

# USING OKTA

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The Okta logo consists of the word "okta" in a white, lowercase, sans-serif font, centered within a large, solid blue circle. The background of the slide is a dark blue with a pattern of lighter blue dots.

okta

# Okta User Guide

This guide explains how to use Okta. If you have not yet activated your account, click [here](#).

## Overview of the guide

### How to log in to Okta:

Once you have set up your account in Okta, visit <https://wpp.okta.com> to access your dashboard.

### Adding an application to your dashboard:

Most business applications are assigned to you by your application administrator. There will be some applications that are only available on request – to do this, go to the '+ add apps' button.

### Organising your dashboard:

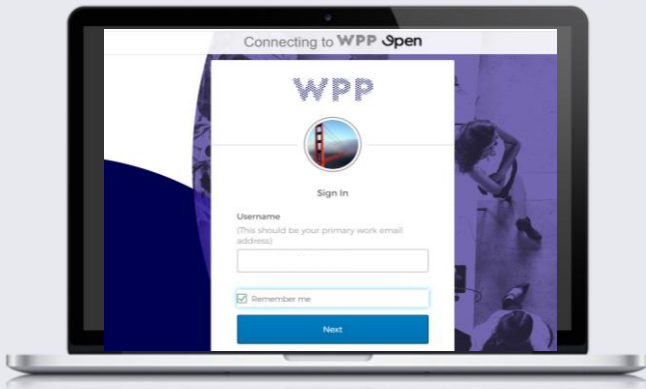
Your Okta dashboard is unique to you. You can reorder your applications to fit your work style.

### Resetting your Okta MFA:

If you are planning to replace or upgrade your mobile phone, reset Okta Verify (multi-factor authentication) before you discard your old phone.

# How to log in

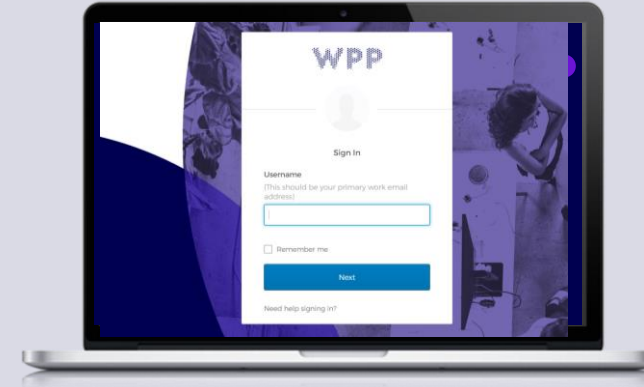
## Okta dashboard log in



The process of logging in to Okta, shown here, allows you to access applications from your Okta dashboard.

In some cases, applications are accessible by visiting the existing URL/portal and responding to an Okta log in prompt.

## STEP 1

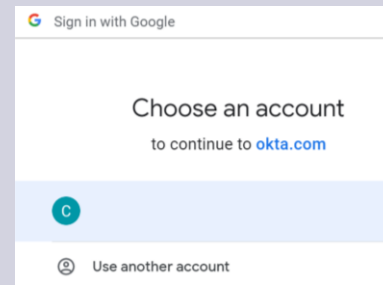
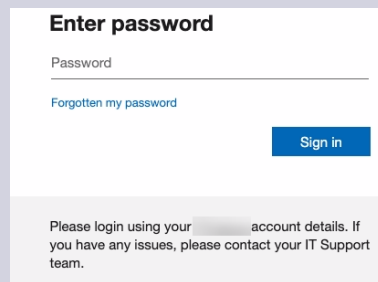


Navigate to <https://wpp.okta.com> and when prompted enter your primary email address and click 'sign in'.

## STEP 2



Depending on which way your access is set up, you are automatically directed to one of three pages to log in.



## STEP 3



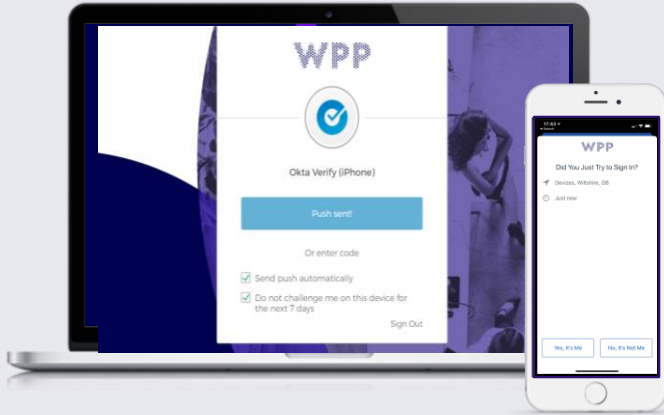
You receive one of the following MFA prompts:

- Okta Verify push notification
- Okta SMS authentication

You may receive an additional MFA prompt depending on the way your existing MFA is set up.

