

Okta Verify Mobile App Initial Set-up Android Device

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

What you need to get started:

- Android Device running version(s): 9,10,11,12 and 13.
- Access to a Web Browser (ex. Firefox, Google Chrome, Safari) via a desktop or laptop.
- A stable WiFi (or wired) connection that your Android 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 Android device.



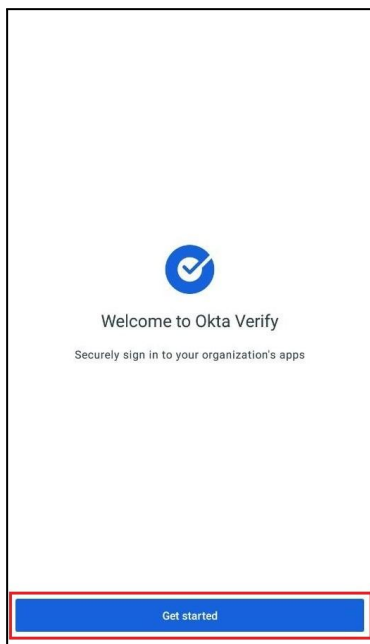
Step 1.1

Open “**Google Play Store**”.

Sign in to your “**Google Play Account**” (If not signed in).

Search “**Okta Verify**”.

Select “**Install**”.



Step 1.2

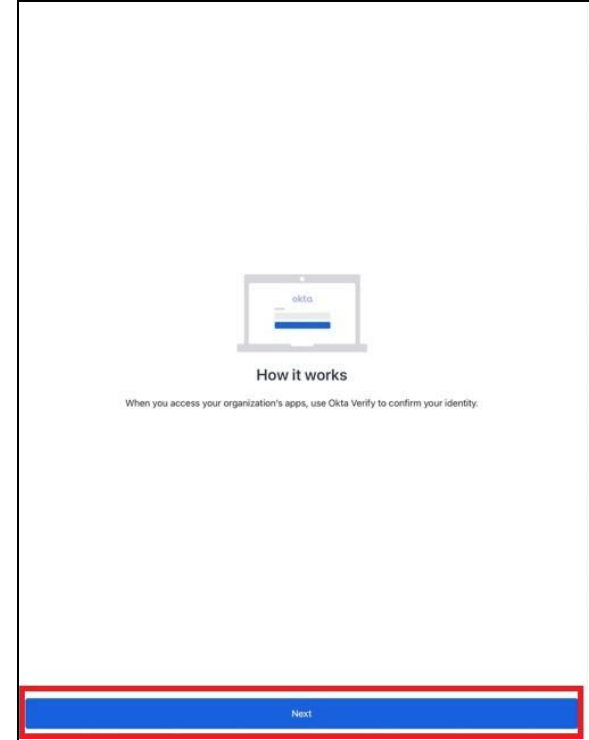
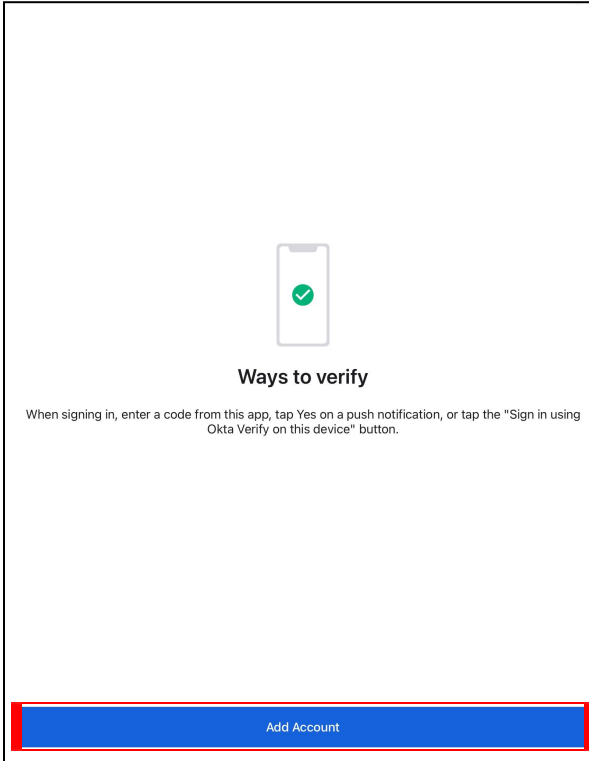
Open “**Okta Verify**”.

