



How to enroll in Okta MFA with a FIDO2 Compliant Security Key

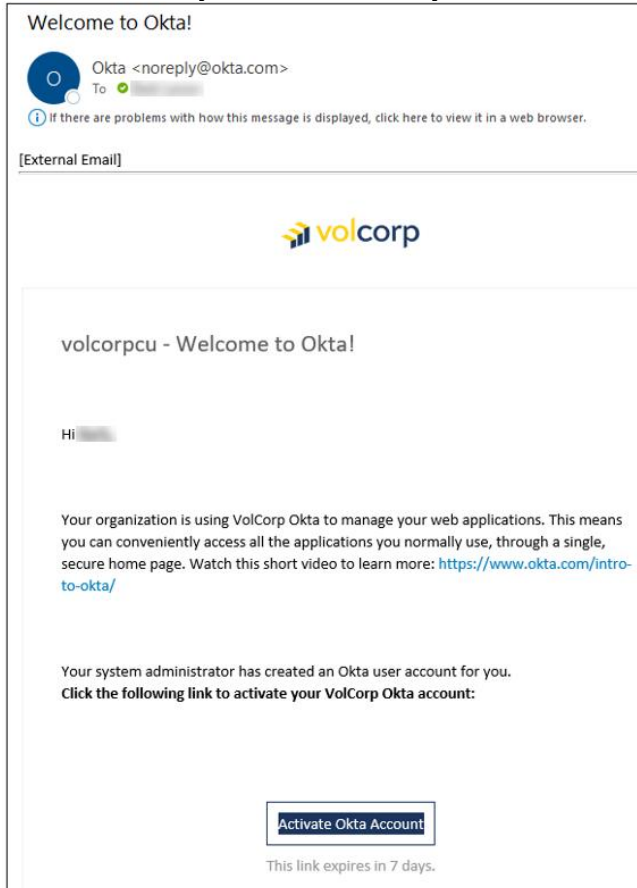
Overview

| | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | Members register and enroll in Okta Multifactor Authentication (MFA) using a Security Key |
| Perspective | VolCorp members without access to a mobile device |
| Prerequisites | Must have a FIDO2* compliant security key* and access to work computer to complete enrollment |
| Business Outcome (Success Criteria) | Users will be able to access applications in the Okta dashboard by logging in and verifying their identity via a FIDO2* compliant security key. Members will also be able to reset their Okta password if locked out without any additional assistance or intervention. |

*Click [here](#) to advance to last page for an explanation of key terms.

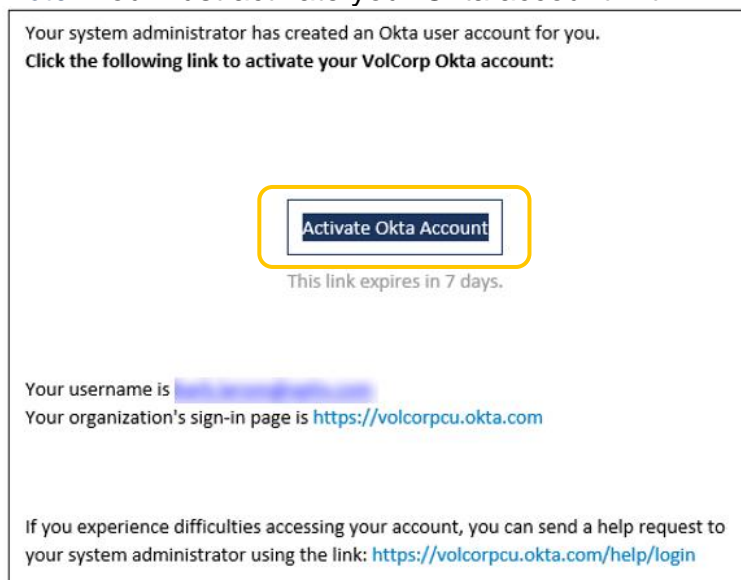
1. First, insert the security key into a USB port on your computer. The installation process will automatically begin. No further action is needed. Proceed to step 2.
2. On your computer, locate your Welcome email from Okta. The email will look similar to the screenshot below.

