

WIREGRASS OKTA Single Sign-On Quick Start Guide

<https://wiregrass.okta.com>

Okta is the name of our new single sign-on solution, and one you'll need to remember as it will be referred to often. It's a portal that allows the user to use one username and password to access many applications...think of it as using one key to open one door, with many different rooms inside.

This guide is designed to step you through the initial setup of the Okta application on your devices for secure access and single sign-on (SSO) functionality. Okta will replace your current multifactor authentication (MFA) application and will be used for access to Banner, Blackboard, Microsoft O365, Navigate, the future eCampus, and more applications as we move forward.

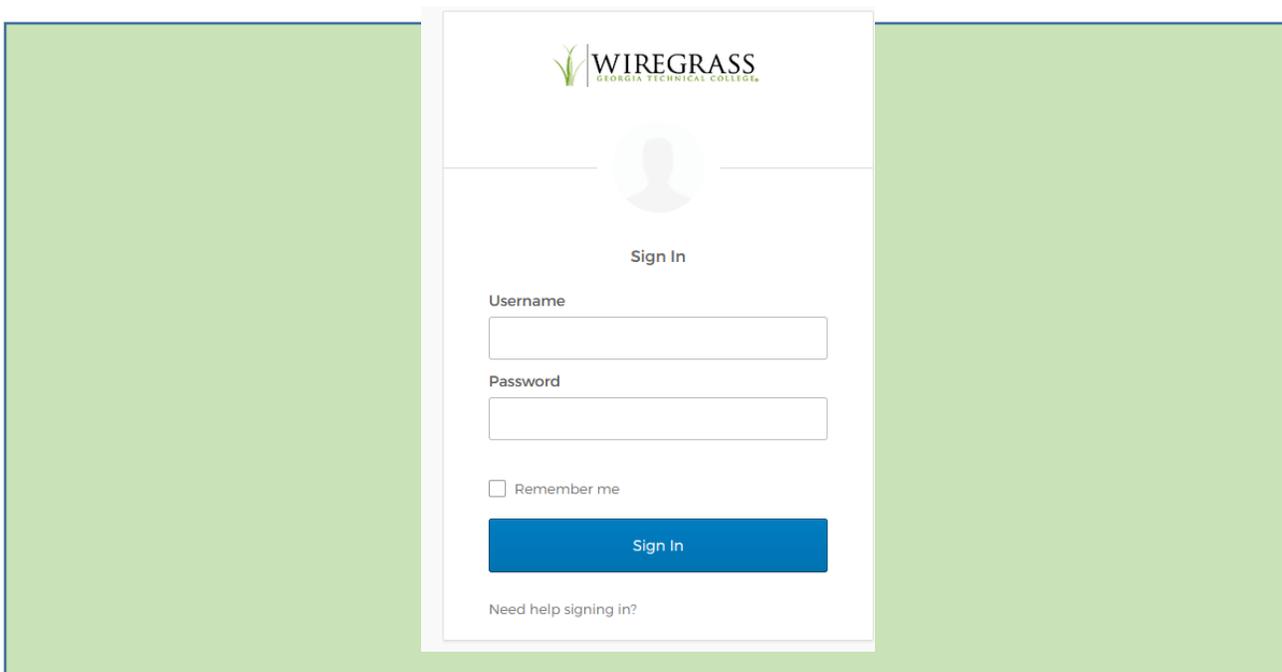
You will receive an onboarding email when your Okta account is ready. Click the link in the email to activate. Or, in a browser window, navigate to <https://wiregrass.okta.com> to access the Okta Single Sign-in landing page.



