

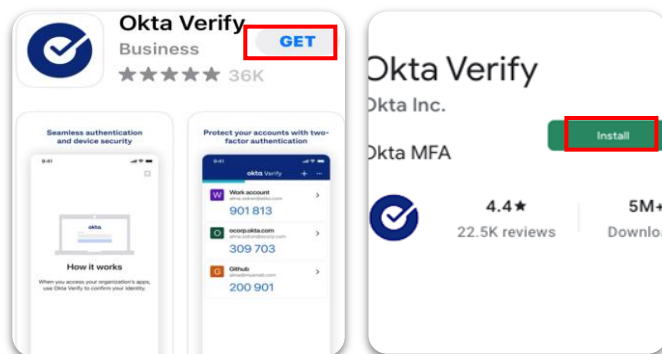
How to Setup Okta Verify for MFA before enforcement

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

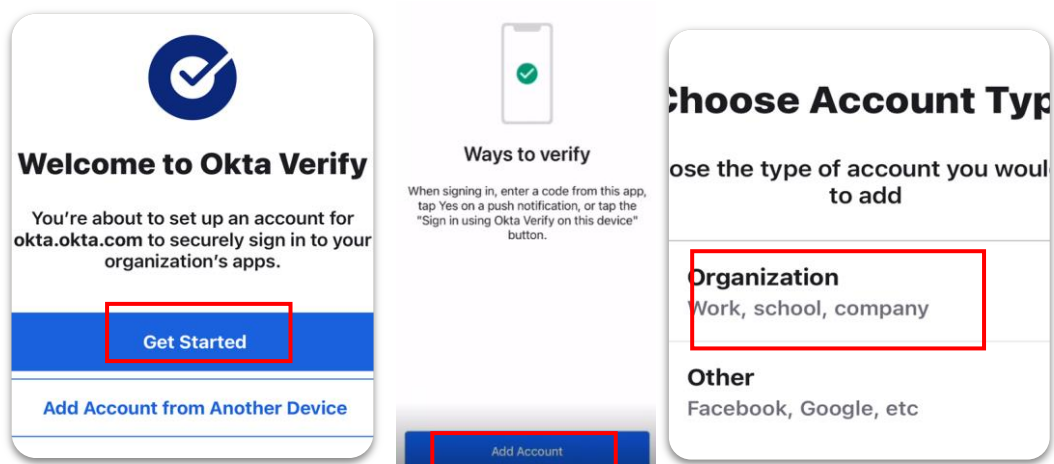
1. If you do not already have the Okta Verify app installed on your phone, please follow these steps
 - iOS devices: Search for Okta Verify in the [Apple App Store](#), select **Get** to install then Select **Open**.
 - Android devices: Search for Okta Verify in the [Google Play Store](#), Select **Install**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



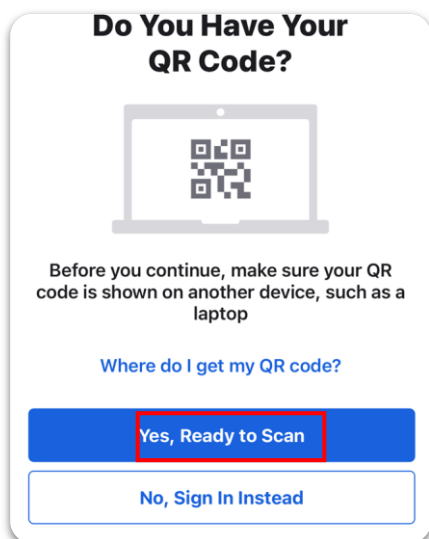
2. Once installed, open the **Okta Verify** app.