Note: You may need to check your Junk email folder.



3. Click the **Activate Okta Account** button.

Note: You must activate your Okta account within 7 days before the link expires.



4. Click **Set up** to choose a password for your Okta account.

Connecting to

Sign in with your volcorp account to access Okta Dashboard

volcorp

Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

Set up required

Password

Choose a password for your account
Used for access

Set up

[Back to sign in](#)

5. **Enter a password** that meets the listed password requirements, then **Re-enter** the same password, and click **Next**.

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Set up password

Password requirements:

- At least 15 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

Re-enter password

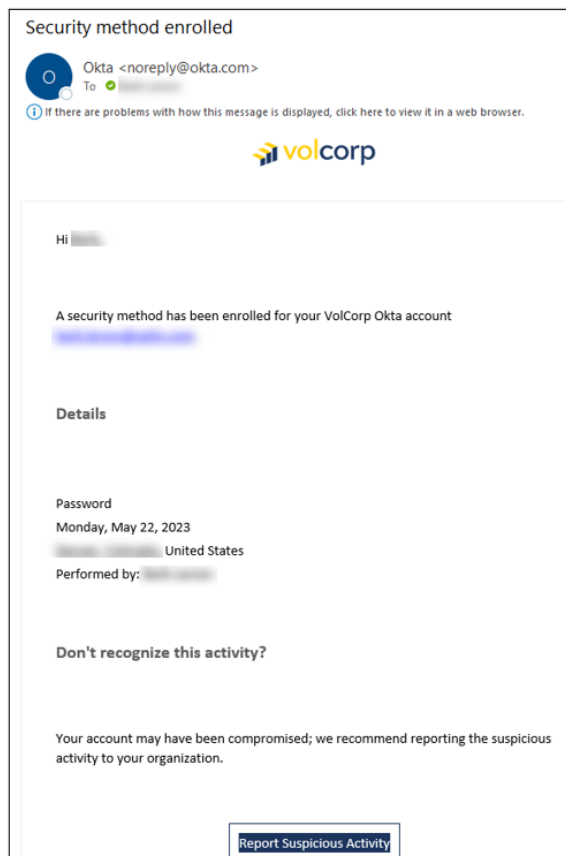
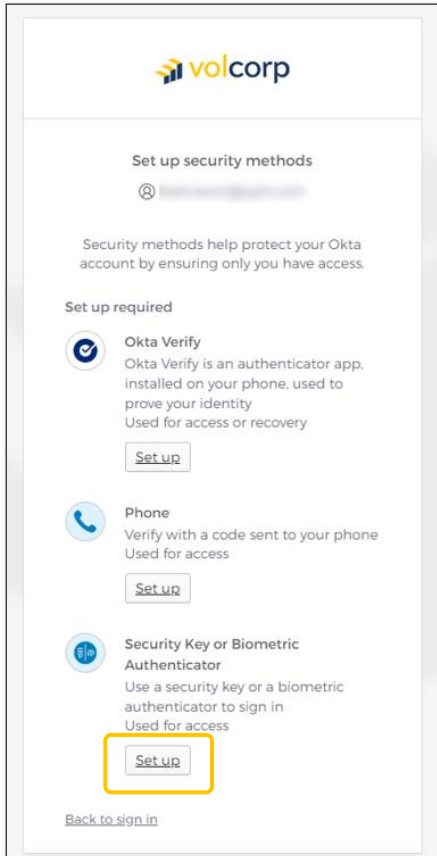
Next

[Return to authenticator list](#)

