Registering For Okta

JACKSONVILLE UNIVERSITY MEETS OKTA

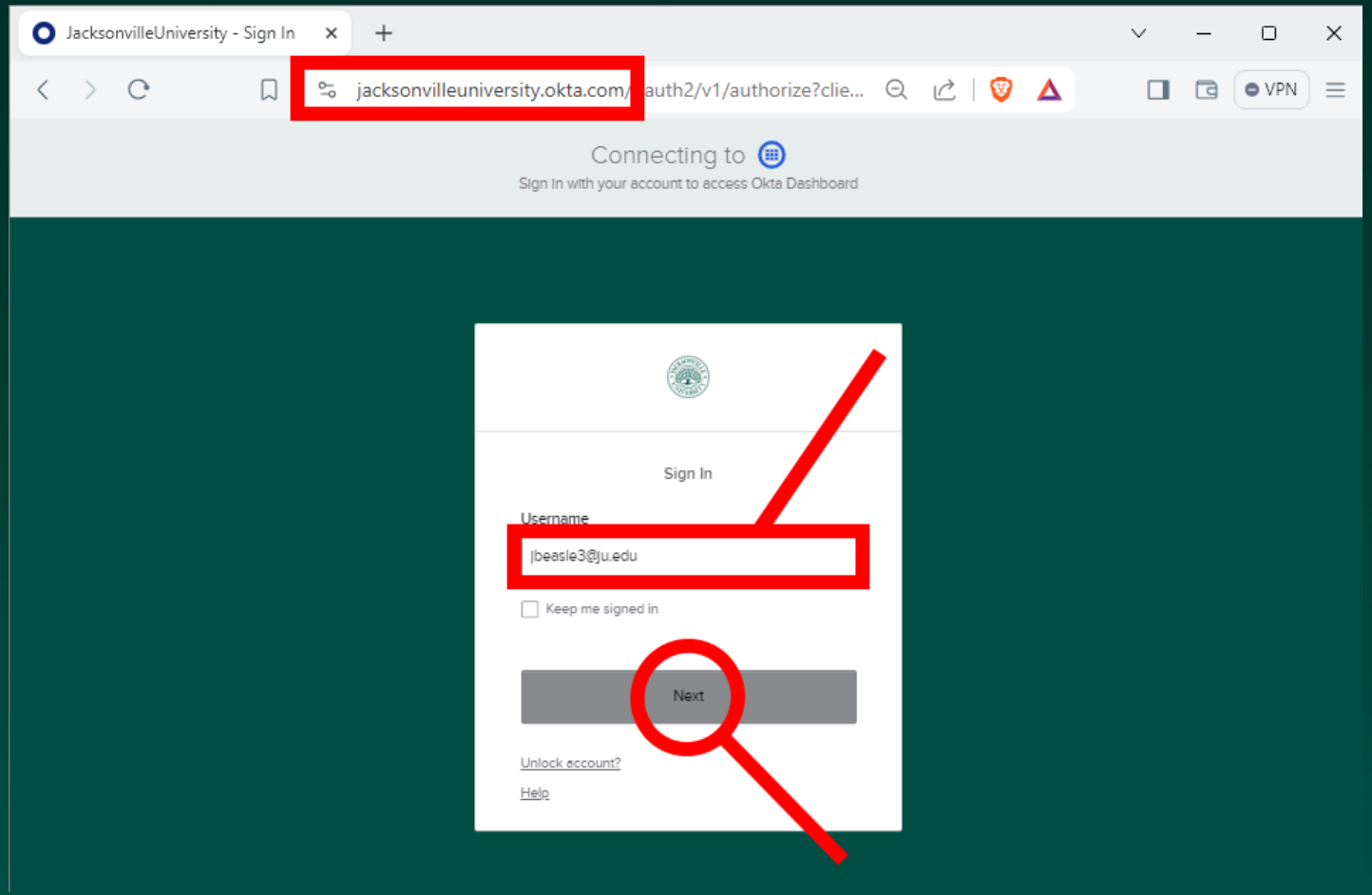
SINGLE SIGN-ON AND MULTI-FACTOR AUTHENTICATION

Technology Requirements

- Computer with Browser (Chrome, Firefox, Edge, etc.)
- Smartphone (iPhone, Android)

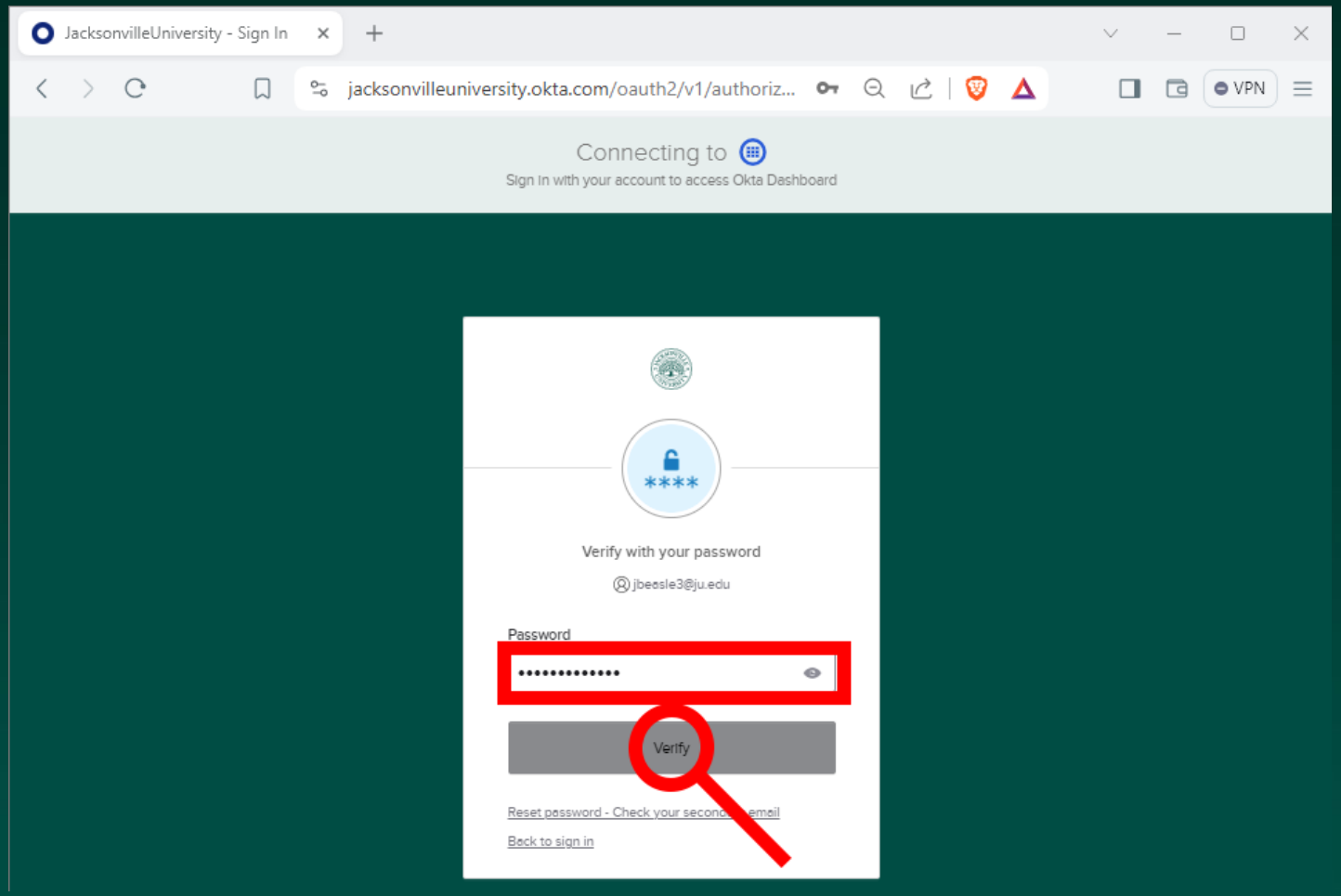
On the Computer

Open a browser then go to jacksonvilleuniversity.okta.com.
Enter your full JU email then click Next.



