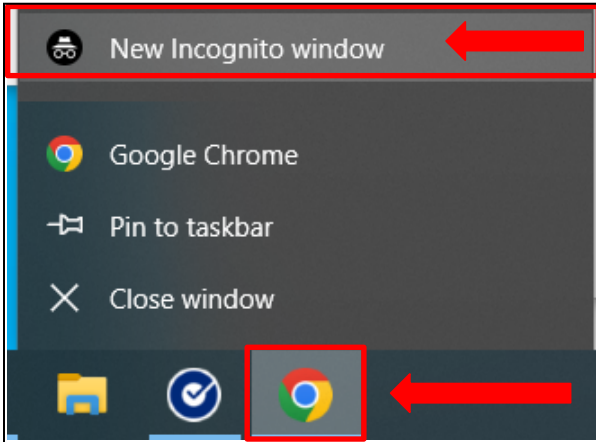


# OKTA Fastpass Initial Setup for Windows Devices

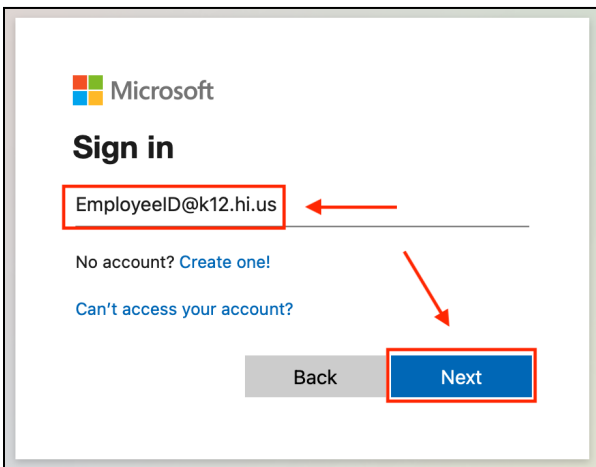
## Part 2: How to Log in via Okta FastPass



### Step 2.1

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

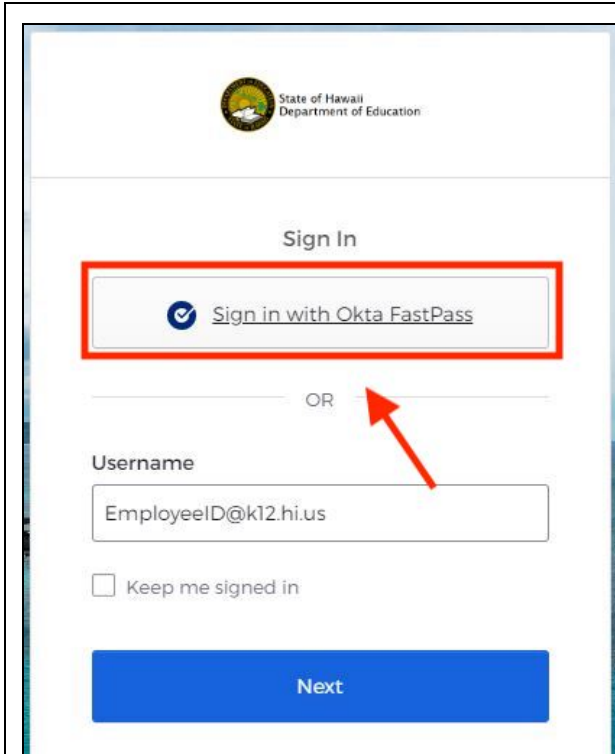
Right click the browser icon on the taskbar then select "**New Incognito/InPrivate/Private window**"



### Step 2.2

Go to the site "<https://myapps.microsoft.com/>" and enter your "**EmployeeID@k12.hi.us**".

