

Before you begin:

1. Download the **Okta Verify**  app from your mobile device's app store.
 - a. On your iPhone, go to the App Store. 
 - b. On your Android, go to the Play Store. 
 - c. Search for the app, **Okta Verify** and push "Get" (iPhone) or "Install" (Android) link.
2. Have the enrollment instructions on the next page available for reference from a computer or other device with a web browser
 - a. You will need to scan a QR code from the website with your mobile device
3. Know your Cedars-Sinai Universal Login ID and password
 - a. If you have an assigned Cedars-Sinai email address, that will typically be your Universal Login ID.
 - b. Users that do not have an assigned Cedars-Sinai email address can look up their Universal Login ID in two ways.
 - If you are on the Cedars Network, you can go to this link to look up your Universal Login ID. Simply search for yourself by first and last name:
<http://web.csmc.edu/applications/empdir/>
 - You can also find your universal login ID in Service Center by logging in at sc.csmc.edu and then clicking your initials at the top right followed by clicking "My Account"
 - If all else fails, contact EIS Help Desk (310-423-6428)
4. Have your mobile device ready and the "Okta Verify" app open

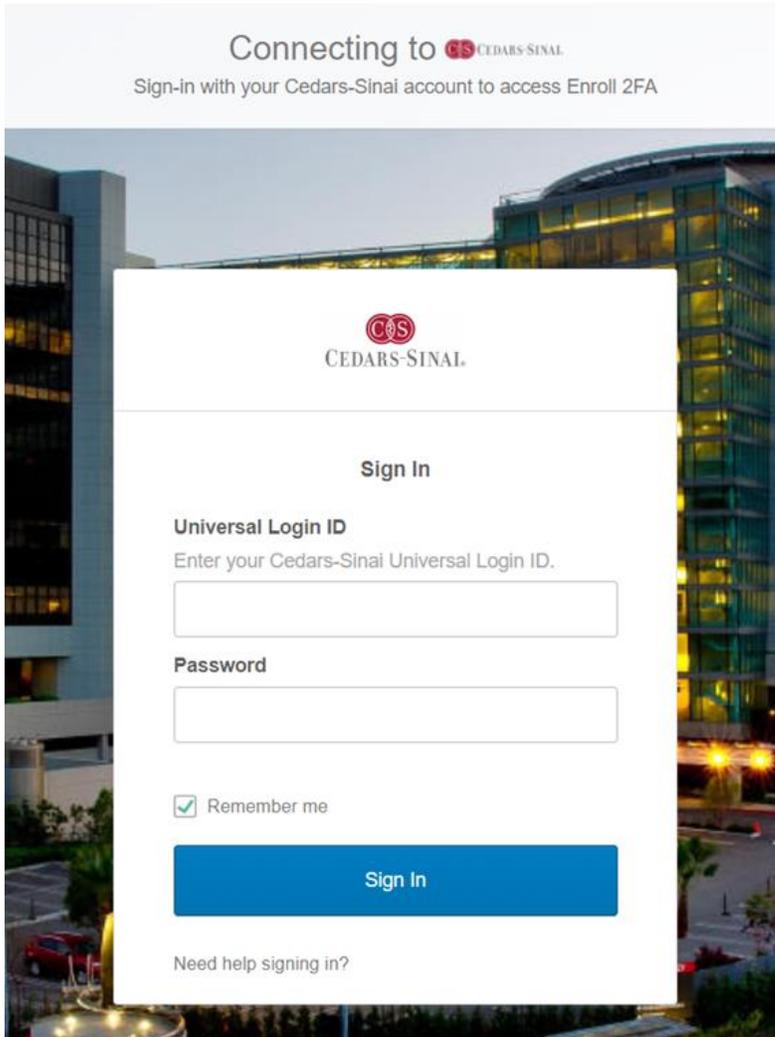
To begin the Okta two-factor enrollment process, follow the steps below.

1. Click [Here](#)
2. On the apps page click on "Enroll in Two-factor Authentication" link to start the 2-factor enrollment process

