



WIREFRASS OKTA Single Sign-On Quick Start Guide for Students

<https://wiregrass.okta.com>

Okta is the name of our new single sign-on environment, and one you'll need to remember as it will be referred to often. It's a portal that allows the user to use one username and password to access your Wiregrass applications...think of it as using one key to open one door, with many different rooms inside.

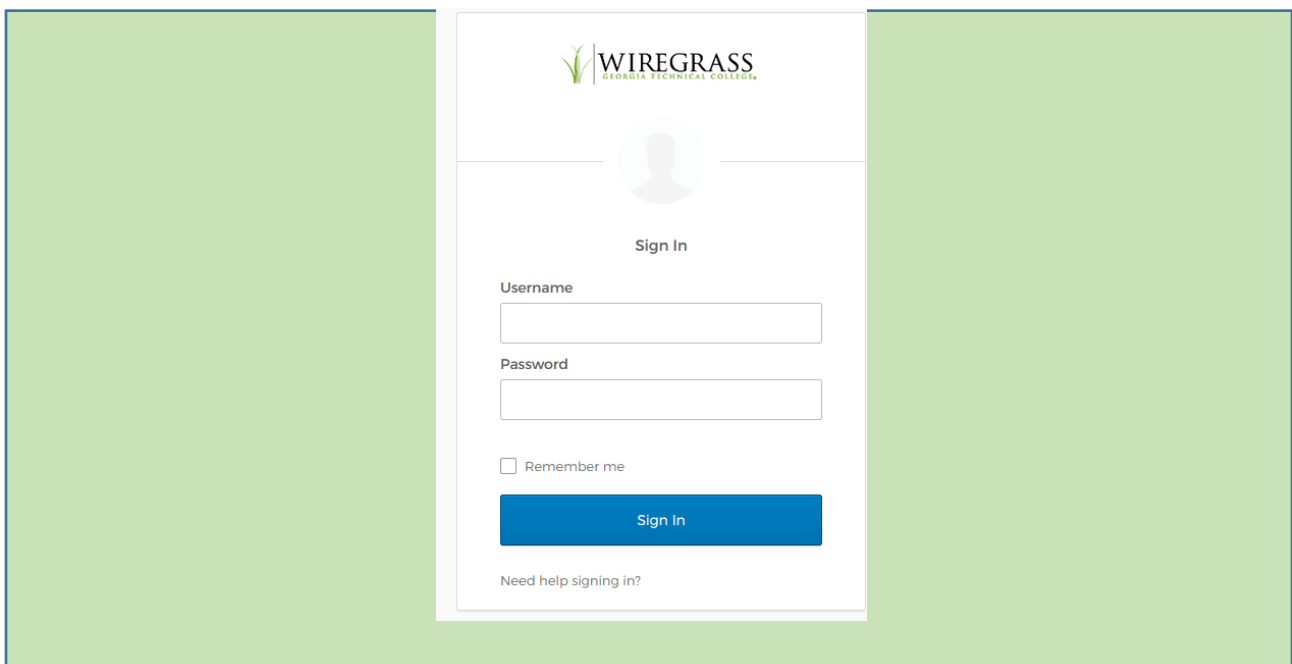
This guide is designed to step you through the initial setup of the Okta application on your devices for secure access and single sign-on (SSO) functionality. Okta will be used for access to Banner, Blackboard, Microsoft O365, Navigate, the future eCampus, and more applications as we move forward.

 You will receive an onboarding email from **Okta** (noreply@okta.com) when your account is ready. Click the link in the email to activate. Or, in a browser window, navigate to <https://wiregrass.okta.com> to access the Okta Single Sign-in landing page.