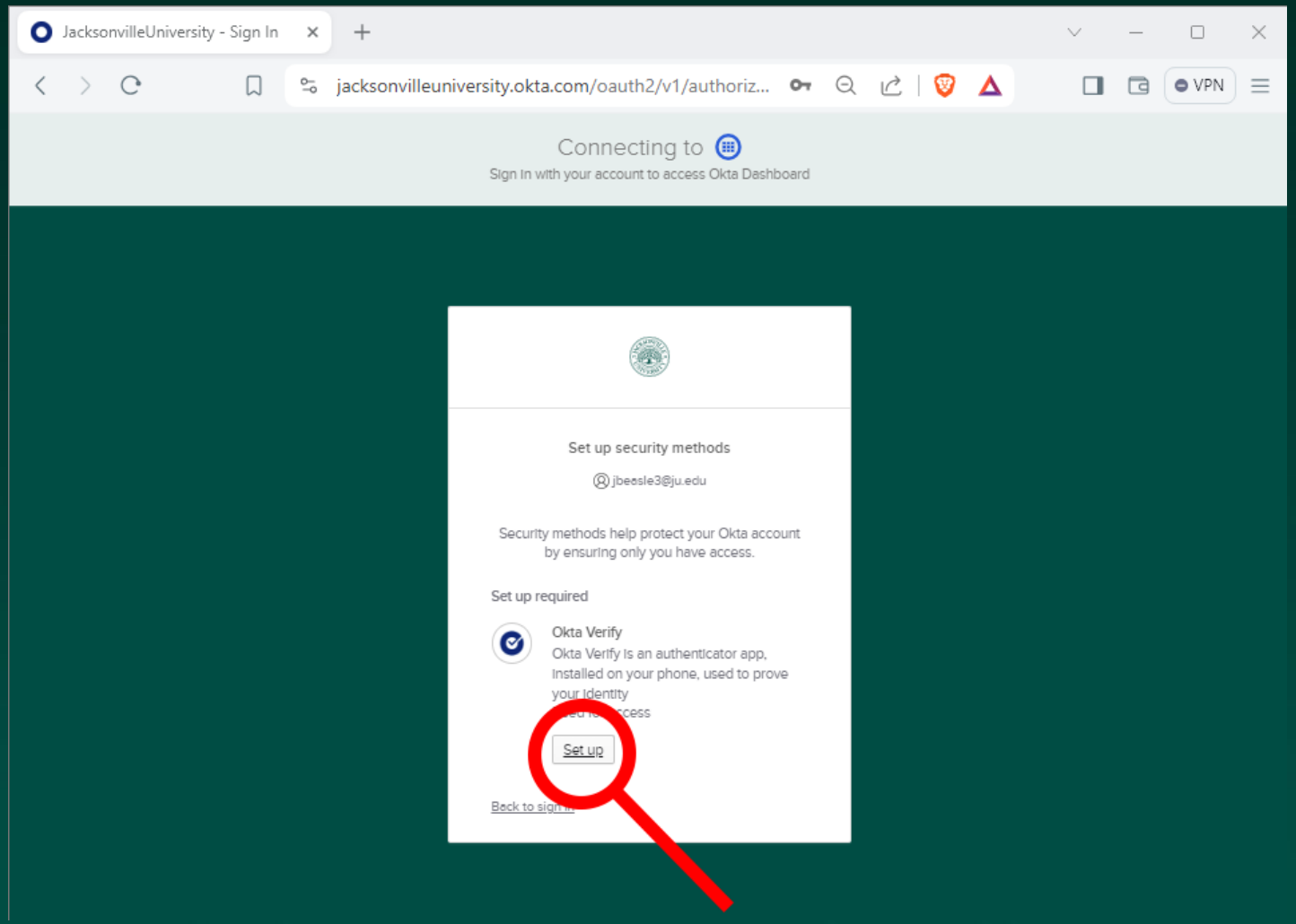
On the Computer

Enter your JU password then click Verify.



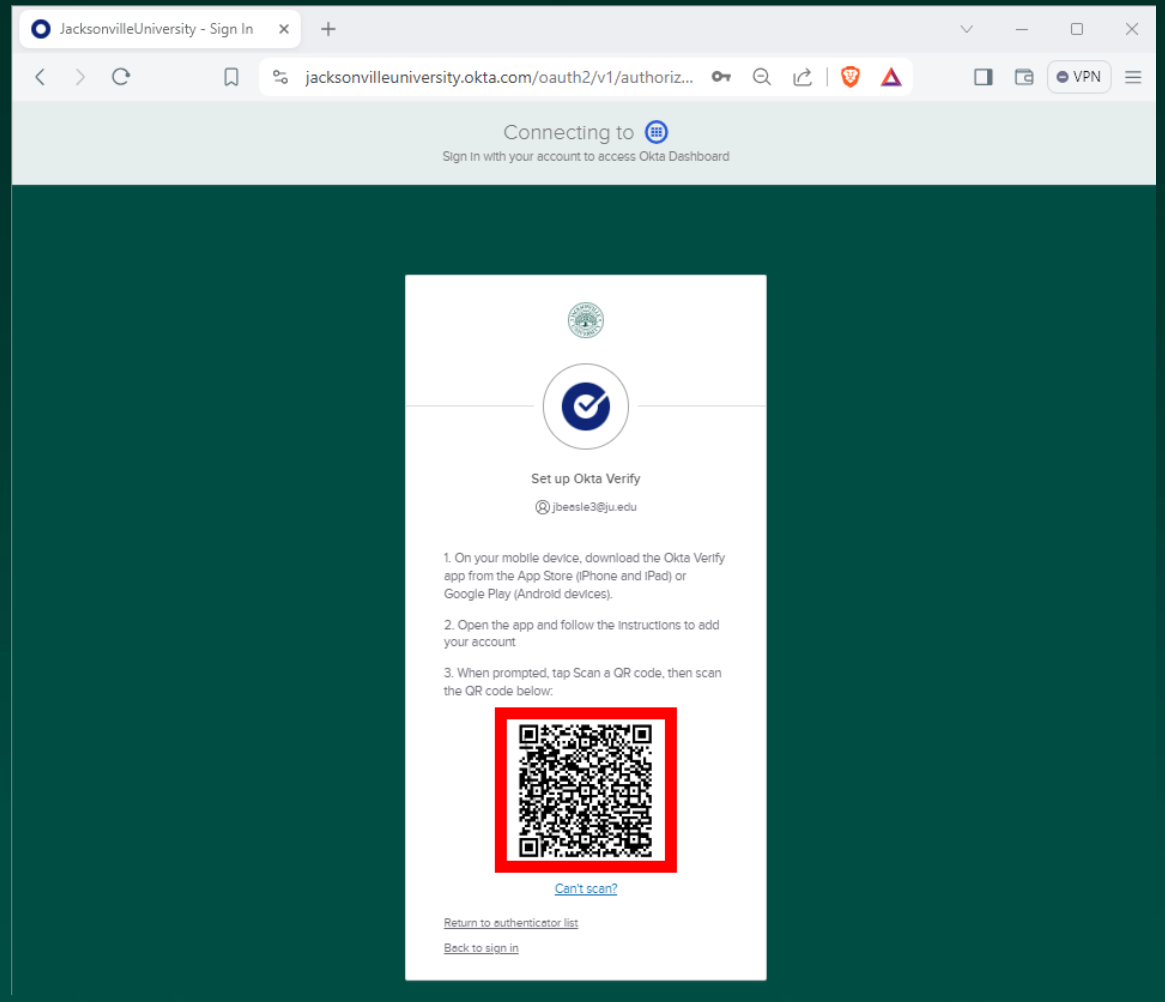
On the Computer

Click on the Set up button for Okta Verify.



On the Computer

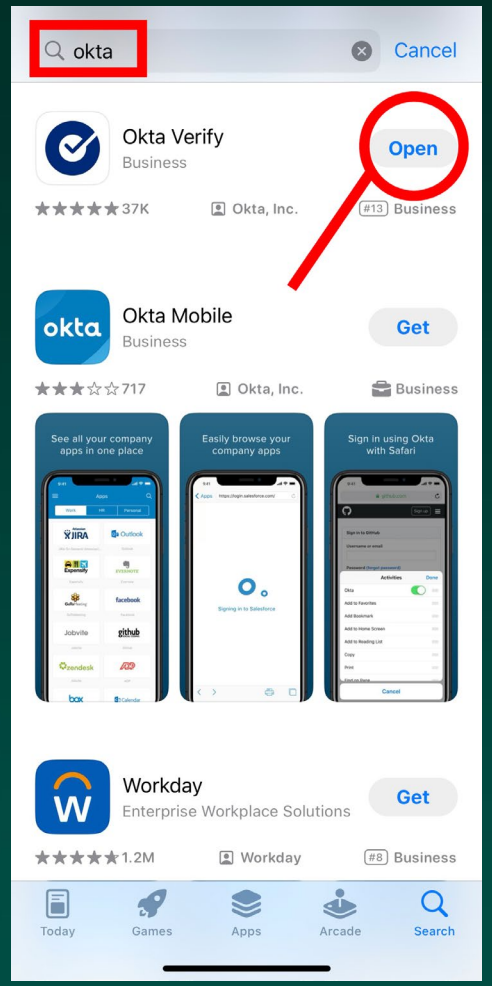
At this point pause on the computer. In a later slide, you will scan the QR code displayed on your computer. Do not close the browser.
Proceed to the next slide and pick up your phone.



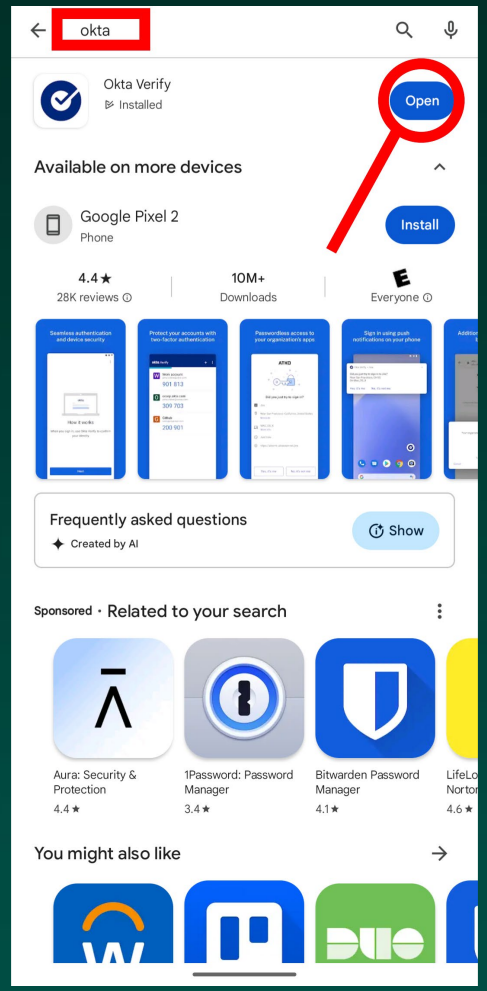
Setup Okta on the Phone

Open the App Store or Play Store, search Okta, then download Okta Verify from the Store.