Step 2: Set Up Okta Verify on Your Phone

1. 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**

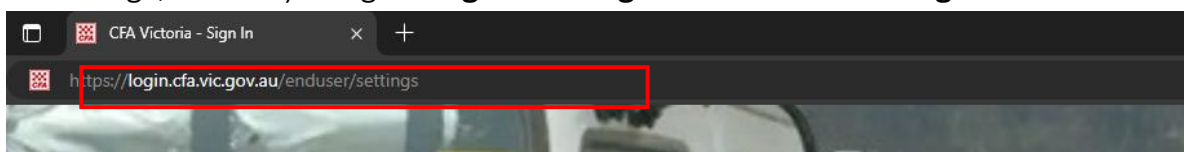


2. Select **Yes, ready to scan**, the app will automatically add your account once the QR code is scanned.

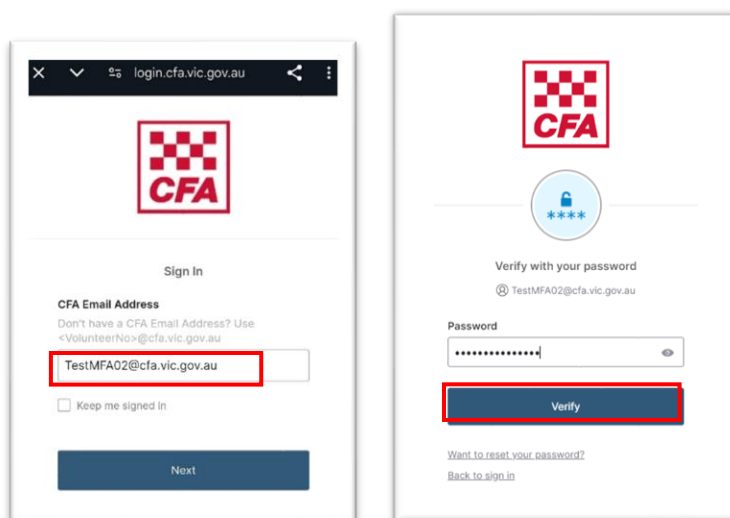


Step 3: Prepare for Account Setup

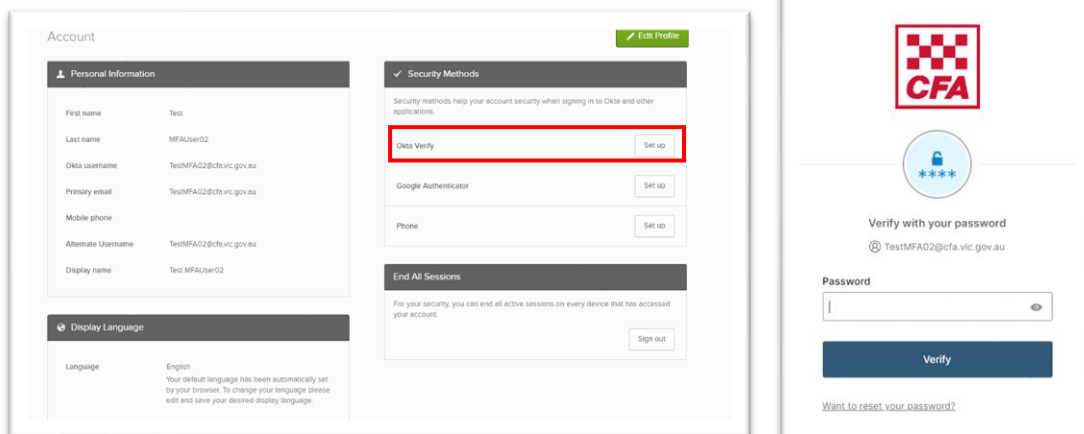
1. On a PC or another device, (e.g., another phone), open a web browser (Safari, MS Edge, Chrome) and go to **login.cfa.vic.gov.au/enduser/settings**.



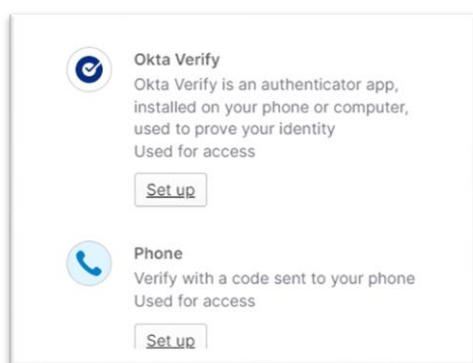
2. Enter your **CFA Volunteer Email address** in the following format
 - <your_volunteer_number>@cfa.vic.gov.au>, or
 - <your_CFA_email_address@members.cfa.vic.gov.au>, then click **Next**.
3. Enter your **CFA Password**, then click **Verify**.



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



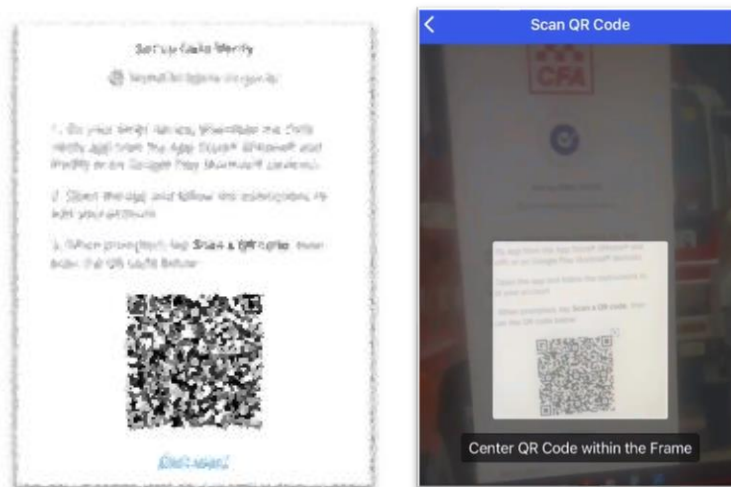
- On the **Set up your Multifactor Authentication (MFA)** page, click **Setup** next to **Okta Verify** to begin the setup process for Okta Verify.



