

Okta Setup Guide

Overview

Okta and Okta Verify are Single Sign-On (SSO) and Multi-Factor Authentication (MFA) applications that provide secure access to INL applications by confirming identity. This guide offers a clear, simplified walkthrough for getting started.

Have the following ready:

- A mobile phone or tablet to install Okta Verify.
- A laptop or desktop computer to complete Okta registration.

Step-by-Step Instructions:

1. Sign Up for Okta on a Computer
 - a. On the computer, go to <https://confluence.zba.inl.gov>
 - b. Click **Sign Up**

A screenshot of the Okta "Sign In" page. The page has a white background with a light gray border. At the top, the text "Sign In" is centered. Below it, there is a "Username" label and a text input field. Under the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a blue "Next" button. Below the button is the text "OR". Below "OR" is a blue button with the text "Sign in with PIV / CAC card". Below this button are two links: "Unlock account?" and "Help". At the bottom of the page, there is a link that says "Don't have an account? Sign up". The "Sign up" link is highlighted with a red rectangular box.

- c. Complete the fields on the screen to sign up for Okta. Enter your **Last name**, **First name**, the **Email**. and create a **Password** for Okta.

Sign up

First name

Last name

Email

Citizenship

Password

Password requirements:

- At least 8 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

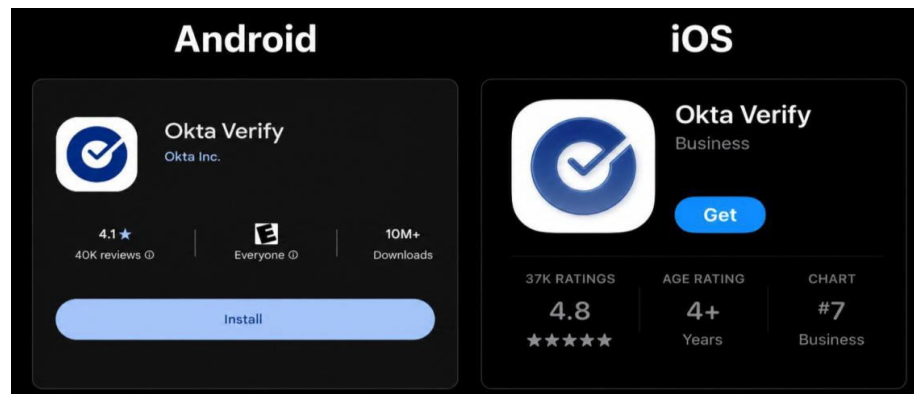
[Sign Up](#)

[Already have an account?](#)

- d. Click **Sign Up** at the bottom of the sign-in screen.
- e. After clicking **Sign Up**, follow the on-screen prompts to set up a security question.
- f. Remember the email address and Okta Verify password you used in the step pictured above. You will use them each time you log in to Confluence.

2. Install and Set up Okta Verify

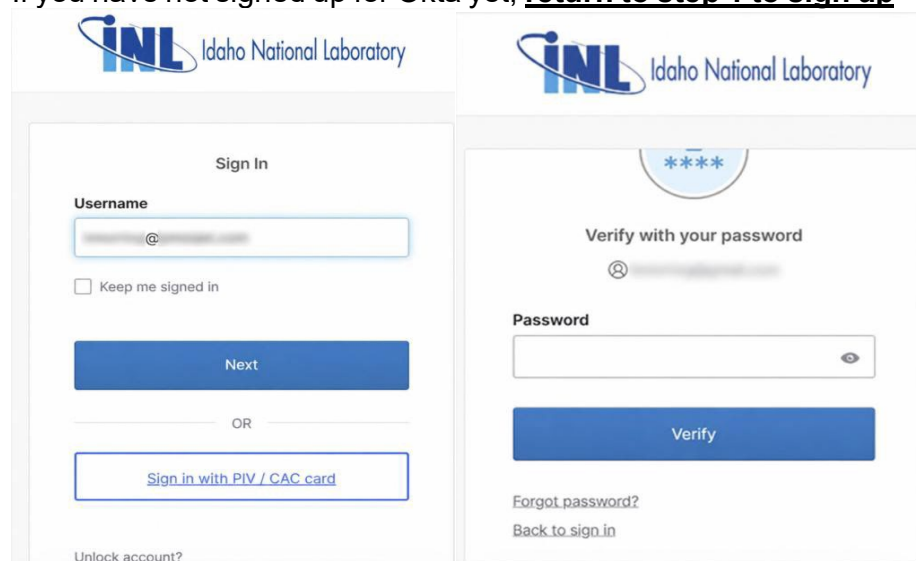
- a. Download the Okta Verify App on your mobile device from the applicable app store.



