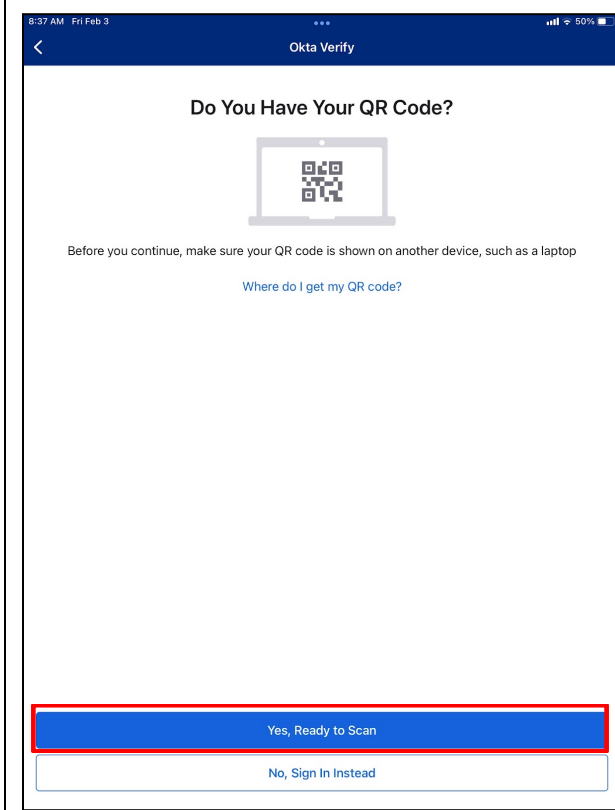|	
11:34 AM Tue Dec 6 ⓘ ... 📶 96% 🔋 **How it works** When you access your organization's apps, use Okta Verify to confirm your identity. **Next**	**Step 1.3** A prompt will appear stating: *"How it works. When you sign in, use OKTA Verify to confirm your identity"* Select "**Next**".
8:35 AM Fri Feb 3 ⓘ ... 📶 51% 🔋 ✅ **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. **Add Account**	**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**".

Last Revised: 10/13/23

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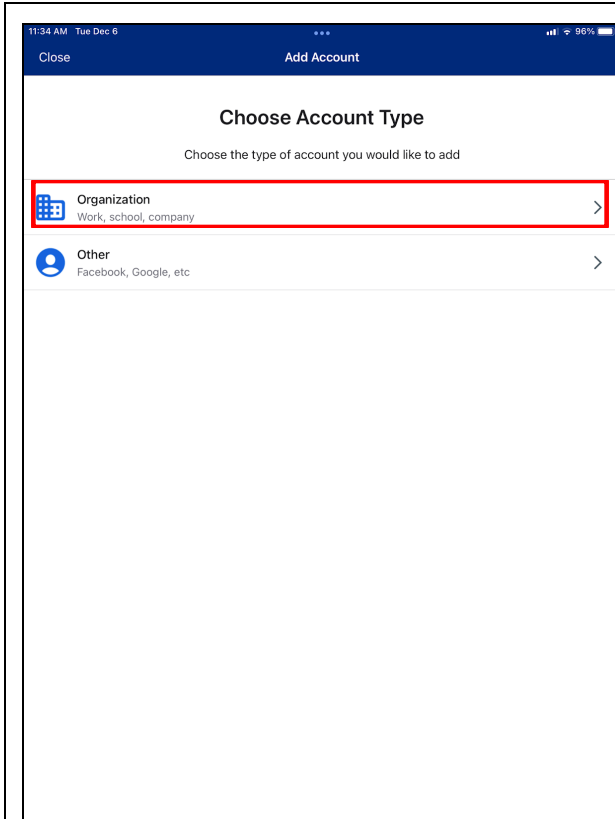
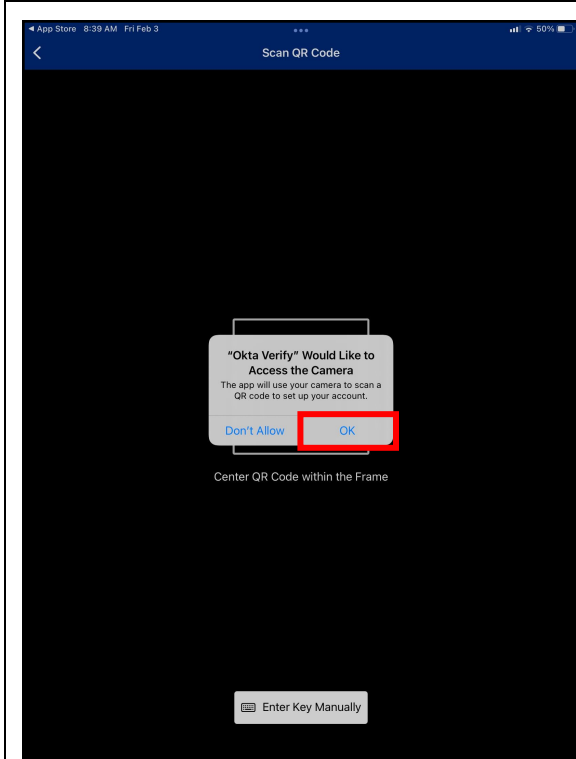|	
	Step 1.5 Select "**Organization**" for account type.
	Step 1.6 A prompt will ask: *"Do you have your QR Code?"* Select "**Yes, ready to scan**".