An OKTA prompt will appear stating:

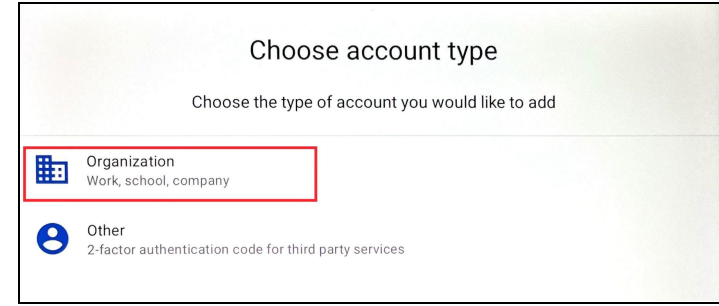

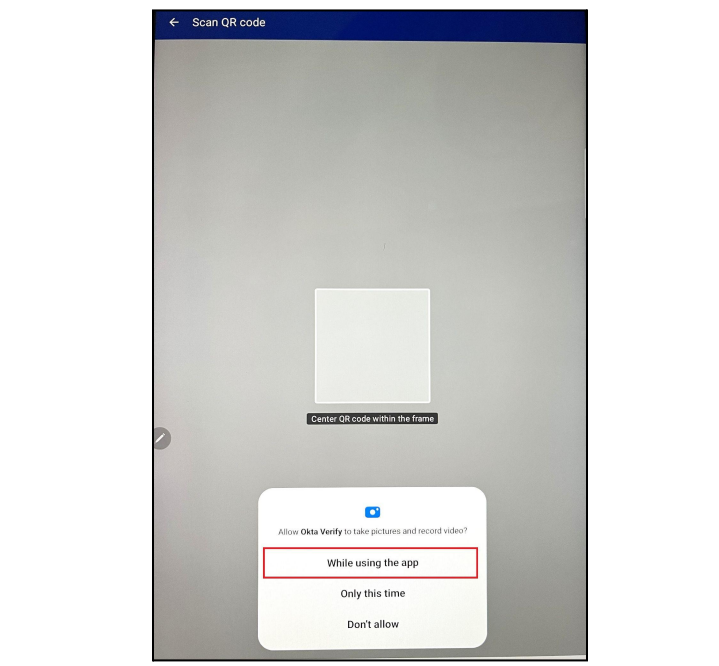
“Welcome to OKTA Verify. Securely sign in to your organization's apps”.

Select “**Get started**”.

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	<p>Step 1.3</p> <p>A prompt will appear stating:</p> <p><i>“How it works. When you sign in, use OKTA Verify to confirm your identity”</i></p> <p>Select “Next”.</p>
	<p>Step 1.4</p> <p>A prompt will appear stating:</p> <p><i>“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.”</i></p> <p>Select “Add account”.</p>

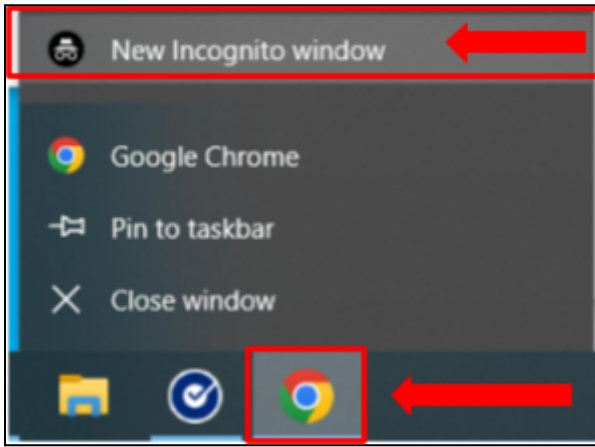
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	<p>Step 1.5</p> <p>Select “Organization” for account type.</p>
	<p>Step 1.6</p> <p>A prompt will ask:</p> <p><i>“Do you have your QR Code?”</i></p> <p>Select “Yes, ready to scan”.</p>
	<p>Step 1.7</p> <p>Okta Verify will prompt with:</p> <p><i>“Allow Okta Verify to take pictures and record video?”</i></p> <p>Select “While using the app”.</p> <p>Leave Android device at this prompt until next steps are completed on a computer.</p>

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Part 2: Generating Okta Enrollment QR Code

The following steps must be completed from a desktop or laptop.



