Part 2: How to Log in via Okta FastPass		
 New Incognito window Google Chrome Pin to taskbar Close window Output Ou	Step 2.1 Open preferred web browser (Chrome, Safari, or Firefox) Right click the browser icon on the taskbar then select "New Incognito/InPrivate/Private window"	
Microsoft Sign in EmployeeID@k12.hi.us No account? Create one! Can't access your account? Back Next	Step 2.2 Go to the site "https://myapps.microsoft.com/" and enter your "EmployeeID@k12.hi.us".	

	Step 2.3
State of Hawaii Department of Education	Select "Sign in with Okta FastPass"
Sign In	Note: You will be redirected to the Okta login page.
Signin	
Sign in with Okta FastPass	
OR	
Username	
EmployeeID@k12.hi.us	
Keep me signed in	
Next	
	Sten 2.4
Open Okta Verify?	Soloot "Open Okta Verify"
Always allow hidoe.okta.com to open links of this type in the associated app	Select Open Okta verity .
Open Okta Verify	
Click "Open Okta Verify" on the browser prompt	
Didn't get a prompt?	
Open Okta Verify	
Don't have Okta Verify?	
Download here Back to sign in	

Okta Verify - X	Step 2.5
	After Okta Verify opens, Select "Yes, it's me".
Are you trying to sign in? k12.hi.us M Microsoft Office 365 Phidoe.okta.com	
Yes, it's me No, it's not me	
	Step 2.6
State of Hawaii Department of Education	Enter EmployeeID@k12.hi.us password and select " Verify ".
****	Note: Okta Verify will minimize.
Verify with your password (k12.hi.us	
Password	
Verify	
Forgot password? Back to sign in	

	Step 2.7
State of Havail Department of Education	A prompt to set up a security question will appear. Select " Set up ".
Set up security methods (k12.hi.us	
Security methods help protect your Okta account by ensuring only you have access.	
Set up required	
Security Question Choose a security question and answer that will be used for signing in Used for access	
<u>Back to sign in</u>	
	Step 2.8
State of Hawaii Department of Education	Choose to " <i>create your own security question</i> ", or " <i>utilize a premade security question</i> ".
	Enter the answer for your question and press " Verify ".
Set up security question	Note: When setting a security question, ensure that the answer you provide is one you will remember in the future.
 Choose a security question Create my own security question 	
Choose a security question What is the food you least liked as a chi	
Answer	
•••••• •	
Verify	

	Step 2.9
State of Havaii Department of Education	Select " Set up later ".
Set up security methods (k12.hi.us	
Security methods help protect your Okta account by ensuring only you have access.	
Set up optional Phone Verify with a code sent to your phone Used for access or recovery Set up Et up later Back to sign in	
	Step 2.10
© State of Howall Department of Education @k12.hi.us Stav signed in?	Select "No"
Do this to reduce the number of times you are asked	
Don't show this again	
Hawaii - Department of Education	

Image: Search apps /> Search apps <	Step 2.11
Apps dashboard	Microsoft My Apps page will prompt with all of your different icons (G-Suite, etc.).
Apps Stitlings	Okta Verify setup is now complete. Note: Not all of the icons will be similar to the