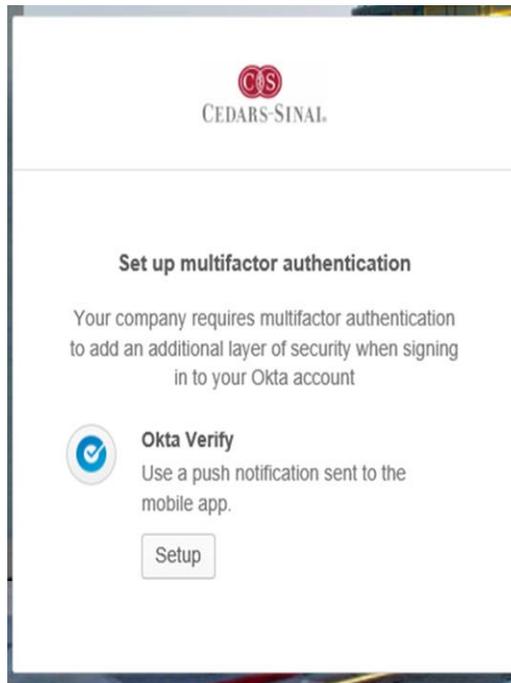


[Enroll in Two-factor Authentication](#)

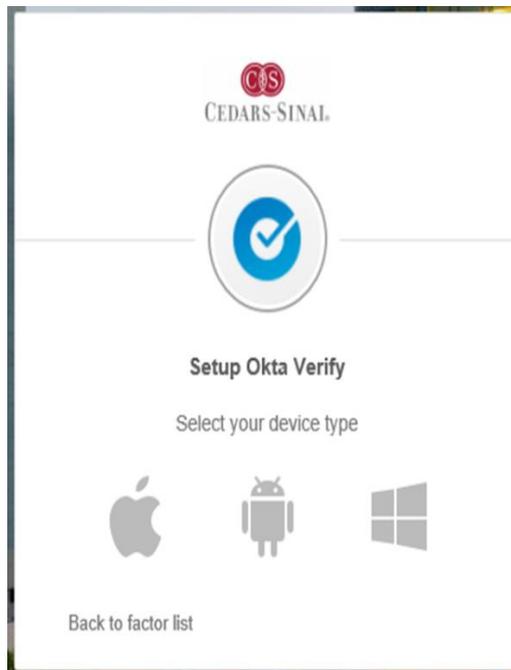
[Okta Help Documentation](#)



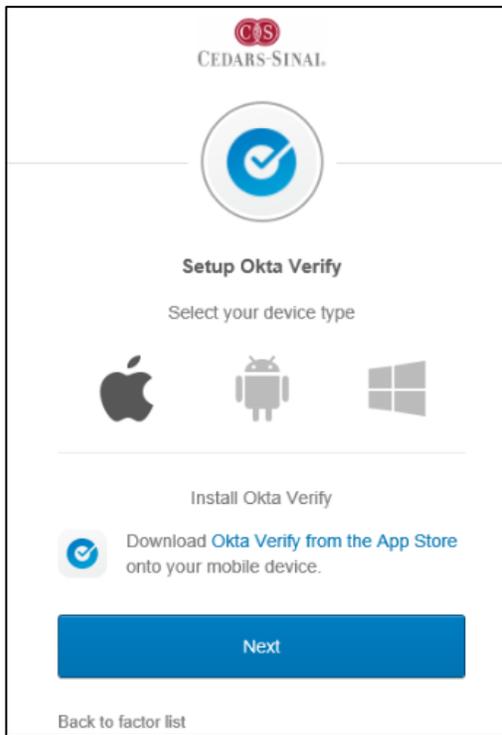
3. Enter your assigned Universal Login ID and password and click "Sign In"
4. You will be prompted to setup your Okta Verify app. Select **Okta Verify Setup**.



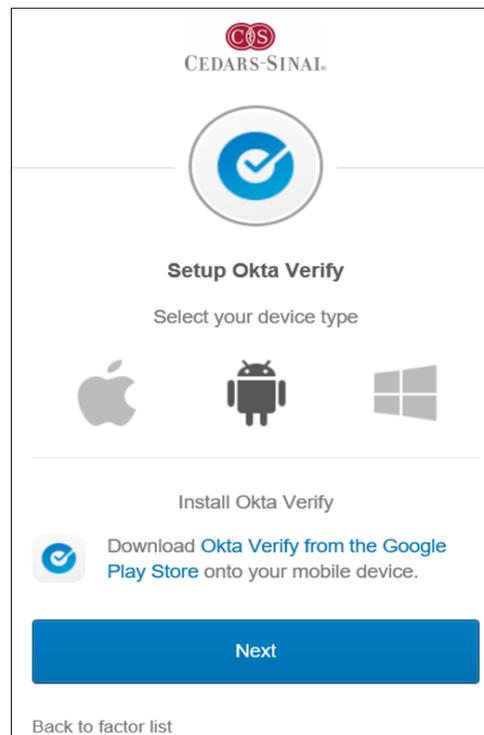
5. Choose your **device type**. You will see directions on downloading or updating the Okta Verify app on your mobile device, if you haven't done so already.