iPhone

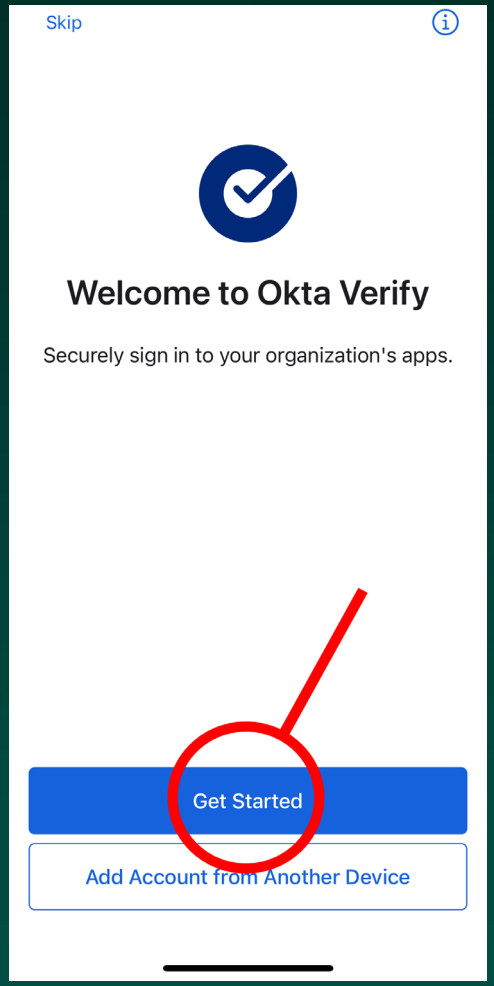


Android



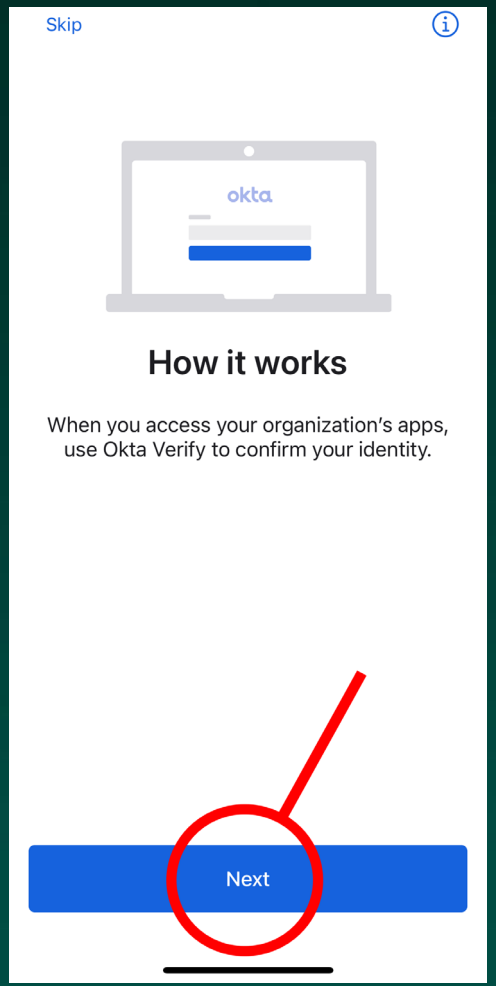
Setup Okta on Phone

Once downloaded, open the Okta Verify app, then tap the Get Started button.



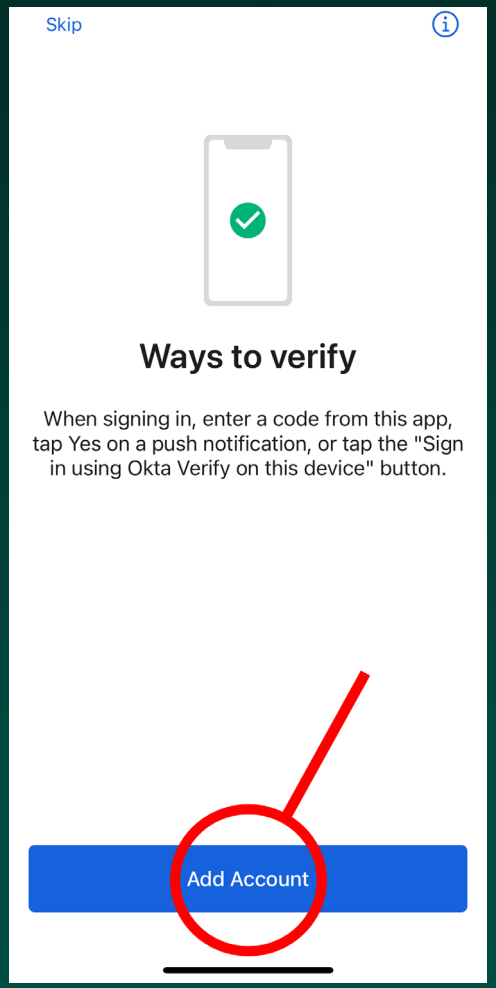
Setup Okta on Phone

Tap the Next button.



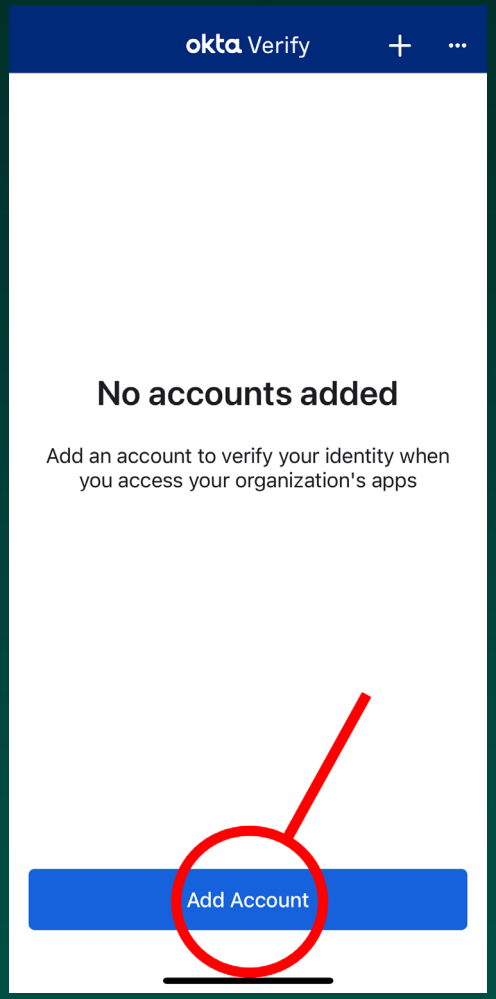
Add Account to Okta

Tap Add Account.



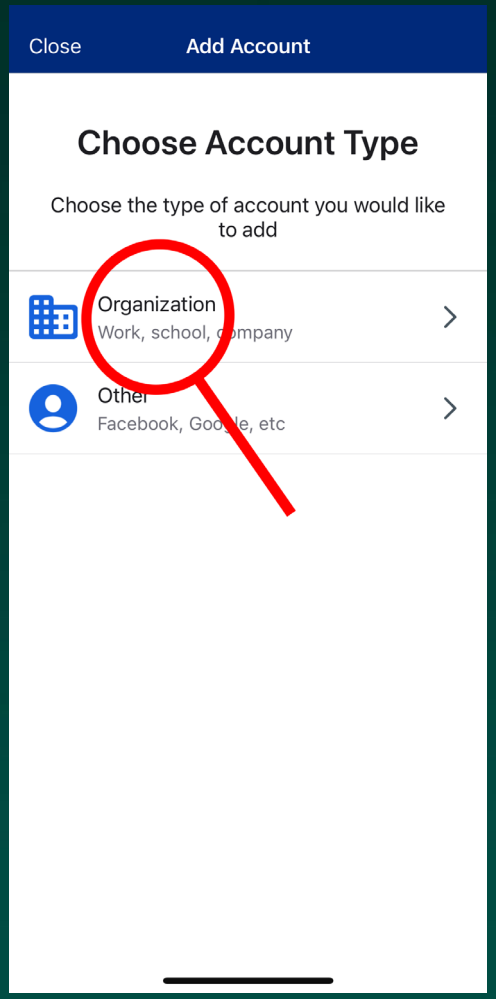
Add Account to Okta

Tap Add Account.



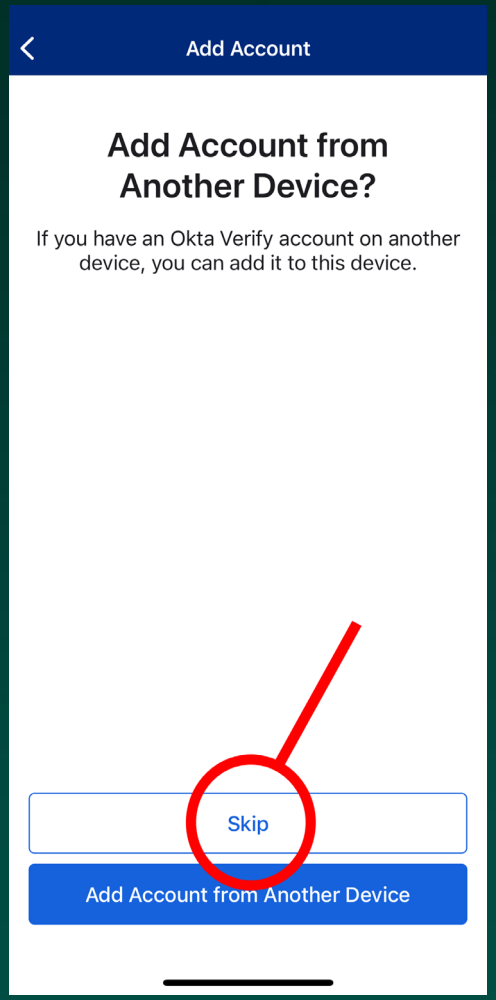
Add Account to Okta

Tap on Organization.