# How to log in (continued)

## STEP 4 – Okta Verify push notification

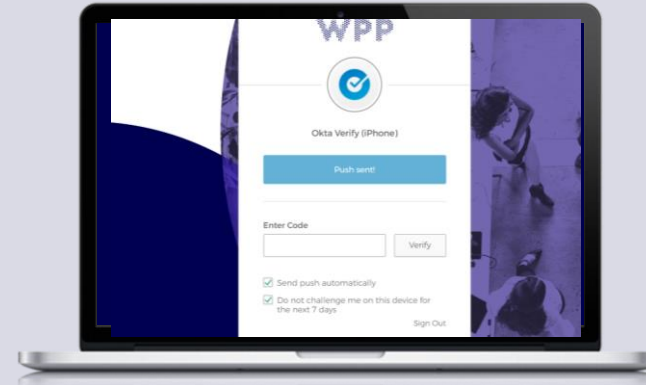


Click '**Send Push**' and look out for a mobile notification from **Okta Verify**

Tap '**Yes, It's Me**'

Always select '**No, it's not me**' if you did not initiate the login request.

## STEP 4 – Okta SMS authentication



You receive a text message containing a verification code to the mobile number you have previously specified.

Enter the verification code received into your web browser and click '**Verify**'.

## STEP 5

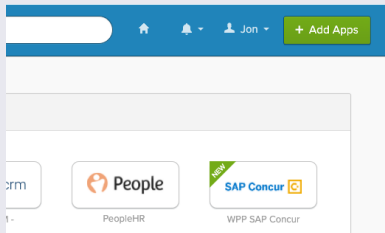


You're now logged in.

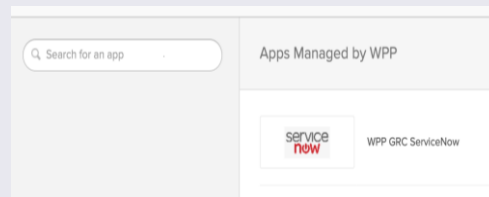
If you have an application you wish to access on your dashboard, simply click on the icon.

# Adding an application to your dashboard

## STEP 1

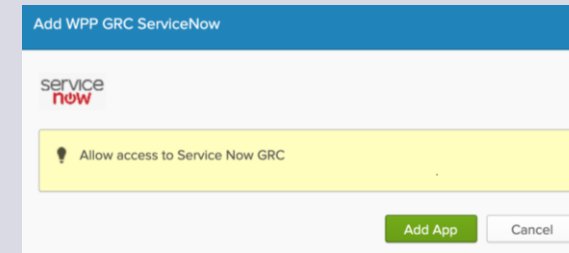


Click on the +Add Apps button on the top right of your Okta Dashboard.



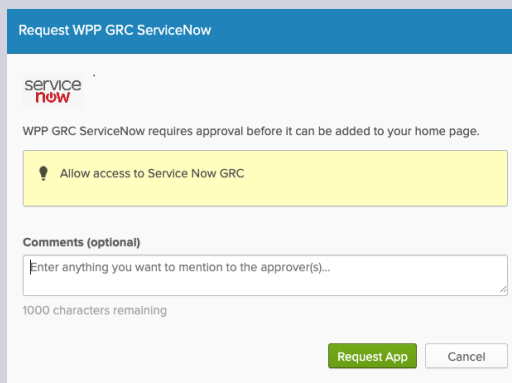
Enter the name of the application you'd like to add in the Search for an app field in the upper left hand corner of the applications page.

## STEP 2



When the application you're looking for appears in the dropdown menu below the search bar, click on the "Add" button.

## STEP 3



The application may require an approval step.

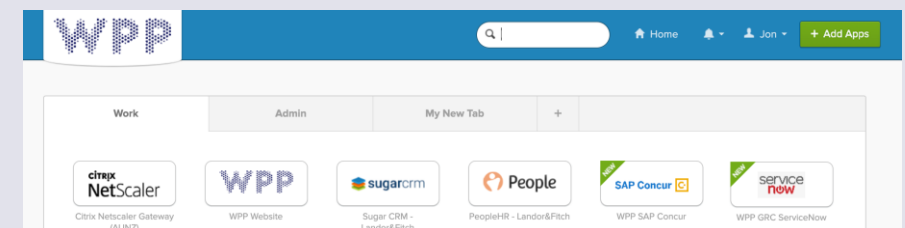
Where approval is required you will see a popup allowing you to post the request to the approver(s).