6. Once you select your device type and have the Okta Verify app installed on your mobile device, click on **Next**.

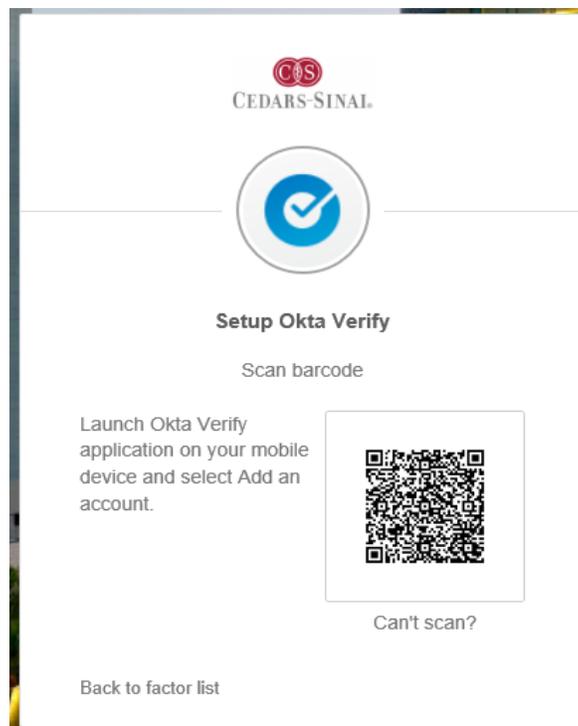


iPhone

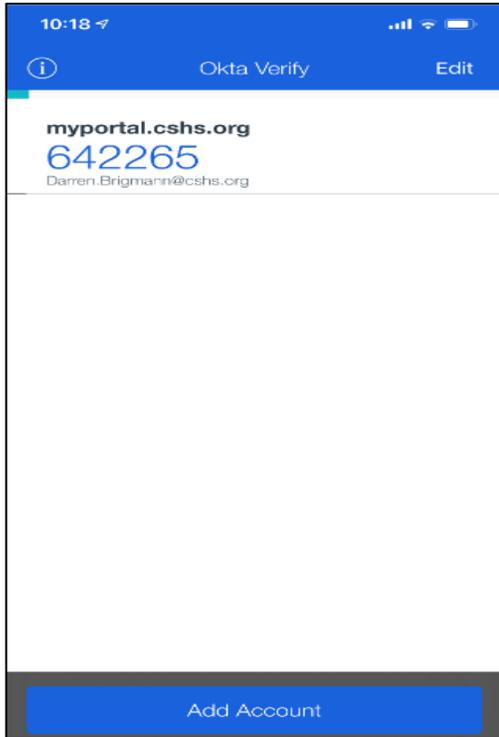


Android

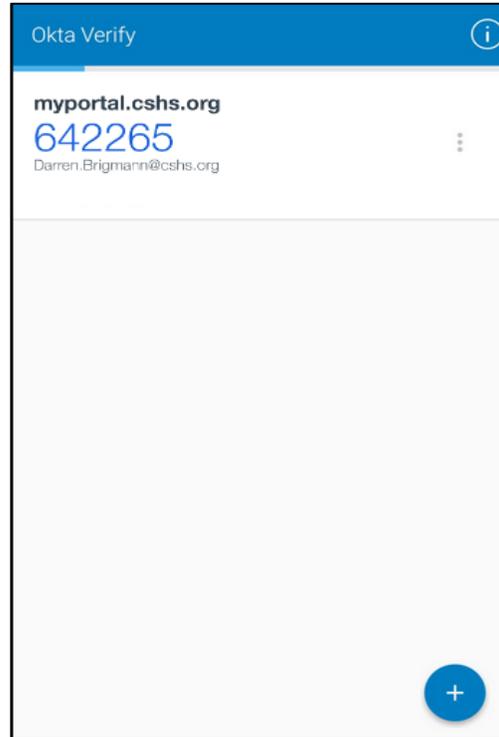
7. The Scan barcode screen will appear on your computer. Switch to your mobile device, open the Okta Verify app.