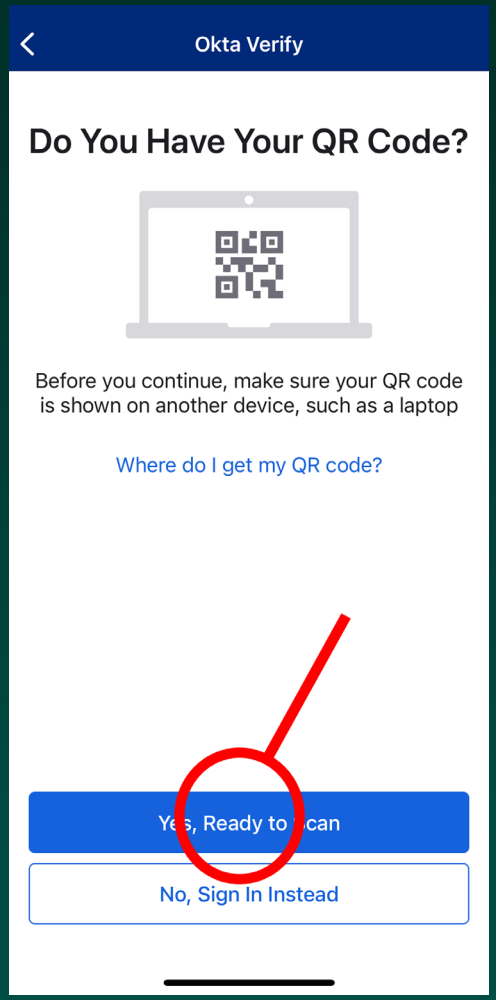
Add Account to Okta

Tap on Skip.



Add Account to Okta

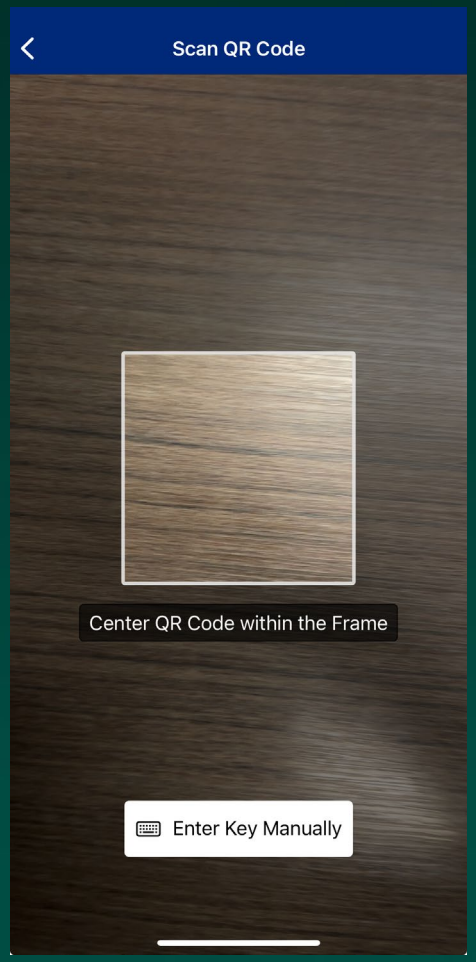
Tap on Yes, Ready to Scan.



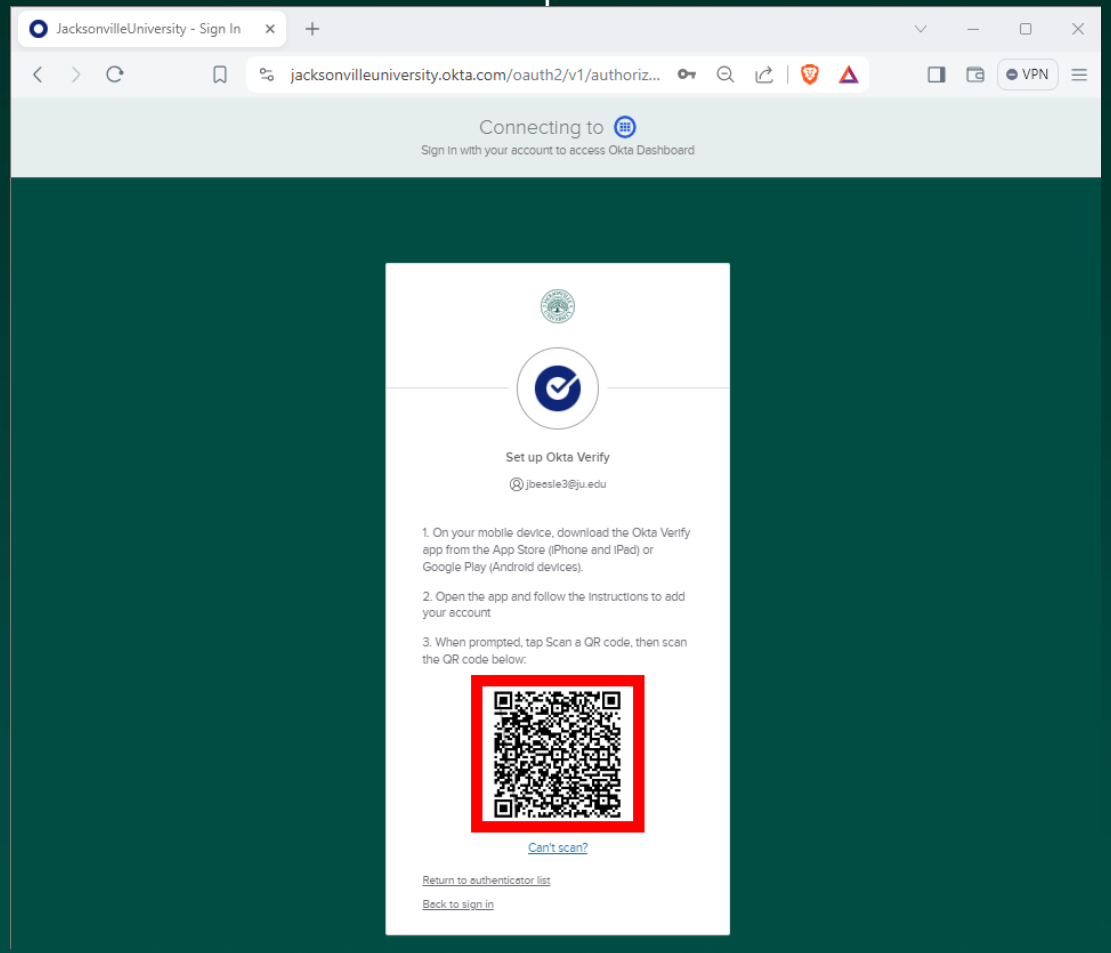
Add Account to Okta

Remember the QR code from earlier? Use the phone's camera to scan the QR code that is displayed on the computer.
Note: You may have to allow permissions for the camera through a pop-up box on the phone. If so, tap Allow.