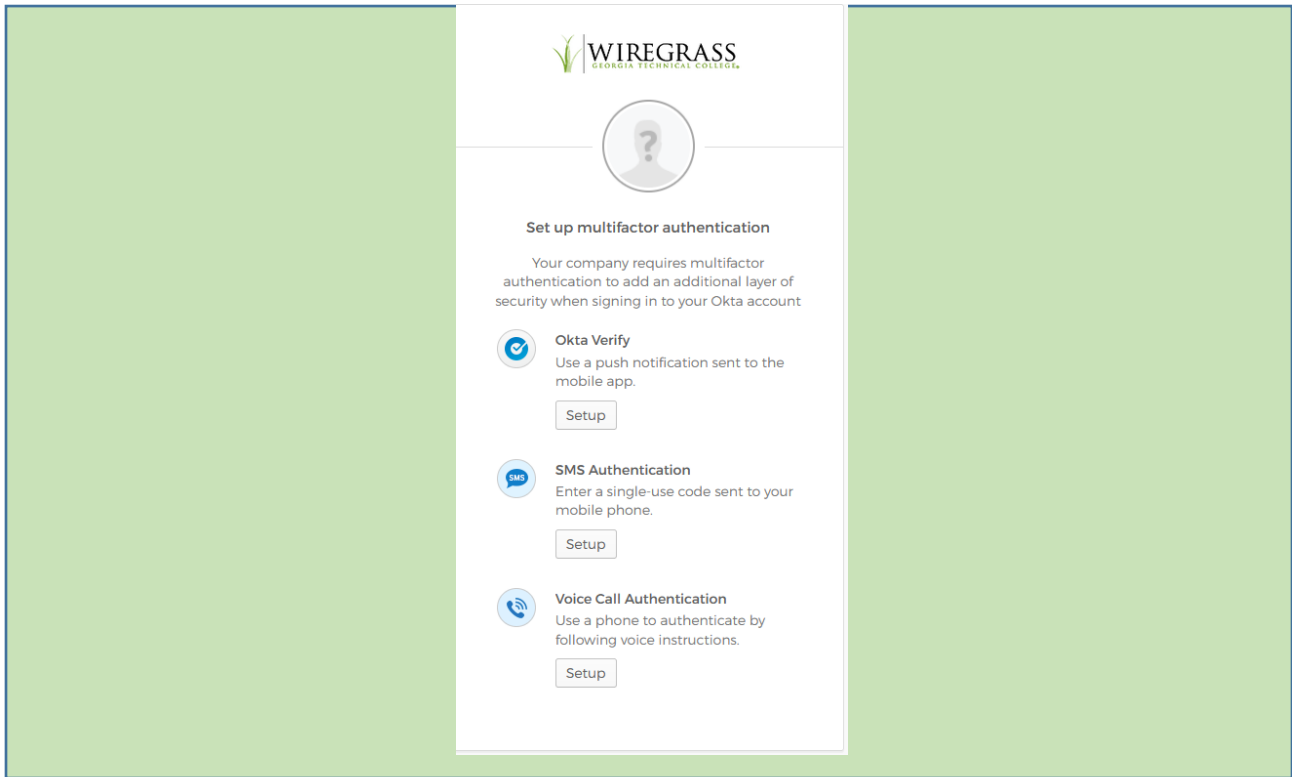
 New students will have to navigate to the web page as they will not have access to email yet. New students will be required to change their password on first login.