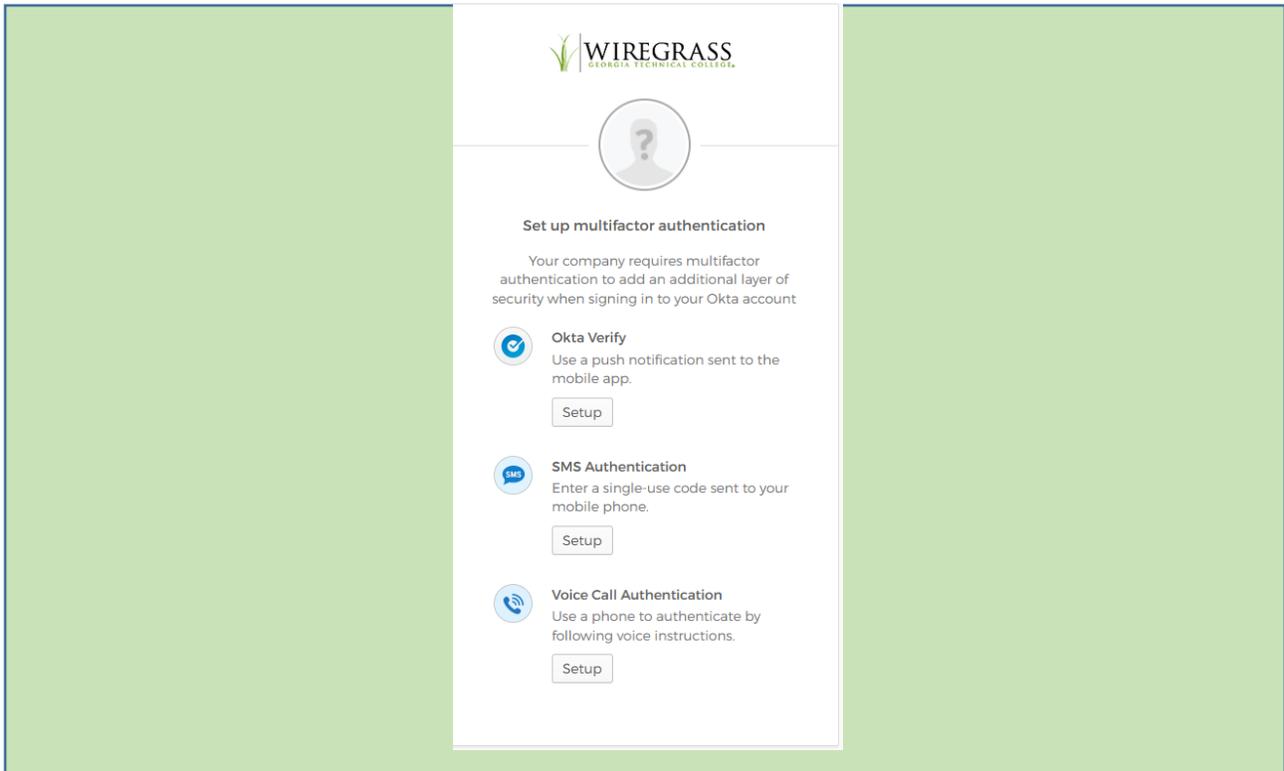
New employees will have to navigate to the web page as they will not have access to email yet.



