This tutorial will outline how to configure OKTA Verify on an Android device to set up your <u>EmployeeID@k12.hi.us</u> 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.



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

Choose account type Choose the type of account you would like to add The Organization Work, school, company Other 2-factor authentication code for third party services	Step 1.5 Select " Organization " for account type.
Costs trenty Do You Have Your QR Code? Life you confirme, name same your QR code is shown on sentitive device, such as a laptop Where do 1 get my QR code'	Step 1.6 A prompt will ask: <i>"Do you have your QR Code?"</i> Select " Yes, ready to scan ".
Scan QR code	Step 1.7 Okta Verify will prompt with: <i>"Allow Okta Verify to take pictures</i> <i>and record video?".</i> Select "While using the app".
Center OR cools within the frame. Center OR cools within the frame. Allow Okta Verify to take pictures and record video? While using the app Only this time Don't allow	Leave Android device at this prompt until next steps are completed on a computer.

Part 2: Generating Okta Enrollment QR Code The following steps must be completed from a desktop or laptop.		
 New Incognito window Google Chrome Pin to taskbar Close window Close window 	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"	
New Tab × \leftarrow \rightarrow \bigcirc \bigcirc \bigcirc \bigcirc \leftarrow \rightarrow \bigcirc <th>Step 2.2 In the new window, type "myapps.microsoft.com" into the URL search bar and press "Enter".</th>	Step 2.2 In the new window, type "myapps.microsoft.com" into the URL search bar and press "Enter".	
Microsoft Sign in EmployeeID@k12.hi.us No account? Create one! Can't access your account? Back Next	Step 2.3 Enter your EmployeeID@k12.hi.us and select "Next".	

	Step 2.4
State of Hawaii Department of Education	You will be redirected to the Okta login screen.
Sign In Sign in with Okta FastPass OR Username	Enter your username (<u>EmployeeID@k12.hi.us</u>) and select " Next ".
EmployeeID@kl2.hi.us Keep me signed in Next	
	Step 2.5
State of Hawaii Department of Education	Enter your EmployeeID@k12.hi.us password and select " Verify ".
****	Note: This will be your current EmployeeID@k12.hi.us password.
Verify with your password	
Password	
Verify	
Forgot password?	
Back to sign in	

	Step 2.6
State of Hawait Department of Education	A " Set up security methods " prompt will appear.
8 3kt2.hlus	Select "Set up" for Okta Verify.
Security methods help protect your Okta account by ensuring only you have access.	
Set up required	
Okta Verify Okta Verify is an authenticator app. installed on your phone, used to prove your identity Used for access or recovery	
Phone Verify with a code sent to your phone Used for access or recovery <u>Set up</u>	
Security Question Choose a security question and answer that will be used for signing in Used for access Set up	
Back to sign in	





Okta Verify Account Added You can now securely sign in to your organization's apps. Return to your organization's instructions to continue. Important: Keep this app installed on your device. You'll need it to sign in.	Step 3.3 *This step must be completed from an Android device* An "Account added" prompt will appear. Select "Done".
Done SIGG AM FIFED 3 Okta Verify + 0 ··· 245 518 Leunch Dashboard (2)	Step 3.4 *This step must be completed from an Android device* Verify that your account has been added to the Okta Verify app.
Set up security methods	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".

Set up security question (Choose a security question) Create my own security question Choose a security question (Choose a security question) Choose a security question (Choose a security question) (Choose a s	Step 3.6*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
Answer Verify Verify State of Hawais Department of Education Set up security methods	will remember in the future. Step 3.7 *This step must be completed from a laptop/desktop* When prompted to set up an optional second factor, select
Recurity methods help protect your Okta account by ensuring only you have access. Set up optional Vorify with a code sent to your phone Used for access or recovery. Set up Let up Let up later	"Set up later".

III So Market My Apps ~			[₽] _{6[°]} ? (07)	Step 3.8
Welcome to the improved app discovery view! Apps dashboard	If this view doesn't have functionality that you n	eed, you can temporarily switch back to the previous v	i Return to previous view ×	*This step must be completed from a laptop/desktop*
Apps Apps Composed G Suite QA - S	: no w ServiceNow		Settings	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.