Step 2.1

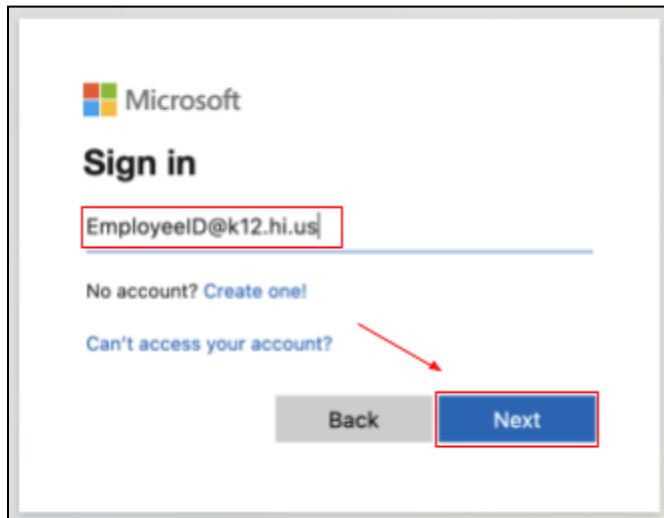
Open preferred web browser (Chrome, Edge, or Firefox)

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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State of Hawaii
Department of Education

Sign In

Sign in with Okta FastPass

OR

Username
EmployeeID@k12.hi.us

Keep me signed in

Next

Step 2.4

You will be redirected to the Okta login screen.

Enter your username (EmployeeID@k12.hi.us) and select **“Next”**.

State of Hawaii
Department of Education

Verify with your password

Ⓜ [redacted] k12.hi.us

Password
.....

Verify

[Forgot password?](#)

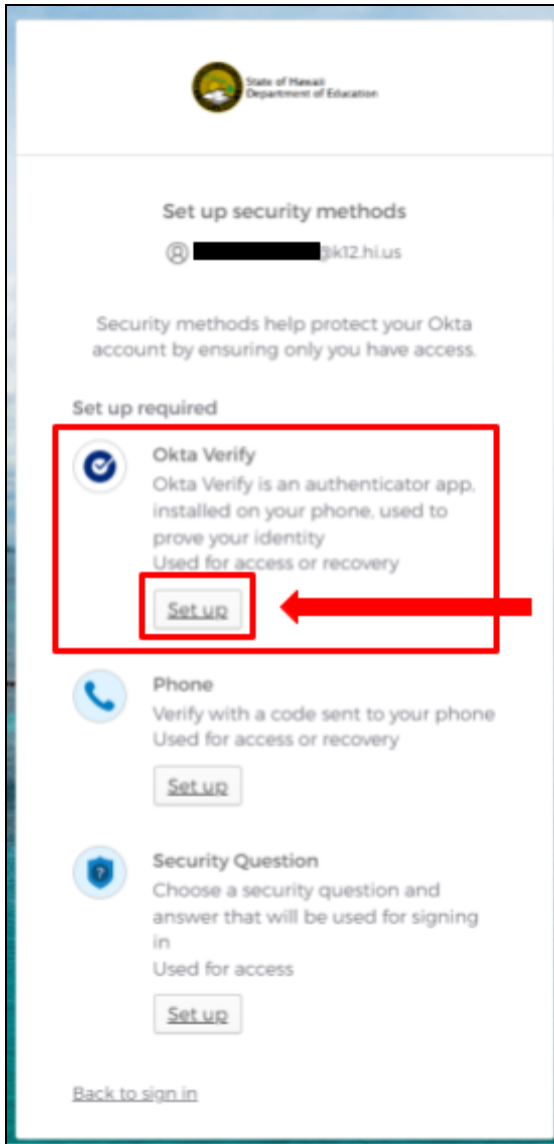
[Back to sign in](#)

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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Step 2.7

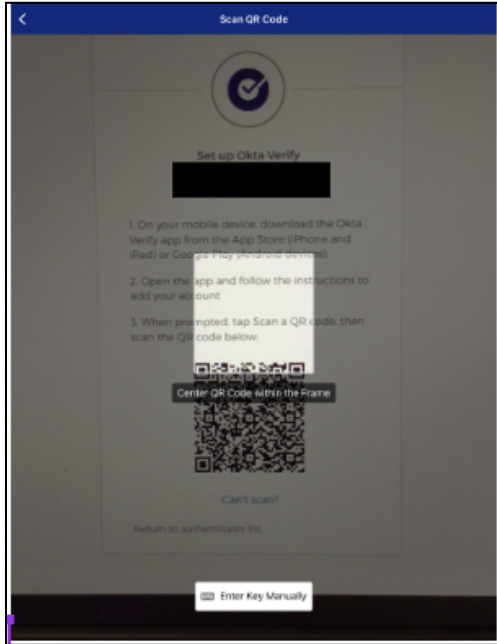
A “**Set up Okta Verify**” prompt will appear with a QR code.

