Target Audience: All Nuvance Health Employees

Okta is the foundation for secure connections between people and technology. It’s a service that gives employees secure access to the tools they need to do their most important work. You will only need to set up your Okta account and Multifactor Authentication one time.

Creating Your Okta Account:

   🛡️ Chrome or Internet Explorer is the preferred web browser

2. Enter your Nuvance Health email as **Username** and enter your **Password**

3. Click **Sign In**

4. Enter your personal email address
   📨 This will only be used for Self Service Password Resets

5. Select a **security question** and provide an answer
6. Click **Add Phone Number**

7. Enter your personal or work provided **mobile phone number** you will use to receive codes via text message

8. Click **Send Code**

A code is sent via text message to the number entered

9. Enter the **code**

10. Click **Verify**

If you did not receive a code, click **Send again**

**Phone number successfully verified!** message displays

11. Click **Done**
12. Click a picture to choose a security image

13. Click **Create My Account**

**Configuring Your Multifactor Authentication:**

1. Click your name on the top right of the page and click **Settings**

2. Scroll down to **Extra Verification**

3. Choose your method of Multifactor Authentication and click **Set up**

')
If you chose Okta Verify as your method of Multi Factor Authentication:

1. Open your mobile device, download **Okta Verify** application from the Google Play Store or iPhone App Store.

2. Once the application is installed, click **Setup** next to Okta Verify.

3. Click **Setup** button when prompted.

4. Select your **device type**.

5. Click **Next**.
6. Open the Okta Verify App and point your **camera** at the provided **barcode** on your screen

Your device will **show complete the process** and you will be redirected to your **Settings**.

7. To confirm enrollment, return to your **Settings** and scroll down to **Extra Verification**. You will see **Remove** next to Okta Verify.

**If you chose SMS as your method of Multi Factor Authentication:**

1. Click **Setup** next to SMS Authentication

2. Click **Setup** when prompted
3. Enter your personal or work or mobile phone number that only you have access to

4. Click **Send Code**

   A code is sent via text message to the number entered

5. Enter the code you received in the **Enter Code** field

6. Click **Verify**

7. To confirm enrollment, return to your Settings and scroll down to **Extra Verification**. You will see **Remove** next to SMS Authentication.