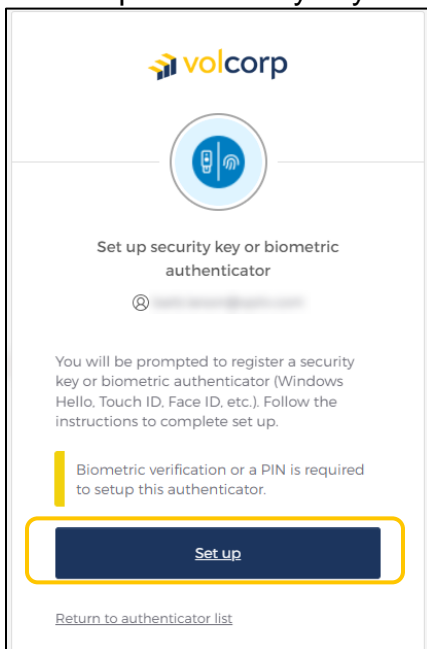
[Back to sign in](#)

6. You are required to set-up at least one other security method to verify your identity. Click **Set up** for the **Security Key** option.

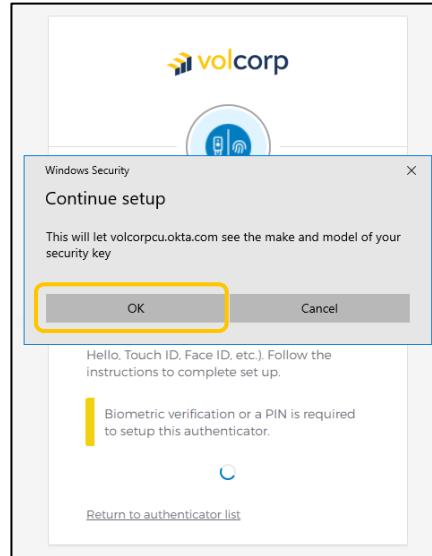
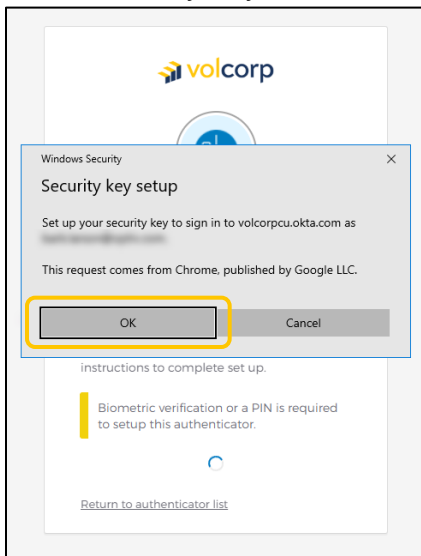
Note: When you select one of these options, an email will automatically be sent to notify you about this activity. An example of this email is shown on the right.



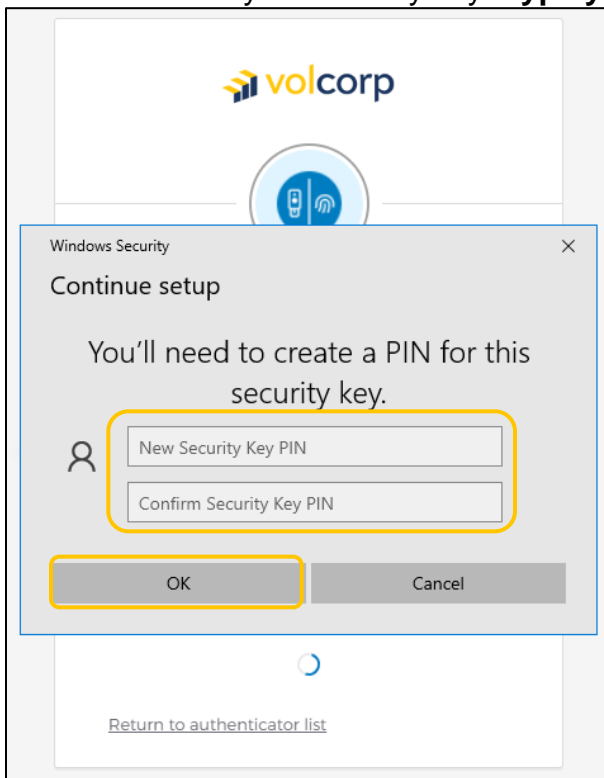
7. To set up the security key in Okta, click **Set up**.