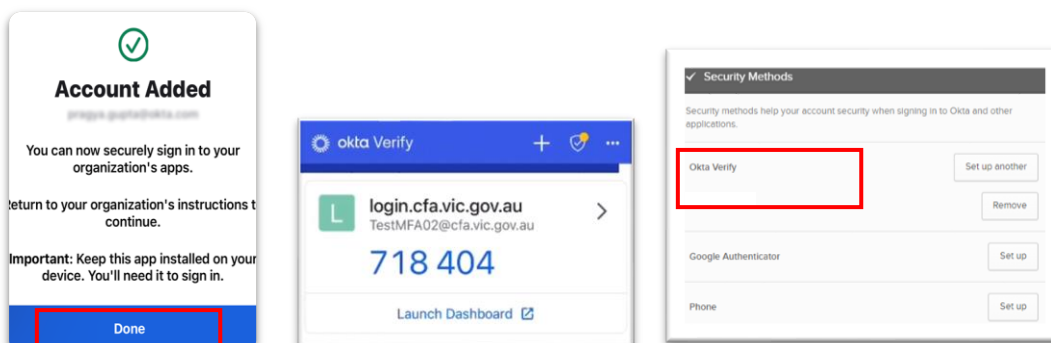
Step 4: Account Setup (Camera/Non-camera device)

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

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

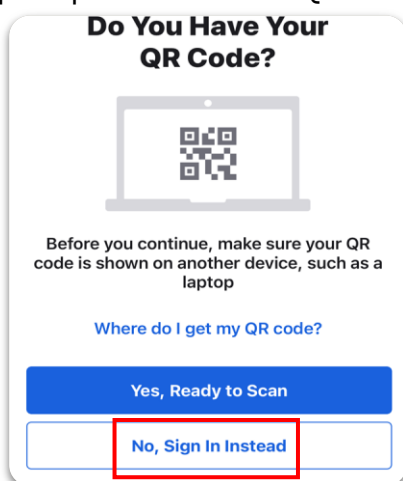


2. Skip the prompts and confirm that your account has been successfully added to Okta, then tap **Done**. You'll notice that your web browser will automatically sign you into your account profile.

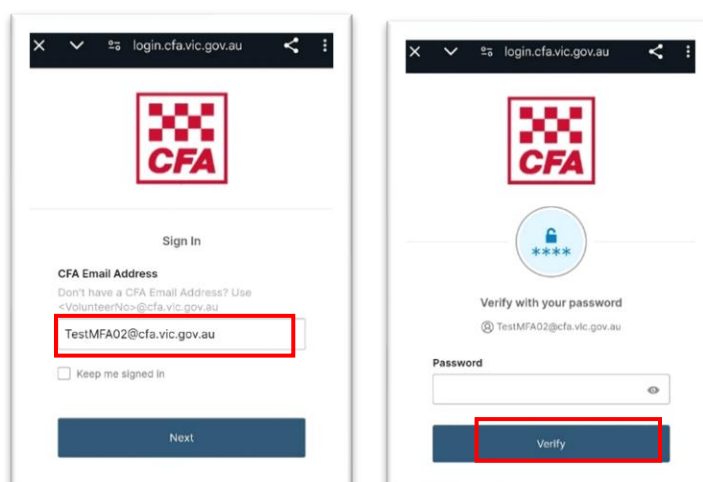


4B: If you don't have a camera or a separate device

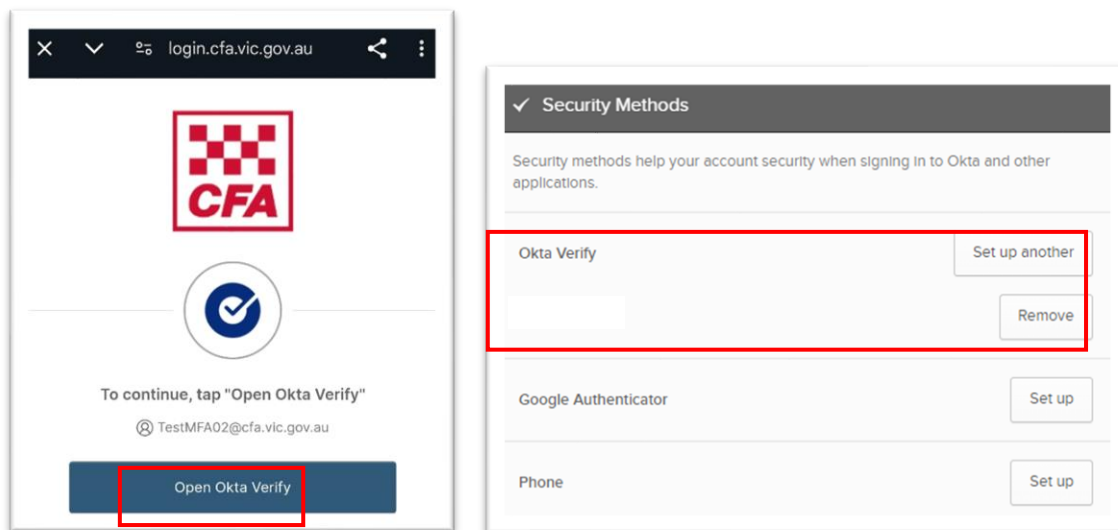
1. If your phone does not have a camera, select **No, Sign in Instead** when prompted to scan the QR code.