8. From the Okta Verify app on your mobile device, Select:

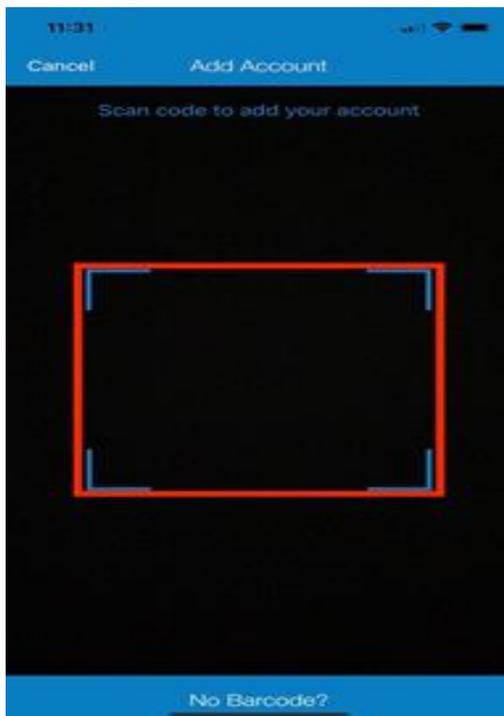


Add Account (iPhone)

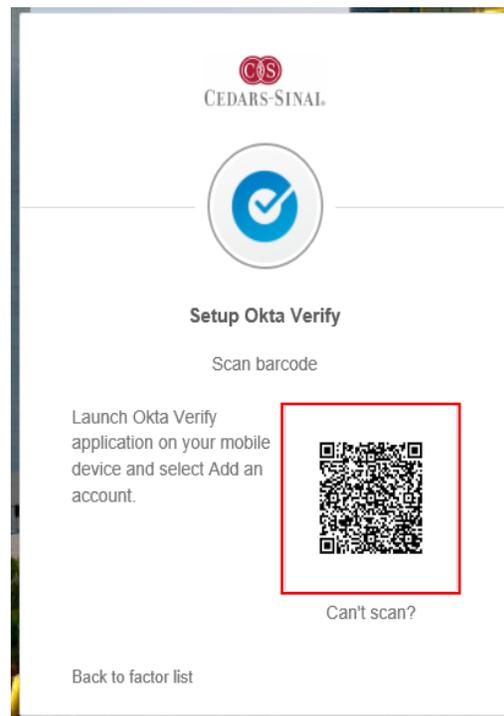


+ (Android)

9. Scan the barcode code on your computer screen using your mobile device. Once the camera identifies the barcode code, your device will be enrolled automatically. You will be returned to the Set up multifactor authentication screen on your web browser.

