How to Setup Okta Verify for MFA before enforcement

The following guide provides step by step instructions on how to register and set up Okta Verify on your device for Multifactor Authentication (MFA) prior to CFA enforcing the use of MFA.

Note: Please ensure you have a PC or another device handy as it will make the process easier. If you do not have a camera on your mobile device, you will need to follow the setup option outlined in **Step 4B**.

Step 1: Download and Install Okta Verify App

- 1. If you do not already have the Okta Verify app installed on your phone, please follow these steps
 - iOS devices: Search for Okta Verify in the <u>Apple App Store</u>, select **Get** to install then Select **Open**.
 - Android devices: Search for Okta Verify in the <u>Google Play Store</u>, Select **Install** and Select **Open** after the installation is complete.



2. Once installed, open the Okta Verify app.

Step 2: Set Up Okta Verify on Your Phone

 Select Get started in the Welcome to Okta Verify screen. Skip the prompts to click Add Account and Select Organization as the Account Type. In the Add Account from Another Device prompt, select Skip

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Welcome to Okta Verify	Ways to verify When signing in, enter a code from this app, tap Yes on a push notification, or tap the "Sign in using Okta Verify on this device" button.	ose the type of account you woul to add
Get Started		Organization Work, school, company
Add Account from Another Device	Add Account	Other Facebook, Google, etc

2. Select **Yes, ready to scan**, the app will automatically add your account once the QR code is scanned.

Do You Have Your QR Code?
Before you continue, make sure your QR code is shown on another device, such as a laptop Where do I get my QR code?
Yes, Ready to Scan
No, Sign In Instead

Step 3: Prepare for Account Setup

1. On a PC or another device, (e.g., another phone), open a web browser (Safari, MS Edge, Chrome) and go to **login.cfa.vic.gov.au/enduser/settings**.



- 2. Enter your CFA Volunteer Email address in the following format
 - <your_volunteer_number>@cfa.vic.gov.au>, or
 - <your_CFA_email_address@members.cfa.vic.gov.au>, then click **Next.**
- 3. Enter your **CFA Password**, then click **Verify**.

X V 25 login.cfavic.gov.au K :	
Sign In CFA Email Address Don't have a CFA Email Address? Use <volumeternor@cfa.wic.gov.au< th=""><th>Verify with your password ③ TestMFA02@cfa.vic.gov.au Password</th></volumeternor@cfa.wic.gov.au<>	Verify with your password ③ TestMFA02@cfa.vic.gov.au Password
TestMFA02@cfa.vic.gov.au	Verify
Next	Wani. to reset your eassword? Back to sign in

3. In the **Security Methods** section of the Accounts page, click **Setup** next to **Okta Verify** to start the setup process.

Personal Informati	on	✓ Security Methods		CE	
First name	Test	Security methods help your account security will applications.	hen signing in to Okta and other		-
Last name	MFAUser02	Okta Verify	Set up		
Okta username	TestMFA02@cfa.vic.gov.eu			****	.)
Primary email	TestMFA02@cfa.vic.gov.au	Google Authenticator	Set up		
Mobile phone		Phone	Set up	Verify with your	password
Alternate Username	TestMFA02@cfa.vic.gov.au			@ TestMFA02@cfi	a.vic.gov.au
Display name	Test MFAUser02	End All Sessions		Password	
		For your security, you can end all active session your account.	ns on every device that has accessed	1	
Oisplay Language			Sign out		
				Verify	

4. On the **Set up your Multifactor Authentication (MFA)** page, click **Setup** next to **Okta Verify** to begin the setup process for Okta Verify.



Step 4: Account Setup (Camera/Non-camera device)

4A: If you have a camera and a separate device (e.g., PC) (Preferred Method)

1. Point your phone camera at the QR code displayed in the browser on your computer to automatically scan the QR code.



2. Skip the prompts and confirm that your account has been successfully added to Okta, then tap **Done.** You'll notice that your web browser will automatically sign you into your account profile.

\odot		✓ Security Methods
Account Added		Security methods help your account security when signing in to Okta and other applications.
You can now securely sign in to your organization's apps.	🔘 okta Verify 🛛 🕂 🍼 …	Okta Verify Set up another
eturn to your organization's instructions t continue.	L login.cfa.vic.gov.au > TestMFA02@cfa.vic.gov.au	Remove
Important: Keep this app installed on your device. You'll need it to sign in.	718 404	Google Authenticator Set up
Done	Launch Dashboard 🖸	Phone Set up

4B: If you don't have a camera or a separate device

1. If your phone does not have a camera, select **No, Sign in Instead** when prompted to scan the QR code.

Do You Have Your QR Code?
Before you continue, make sure your QR code is shown on another device, such as a laptop Where do I get my QR code?
Yes, Ready to Scan
No, Sign In Instead

- 2. On the Enter your organization's sign-in URL page, enter https://login.cfa.vic.gov.au and click Next.
- 3. Enter your CFA Email Address and Password, then click Verify.

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CFA	CFA
Sign In CFA Email Address	****
Don't have a CFA Email Address? Use <volunteerno>@cfa.vic.cov.au</volunteerno>	Verify with your password
TestMFA02@cfa.vic.gov.au	(@ TestMFA02@cfa.vlc.gov.au
Keen me signed in	Password
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4. Click **Open Okta Verify**, then skip the prompts until you reach the **Account Added** screen. You'll notice that your web browser will automatically sign you into your account profile.

× ∨ ≌ login.cfa.vic.gov.au < :	✓ Security Methods Security methods help your account security applications.	when signing in to Okta and other
	Okta Verify	Set up another Remove
To continue, tap "Open Okta Verify" () ())) ()) ()))) ())))	Google Authenticator	Set up
Open Okta Verify	Phone	Set up

3. Alternative non-camera option from your browser: Click on **Can't Scan** to when prompted to scan QR code on your browser



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4. Click on **Text me a setup link**, then click **Next**. Enter your phone number then click **Send me a set up link**.

CFA		
Set up Okta Verify on another mobile device	Set up Okta Verify via SMS (1) TestMFA02@cfa.vic.gov.au Country/région Australia	
How would you like to set up Okta Verify?	Phone number +61	Check your text messages @ TestMFA02@cfa.vic.gov.au
Email me a setup link Text me a setup link	Make sure you can access the text on the receiving device	We sent an SMS to rith an Okta Verify setup line, to commute, upen the link on your receiving device.
Next	Or ny a unterent way to set up out a venify.	Or <u>try a different way</u> to set up Okta Verify.

5. You'll receive a text message on your phone from **OKTA** with a link to enrol for MFA. Click the link and follow the prompts to add your account, tap **Done**.



You will see that **Okta Verify** is now listed under **Security Methods** in your profile, confirming it has been successfully registered. You'll now be prompted to use MFA during future logins.

Security methods help your account security when signing in to Okta and other applications.	
Okta Verify	Set up another
	Remove
Google Authenticator	Set up
Phone	Set up