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

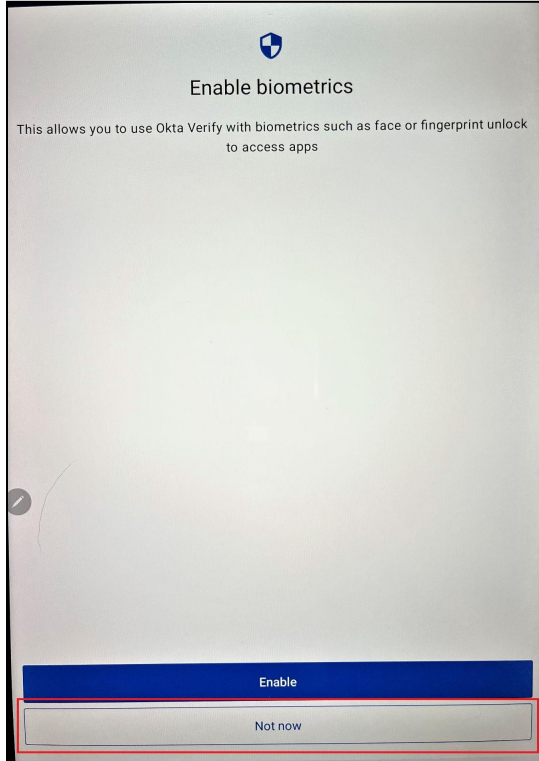
The following steps must be completed from a laptop/desktop and from an Android Tablet.



Step 3.1

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

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



Step 3.2

****This step must be completed from an Android device****

When prompted to enable biometrics, select **“Not now”**.

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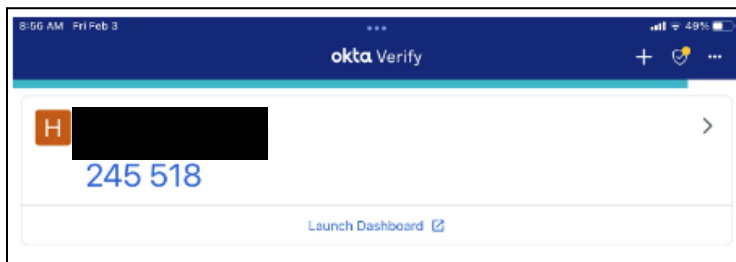


Step 3.3

****This step must be completed from an Android device****

An “**Account added**” prompt will appear.

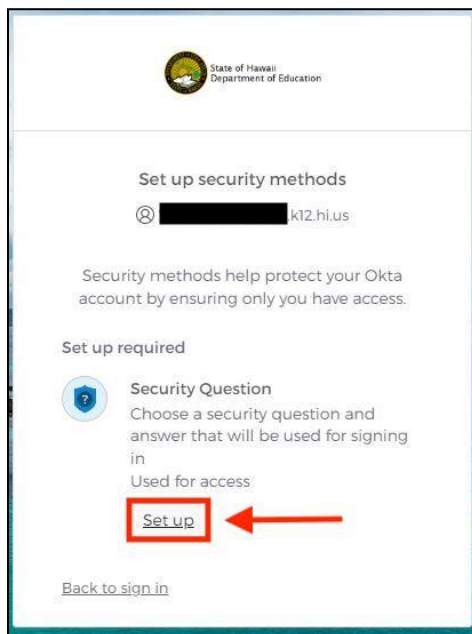
Select “**Done**”.



Step 3.4

****This step must be completed from an Android device****

Verify that your account has been added to the Okta Verify app.