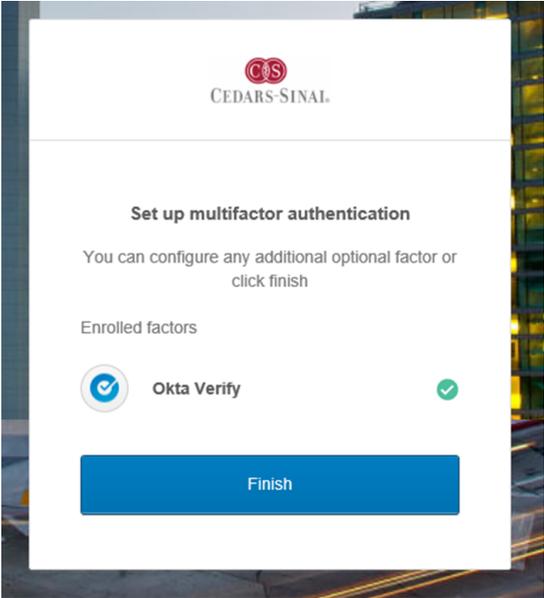


Mobile Device

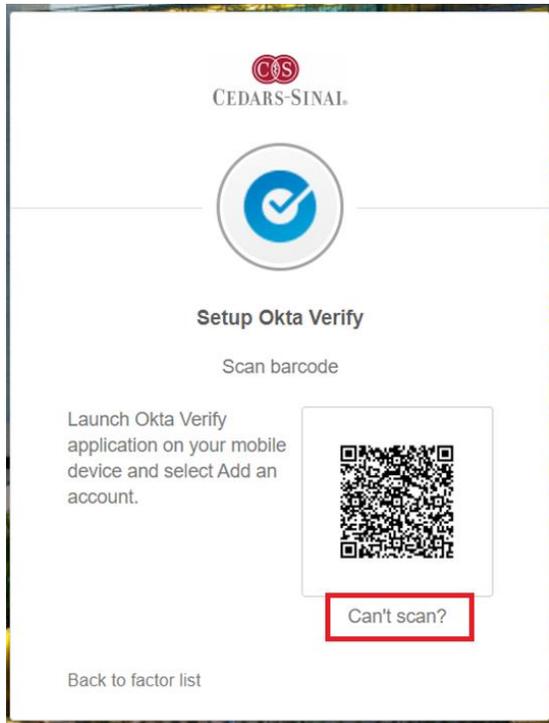


Computer Screen

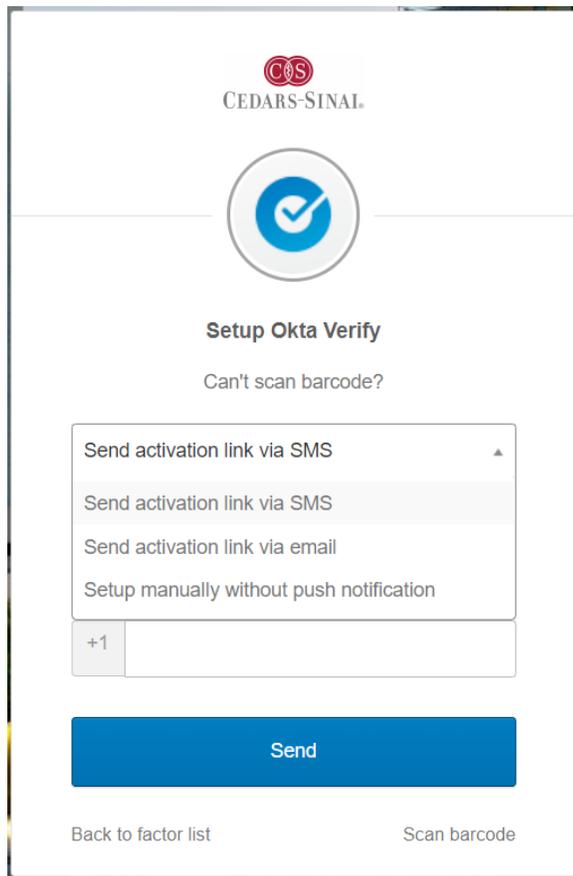
10. Select **Finish** to complete device enrollment.



If there are problems scanning the barcode:



1. Click the "Can't scan?" button under the QR code on the website.

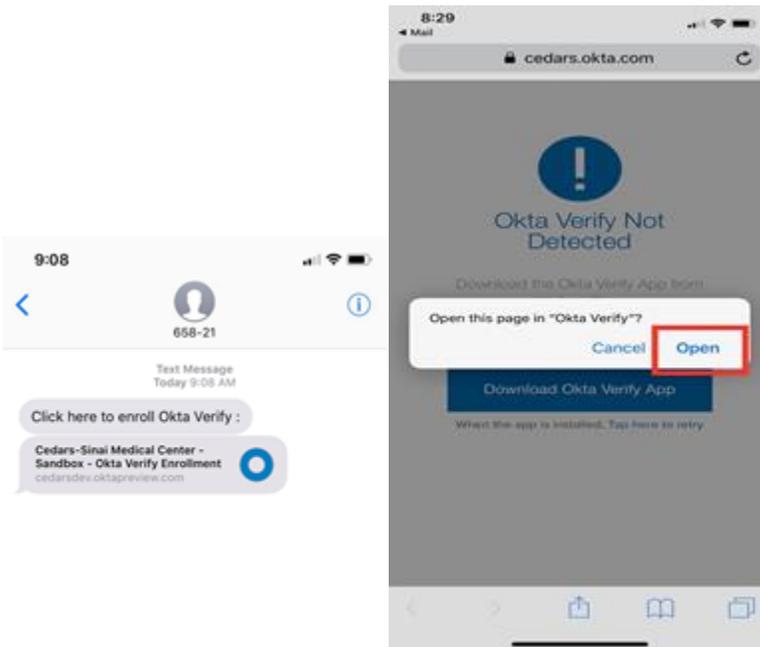
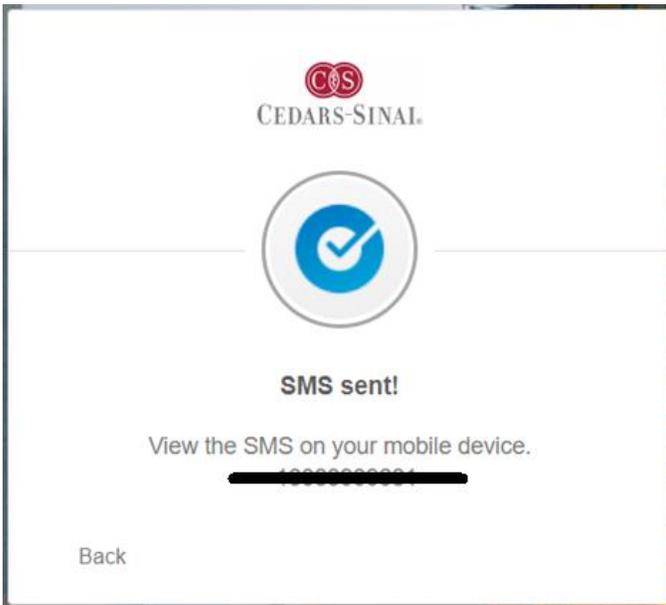


