

OKTA USER GUIDE

V1.0



ACTIVATING YOUR PUB ACCOUNT USING PC & PUB TABLET DEVICE

You should complete the following activation steps on a PC or Laptop.

You will also need to use your Pub Tablet device with an internet Connection, and be able to download apps to complete the activation.

BEFORE YOU BEGIN...

To make the process as smooth as possible, it is recommended that you download the *Okta Verify App* and *Okta Mobile App* to your Pub Tablet device **before** you follow the steps below to activate your account. These *may* already be automatically installed, so please check now before proceeding.

For help with this, see the separate User Guide [Downloading the Okta Verify App](#) via the help page [here](#).

HOW TO ACTIVATE YOUR ACCOUNT

You will have received a welcome email containing a link to activate your account.

This will have been sent to your Pub email address (for example 'M1234@greeneking.co.uk')

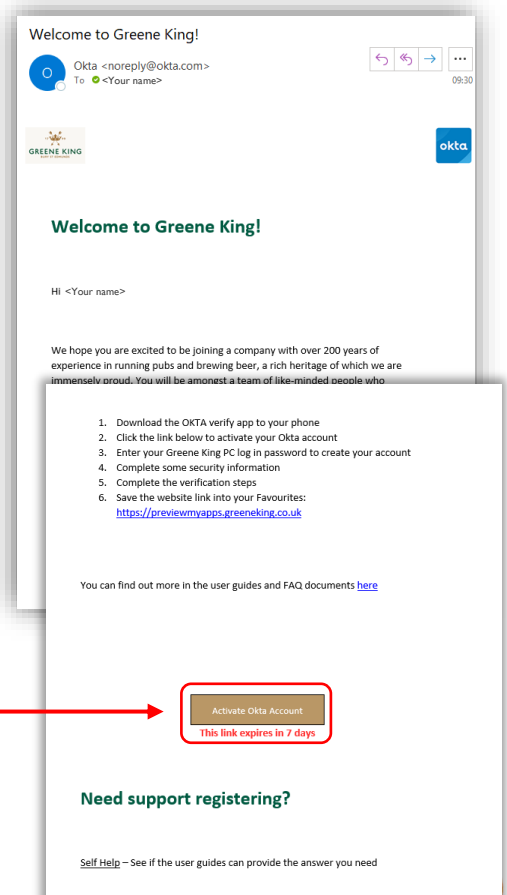
At the bottom of the email is an 'Activate Okta Account' button that will take you to a webpage to complete the activation process.

NOTE:

The activation link contained in the email is only valid for 7 days from date of receipt. If you try to activate your account after 7 days, the link will have expired and will not work.

Click the 'Activate Okta Account' button within your welcome email

If your link has expired, please contact the Okta Support Desk to request a new welcome Email. See the Help Page [here](#).

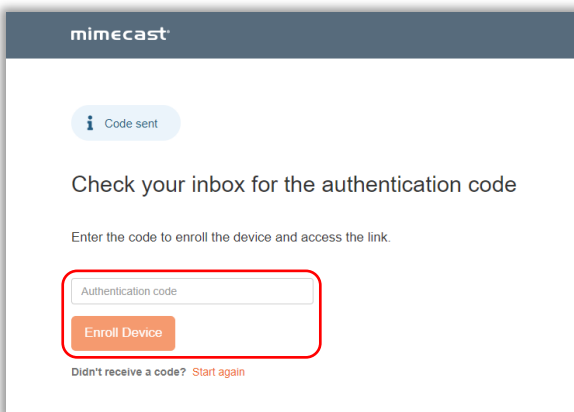


NOTE

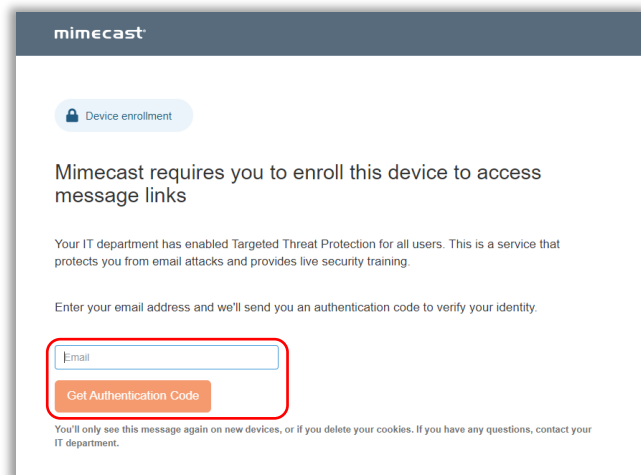
You may see a Mimecast Targeted Threat Protection page asking you to confirm your Identity before proceeding.