1. Enter your Wiregrass username and password and click the Next button.

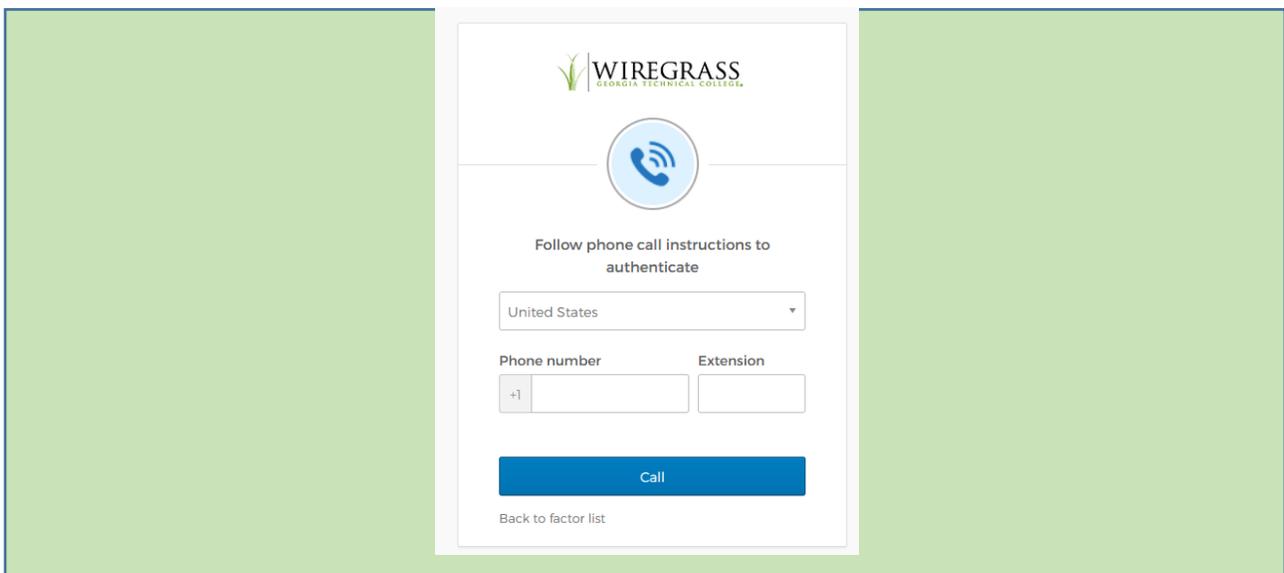


2. Set up Multi-factor Authentication

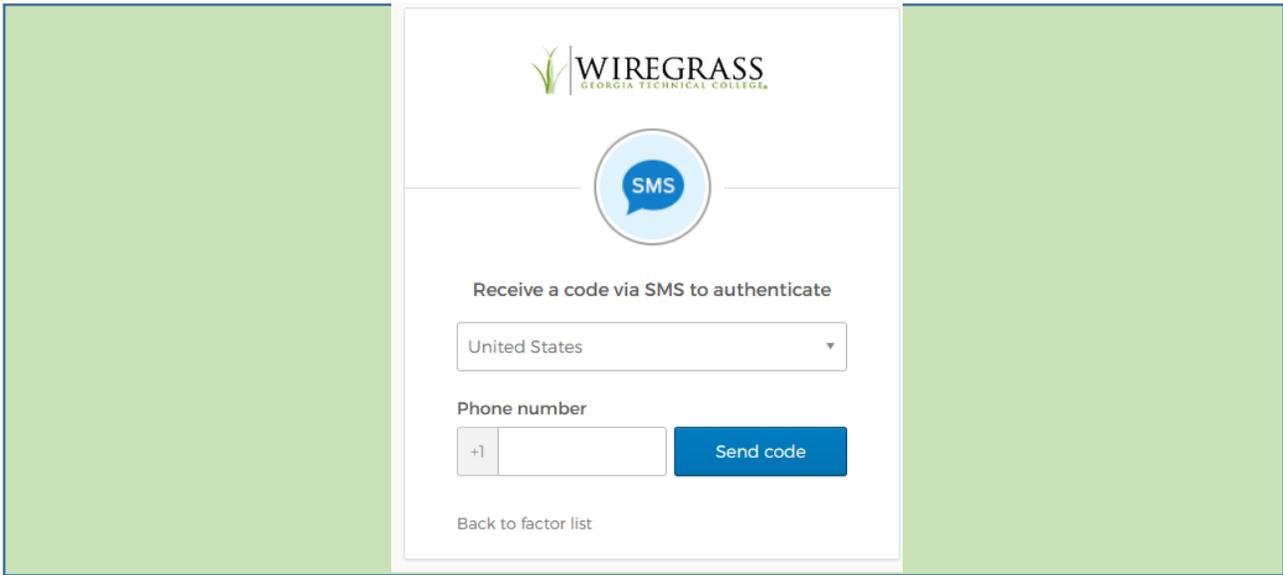


 To set up multifactor authentication page, there are several options to choose from. Please select the method that will BEST allow the application to contact you to authenticate. You will be challenged for your MFA code EACH time you login to Okta. This aligns with new TCSG and State of Georgia requirements.