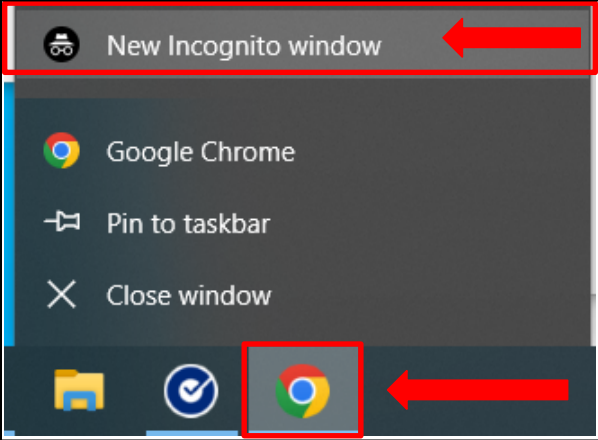# Okta Verify Mobile App Initial Set-up iOS/iPadOS Device
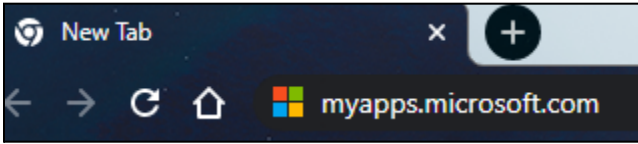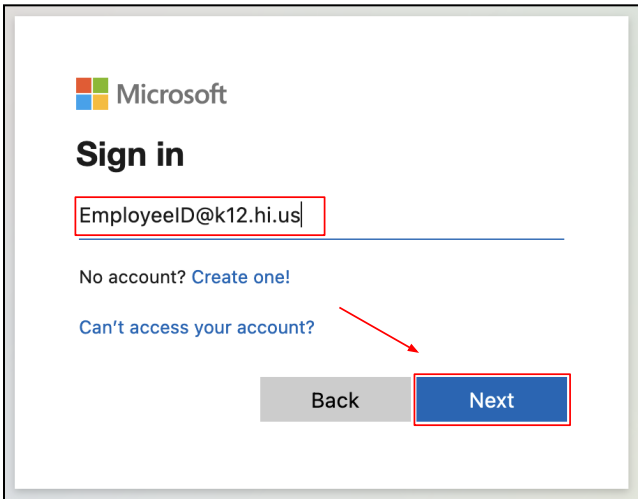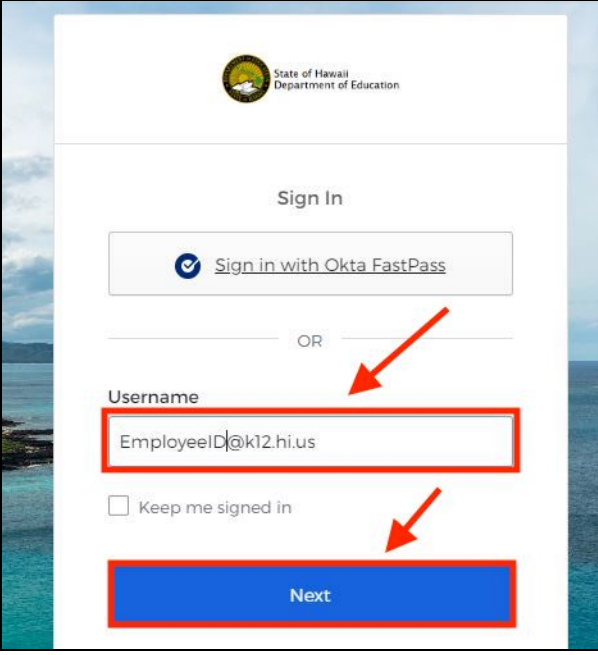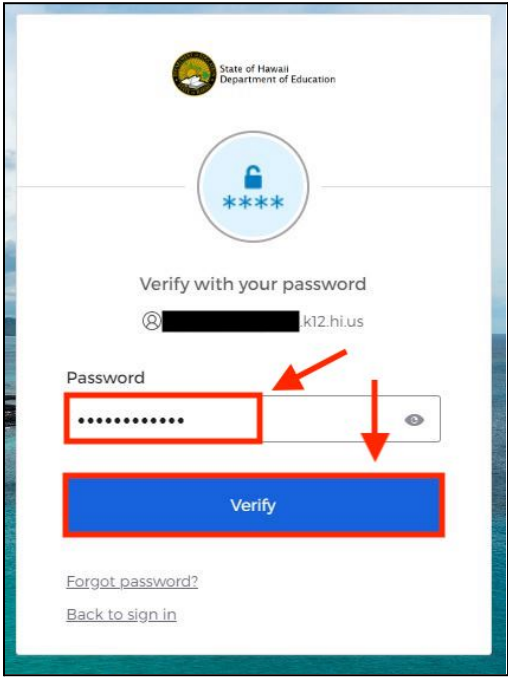