3. Once you have created your Okta account, and have the Okta Verify Application

installed, you can request to be granted access to Confluence **via email to AnnMarie Marshall (ann.marshall@inl.gov)**.

- a. Email should include:
 - i. Full Name
 - ii. Email used to set up Okta account.
 - iii. Project you need access to.
 - b. You will be notified via email once your confluence account is activated and can proceed to step 4.
4. Sign in to Confluence via Okta
- a. Navigate to confluence.zba.inl.gov on a computer to sign in to Confluence via Okta.
 - b. Enter the email address associated with your Confluence and newly created Okta account in the **Username** field and then click **Next**.
 - i. If you have not signed up for Okta yet, **return to step 1 to sign up**



The image displays two side-by-side screenshots of the Idaho National Laboratory (INL) Okta login interface. Both screenshots feature the INL logo and the text 'Idaho National Laboratory' at the top.

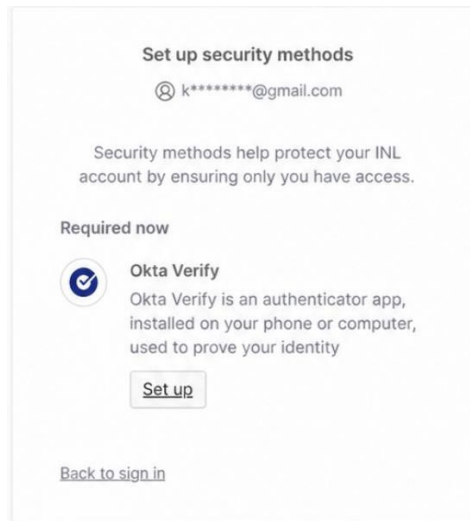
The left screenshot shows the 'Sign In' page. It includes a 'Username' field with a placeholder email address, a 'Keep me signed in' checkbox, a blue 'Next' button, and a link for 'Sign in with PIV / CAC card'. There is also an 'OR' separator and an 'Unlock account?' link at the bottom.

The right screenshot shows the 'Verify with your password' page. It includes a password field with a placeholder password, a blue 'Verify' button, and links for 'Forgot password?' and 'Back to sign in'.

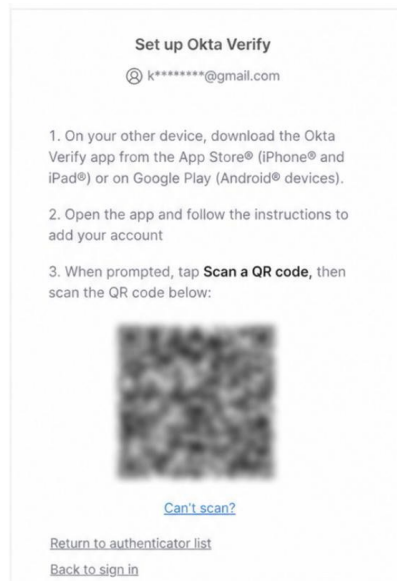
- c. Enter the **Password** you created for Okta in step 1.
- d. Click **Verify**.

5. Set Up Okta Verify

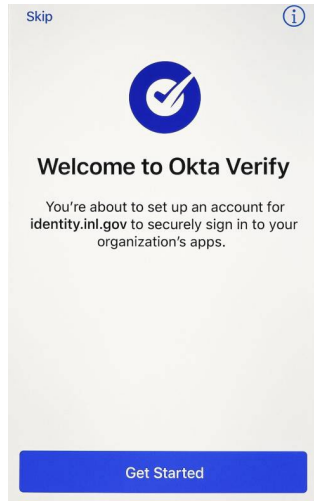
- a. Ensure that the Okta Verify app is installed on your mobile device.
 - i. If it is not yet installed, return to Step 2 before continuing.
- b. On your computer, after signing into Okta for the first time (see step 4), you will see a prompt to set up your security methods. Click **Set up** under Okta Verify.



- c. Follow the directions on your computer screen to set up Okta Verify.
- d. When the QR code is displayed on your computer screen, use the camera on your mobile device to scan the QR code.