1. Enter your Wiregrass username and password and click the Next button.

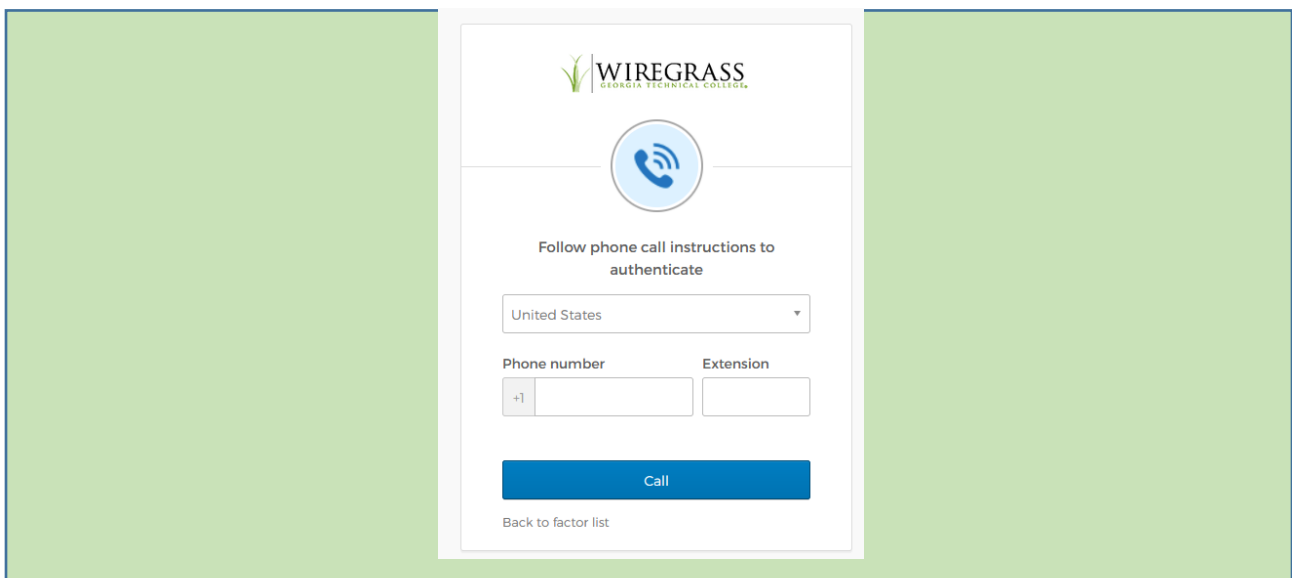


2. Set up Multi-factor Authentication

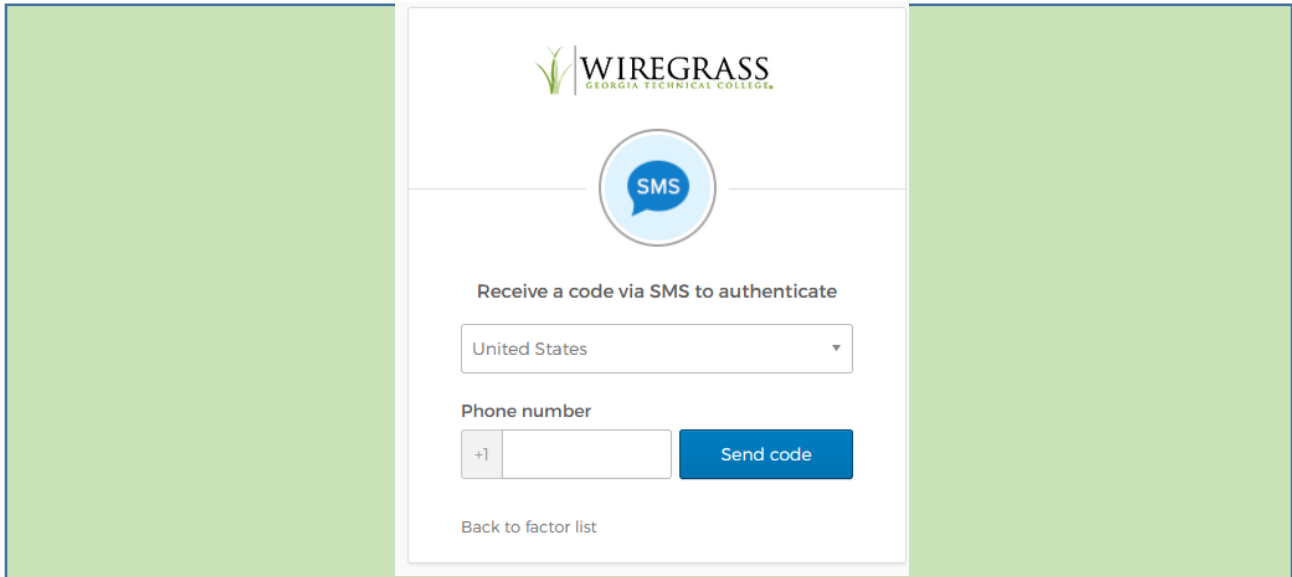


 To set up your multifactor authentication, there are several options to choose from. Please select the method that will BEST allow the application to contact you to authenticate. You will be challenged for your MFA code EACH time you login to Okta. **This aligns with new Wiregrass, TCSG, and State of Georgia requirements.**

