**NEMSIS AWS User Guide - OKTA** 

#### Set Up Okta

Okta is a service which provides central access to various NEMSIS applications.

# Welcome Email

- 1. You will receive a welcome email from Okta (valid for 7 days).
- 2. To set up your Okta account, press the 'Activate Okta Account' button.

Powered by NHTSA's Office of EMS
University of Utah - Welcome to Okta!
Hi Michael,
Your organization is using Okta t 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 Okta account:
Activate Okta Account

3. Once you have pressed the button, your default web browser will be opened to 'Set up Security Methods Page' for NEMSIS Okta.

#### **Create Your Okta Password**

- 4. Reopen the Okta Welcome email and press the 'Activate Okta Account' button.
  - a. Your default web browser will be opened to a web page showing 'Set up Security Methods' and you will see 'Set up Required, Password, and as Set up Button'.
  - b. Press the 'Set up' button.

	Powered by NHTSA'S Office of EMS
	Set up security methods
0	) michael.wunderlich@hsc.utah.edu
Secu	urity methods help protect your Okta
acco	unt by ensuring only you have access.
Set up	required
	Password
	Choose a password for your account Used for access
	Set up
Back to	sian in

- c. You will be sent to a new page where you will create a password for your Okta account.
- d. Your password must meet the requirements listed on the password creation screen. Once you have entered your password, press the 'Next' button.

	****	
	Set up password	
8 m	ichael.wunderlich@hsc.utah.edu	
Password I	requirements:	
<ul> <li>At least</li> <li>A lowerd</li> <li>An uppe</li> <li>A numb</li> <li>A symbol</li> <li>A symbol</li> <li>No parts</li> <li>Does no</li> <li>Does no</li> <li>Your passwort</li> <li>At least</li> <li>you last</li> </ul>	12 characters case letter ercase letter er of o f your username t include your first name t include your first name ssword cannot be any of your last 24 ds 1 day(s) must have elapsed since changed your password	
Enter pass	word	
	$\odot$	
Re-enter p	bassword	
	0	

e. After pressing 'Next', your browser will open a web page showing: Set up Okta Verify, as well as your email address and a **QR code**. Stay on this screen, and get your phone.

# Install and Set Up Okta Verify App

The Okta Verify App needs to be installed on your phone. Once the set-up of your Okta account is complete, each time you log into Okta you will be prompted by the app to confirm the login (similar to the Duo app).

- 5. Download the Okta Verify app from the Apple App Store or the Google Play store depending on your phone.
  - a. Open either the Google Play or Apple Store app on your phone
  - b. In the store, search for "Okta Verify"
  - c. Once you have located the app download and install it
  - d. Wait for the application install to complete

If you have not already done so, install the Okta Verify app on your phone.

- 6. On your phone open the Okta Verify Application
  - a. Choose the account type: Select the 'Organization' selection or the + button at the top of the screen.



b. On the 'Do you have your QR code?' screen press 'Yes, Ready to Scan'.

C Okta Verify
Do You Have Your QR Code?
040 200
Before you continue, make sure your QR code is shown on another device, such as a laptop
Where do I get my QR code?
Yes, Ready to Scan
No, Sign In Instead

- c. If prompted you will need to grant the Okta verify app access to your phone's camera.
- d. Center the QR code on monitor within the square.
- e. Continue with the set-up questions. Allow push notifications and enable Face ID if you prefer.
- f. Okta Verify will confirm the account has been added. Select 'Done'.

Okta Verify
$\oslash$
Account Added
You can now securely sign in to your organization's apps.
Return to your organization's instructions to continue.
Important: Keep this app installed on your device. You'll need it to sign in.
Done

- g. The Okta verify app should now navigate you back to the home screen and you will see a URL, a 6-digit number, and your email address.
- h. Every 30 seconds the 6-digit number showing in the Okta verify app will change.

## Log-In to Okta

Now that you have set up the Okta Verify application, and created your Okta password, you can log into Okta.

- 7. Open a web browser and navigate to <a href="https://login.nemsis.org/">https://login.nemsis.org/</a>
  - a. Enter the email address associated with your Okta account into the Username field
  - b. Press 'Next'
  - c. Enter the password you created for your Okta account in the password field
  - d. Press 'Verify'
  - e. You will receive an alert on your phone from the Okta Verify app asking you to confirm your sign in.
  - f. Confirm your sign in the Okta Verify app

# Post Sign in

Once signed into Okta, you will be able to launch the applications to which you have access. For reference, see the screenshot below:

Powered by hertSits office of EMS	arch your apps	Michael University of Utah
My Apps Work Other Add section ③ Motifications Add apps	My Apps (a) Work WEMSIS Tableau (b) Other (c) Add section	Sort • Michael Wunderlich michaelwunderlich@hsc. utah.adu Settings Preferences Recent Activity Sign out

# **Navigating Okta**

My Apps (Orange box):

- The apps to which you have access appear here. To access an application, simply click on it.
- Press 'Add section' to create a new application subsection. You may then drag applications between sections.

Left Side Menu (Blue box)

- Pressing 'My Apps' navigates you back to the main 'My Apps' screen.
- Selecting the subsection titles will navigate you directly to those subsections.

Right Side Menu (Green box)

- Press the down arrow next to your name to display the following menu items:
  - 1. Settings
    - Pressing this will navigate you to a settings screen where you can 'Reset Your Okta password, set up Okta Verify, or remove old devices from Okta Verify.
  - 2. Preferences
    - Pressing this will navigate you back to the My Apps menu and display view preferences.
    - You may change the layout of your My Apps to Grid or List view and select how long pop up messages display on the screen.
    - You may also toggle the 'Recently Used' section which displays apps you have recently used.
  - 3. Recent Activity
    - Pressing this navigate you to the Recent Activity Screen.
    - On this screen you can see the last 100 successful sign-ins to your account and the device the sign-in was completed from.
    - If you ever notice a device you did not sign-in from on this list please open an IT Help Desk ticket.
  - 4. Sign Out
    - Pressing this will sign you out of Okta.

# Important Notes

- Each time you sign into Okta you will need to enter your password, and verify your sign in with the Okta Verify app.
- It is crucially important that you only verify sign-ins when you are actually attempting to sign in.
- If you receive sign-in verification request when not attempting to sign in, please contact NEMSIS right away as it may indicate your password has been compromised.