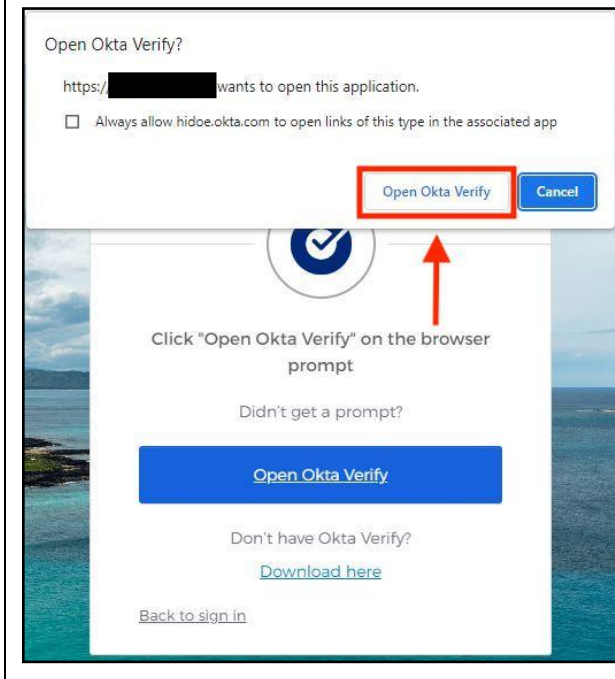
# OKTA Fastpass Initial Setup for Windows Devices



## Step 2.3

Select “Sign in with Okta FastPass”

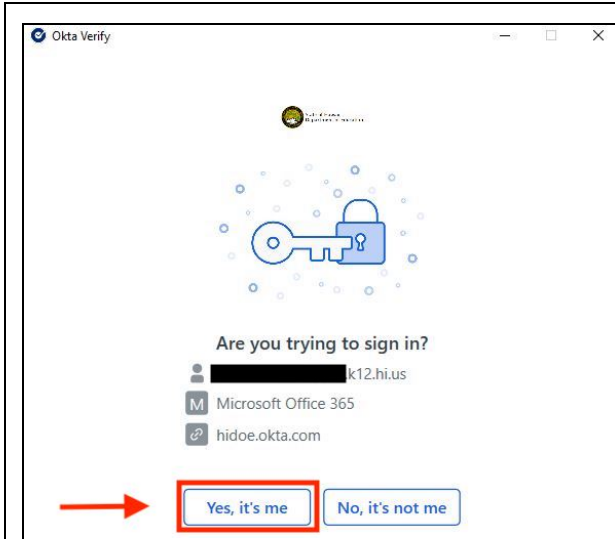
*Note: You will be redirected to the Okta login page.*



## Step 2.4

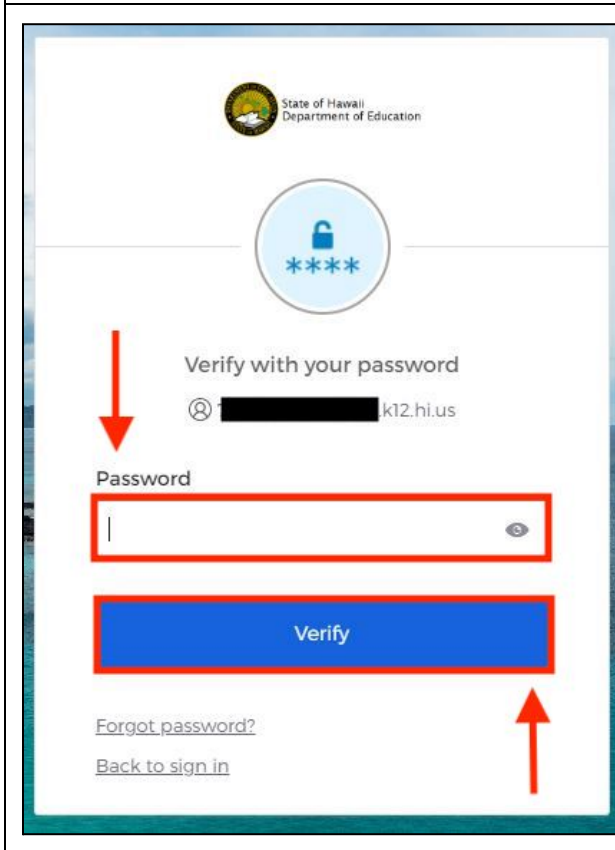
Select “Open Okta Verify”.

# OKTA Fastpass Initial Setup for Windows Devices



## Step 2.5

After Okta Verify opens, Select “Yes, it’s me”.

