

OKTA USER GUIDE

V1.0



SETTING UP AND USING OKTA MOBILE ON ANY MOBILE DEVICE

Once you have activated your Okta account you can access your Okta dashboard using the Okta Mobile App

BEFORE YOU BEGIN...

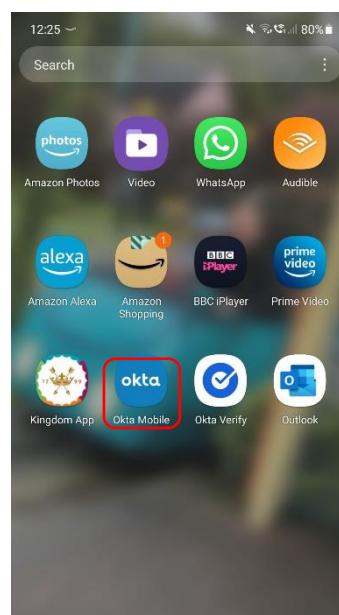
You will need activate your Okta account and have the *Okta Verify* App downloaded to use the *Okta Mobile* App. See the activation guides on the [Okta help page](#) for more information.

You will need to download the Okta Mobile application, see the separate User Guide [Downloading the Okta Mobile App](#) via the help page [here](#).

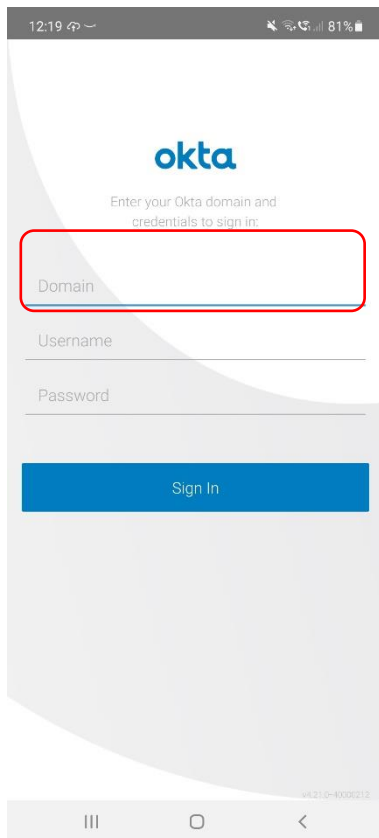
Please note that application features that require pop-ups are not available when the application is accessed through Okta Mobile. Please access the application/Okta via a mobile browser to access these features.

LOGGING IN TO OKTA MOBILE

1. Open the Okta Mobile App...



2. You will be prompted to enter the following information:



In the domain field, enter:

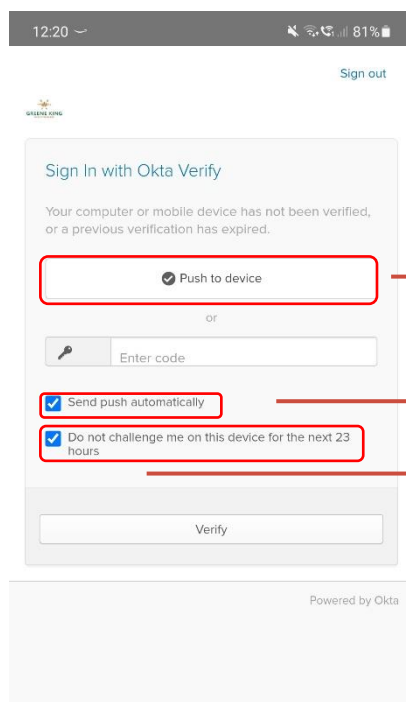
myapps.greeneking.co.uk

In the Username field, enter your Okta username, this could be your windows account name or employee number.

In the Password field, enter your Okta account password – this will either be your windows password or the password you set up during Okta account activation.

Then click the 'Sign In' button

3. 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 or mobile screen.

If 'send push automatically' is selected, the notification will automatically be pushed to your Okta Verify App.

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.

12:20 ~ 81%

Sign out

GREENE KING

Sign In with Okta Verify

Your computer or mobile device has not been verified, or a previous verification has expired.

☒ Push to device

or

Enter code

☒ Send push automatically

☒ Do not challenge me on this device for the next 23 hours

Verify

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

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

4. You will then be asked to create and confirm a 4-digit PIN that will need to be entered each time the app is opened. If you use fingerprint or face recognition on your device you may be prompted for this instead of using a PIN.