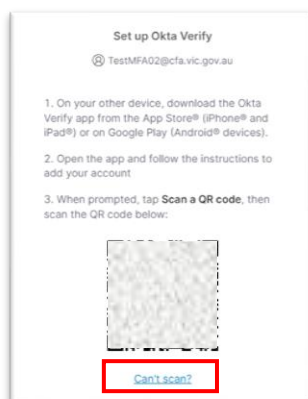
2. On the **Enter your organization's sign-in URL** page, enter **https://login.cfa.vic.gov.au** and click **Next**.
3. Enter your **CFA Email Address** and **Password**, then click **Verify**.



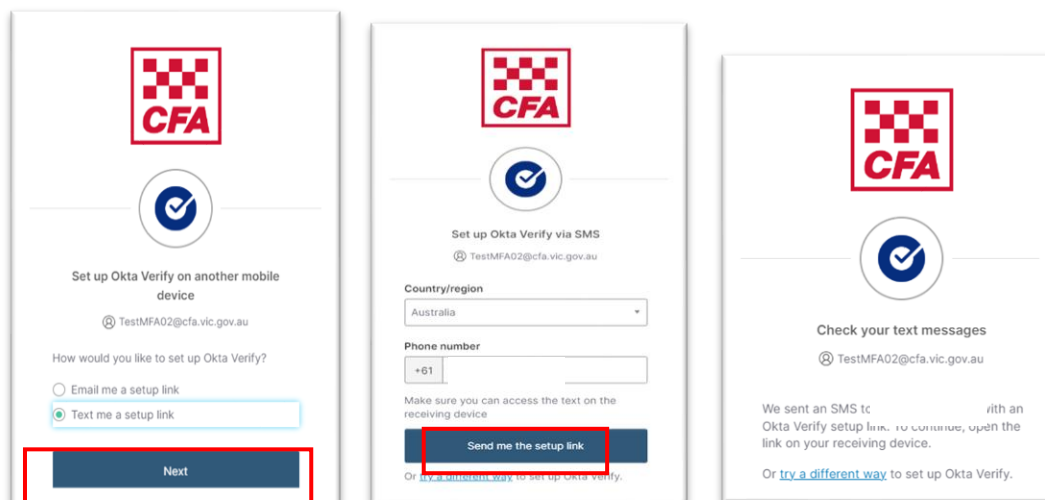
4. Click **Open Okta Verify**, then skip the prompts until you reach the **Account Added** screen. You'll notice that your web browser will automatically sign you into your account profile.



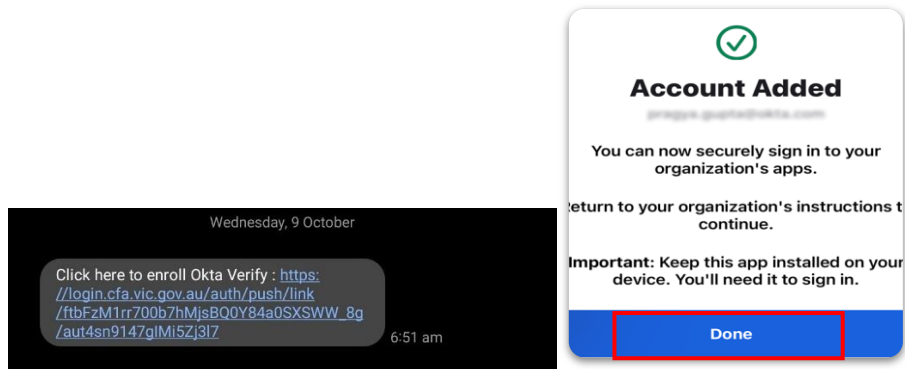
3. Alternative non-camera option from your browser: Click on **Can't Scan** to when prompted to scan QR code on your browser



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



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.