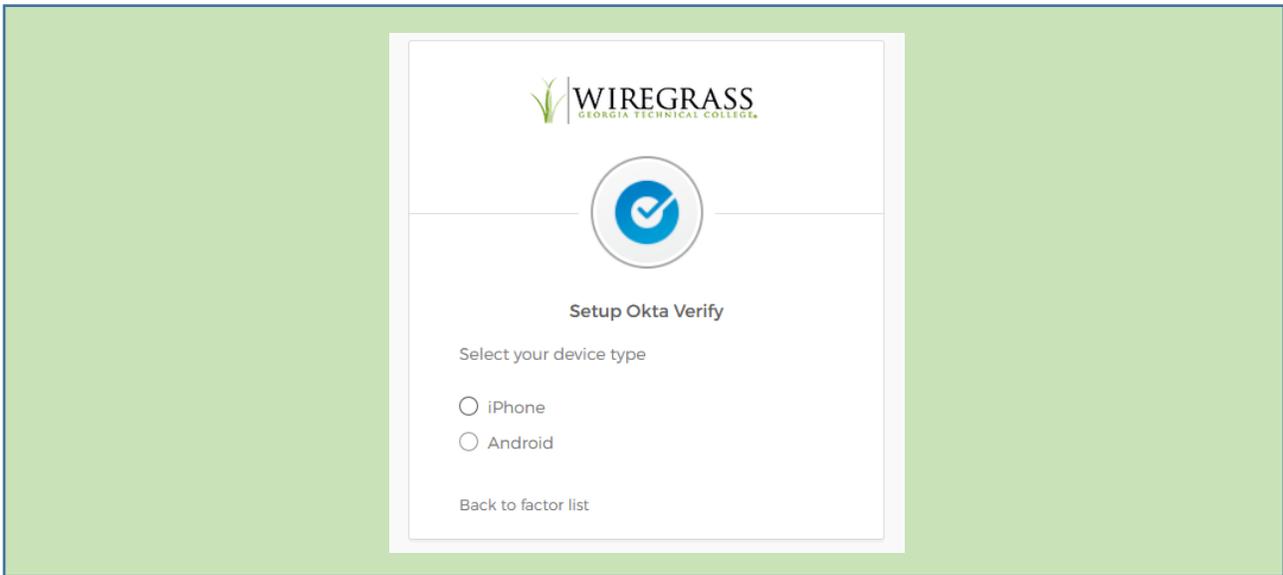
- **SMS Message** – Okta will send a code via text message to your cell device to authenticate you.



- **Phone Call** – Okta will send a code via phone call to your phone to authenticate you.



- **Okta Verify** – Download this app to your computer or device to authenticate via Okta Verify. Click [here](#) for Apple IOS or [here](#) for Android for more info.



Choose either iPhone or Android to begin the process.

The software will be prompted to download and install the app to your phone. When the installation has finished, follow the steps provided to add your account.

If you are unable to scan the QR code, send the activation link via SMS.

3. Click the Finish button to complete the installation and setup process.

Welcome to Wiregrass Georgia Technical College, Jarrod!
Create your Wiregrass Georgia Technical College account

Secondary email

 I don't have a secondary email

Choose a forgot password question
What is the food you least liked as a child?
Answer

Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

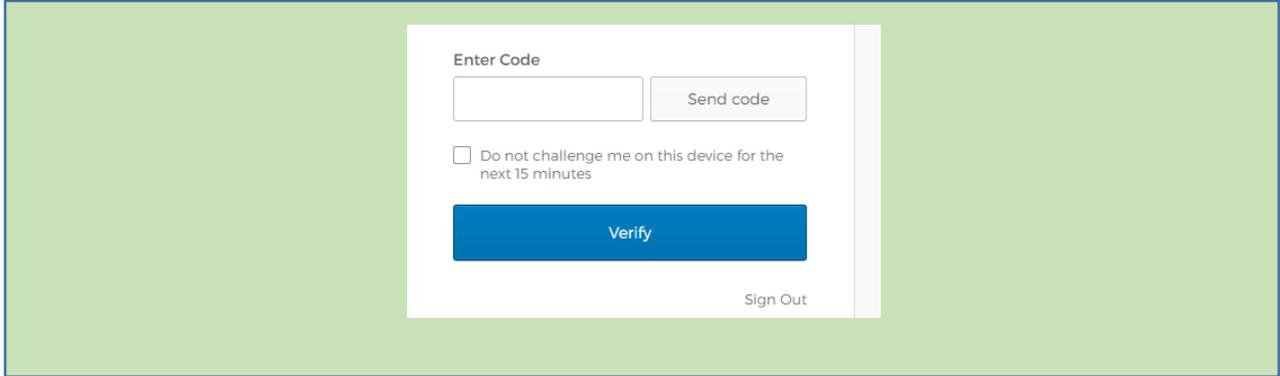
Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

 You must choose a password question *and* a security image to finish the process.