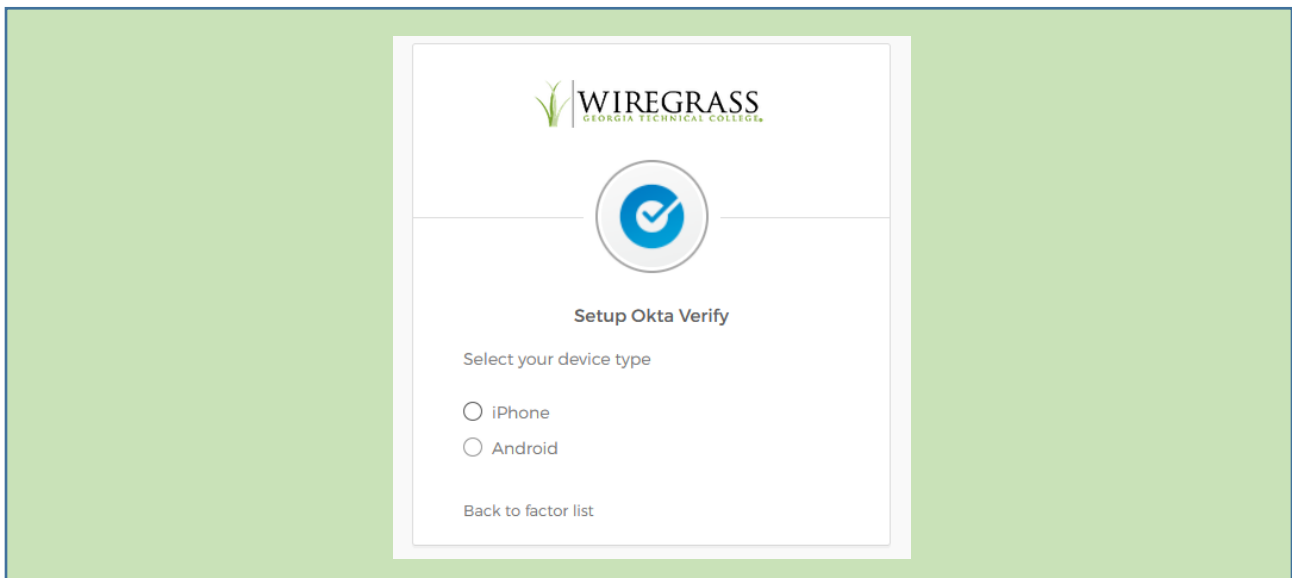
- **SMS (text) Message** – Okta will send a code via text message to your cell device to authenticate you.



- **Phone Call** – Okta will send a code via phone call to your phone to authenticate you.



- **Okta Verify** – Download this app to your computer or device to authenticate via Okta Verify. Click [here](#) for more info.



Choose either iPhone or Android to begin the process.

The software will prompt you to download and install the app to your phone. When the installation has finished, follow the steps provided to add your account.

If you are unable to scan the QR code, send the activation link via SMS (text message).

- **Security Questions** – Students can choose a question and answer challenge to authenticate (not pictured)

3. Click the Finish button to complete the installation and setup process.

Welcome to Wiregrass Georgia Technical College, Jarrod!
Create your Wiregrass Georgia Technical College account




Secondary email


 I don't have a secondary email

Choose a forgot password question
What is the food you least liked as a child?
Answer


Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

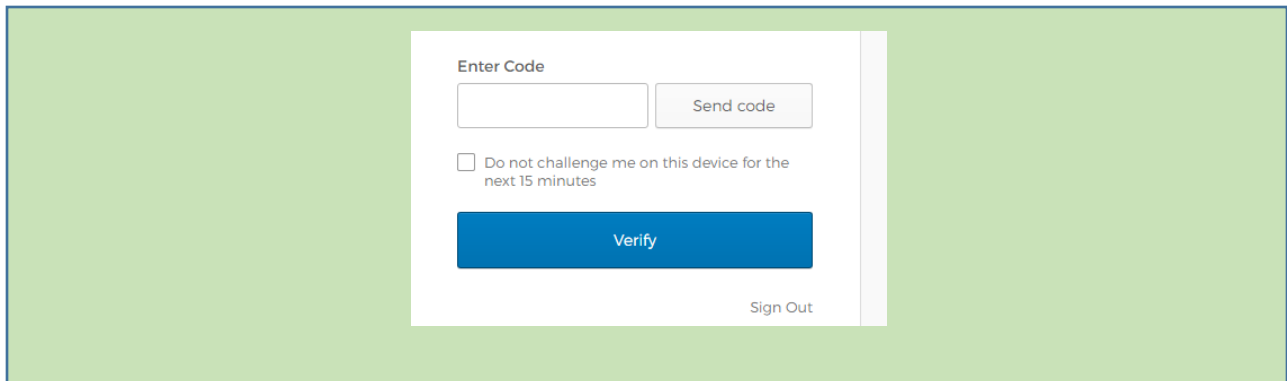
Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

 You must choose a password question *and* a security image to finish the process.

Using Okta:

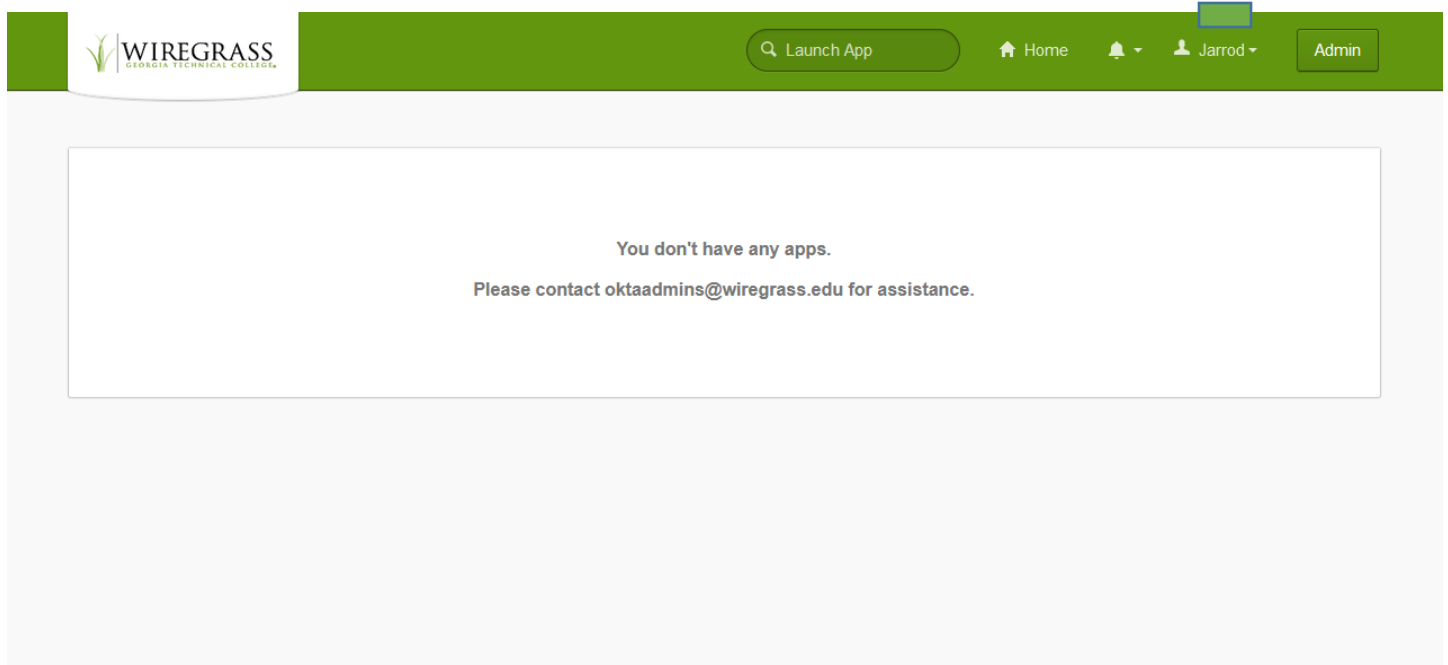
 When using SMS or Phone Call as an MFA method, you MUST hit the “Send Code” button to initiate the process to send the code to your phone.