2. Select one of the alternate methods and enter any required information

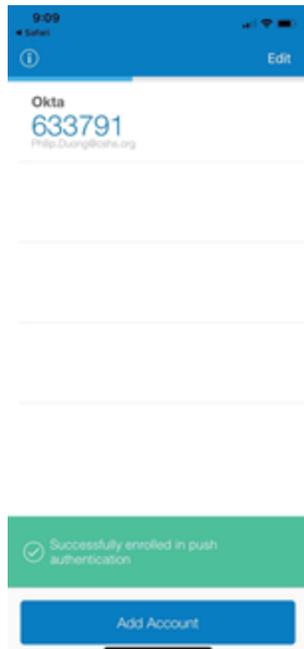
The recommended alternate method is to have an activation link sent via SMS (text message)

SMS (TEXT) METHOD: To set up Okta Verify through SMS

- a. Select "Send activation link via SMS" from the drop down, enter in your mobile device number for the device you are activating Okta Verify on, and click "Send."

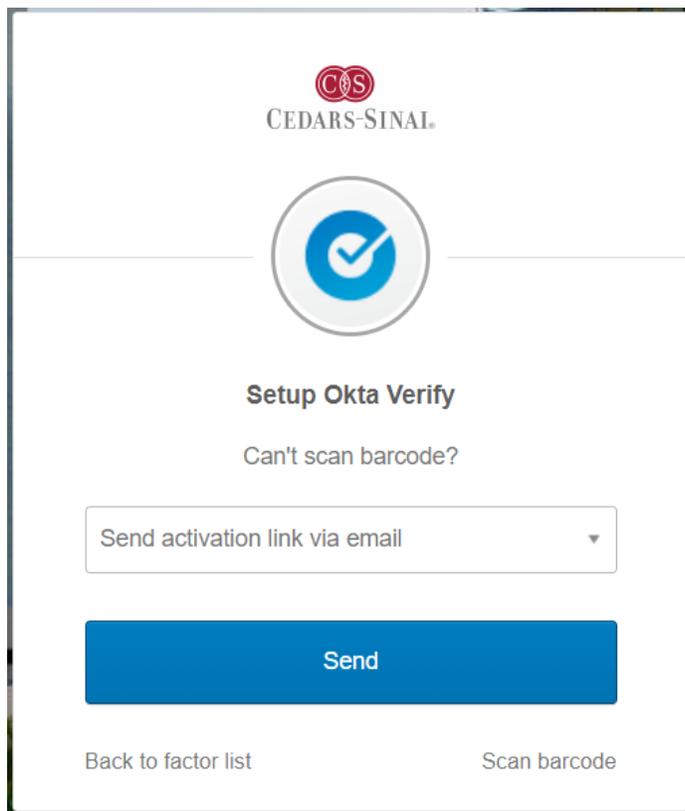


- b. On your mobile device, click on the activation link. You will then be prompted to open the page in the "Okta Verify" application. Click "Open" when you see this pop-up.



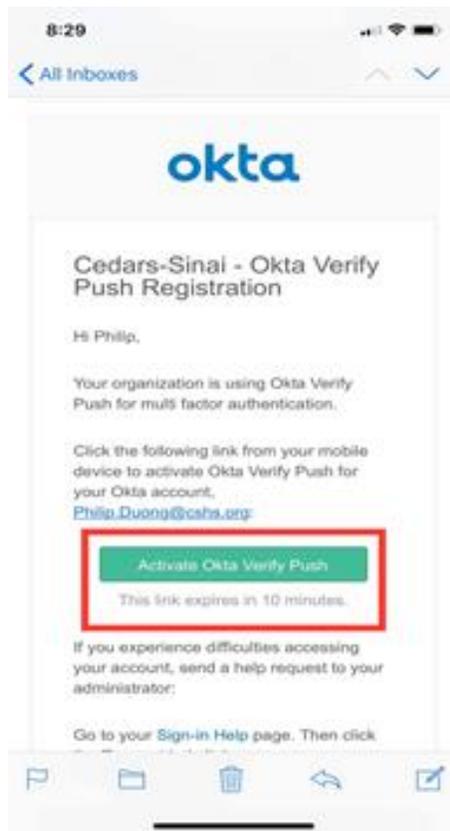
c. The Okta Verify App is now activated for your account.