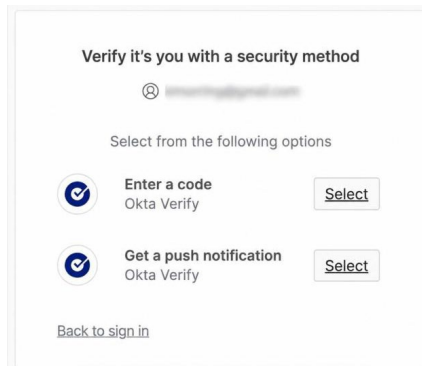
- e. Click the link that appears. This will open the Okta Verify application on your mobile device.
- f. Click **Get Started**.



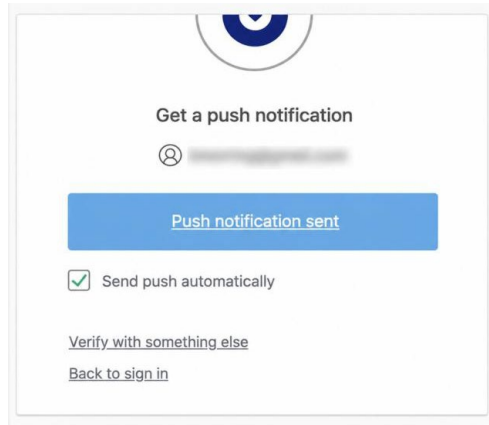
- g. Okta Verify will add the email address associated with your account.
- h. Click **Done**.

Important: Keep the Okta Verify app installed on your mobile device. It is needed during each sign-in.

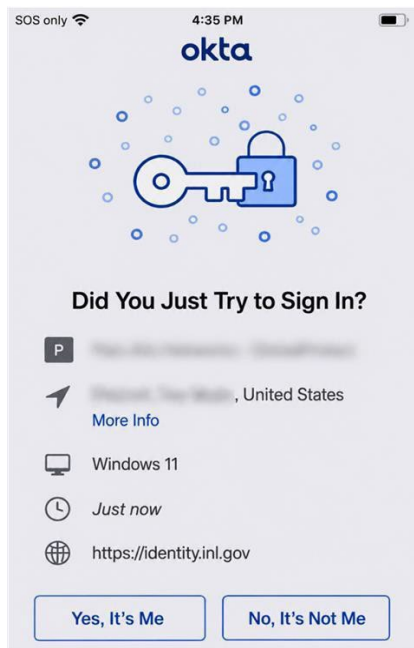
- 6. Complete verification on each login after initial set up:
 - a. Return to your computer.
 - b. The app will ask you to verify your identity.
 - c. Click **Select** next to **Get a push notification** for the quickest experience.



- d. When you see this screen on your computer, return to your mobile device.



- e. Approve the prompt on the mobile device by selecting: **Yes, It's Me.**



- f. Once this step is complete, you should be able to access confluence.

What to Expect During Future Sign-Ins

Once your account setup is complete, Okta Verify will prompt for either a push notification or code from the app each time you need to access an INL application. Follow the steps outlined above to confirm the prompt or enter the code to complete the sign-in process.

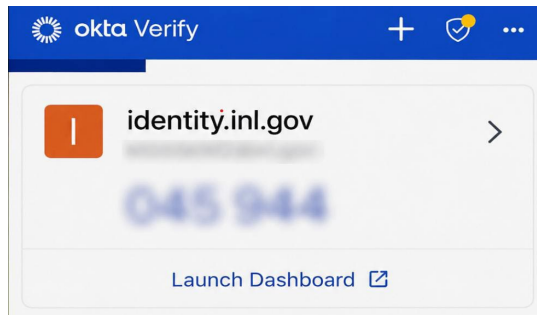
We recommend keeping Okta Verify installed on your mobile device to ensure access to INL applications in the future.

Need Help?

If questions come up during setup or if something doesn't work as expected, please contact AnnMarie Marshall (Ann.Marshall@inl.gov). She can assist with next steps or help coordinate additional support if needed.

Alternative Method for Authentication:

1. If you select **Enter a code** instead of a push notification:
 - a. A 6-digit code will appear in the Okta Verify app.



- b. The code must be entered on the computer before it expires.

A screenshot of a web authentication page. At the top is a circular logo. Below it is the text 'Enter a code' followed by a text input field with a placeholder icon. Below that is the text 'Enter code from Okta Verify app' followed by a larger text input field. At the bottom is a blue button labeled 'Verify'. Below the button are two links: 'Verify with something else' and 'Back to sign in'.

This method works but takes longer and requires quicker action, so push notification is generally recommended.