The image shows a screenshot of an Okta verification screen. It features a white central panel on a light green background. At the top of the panel is the text "Enter Code" above a text input field. To the right of the input field is a "Send code" button. Below the input field is a checkbox with the text "Do not challenge me on this device for the next 15 minutes". At the bottom of the panel is a large blue "Verify" button. In the bottom right corner of the panel, there is a "Sign Out" link.

Once you have successfully signed in, you will see tiles for each of the applications that you are authorized for in Okta. Clicking a tile will open the app in a browser window and log you in.

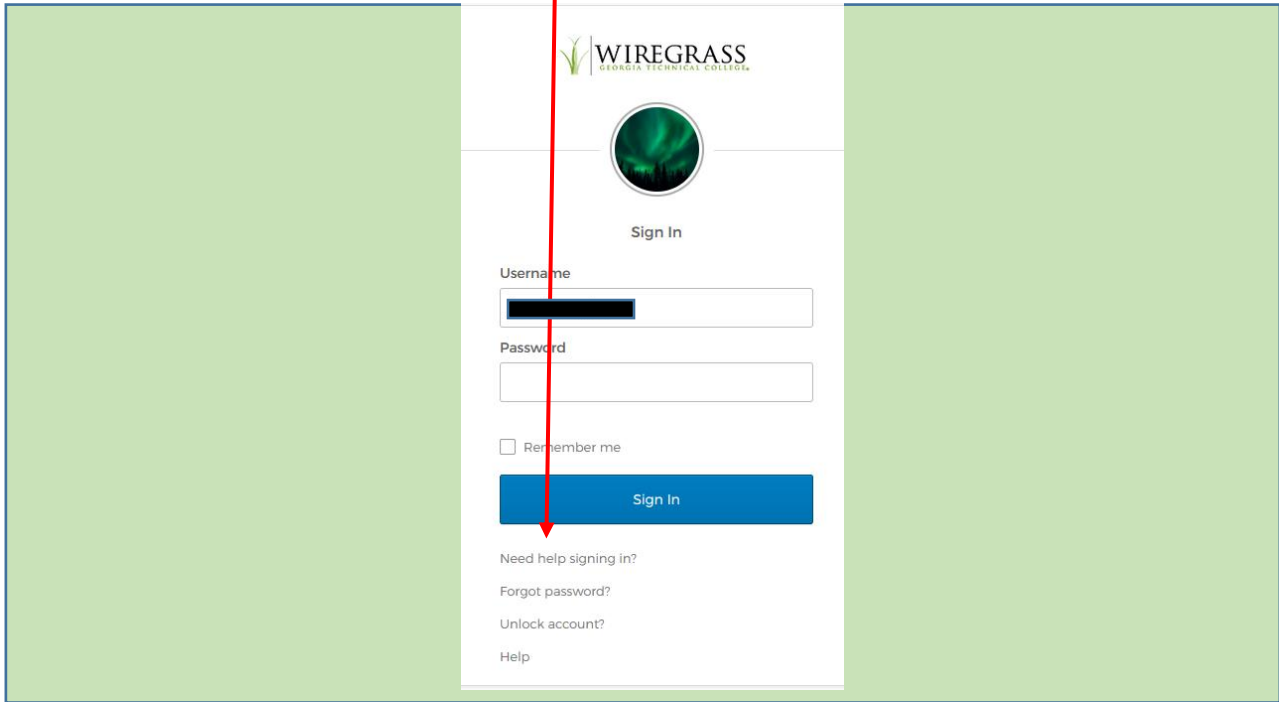
This list will grow as IT continues to integrate our Wiregrass applications into the Okta environment!