8. You may receive a few Windows Security prompts to allow volcorp.okta.com to connect to the security key. Click **OK**.

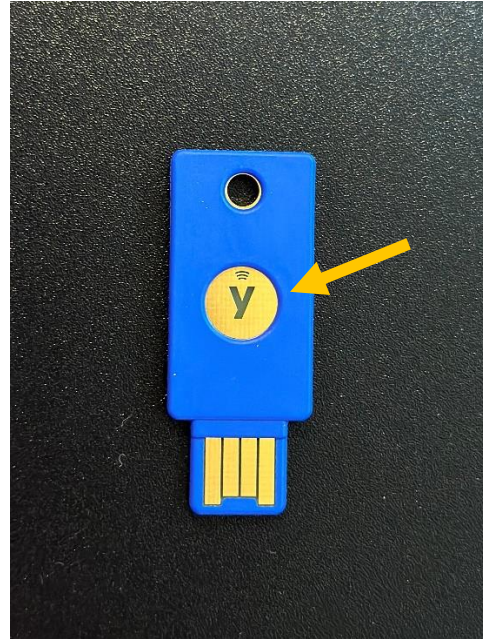
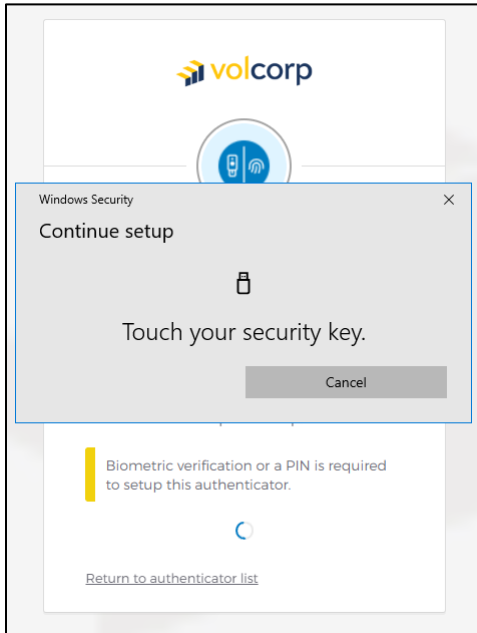


9. Create a PIN for your security key. **Type your PIN into both fields and click OK.**



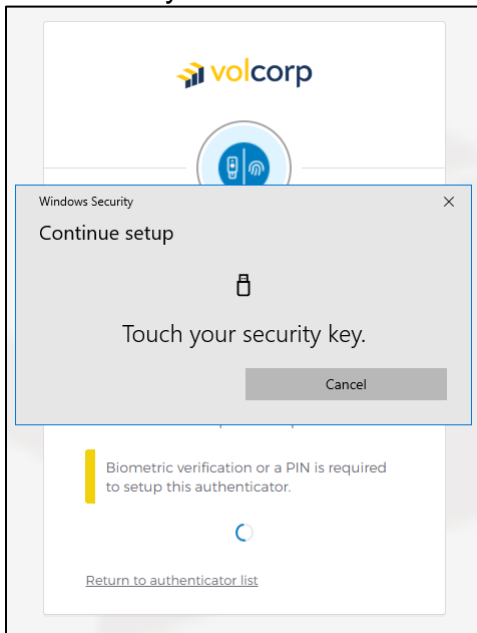
10. When you see this screen, **touch the security key here with your finger** while the security key is still attached to the computer.

Note: Your security key may look different than the one shown below.




11. Touch your security key once more to confirm your identity.

Note: Once again, you will receive a confirmation email confirming that you have set-up a new security method. No further action is needed.