Step 1.7

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

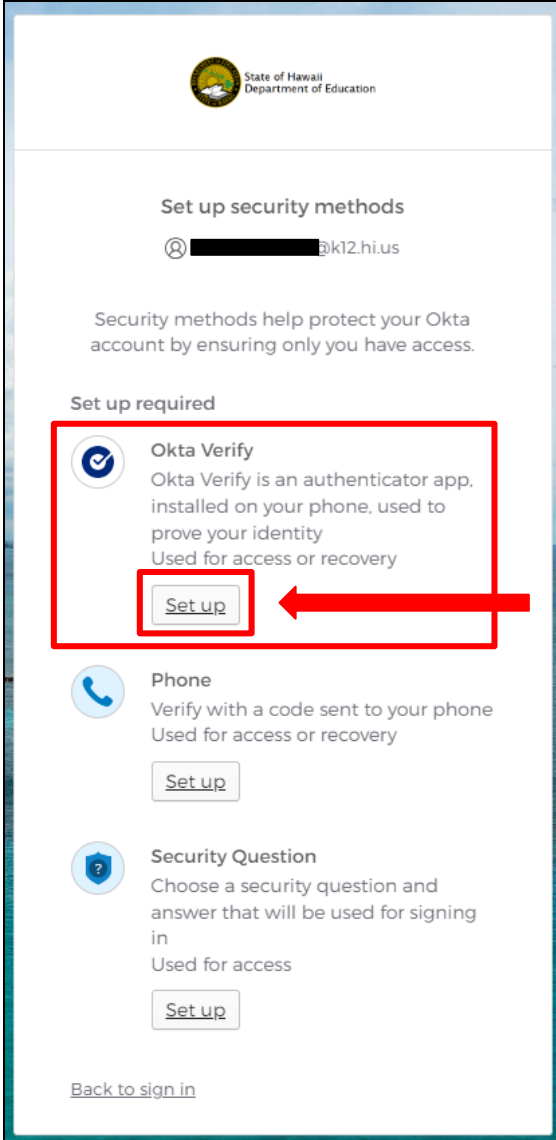Leave iPad at this prompt until next steps are completed on a laptop/desktop.