Phone



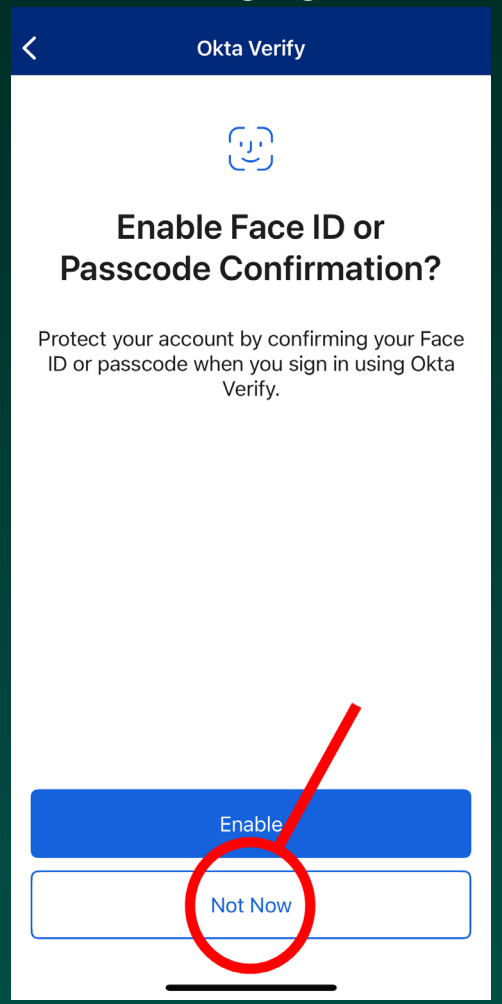
Computer



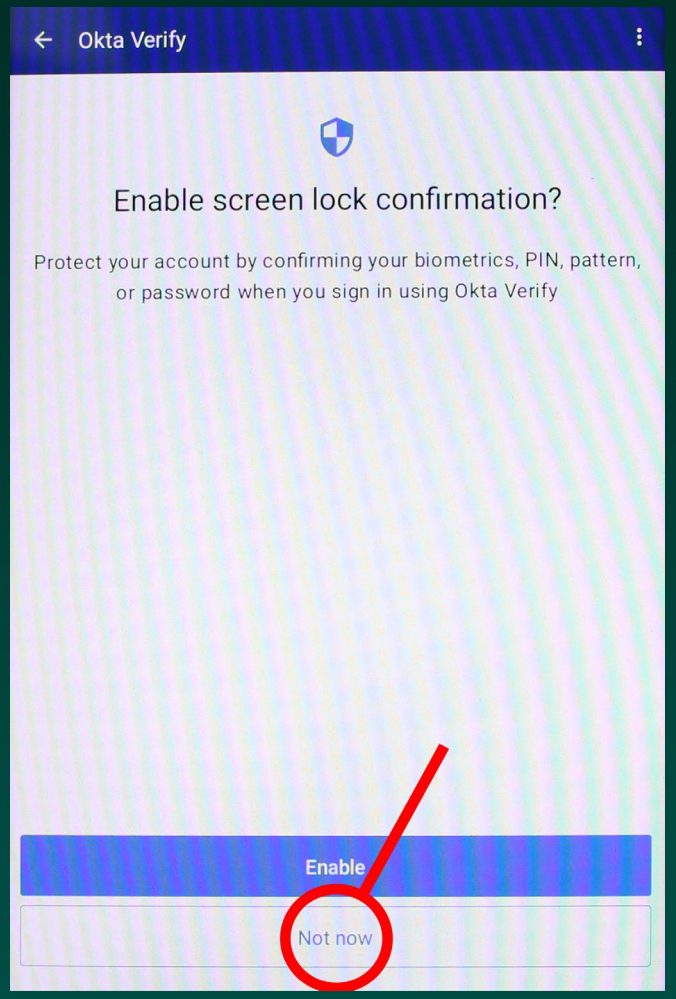
Add Account to Okta

Tap on Not Now.

iPhone

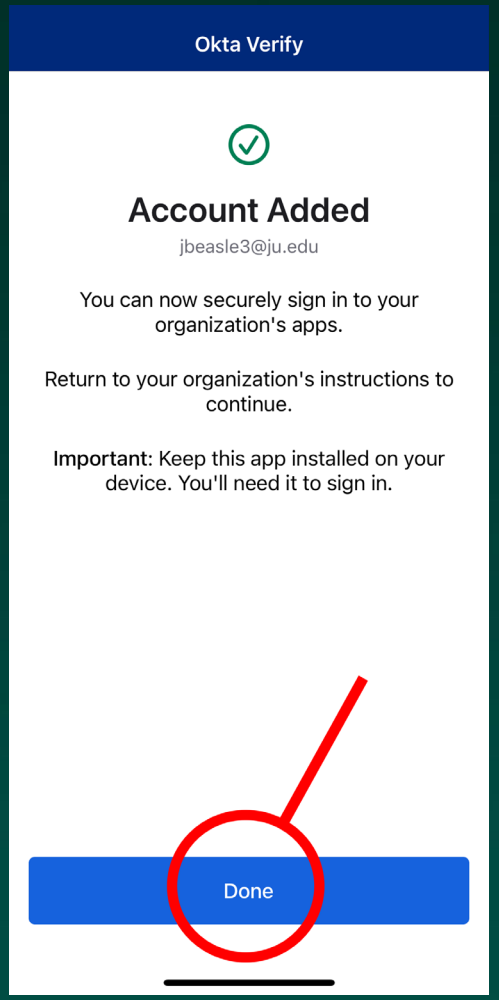


Android



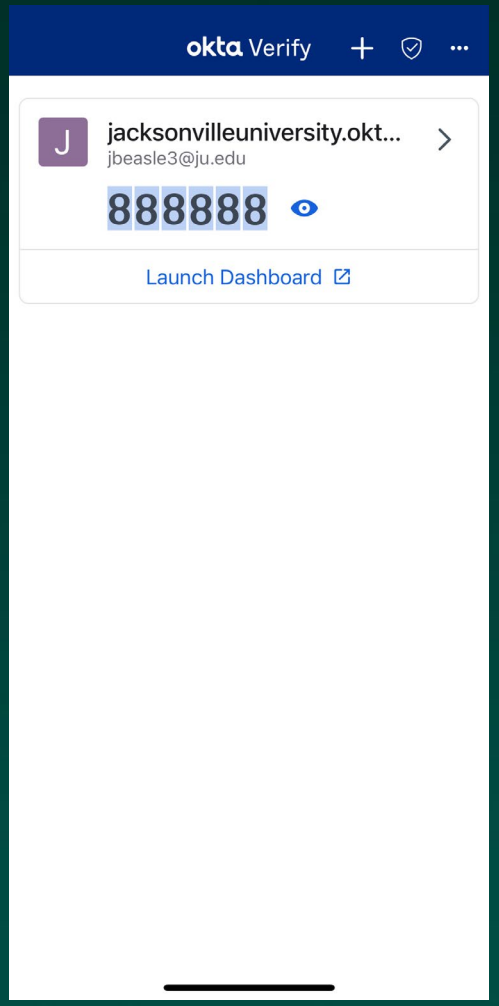
Add Account to Okta

Tap Done.



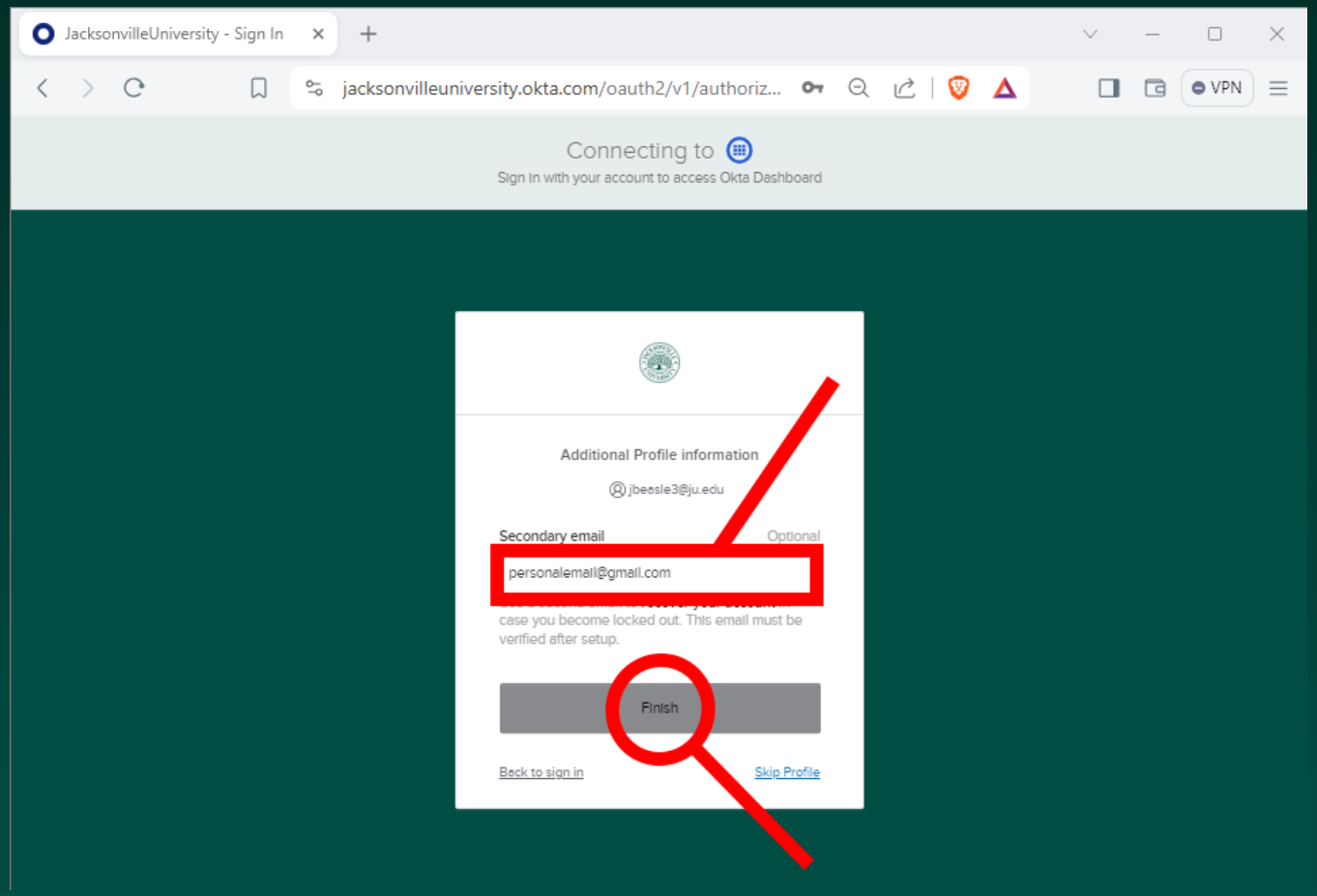
Add Account to Okta

Your account has been added! Verify that your JU email is correct on line two. Proceed to the next slide.
Note: You will see six numbers. They change every 30 seconds. You can ignore them.