If this occurs, enter your email address and click the 'Get Authentication Code' button.

You will be sent a code via email.
(This may take a few minutes to arrive)



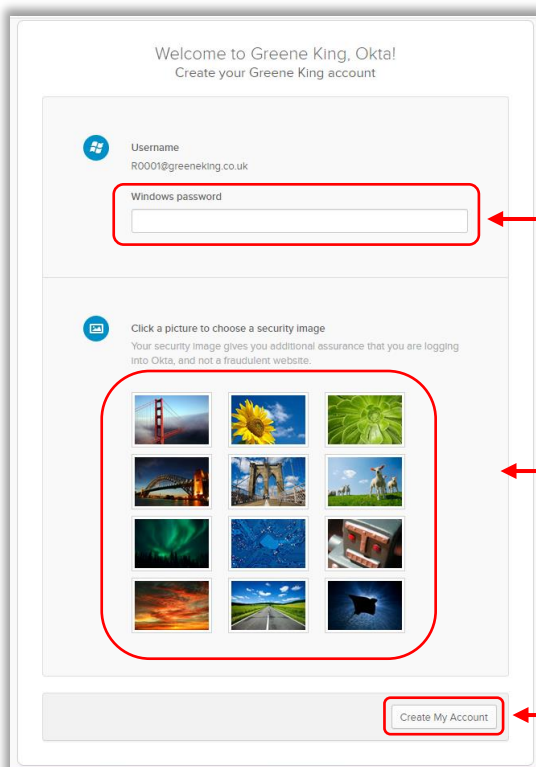
The screenshot shows the Mimecast 'Code sent' screen. It has a header with the Mimecast logo. Below it is a blue bar with an information icon and the text 'Code sent'. The main text says 'Check your inbox for the authentication code' and 'Enter the code to enroll the device and access the link.' There is a text input field labeled 'Authentication code' and an orange button labeled 'Enroll Device'. At the bottom, it says 'Didn't receive a code? [Start again](#)'.



The screenshot shows the Mimecast 'Device enrollment' screen. It has a header with the Mimecast logo. Below it is a blue bar with a lock icon and the text 'Device enrollment'. The main text says 'Mimecast requires you to enroll this device to access message links' and 'Your IT department has enabled Targeted Threat Protection for all users. This is a service that protects you from email attacks and provides live security training.' There is a text input field labeled 'Email' and an orange button labeled 'Get Authentication Code'. At the bottom, it says 'You'll only see this message again on new devices, or if you delete your cookies. If you have any questions, contact your IT department.'

Enter the Authentication code you were sent, and click the 'Enrol Device' button

A webpage will open in a browser:



The screenshot shows the Greene King Okta account creation page. It has a header with the text 'Welcome to Greene King, Okta!' and 'Create your Greene King account'. Below it is a form with a Windows icon and the text 'Username' and 'R0001@greeneking.co.uk'. There is a text input field labeled 'Windows password'. Below that is a section with a camera icon and the text 'Click a picture to choose a security image' and 'Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.' There is a grid of 12 images. At the bottom, there is a button labeled 'Create My Account'.

Enter the Windows password for the pub email address. This is the password you normally use to sign into the account on a PC.

Select a security picture
(This will show on your login page in future)

Click 'Create My Account'

You will now be asked to set up Multifactor Authentication (MFA):**NOTE**

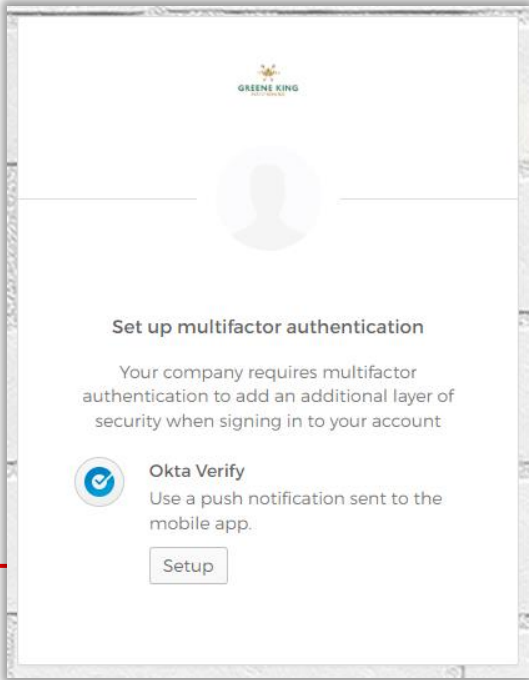
To complete registration, you will require the *Okta Verify* app to be installed on your device.