EMAIL METHOD: To set up Okta Verify through email

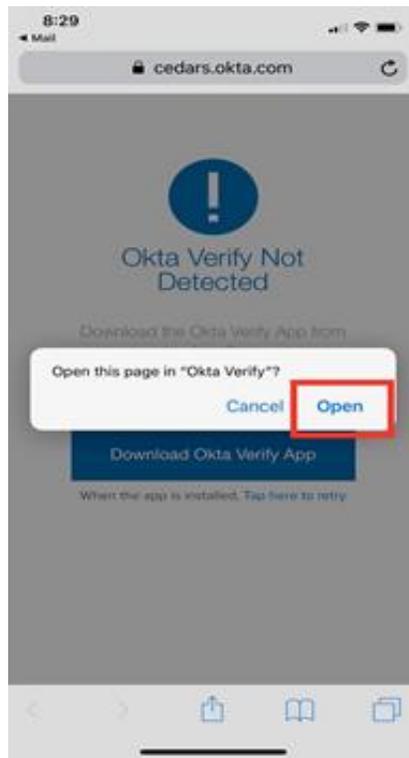


- a. Select the "Send activation link via email" and click "Send."

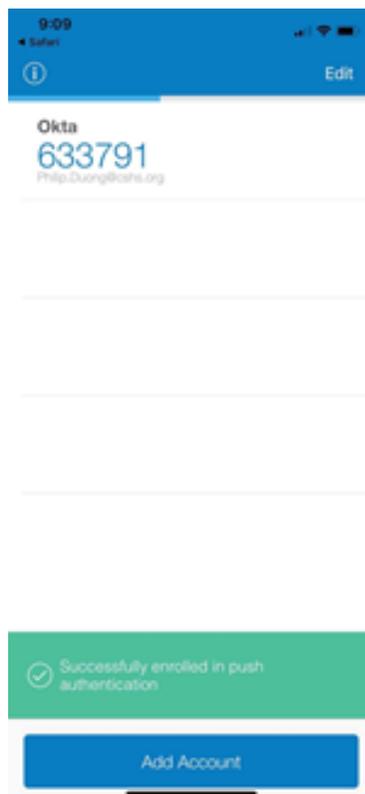
- b. You will be emailed an activation link to your Cedars-Sinai email address. From your mobile device only, open the email and click the activation link to finish the enrollment process for Okta Verify. Note that the link expires in 10 minutes.



- c. Open the email on your phone and click on the "Activate Okta Verify Push" button.



- d. You will then be prompted to open the page in the “Okta Verify” application. Click “Open” when you see this pop-up.

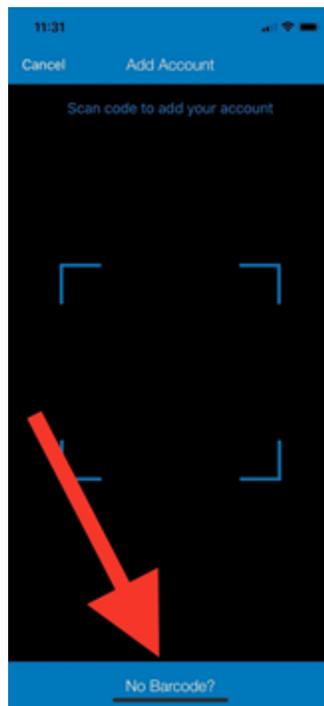


e. The Okta Verify App is now activated for your account

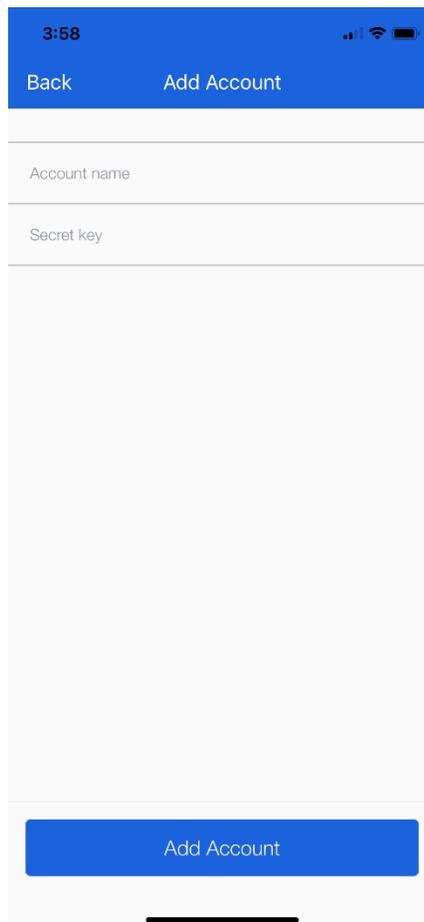
MANUAL WITHOUT PUSH: To set up Okta Verify without Push Authentication

The screenshot displays the Okta Verify setup interface for Cedars-Sinai. At the top, the Cedars-Sinai logo is visible. Below it, a circular icon with a checkmark indicates successful setup. The main heading is "Setup Okta Verify". Underneath, the text "Can't scan barcode?" is displayed. A dropdown menu is set to "Setup manually without push notification". Below this, instructions state: "Enter your Okta Account username and enter the following in the Secret Key Field". A text input field contains a redacted Secret Key. A prominent blue "Next" button is centered below the input fields. At the bottom, there are two links: "Back to factor list" on the left and "Scan barcode" on the right.