12. Now finish signing into Okta. Enter your **Username**, which should be your work email address, and click **Next**.

Note: If the Okta sign-in screen is no longer displayed for you, copy and paste this link into your internet browser: <https://volcorpcu.okta.com>

Connecting to 

Sign in with your volcorpcu account to access Okta Dashboard



Sign In

Username


Keep me signed in


Next

[Unlock account?](#)

[Help](#)

13. **Enter password** and click **Verify**.





Verify with your password

@ [masked email]

Password

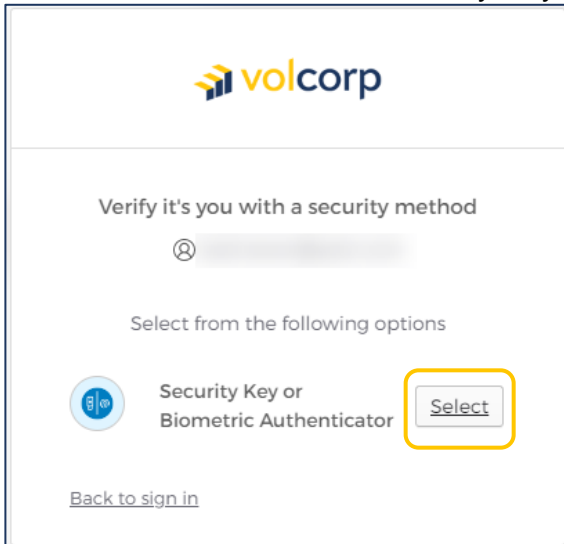
Verify

[Forgot password?](#)

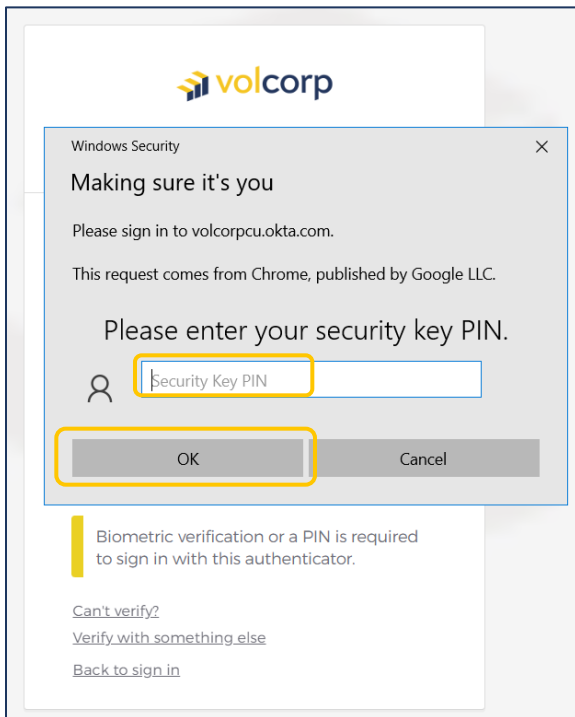
[Verify with something else](#)

[Back to sign in](#)

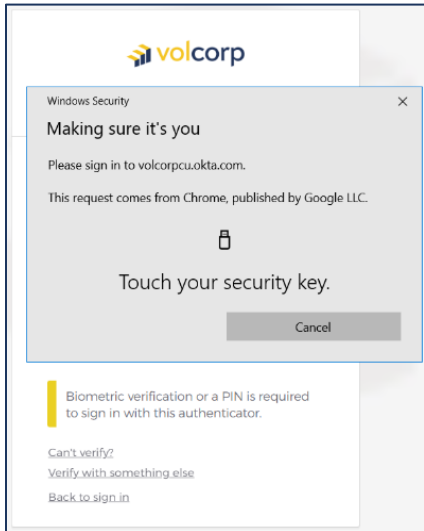
14. Click **Select** to choose the Security Key method.