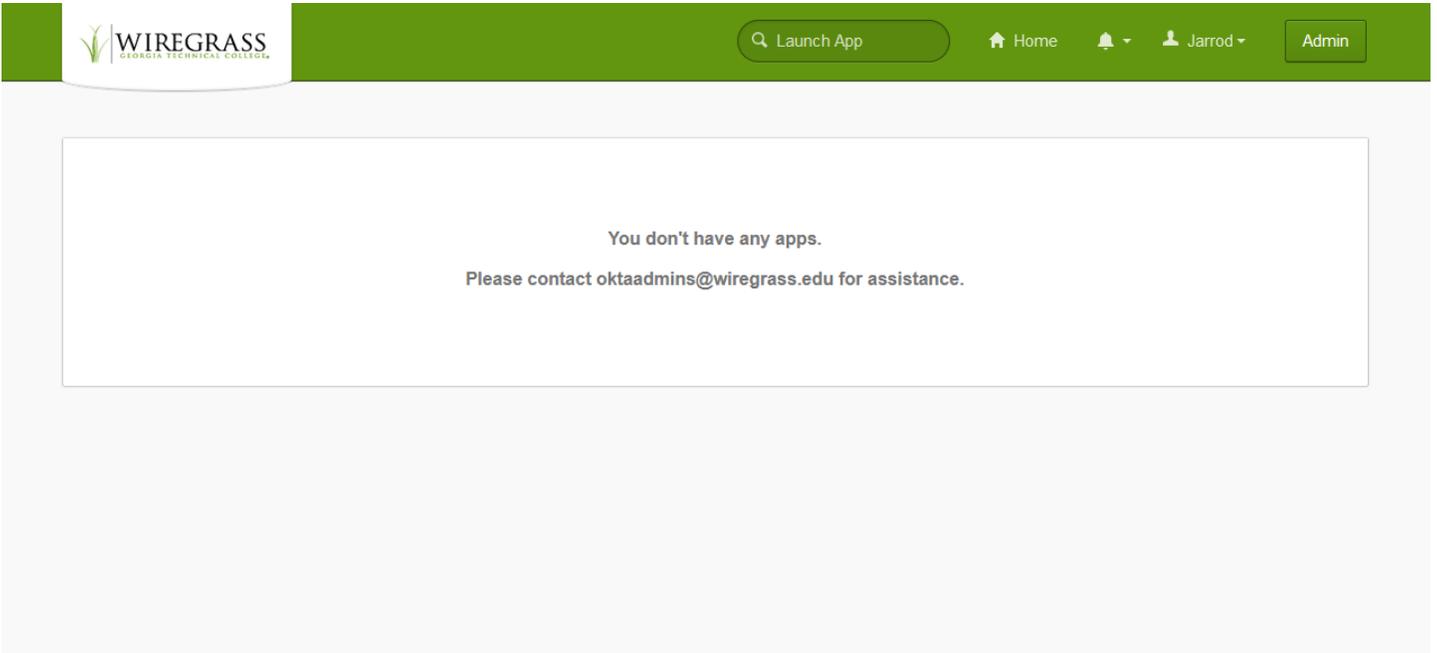
Using Okta:

 When using SMS or Phone Call as an MFA method, you MUST hit the “Send Code” button to initiate the process to send the code to your phone.