The image shows a screenshot of the Okta dashboard for Wiregrass Georgia Technical College. The top navigation bar is green and contains the Wiregrass logo on the left, a search bar with "Launch App" text, and navigation links for "Home", "Jarrod" (with a dropdown arrow), and "Admin". The main content area is white and displays a message: "You don't have any apps. Please contact oktaadmins@wiregrass.edu for assistance."

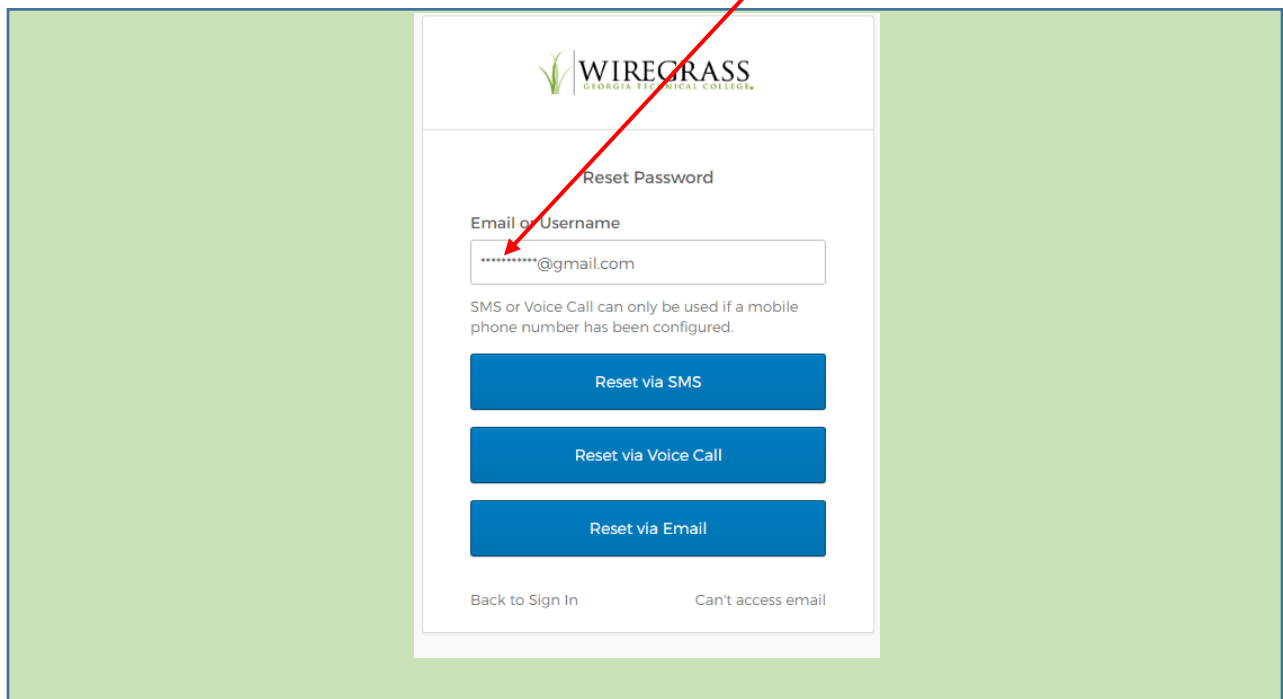
Other Okta Features:

Change/reset your password: Click the “Need help signing in?” link on the login page, then choose an option.



The screenshot shows the Wiregrass Georgia Technical College login page. At the top is the logo and a circular profile picture. Below is a 'Sign In' button. There are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button. Below the button are links for 'Need help signing in?', 'Forgot password?', 'Unlock account?', and 'Help'. A red arrow points from the 'Need help signing in?' link to the 'Reset Password' page shown in the next screenshot.