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

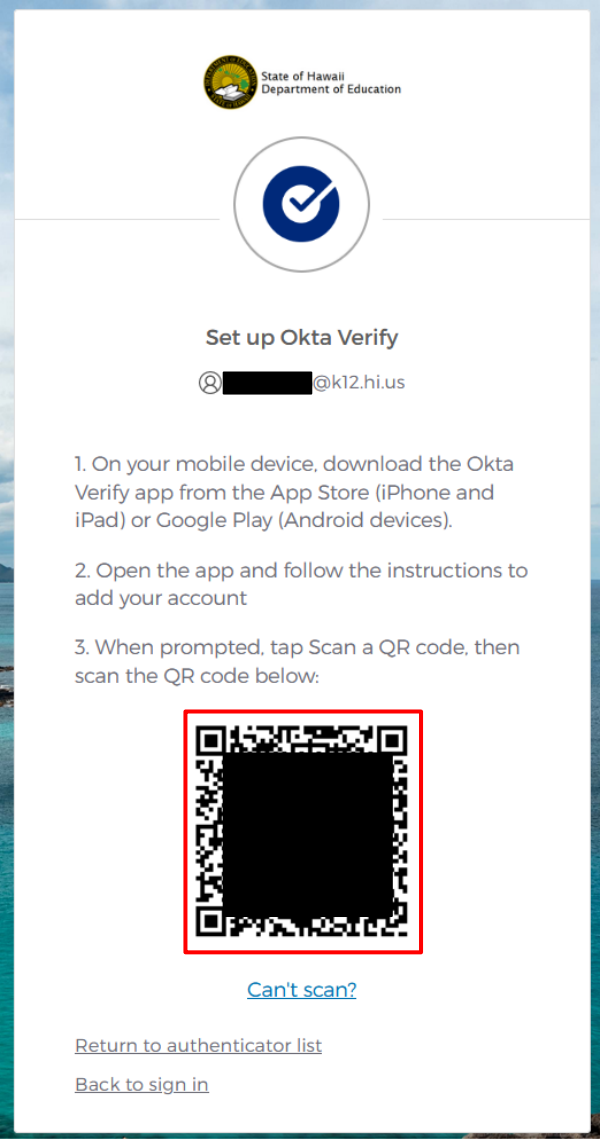| Part 2: Generating Okta Enrollment QR Code	
The following steps must be completed from a desktop or laptop.	
	Step 2.1 Open preferred web browser (Chrome, Edge, Firefox, etc.) Right click the browser icon on the taskbar then select "**New Incognito/InPrivate/Private window**"
	Step 2.2 In the new window,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

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

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	Step 2.6 A "**Set up security methods**" prompt will appear. Select "**Set up**" for **Okta Verify**.

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State of Hawaii Department of Education **Set up Okta Verify** ⊗ ▆▆▆▆▆▆@k12.hi.us 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 account 3. When prompted, tap Scan a QR code, then scan the QR code below: [QR code] Can't scan? Return to authenticator list Back to sign in	**Step 2.7** A "**Set up Okta Verify**" prompt will appear with a QR code. Note: Do not scan the QR code shown in the screenshot as it will differ from the QR code you generated.