Your Pub Tablet may already have Okta Verify installed on the device.

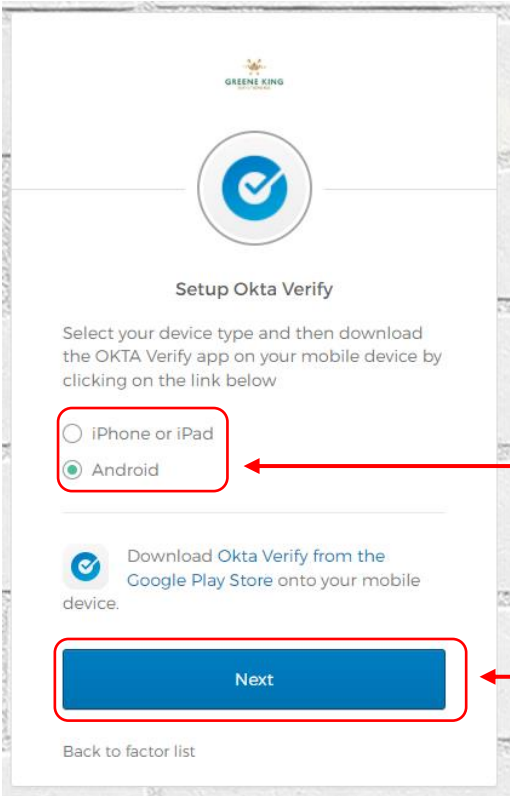
If it is not already installed, download the *Okta Verify* app to your mobile device now before continuing.

See separate User Guide [Downloading the Okta Verify App](#) for instructions via the help page [here](#).

Click 'Setup'



Click 'Setup'

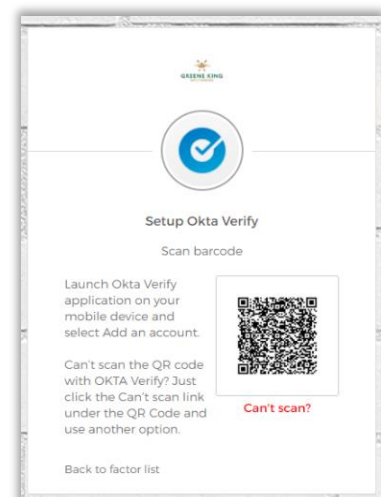


Select which type of device you are using-
Your Pub Tablet is an Android device

Click 'Next'

The web page will display a QR code. Leave this on screen.

You will now need to use your Pub Tablet.

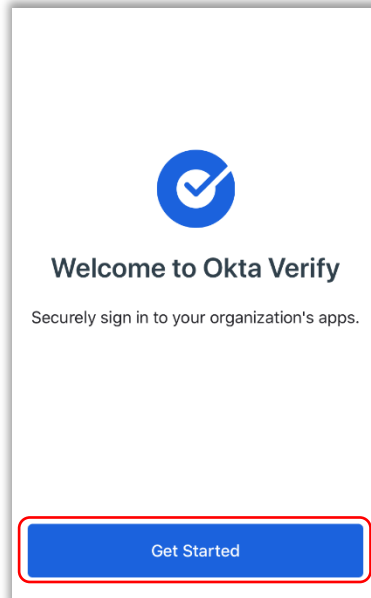


Complete the following steps to set up the *Okta Verify* app on your Pub Tablet device...

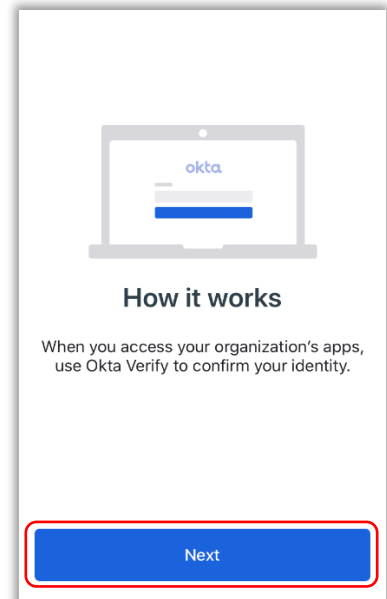
Open the *Okta Verify* app.



