

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 <u>here</u> 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.

We	lcome to Okta!
C	Okta <noreply@okta.com></noreply@okta.com>
() #	10 Solution of the state of
[Exter	rnal Email)
-	
	a volcorp
	volcorpcu - Welcome to Okta!
	Hi
	Your organization is using VolCorp Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/
	Your system administrator has created an Okta user account for you. Click the following link to activate your VolCorp Okta account:
	Activate Okta Account
	This link expires in 7 days.

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.



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

	volcorp
	Set up password
	8
Passw	ord requirements:
 At le A lo An u A nu A sy No g Doe Doe Youn pass At le you 	east 15 characters wercase letter uppercase letter mbber mbol sorts of your username is not include your first name is not include your last name r password cannot be any of your last 24 swords aeast 1 day(s) must have elapsed since last changed your password
Enter	password
	0
Re-ent	ter password
	Next
Return	Next

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.

	Security method enrolled
🔊 volcorp	Okta <noreply@okta.com> ™ ●</noreply@okta.com>
	 If there are problems with how this message is displayed, click here to view it in a web browser.
Set up security methods	a volcorp
8	
Security methods help protect your Okta account by ensuring only you have access.	Hi
Set up required	A security method has been enrolled for your VolCorp Okta account
Okta Verify	
Okta Verify is an authenticator app.	
installed on your phone, used to	
Used for access or recovery	Details
<u>Set up</u>	
Phone	Password
Verify with a code sent to your phone	Monday, May 22, 2023
Used for access	United States
<u>Set up</u>	Performed by:
Security Key or Biometric	Don't recognize this activity?
Authenticator	bon trecognize this activity.
Use a security key or a biometric authenticator to sign in	
Used for access	
Set up	activity to your organization.
Back to sign in	
	Report Suspicious Activity

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



8. You may receive a few Windows Security prompts to allow volcorpcu.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.

∢ volcorp	
Windows Security Continue setup	×
You'll need to create a PIN for this security key. New Security Key PIN Confirm Security Key PIN	
OK Cancel	
O Return to authenticator list	

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.

→ volcorp	
Windows Security	×
Continue setup	
ð	
Touch your security key.	
Cancel	
Biometric verification or a PIN is required to setup this authenticator.	
C	
Return to authenticator list	

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.

∂ volcorp	
Windows Security	×
Continue setup	
Ô	
Touch your security key.	
Cancel	
Biometric verification or a PIN is required to setup this authenticator.	
Return to authenticator list	

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: <u>https://volcorpcu.okta.com</u>

Connecting to Sign in with your volcorpcu account to a	ccess Okta Dashboard
⊰ì volco r	р
Sign In	
Keep me signed in	
Next	
<u>Unlock account?</u> Help	

13. Enter password and click Verify.

Verify with your password
Verify
Forgot password?
<u>Verify with something else</u> Back to sign in

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



15. Enter PIN and click OK.

a volcorp				
Windows Security	×			
Making sure it's you				
Please sign in to volcorpcu.okta.com.	Please sign in to volcorpcu.okta.com.			
This request comes from Chrome, published by Google LLC	This request comes from Chrome, published by Google LLC.			
Please enter your security key PIN.				
OK Cancel				
Biometric verification or a PIN is required to sign in with this authenticator.				
Can't verify?				
<u>Verify with something else</u>				
Back to sign in				

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.

My Apps Dashboard volcorpcu	× +			~ - 🗆 X
\leftarrow \rightarrow C \triangleq volcorpcu.okt	a.com/app/UserHome?iss=https%3A%2F%2Fvolcorpc	u.okta.com&session_hint=AUTHENTICATED		🖻 🖈 🗖 📵 🗄
a volcorp	Q Search your apps			volcorpcu ~
👚 My Apps		My Apps	Sort •	
Work Add section 🕀		⊙ Work		
A Notifications				
		VolCorp Online		
		⊕ Add section		
	Support			
Last sign in: a few seconds ago	Help: OktaSupport@volcorp.org			

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 <u>FIDO</u> <u>Alliance</u> 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.