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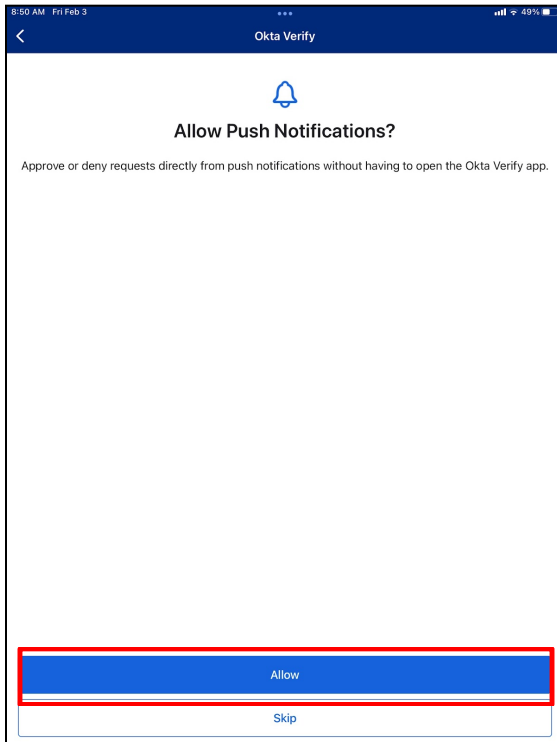|	
Part 3: Finalize Okta Enrollment *The following steps must be completed from a laptop/desktop and an iOS/iPadOS device.*	
	Step 3.1 **This step must be completed from a desktop/laptop and iOS/iPadOS device** Using your iOS/iPadOS device, scan the QR code that is displayed on your desktop/laptop.
	Step 3.2 **This step must be completed from an iOS/iPadOS device** An "**Allow Push Notifications**" prompt will appear. Select "**Allow**".
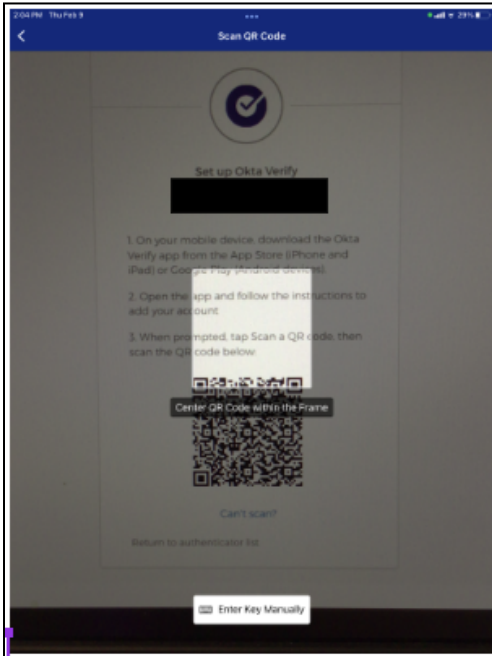