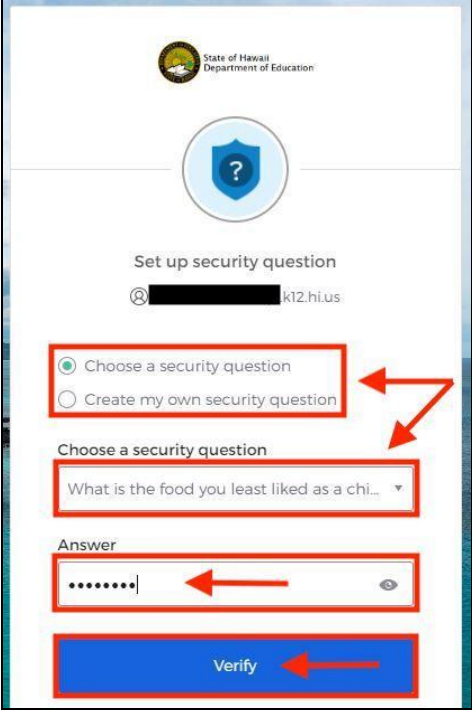
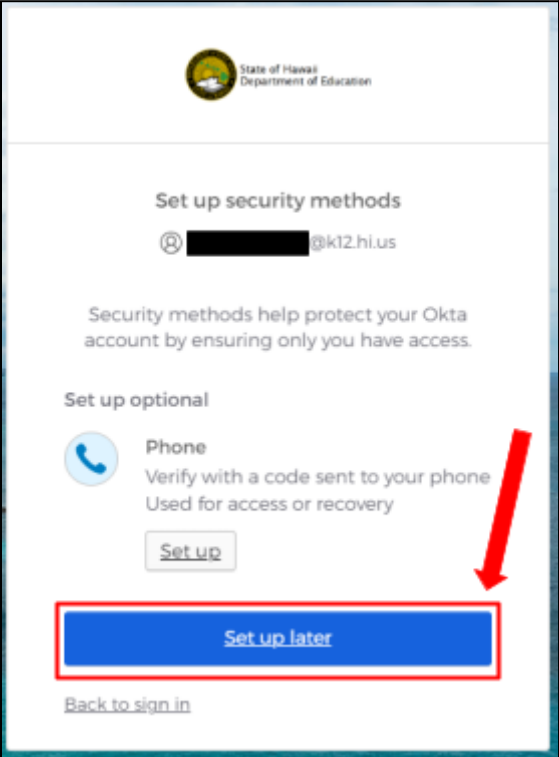
Step 3.5

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

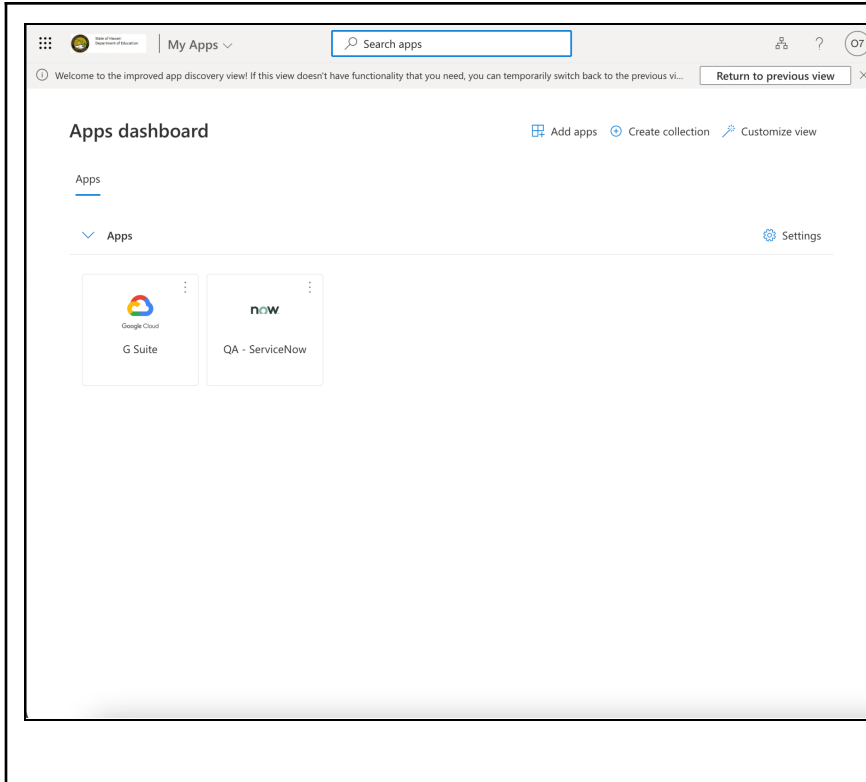
A prompt to set up a single security question will appear.

Select “**Set up**”.

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	<p>Step 3.6</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 3.7</p> <p><i>*This step must be completed from a laptop/desktop*</i></p> <p>When prompted to set up an optional second factor, select “Set up later”.</p>

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Step 3.8

****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 icons will be similar to the screenshot.