

How to set up Okta Verify

Seattle Children's is transitioning to a new platform, Okta Verify, for remote access to Children's network. Gemalto is being retired and will no longer be available after Feb. 28, 2018.

Follow these steps to start using the Okta Verify app. Contact the Service Desk if you have questions.

Here are the steps with detailed instructions below

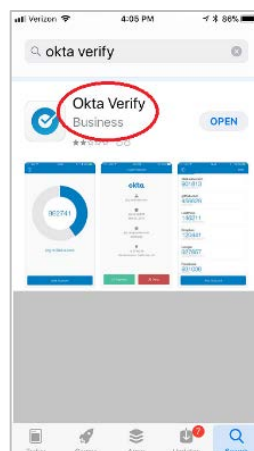
1. **Download** the Okta Verify app on your smart phone (it works on Android and Apple Watches)
2. **Log in** to Okta on your computer or workstation
3. **Update** your Okta account for password recovery
4. **Set up** Okta Verify from your computer or workstation
5. **Register** the Okta Verify app on your smart phone
6. **Use** Okta Verify to reach the remote portal

Detailed instructions

1. **Download the Okta Verify app on your smart phone**

Visit the app store for your phone and search for Okta Verify (not Okta Mobile). Install Okta Verify on your phone (Apple, Windows or Google).

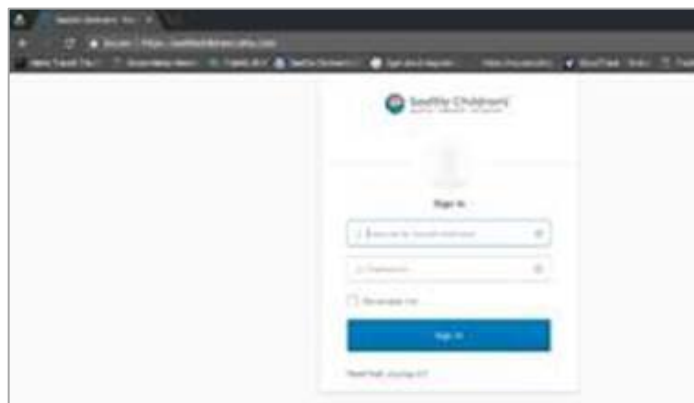
You can also use Okta Verify on your Android or Apple Watch. Follow the manufacturer's instructions for your watch.



2. **Log in to Okta on your computer or workstation**

After you log in to your computer or VDI, visit <https://seattlechildrens.okta.com>. (You can also reach Okta Verify here.)

Register using your Children's email and network password. If your email address has changed, you might need to use the original address, such as Bob.Smith@seattlechildrens.org instead of Robert.Smith@seattlechildrens.org.



While this process is easiest to complete onsite, you can also do it remotely. When you log in onsite, the system may ask for your password again. This is expected and you should enter it.

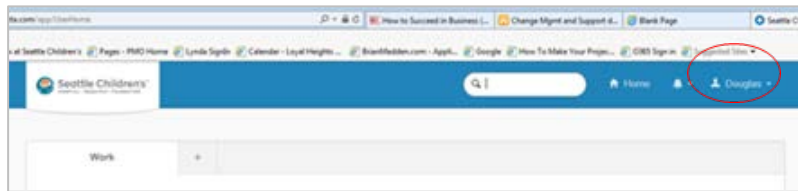
3. Update your Okta account for password recovery

If this is your first time visiting Okta, complete the following steps now and you'll be set to take advantage of self-service options if you have trouble logging on in the future.

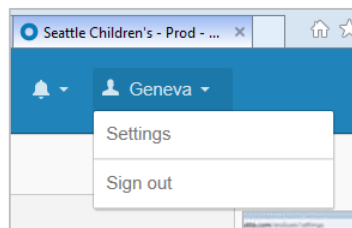
- a. Choose a forgot password question
- b. Enter a phone number and add Text Message verification for password recovery
- c. Add a secondary email address also good for password recovery
- d. You only need to choose one method for password recovery
- e. Choose a security image
- f. Select Create my account

4. Set up Okta Verify from your computer or workstation

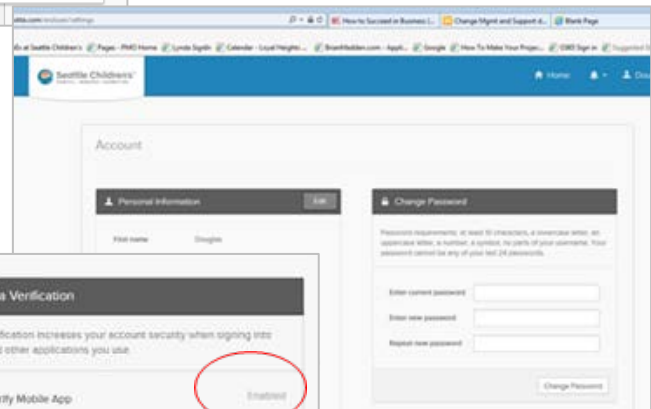
Your name appears in the upper right corner. Click on your name.