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device
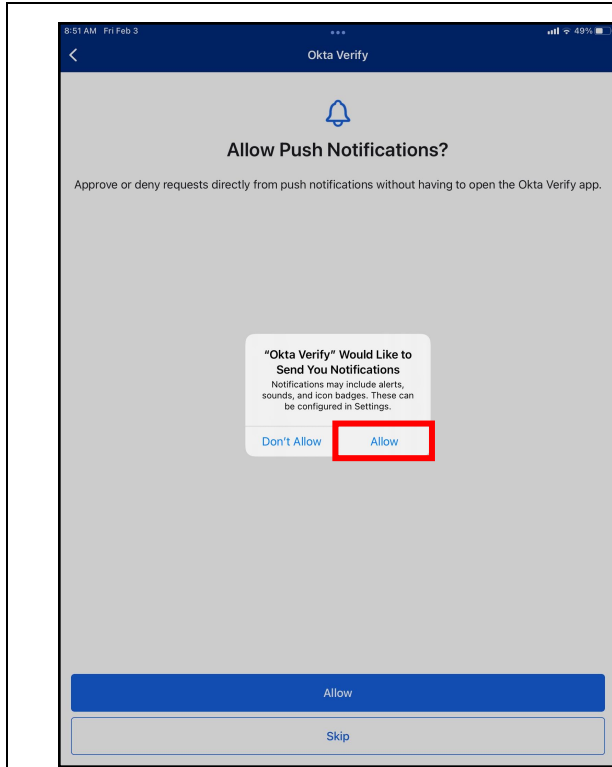
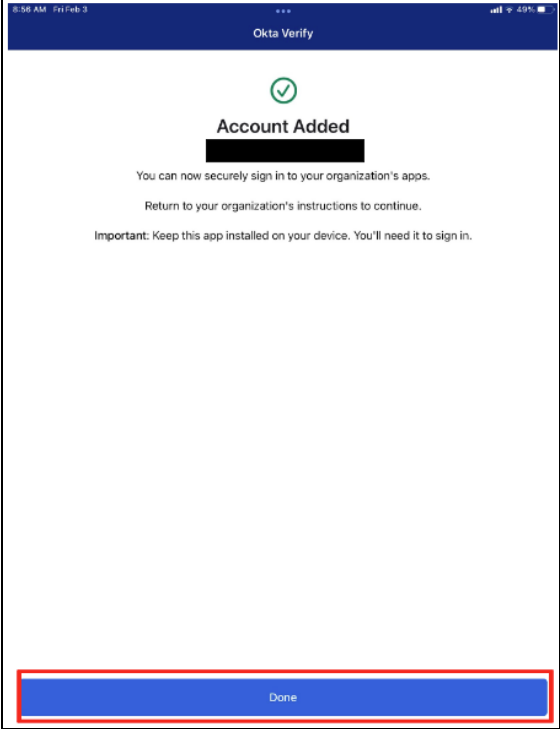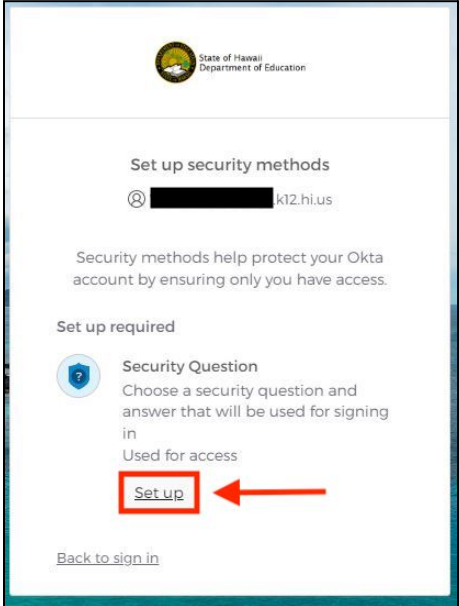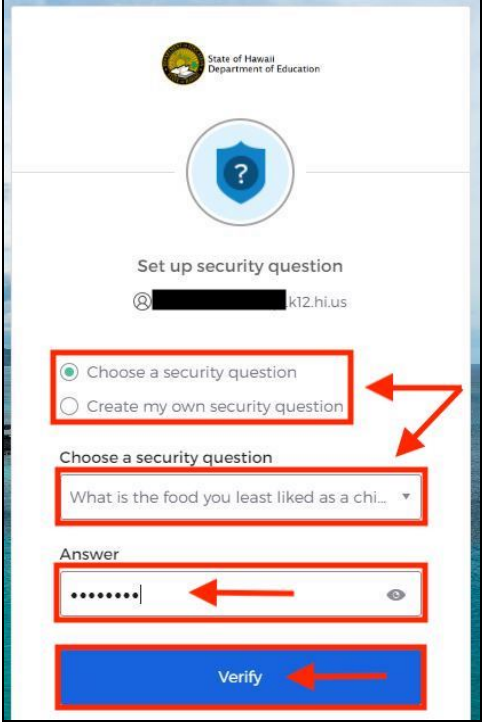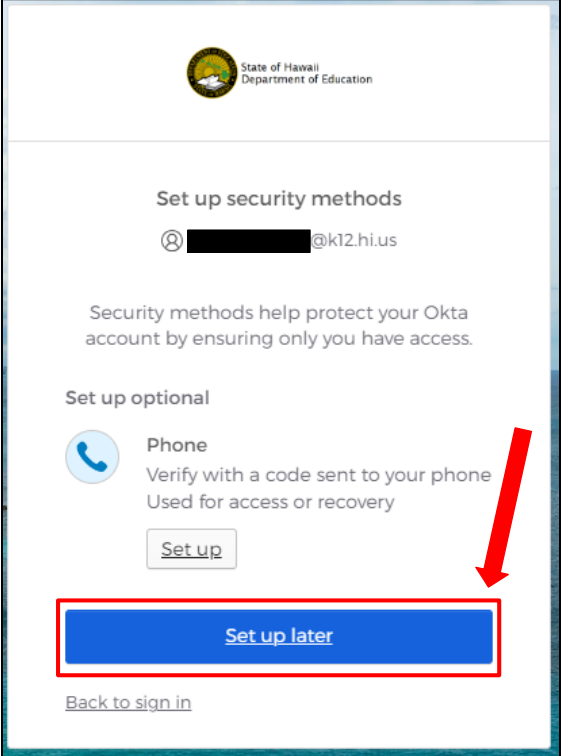|	
	Step 3.3 *This step must be completed from an iOS/iPadOS device* At the Notifications prompt, select "**Allow**".
	Step 3.4 *This step must be completed from an iOS/iPadOS device* An "**Enable Touch ID**" prompt will appear. Select "**Not now**".
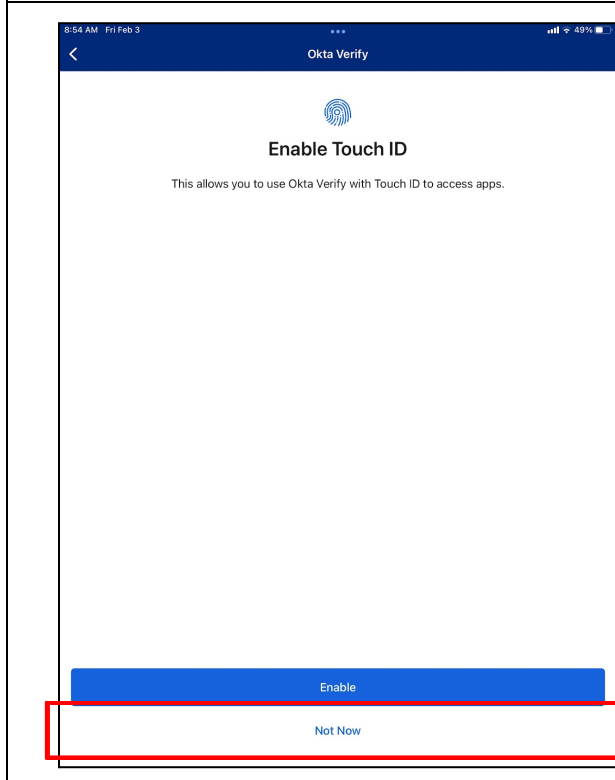
Okta Verify Mobile App Initial Set-up iOS/iPadOS Device