You can put your reasons for needing the app into the comments box if you think it will be useful.

## STEP 4

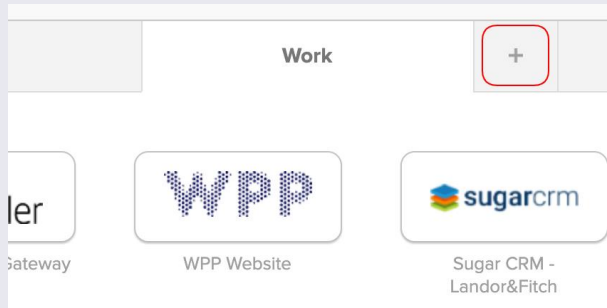
Once approved, your requested application will appear on your dashboard

Click the Home button at the top of the page when done to return to your Okta Dashboard.



# Organising your dashboard

## Creating tabs

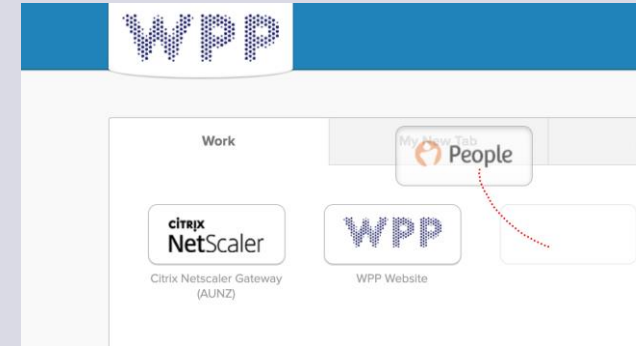


If you use a lot of different apps, you can also organise them into tabs.

You can have up to five tabs at a time.

To create a new one, simply click the + by the name of your current tab.

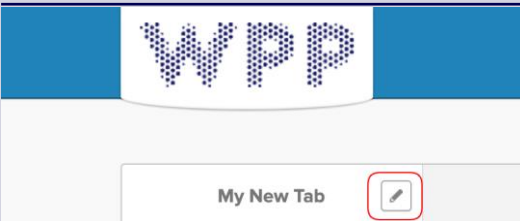
## Organise your apps into tabs



You can drag and drop apps into it and name the tab accordingly.

Click your different tabs to see which apps they contain.

## Naming tabs



If you ever want to change the name of one of your tabs, just hover the cursor by the current name and click on the pencil icon.

To delete a tab, remove all apps from the tab and click the Delete tab button.

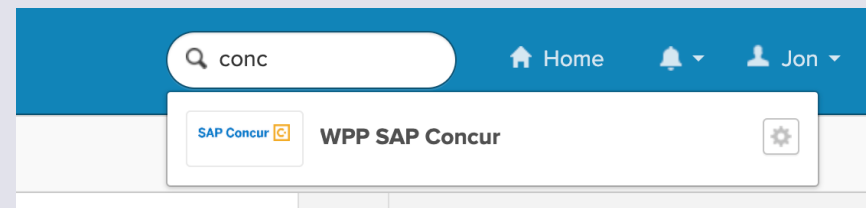
Edit Tab Name

Tab Name

⚠ Move your apps out of this tab to delete it

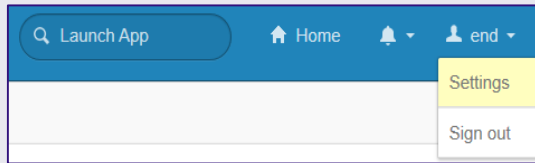
## Don't see the app you're looking for?

Simply type the app name in the Launch App search box near the top.



# Resetting your Okta MFA – I have my old mobile phone

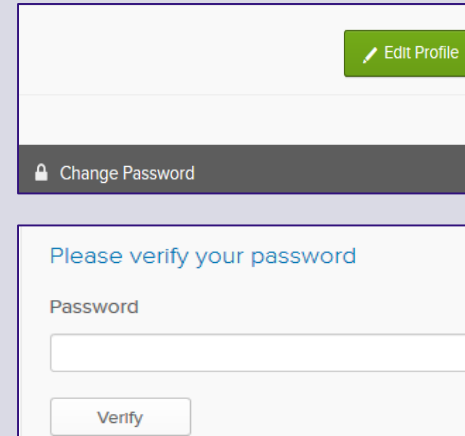
## STEP 1



Sign in to <https://wpp.okta.com> and follow the prompts to log in to Okta using your **old** mobile phone.