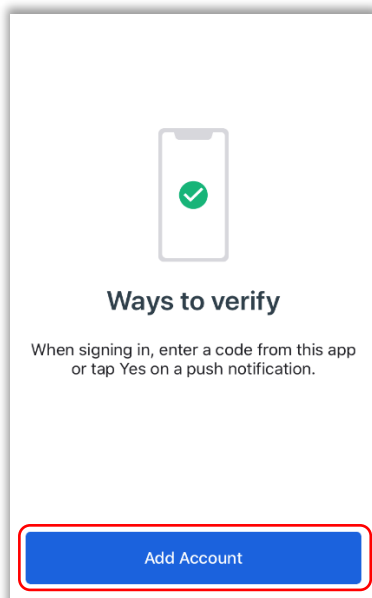
Click the 'Get Started' button...



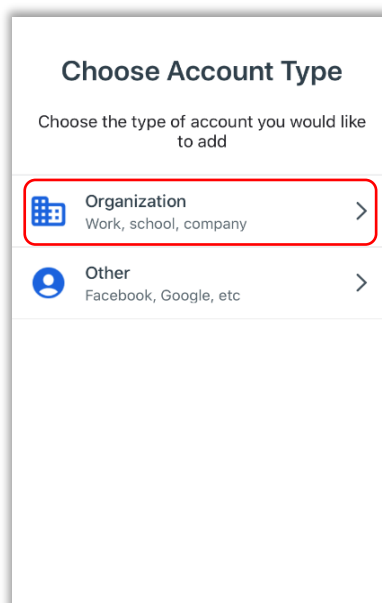
Click the 'Next' button...



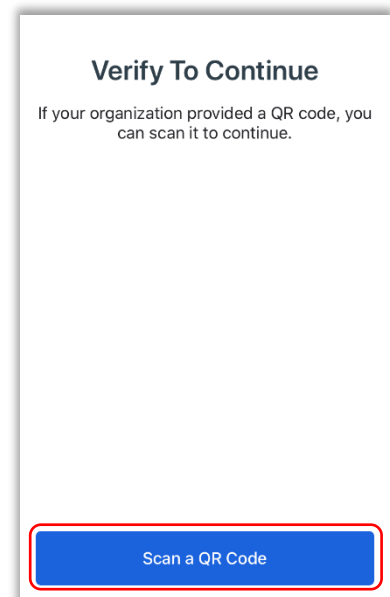
...Click the 'Add Account' button...



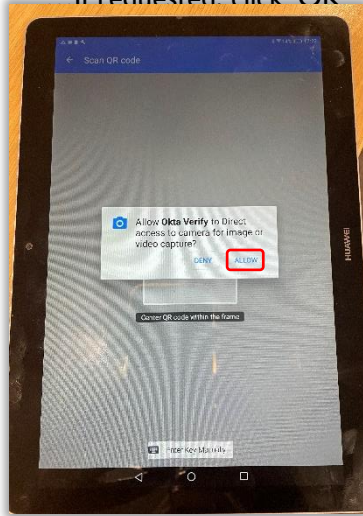
...Select 'Organization'...



...Click the 'Scan QR Code' button...



If requested, click 'OK'

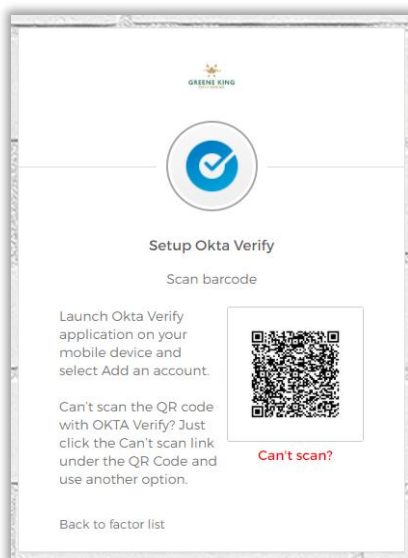


Scan the QR code:

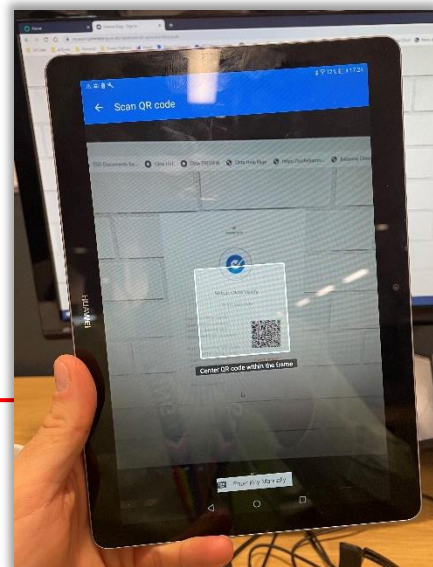
Hold your tablet device up to the screen...

...using your camera, place the QR code on your PC screen inside the square on your tablet screen...

...The app will automatically scan the QR code...



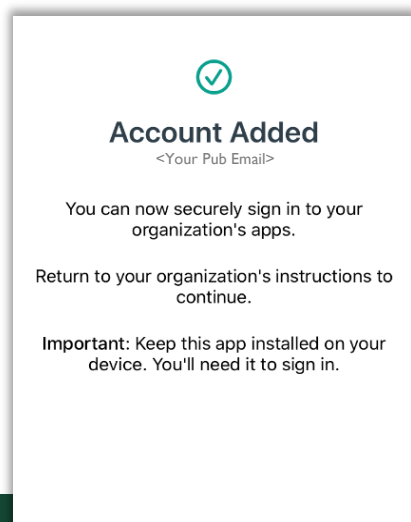
...like this...



Your account has been successfully added to the Okta Verify app.

Click the 'Done' button.

You can now close the *Okta Verify* app.

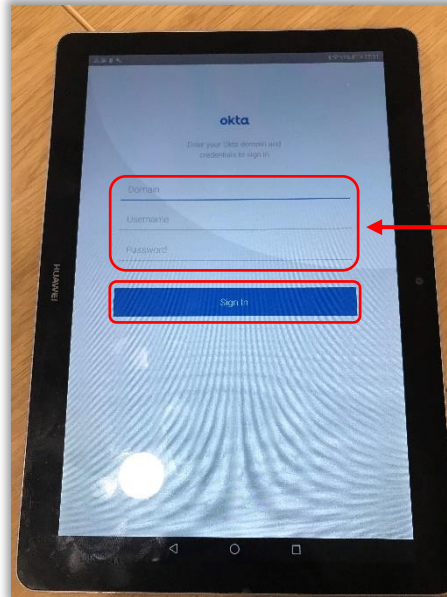


To access Okta on your Pub Tablet device,
you will now need to use the Okta Mobile App.

Open the Okta Mobile App...



You will be prompted to enter the following information:

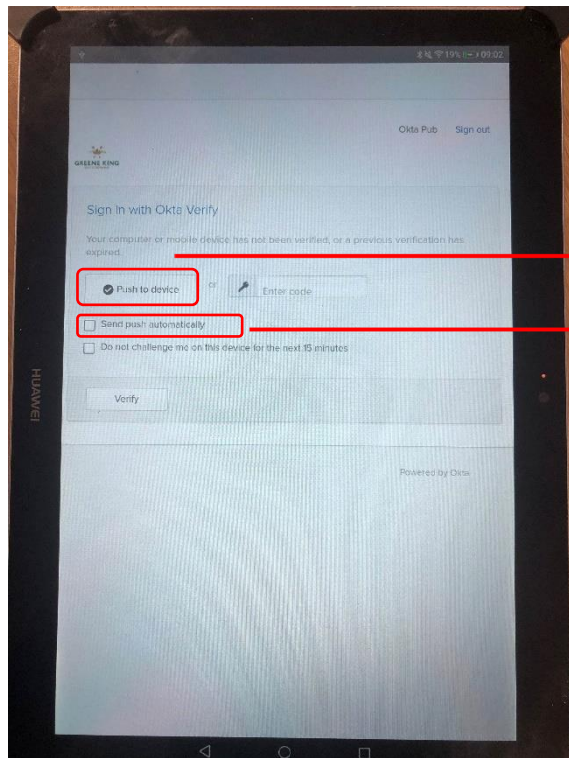


In the domain field, enter
myapps.greeneking.co.uk

In the Username field, enter
your pub email address, eg
R0001@greeneking.co.uk

In the Password field, enter
your pub email password.