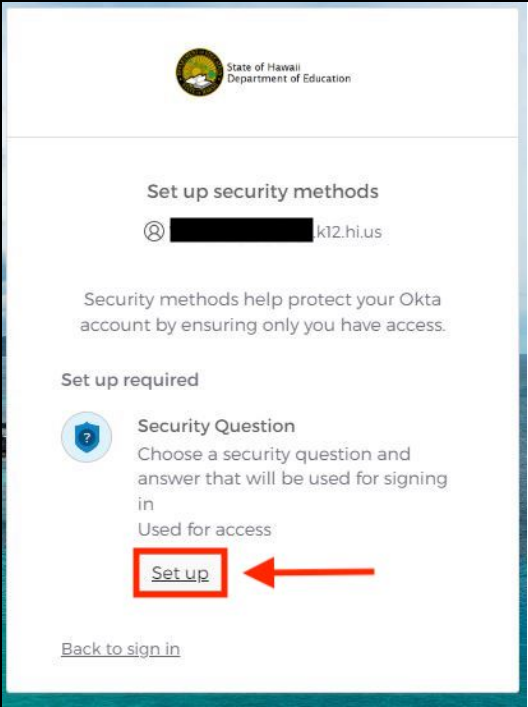
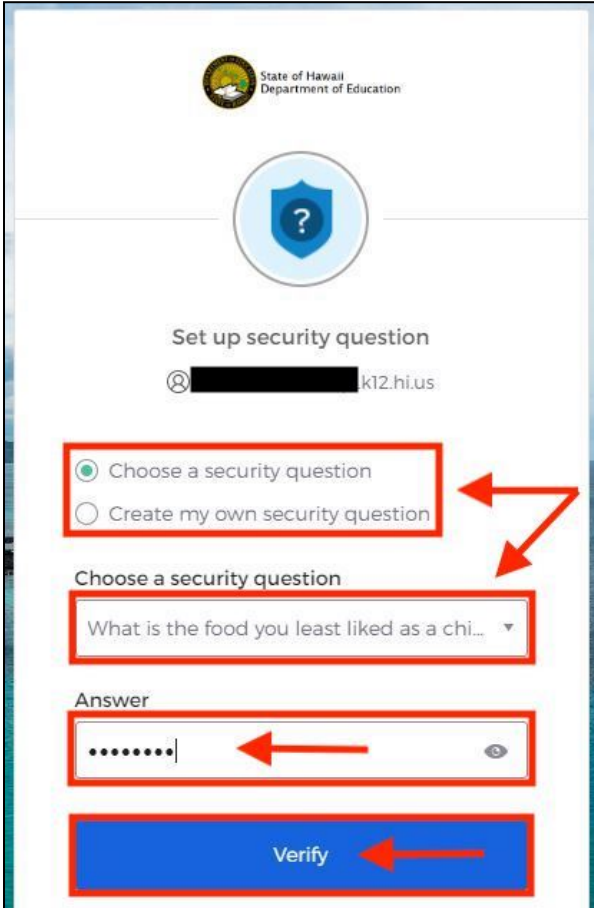


## Step 2.6

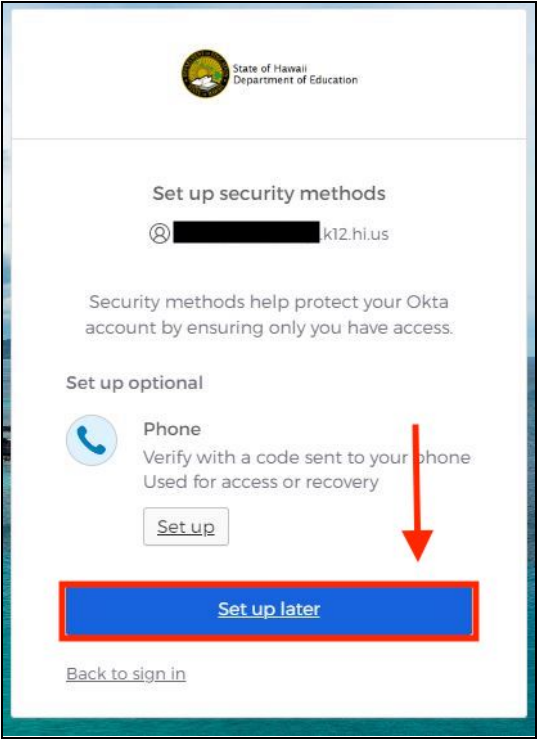
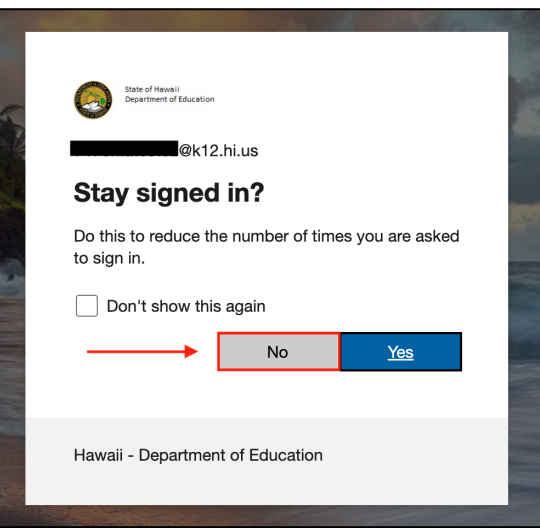
Enter EmployeeID@k12.hi.us password and select “Verify”.