Click on your name (top right corner) and choose '**Settings**'

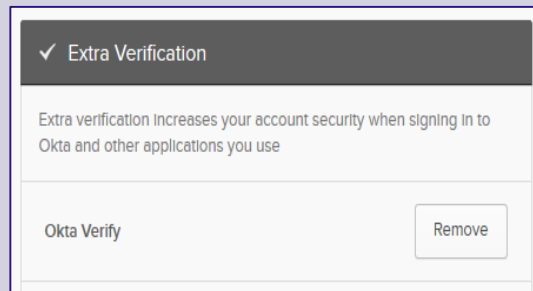
## STEP 2



Click on 'Edit Profile'

Enter your password when prompted.

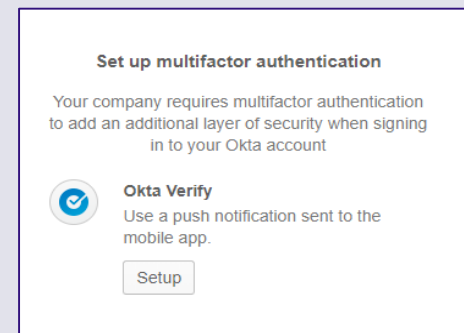
## STEP 3



Scroll down to the '**Extra Verification**' section.

Click '**Remove**' to reset the factor relating to your chosen MFA.

## STEP 4



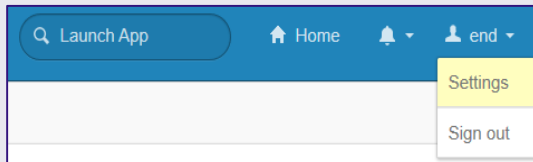
Log out of Okta. The next time you log in, use your **new** mobile phone when prompted to set up your chosen MFA.

Click on '**Setup**' next to your chosen MFA and follow the prompts.

# Resetting your Okta MFA – I don't have my old mobile phone

## STEP 1

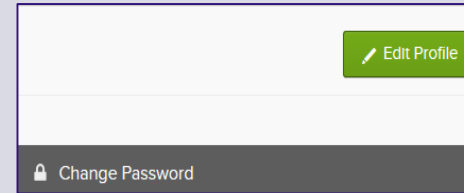
Log onto your **company network** to reset your MFA. If you are unable to do so, contact your usual IT support channel for help resetting your MFA.



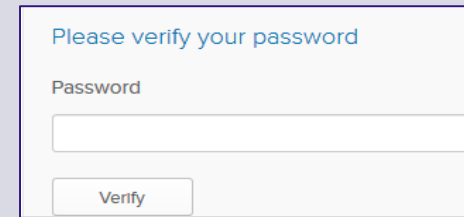
Sign in to <https://wpp.okta.com> and follow the prompts to log in to Okta.

Click on your name (top right corner) and choose '**Settings**'.

## STEP 2

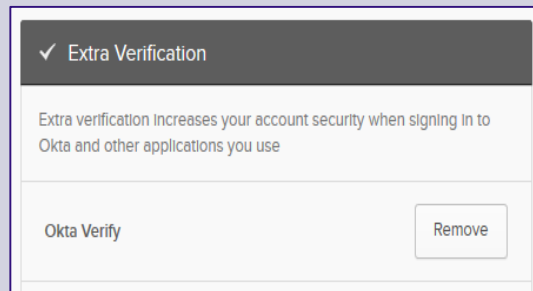


Click on 'Edit Profile'



Enter your password when prompted.

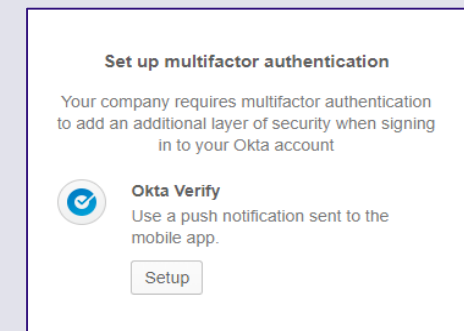
## STEP 3



Scroll down to the '**Extra Verification**' section.

Click '**Remove**' to reset the factor relating to your chosen MFA.

## STEP 4



Log out of Okta. The next time you log in you will be prompted to set up your chosen MFA.

Click on '**Setup**' next to your chosen MFA and follow the prompts.