	Step 3.5 An "**Account added**" prompt will appear. Select "**Done**".
	Step 3.6 ***This step must be completed from an iOS/iPadOS device*** Verify that your account has been added to the Okta Verify app.
	Step 3.7 ***This step must be completed from a desktop/laptop*** A prompt to set up a single security question will appear. Select "**Set up**".

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

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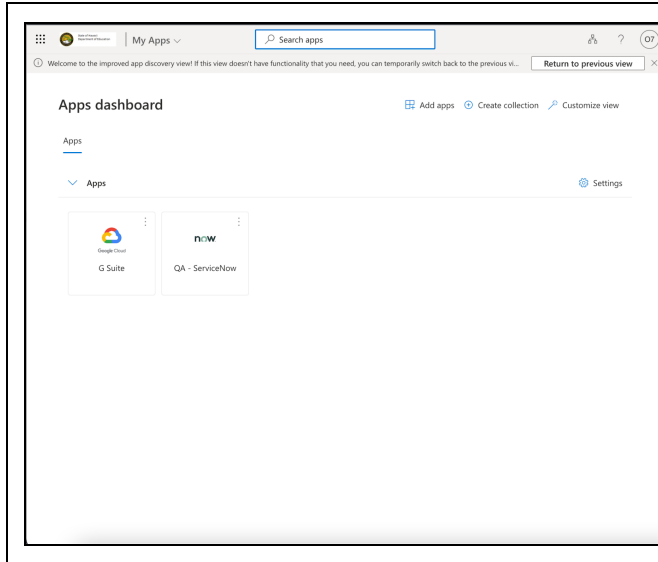
Step 3.10

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.

Last Revised: 10/13/23