*Note: Okta Verify will minimize.*

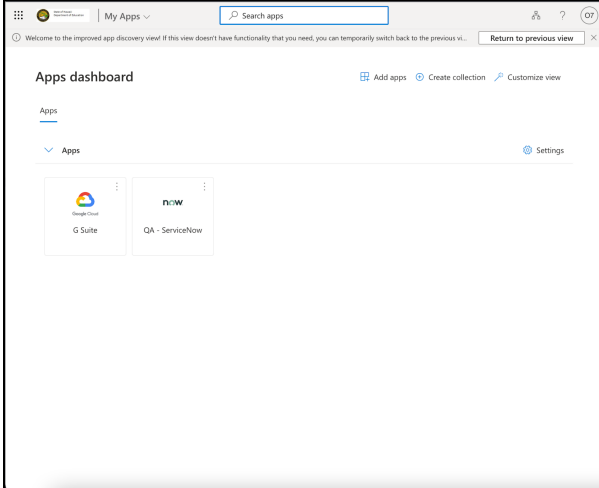
# OKTA Fastpass Initial Setup for Windows Devices

	<p><b>Step 2.7</b></p> <p>A prompt to set up a security question will appear. Select <b>“Set up”</b>.</p>
	<p><b>Step 2.8</b></p> <p>Choose to <b>“create your own security question”</b>, or <b>“utilize a premade security question”</b>.</p> <p>Enter the answer for your question and press <b>“Verify”</b>.</p> <p><i>Note: When setting a security question, ensure that the answer you provide is one you will remember in the future.</i></p>

# OKTA Fastpass Initial Setup for Windows Devices

 <p>State of Hawaii Department of Education</p> <p>Set up security methods</p> <p>██████████@k12.hi.us</p> <p>Security methods help protect your Okta account by ensuring only you have access.</p> <p>Set up optional</p> <p>Phone Verify with a code sent to your phone Used for access or recovery</p> <p>Set up</p> <p><b>Set up later</b></p> <p><a href="#">Back to sign in</a></p>	<p><b>Step 2.9</b></p> <p>Select <b>“Set up later”</b>.</p>
 <p>State of Hawaii Department of Education</p> <p>██████████@k12.hi.us</p> <p><b>Stay signed in?</b></p> <p>Do this to reduce the number of times you are asked to sign in.</p> <p><input type="checkbox"/> Don't show this again</p> <p>→ <b>No</b> <b>Yes</b></p> <p>Hawaii - Department of Education</p>	<p><b>Step 2.10</b></p> <p>Select <b>“No”</b></p>

# OKTA Fastpass Initial Setup for Windows Devices

 <p>The screenshot shows the Microsoft My Apps dashboard. At the top, there is a search bar labeled 'Search apps'. Below it, the 'Apps dashboard' section is visible, with options for 'Add apps', 'Create collection', and 'Customize view'. Under the 'Apps' section, there are two app tiles: 'G Suite' with the Google logo and 'QA - ServiceNow' with the ServiceNow logo. A 'Settings' link is also present.</p>	<p><b>Step 2.11</b></p> <p>Microsoft My Apps page will prompt with all of your different icons (G-Suite, etc.).</p> <p>Okta Verify setup is now complete.</p> <p><i>Note: Not all of the icons will be similar to the screenshot.</i></p>
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