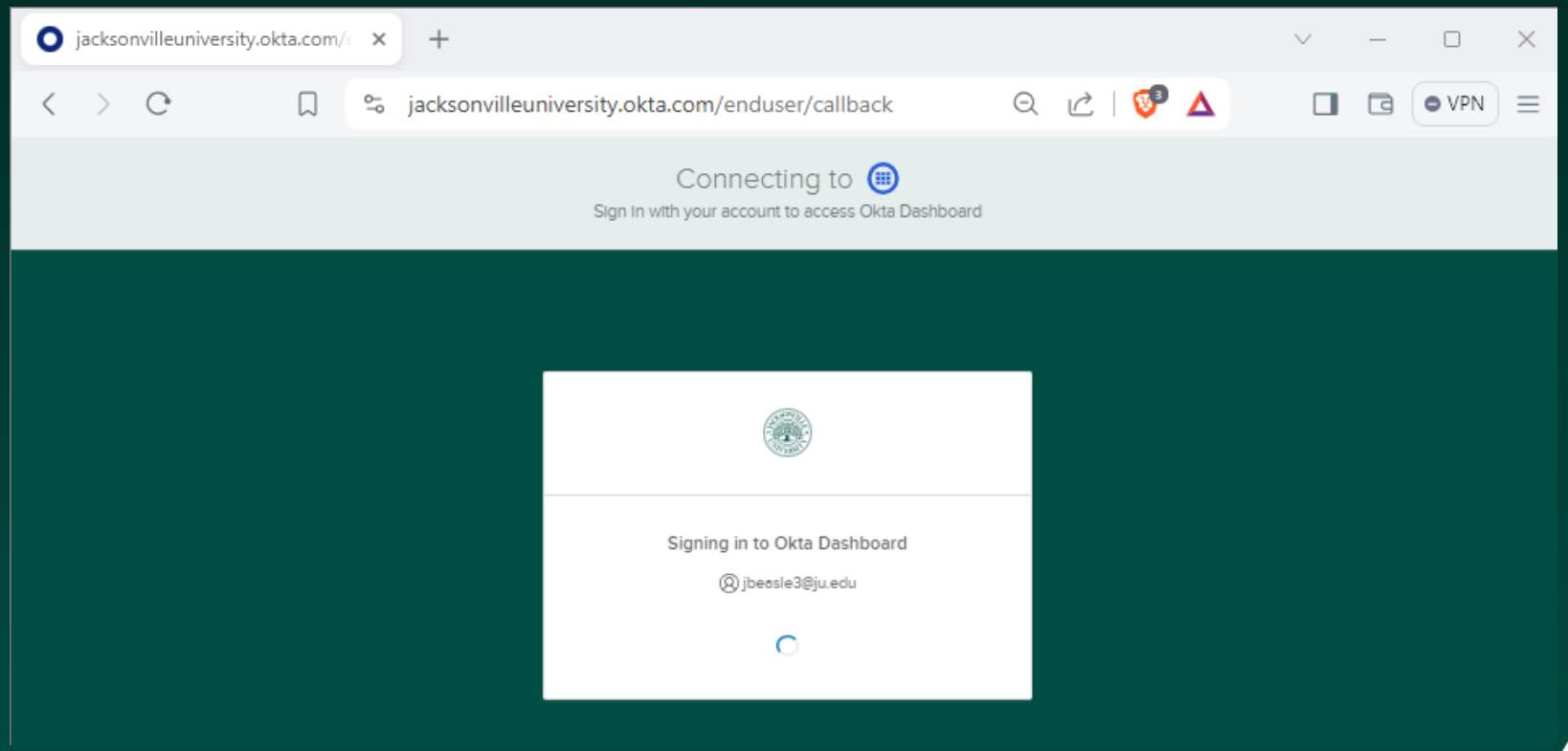
Additional Profile Information

On the computer, type in a secondary email account you have access to if your JU account needs to be recovered. Then click Finish.
Note: Do not use a Jacksonville University email address.



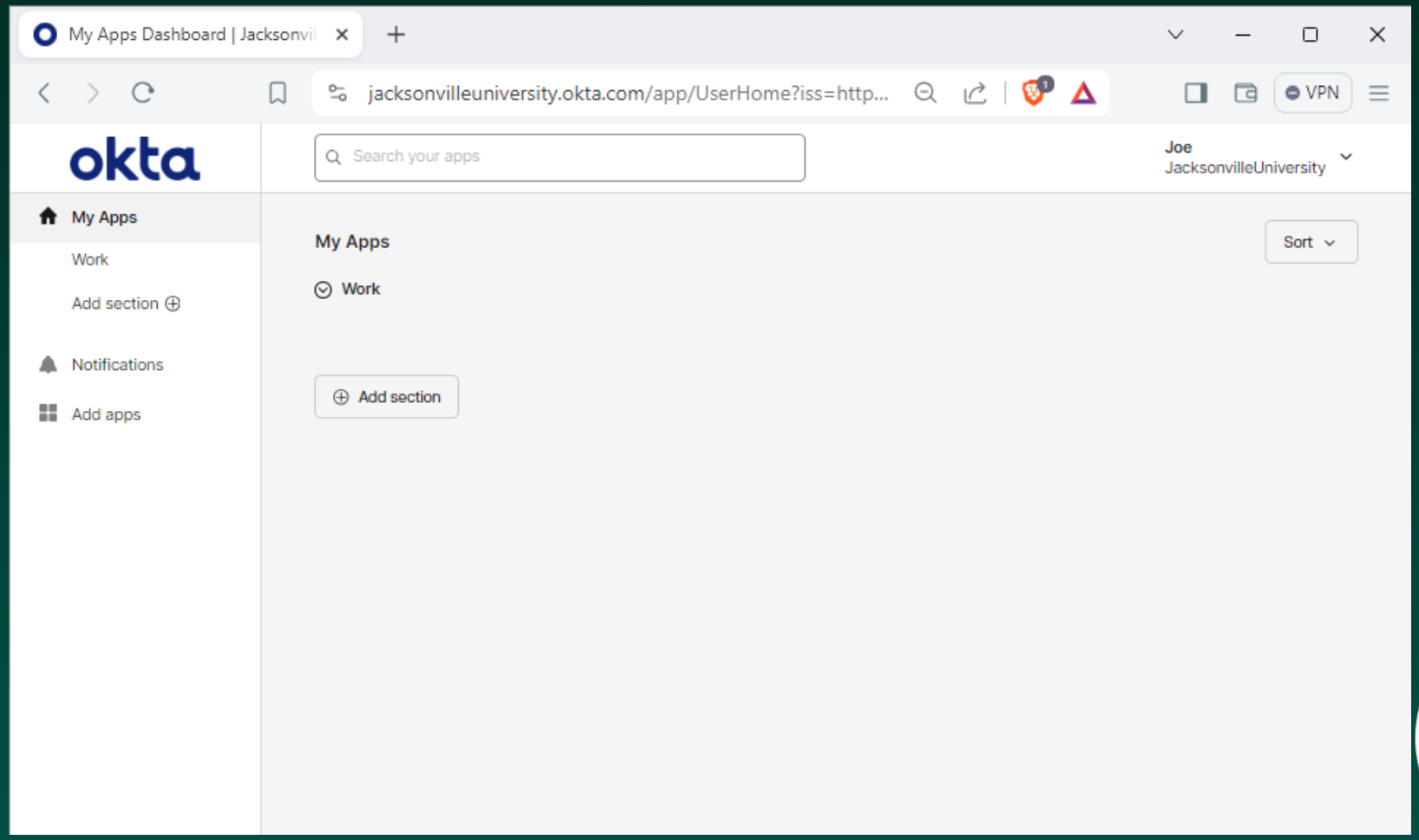
Add Account to Okta

Your computer's browser will display a signing in screen and will lead you to the new JU dashboard.