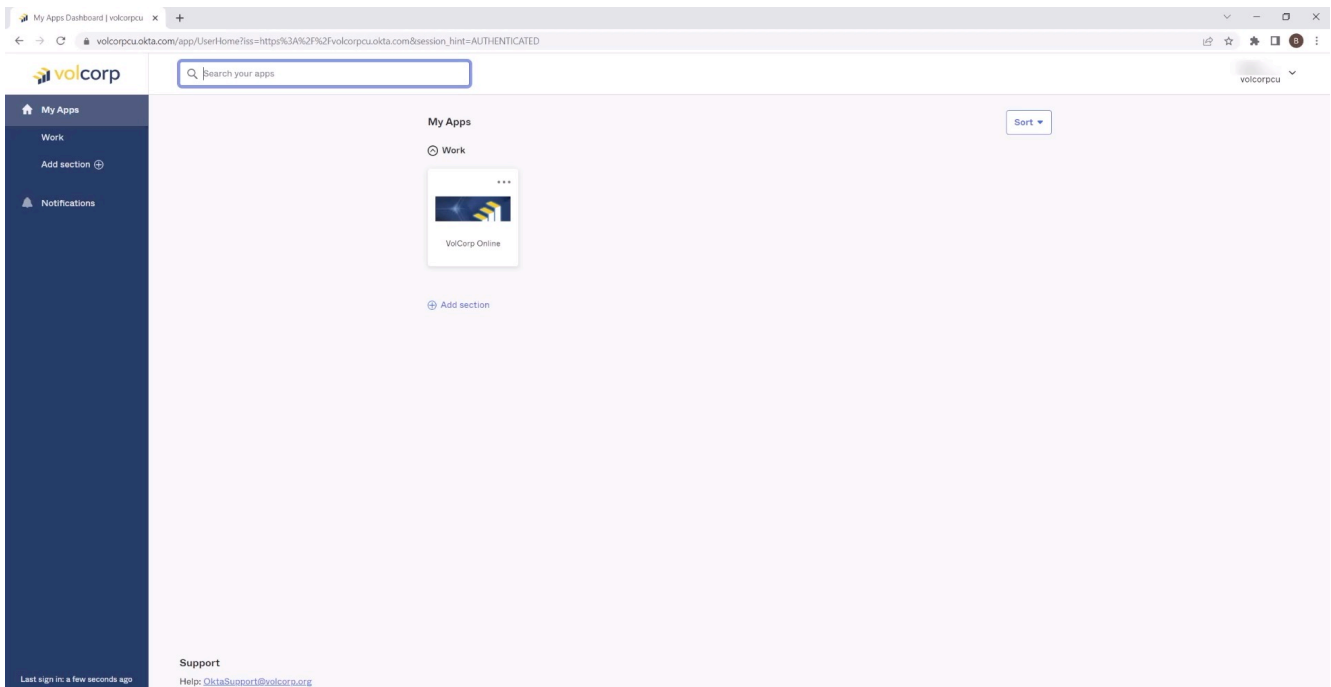
15. Enter PIN and click **OK**.



16. **Touch your security key in the fingerprint area.** Your security key should already be inserted into a USB port on your computer.



17. If you successfully logged in, you should see the VolCorp Dashboard. You can now close the Okta dashboard.



Starting June 5, 2024, you will use your new Okta credentials to log in to Safekeeping.

If you have any issues or questions, please email oktasupport@volcorp.org for assistance.

Key Terms

- FIDO
 - Acronym that stands for Fast Identity Online
- FIDO2
 - This is a standard for passwordless authentication established by the [FIDO Alliance](#) which enables password-only logins to be replaced with secure and fast login experiences across websites and apps.
 - Users can use hardware tokens or security keys to easily authenticate to online services.
- Security Key
 - A secondary device that facilitates access to other devices, websites, applications, etc. without using a password.
 - It can be a hardware token or some peripheral device inserted into a USB port that acts as an electronic key or password to further authenticate identity
 - Examples of security keys that plug into a computer are shown below.