Select Settings from the drop-down menu.

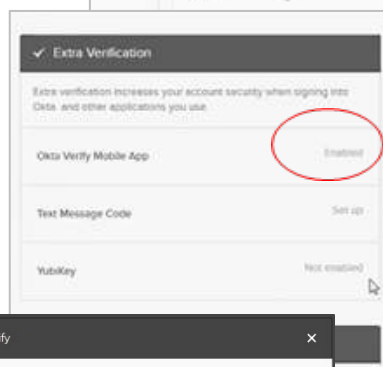


Now that you are logged into Okta and in the Settings window, scroll almost to the bottom of this page to the Extra Verification section.

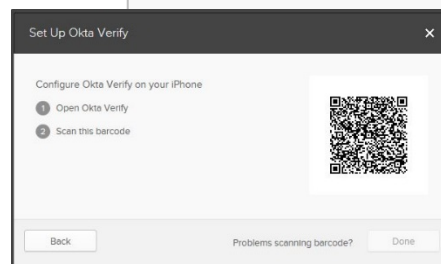


Select Setup next to Okta Verify.

Select your device type and Next.



A QR code will display on your computer screen.



5. Register the Okta Verify app on your smart phone

Launch the Okta Verify app.

Select Add Account or the + icon to turn the camera on.

Hold your phone so the QR code fits inside the box on the screen.

If you see this image, your phone is now registered to your Okta account and you can close the app.



6. Use Okta Verify to reach the remote portal

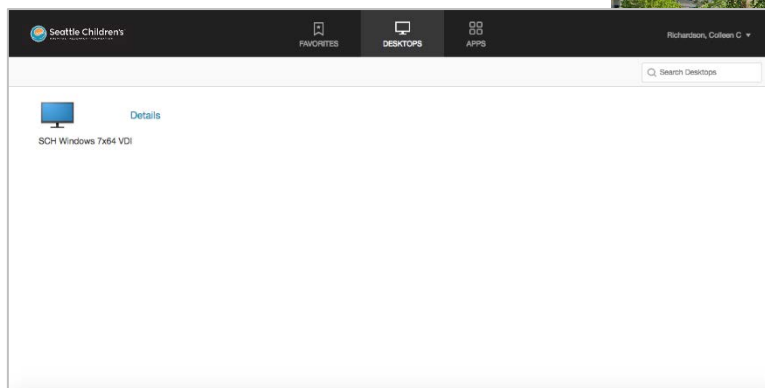
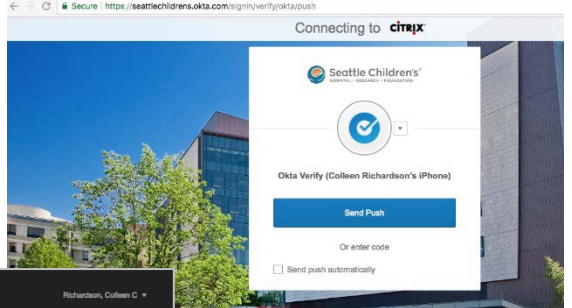
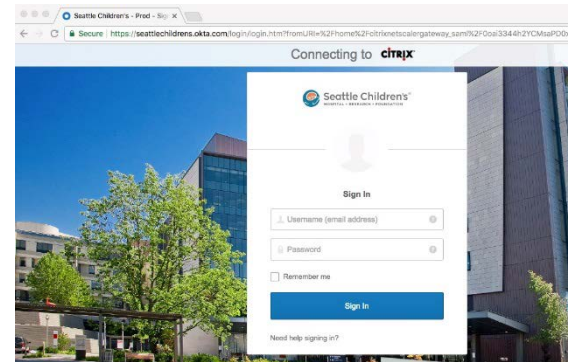
On a remote computer, laptop or

tablet (but not your smart phone) visit <https://remoteaccesspilot.seattlechildrens.org> and enter your email address and network password to sign in.

Select Send Push.

Your phone will launch the app automatically. (Tap Accept if your phone asks before launching the app.)

Tap Approve on your phone and the remote portal loads on your computer or device.



Notes

- Once setup is complete and you have the app on your smart phone, you easily access and use it on Android and Apple Watches.
- The Okta Verify code will not work with Gemalto or vice versa. They are separate systems.
- Gemalto is available until February 28, 2018, when it will be retired.
- Once Gemalto is retired, the web page you have been using for Gemalto—and may have saved as a favorite on your browser— will be repurposed for Okta Verify.