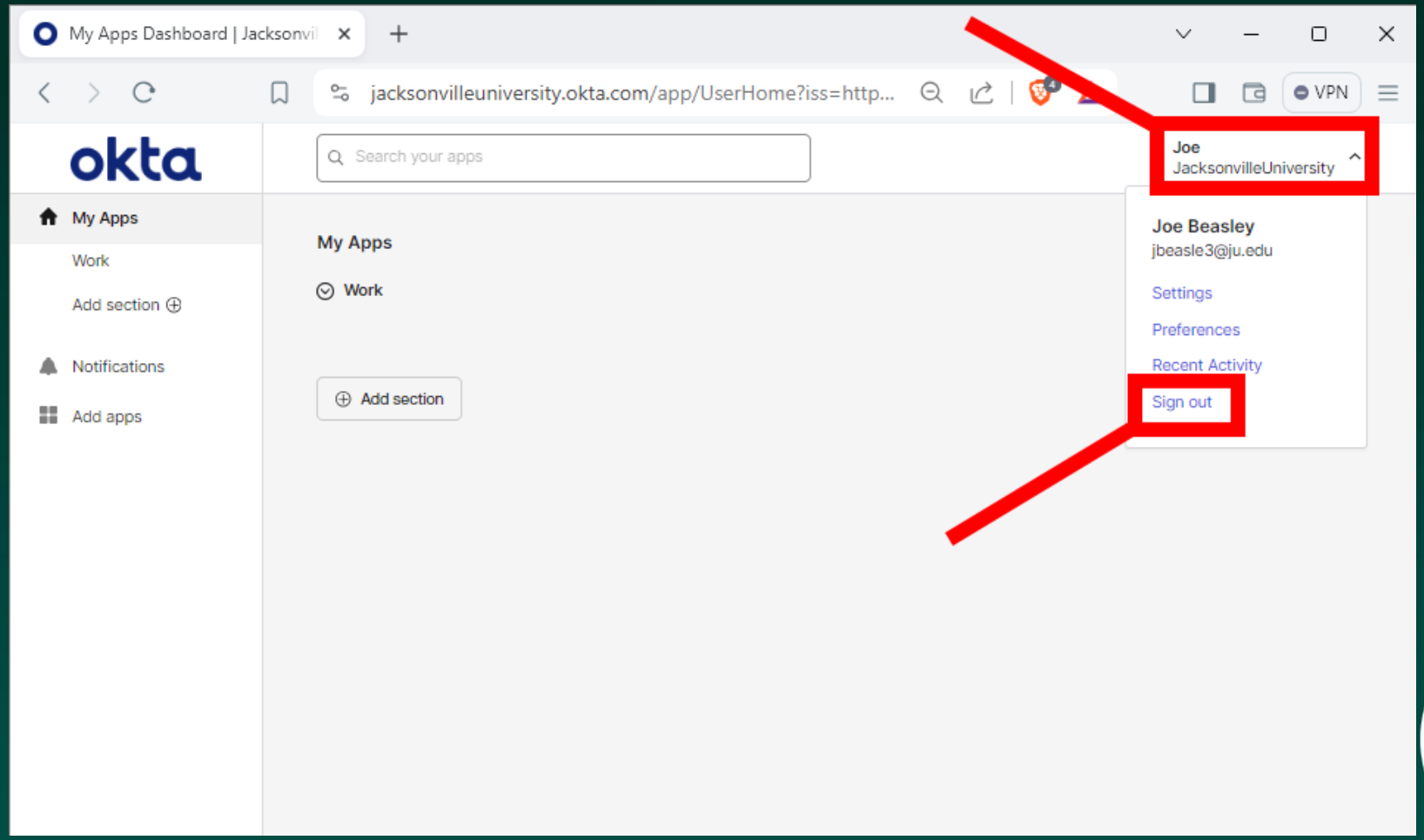
JU Dashboard within Okta

This is the new JU Dashboard. During the initial registration, the screen will be blank. After our Go-Live date, you will be able to launch apps like Blackboard, Office 365, TeamDynamix, etc. from within this new Dashboard. Proceed to the next slide.



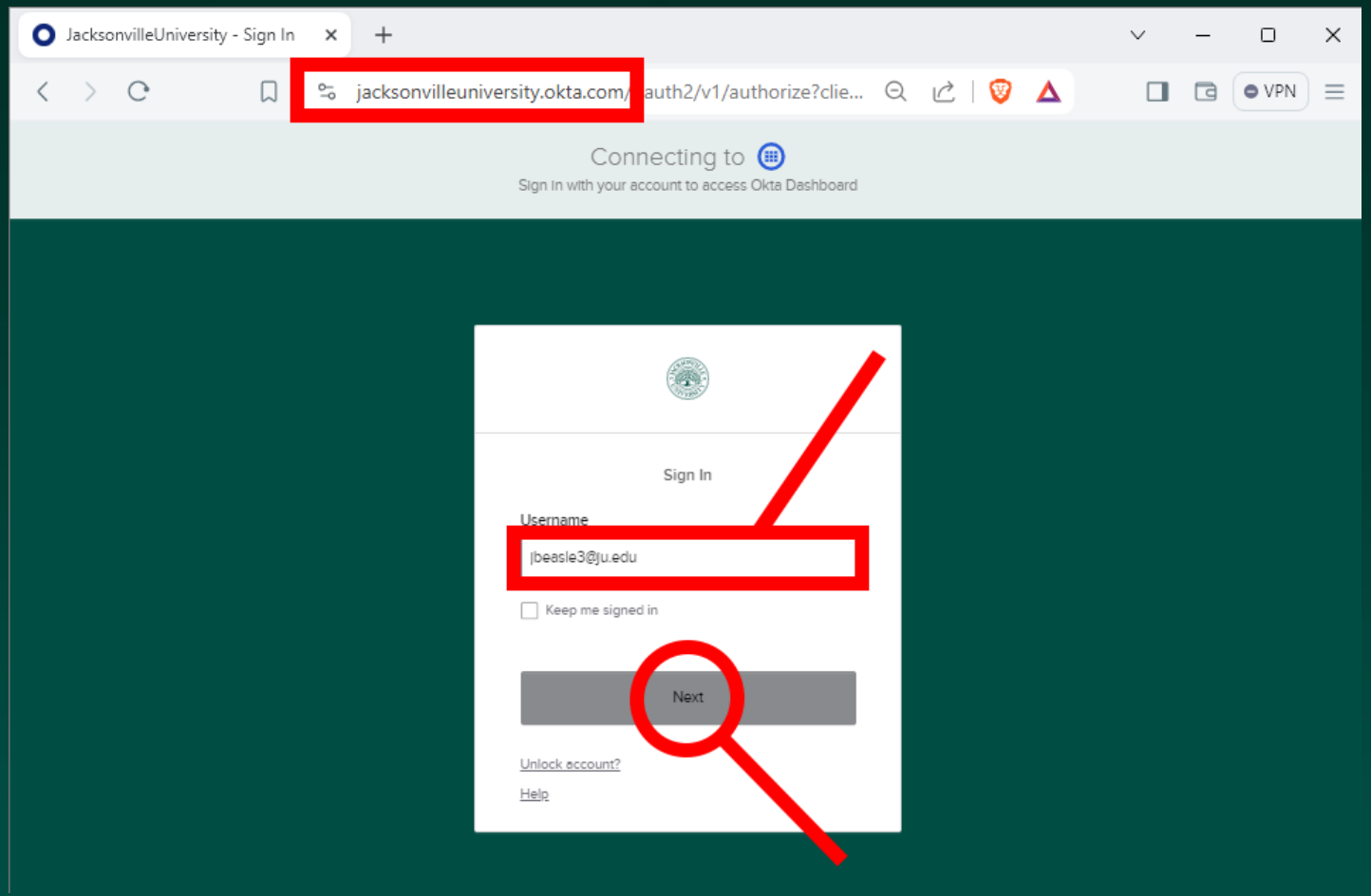
Sign out of the Dashboard

Click your name at the top right corner, then click Sign Out. Do not close the browser.



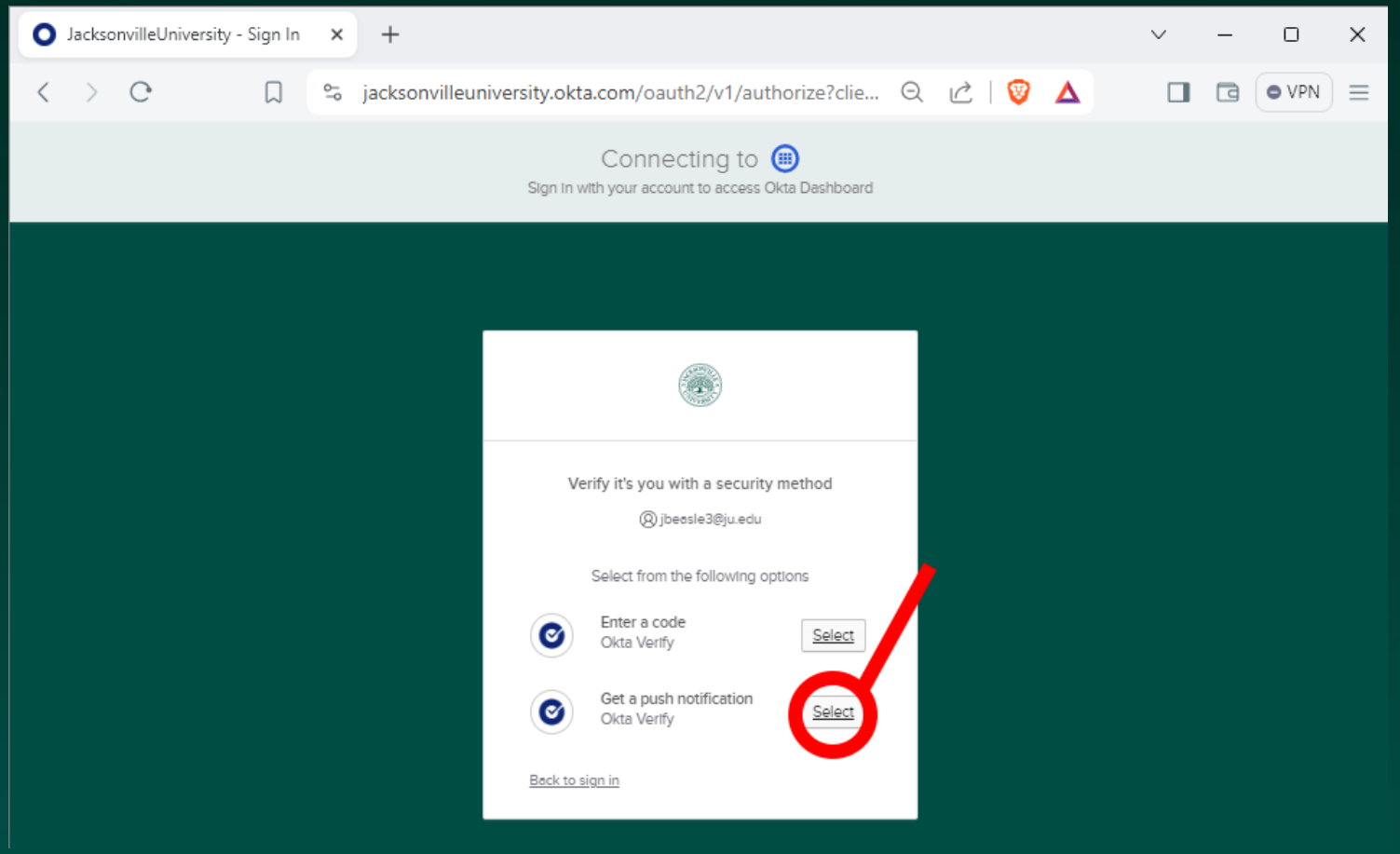
Log back into the Dashboard

To finalize your MFA registration, log back into the Dashboard. Enter your JU email address, then click Next.