12:20 ~ 81%

Sign out

Create a 4-digit PIN

1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

0 ✓

12:20 ~ 81%

Sign out

Confirm your 4-digit PIN

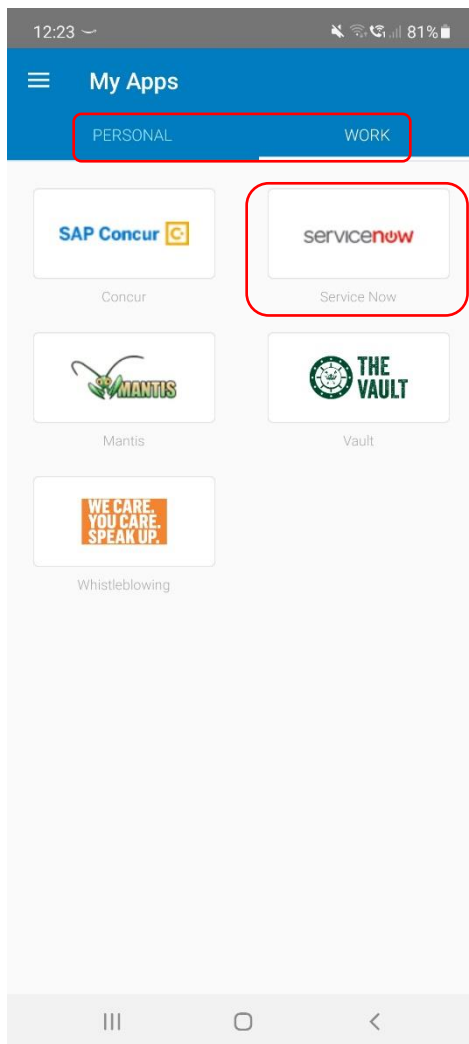
1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

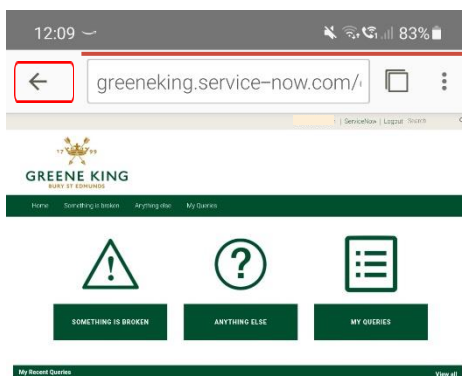
0 ✓

5. Login is complete! You will be taken to your Okta Dashboard.



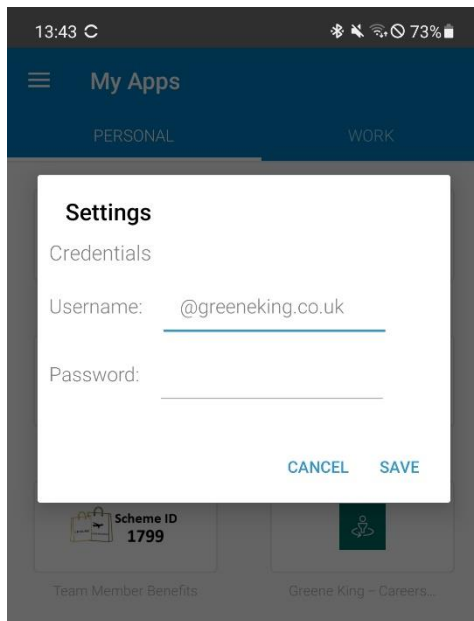
Any sections you have created in the desktop app will appear at the top of the mobile app for selection.

Select the tile to access the application. Applications will be opened within the Okta mobile app.

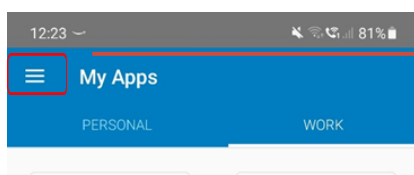


You will need to click on the back arrow to return to the dashboard to open another application

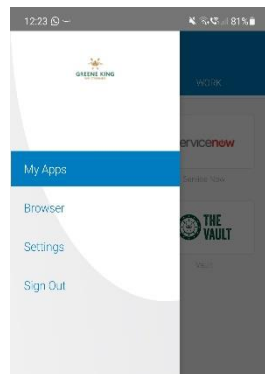
6. Application/Okta Mobile Settings



Hold down the application tile to display the application settings. For password store applications, you can edit your credentials here.



On the Okta Dashboard, click on the menu button to access settings or sign out.



For further guidance and instructions on setting up your Okta account and using Okta please see the Okta Help Page [here](#).