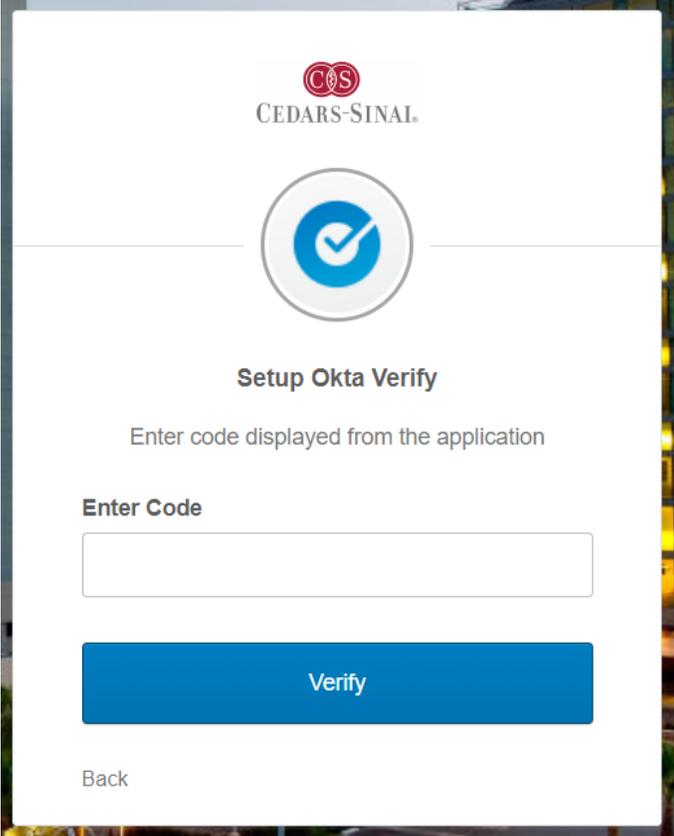
a. Select "Setup manually without Push Authentication" from the drop down and a Secret Key will be generated for you



- b. On your mobile phone within the Okta Verify app, tap the “No Barcode?” button on the bottom of your screen.

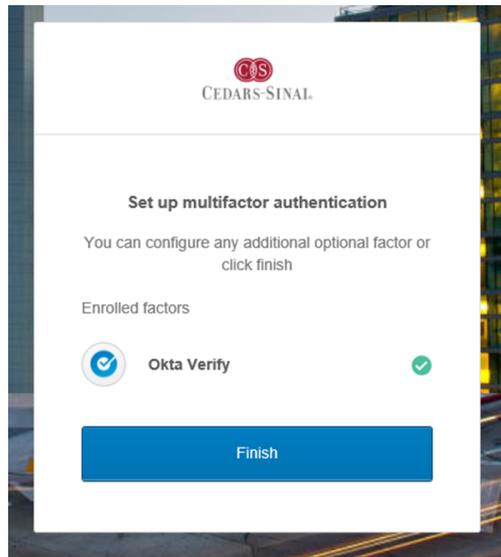


- c. Your "Account name" will be your Universal Login ID and then type in the Secret Key generated for you on the website.



The screenshot shows a web page for setting up Okta Verify. At the top, there is the Cedars-Sinai logo, which consists of a red circle containing the letters 'CS' above the text 'CEDARS-SINAI'. Below the logo is a large circular icon with a blue checkmark inside a white circle. The main heading is 'Setup Okta Verify'. Underneath, it says 'Enter code displayed from the application'. There is a text input field labeled 'Enter Code'. Below the input field is a blue button with the text 'Verify'. At the bottom left, there is a link labeled 'Back'.

- d. After you press "Add Account" on your phone, click "Next" on the Okta page on your computer screen. It will then prompt you to enter in your 6-digit code that Okta Verify supplies you. Enter in the code and click "Verify."



- e. Also, after successfully scanning your barcode, you will be returned to the multifactor page and see a green check mark next to Okta Verify indicating you have successfully configured your Okta Verify app. **Click on “Finish” to complete the process.**