Log back into the Dashboard

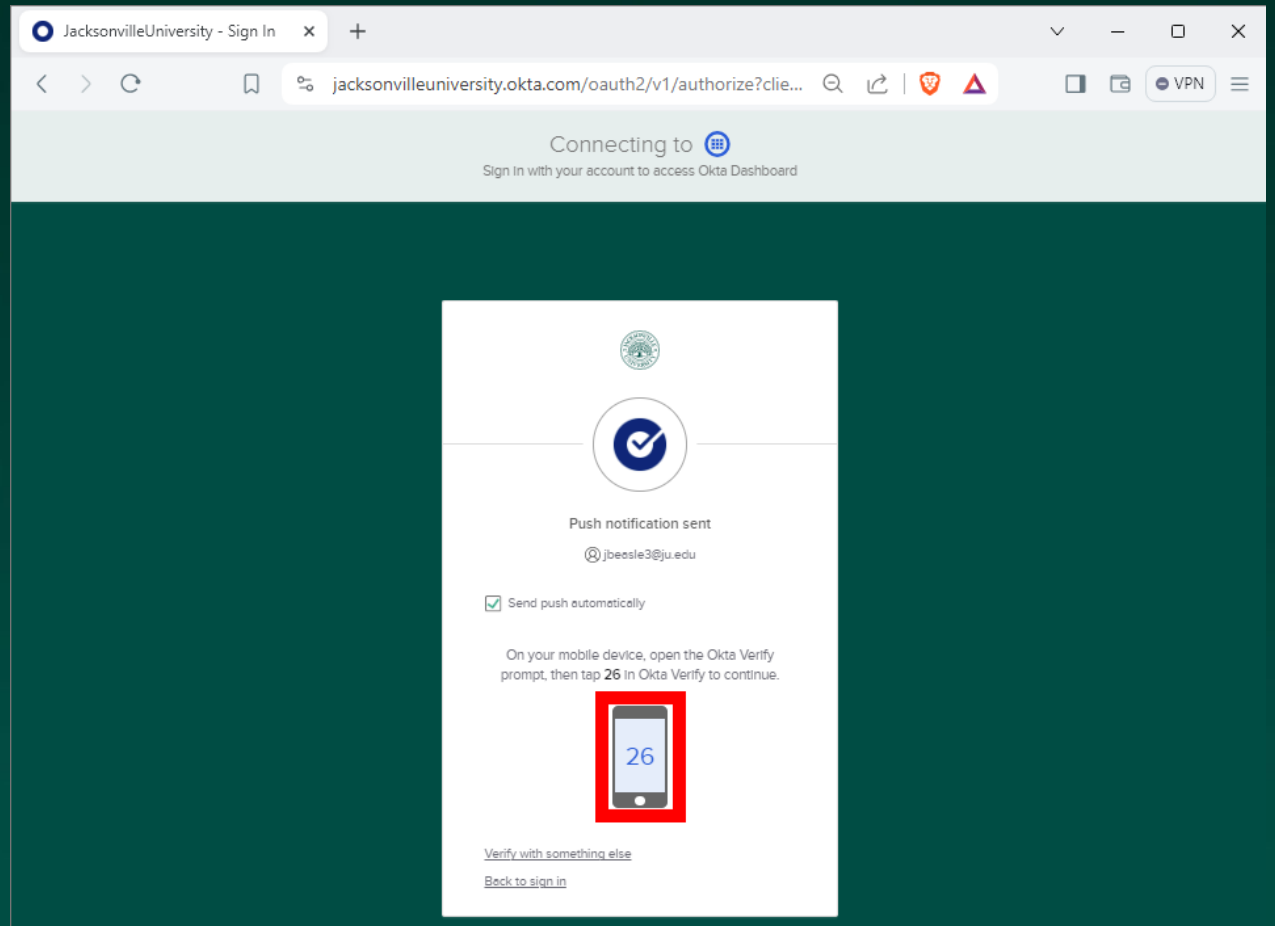
Tap on Select for the Get a push notification option. Proceed to the next slide.



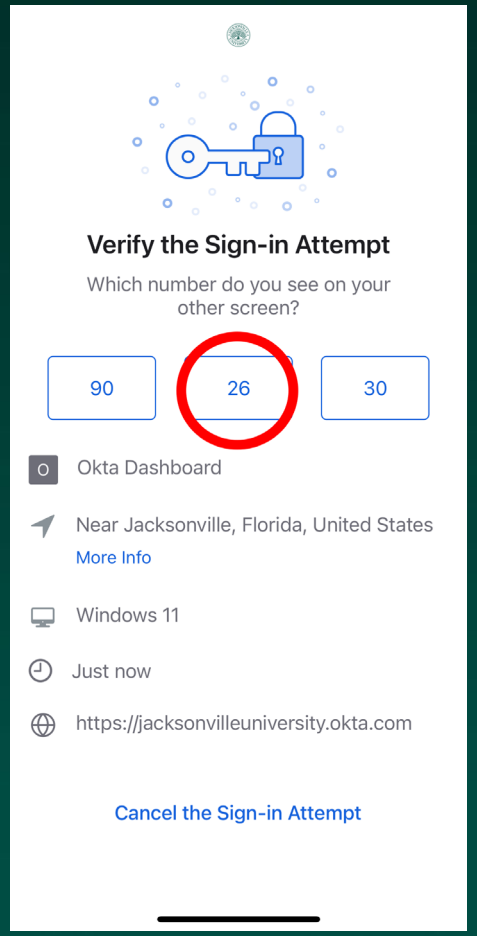
Okta Number Challenge

Your screen will display a number and your phone will receive an Okta notification. Tap on the notification. This will open the Okta app and present three number options. In the example, the matching number is 26. Your numbers will be different. Tap your matching number on the phone.

Browser

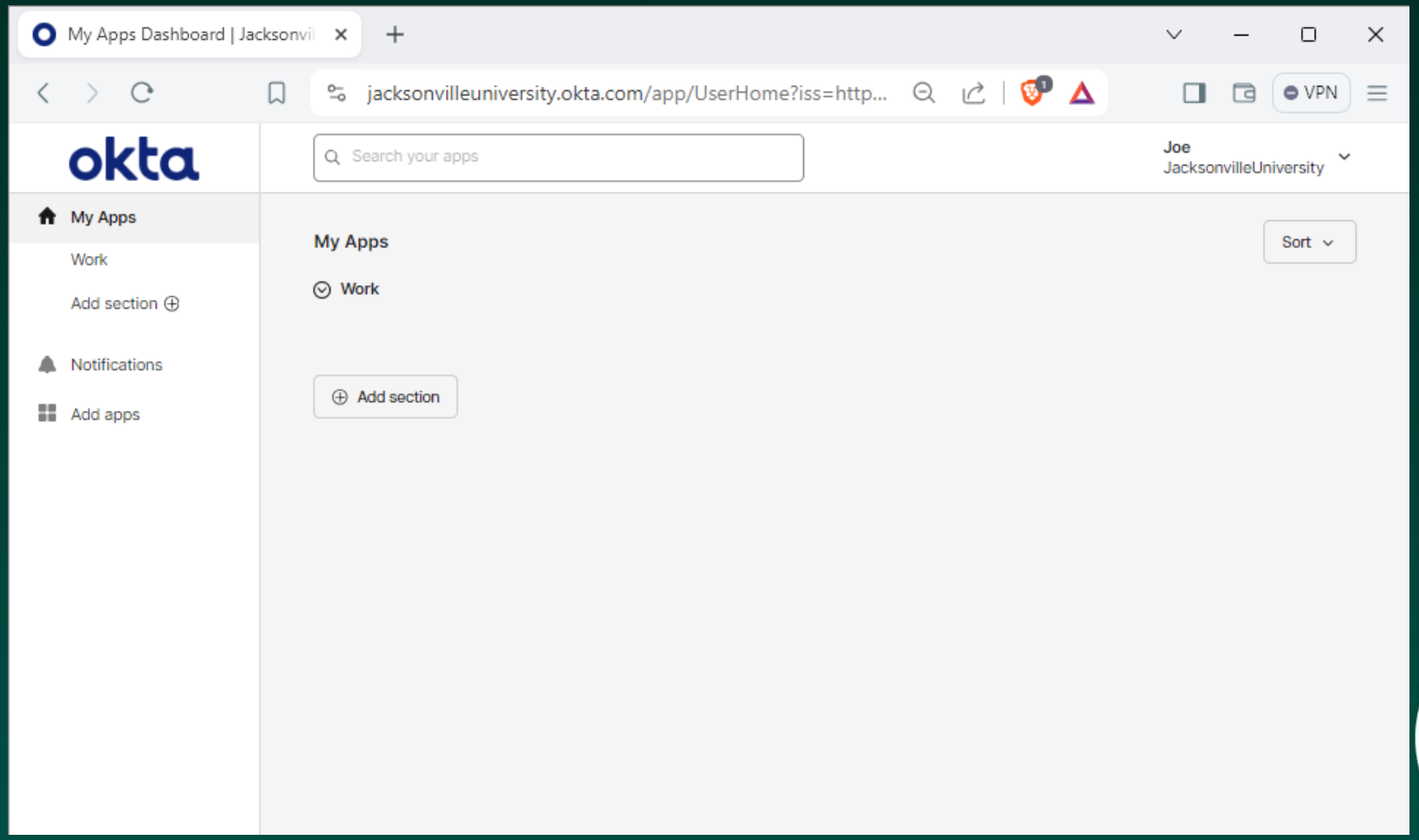


Phone



JU Dashboard

You are now logged in! Registration is now complete. You may close your browser.



- If you have questions, call the IT Help Desk at 904-256-7200.