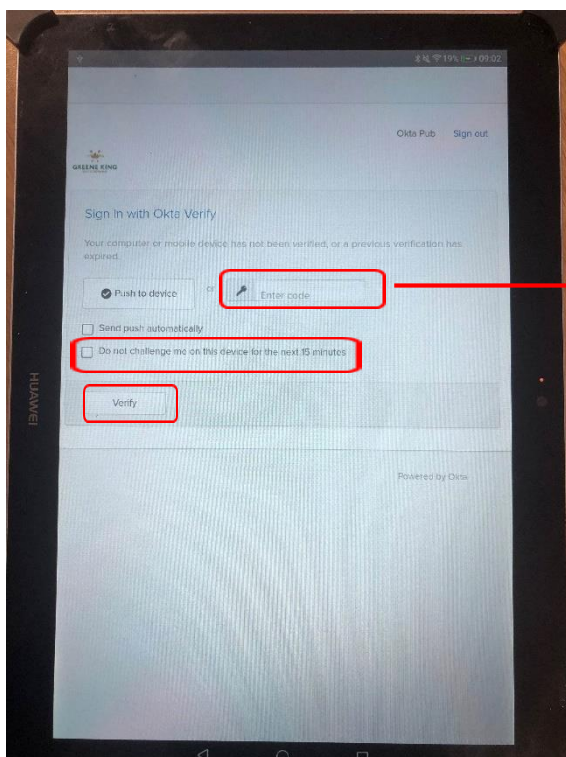
Then click the 'Sign In'
button



You will then be prompted to complete MFA using the Okta Verify App.

You can select 'push to device' to push the notification and select 'Yes It's Me' in the Okta Verify App – you should see a notification at the top of the tablet screen. If 'send push automatically' is selected the notification will automatically be pushed to your Okta Verify App.

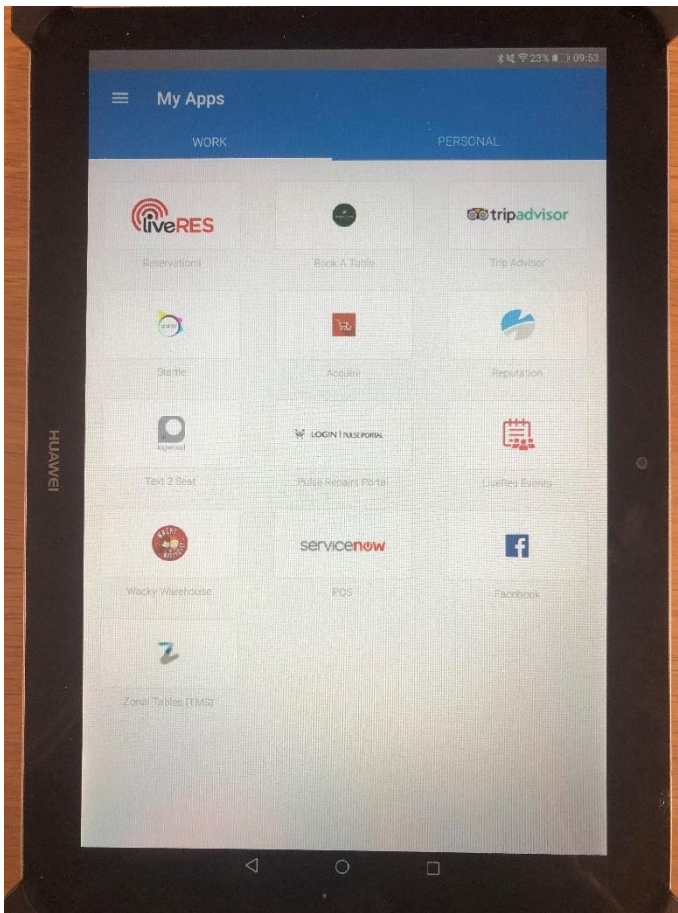
You may need to navigate back to the Okta Mobile App following verification.



You can also enter the code displayed in the Okta Verify App and click Verify to complete the verification.

Select the 'Do not challenge me on this device....' option on this verification page to ensure you are not required to MFA again with the specified MFA session length.

Activation is complete! You will be taken to your Okta Dashboard



For further guidance and instructions for personalising your Okta Dashboard, see the separate User Guide [Using Okta](#) on the Help Page.

Having problems Activating your account? See the Help Page [here](#).