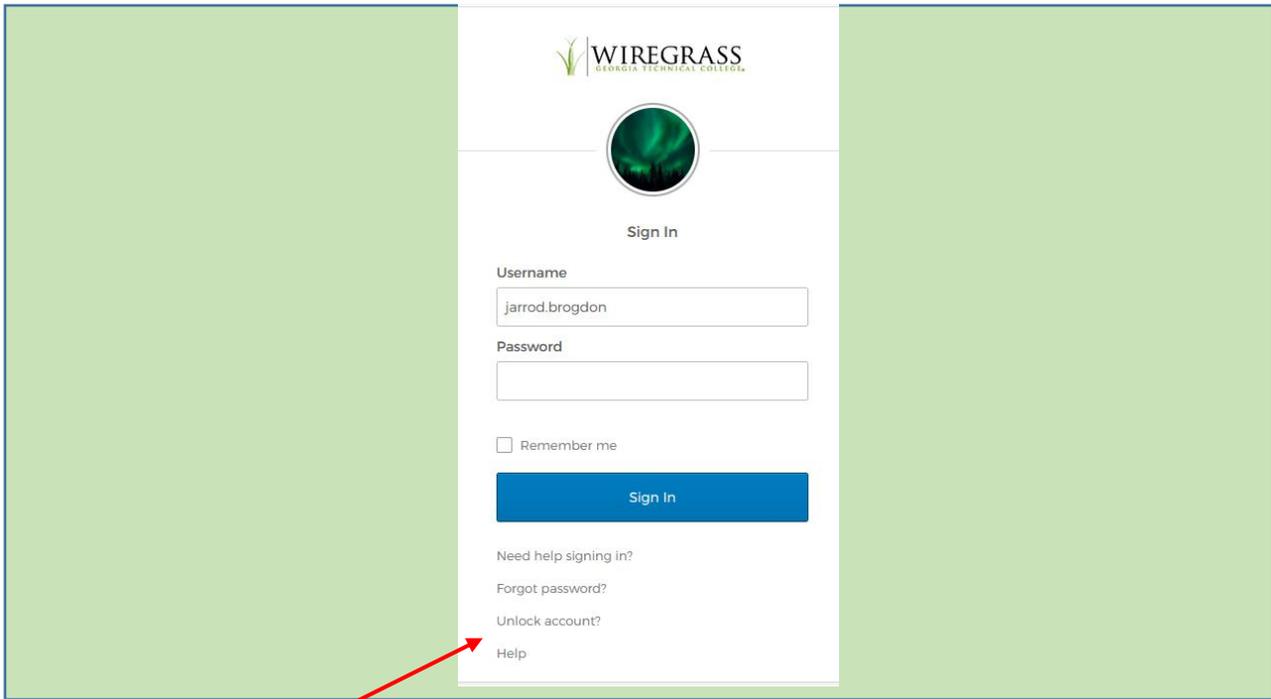
Once you have successfully signed in, you will see tiles for each of the applications that you are authorized for in Okta. Clicking a tile will open the app in a browser window and log you in.

This list will grow as IT continues to integrate our Wiregrass applications into the Okta environment!



Other Okta Features:

Change/reset your password: Click the “Need help signing in?” link on the login page, then choose an option.



The screenshot shows the login interface for Wiregrass Georgia Technical College. At the top, the college's logo and name are displayed. Below this is a circular profile picture and the text "Sign In". The main form contains fields for "Username" (with the value "jarrod.brogdon") and "Password". There is a "Remember me" checkbox and a blue "Sign In" button. At the bottom of the form, there are four links: "Need help signing in?", "Forgot password?", "Unlock account?", and "Help". A red arrow points to the "Need help signing in?" link.

 Follow the instructions to reset your password. You must have a secondary email and/or phone number configured to reset your password.

Account

 Personal Information
Edit

First name	Jarrod
Last name	Brogdon
Okta username	jarrod.brogdon@wiregrass.edu
Primary email	jarrod.brogdon@wiregrass.edu
Secondary email	<div style="background-color: #333; height: 15px; width: 100%;"></div>
Mobile phone	
Extension	1240
Display name	Brogdon, Jarrod
Title	Chief Information Officer
Department	Information Technology Services
Employee number	<div style="background-color: #333; height: 15px; width: 100%;"></div>

 Change Password

Password requirements:

- At least 14 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
- Your password cannot be any of your last 30 passwords
- At least 1 hour(s) must have elapsed since you last changed your password

Current password

New password

Confirm new password

 Security Image
Edit

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

 Forgotten Password Question
Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

You can change your password from inside the Okta platform.

Click on your name, then “Settings”. Click “Change Password”, then follow the prompts.

 While you’re here, scroll down the form and fill in as much info as you can to make your Okta login experience easier!