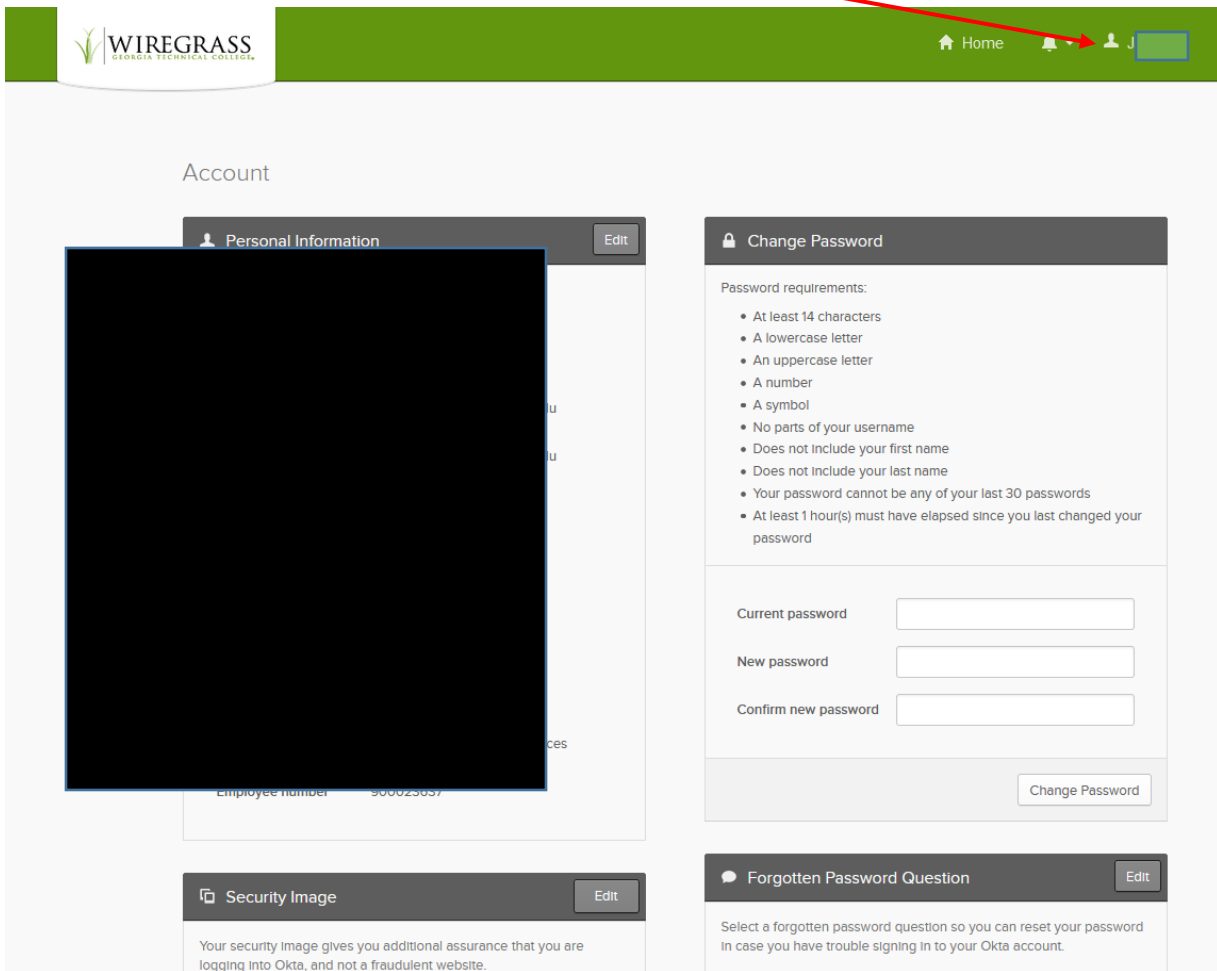
 Follow the instructions to reset your password. You must have a secondary email and/or phone number configured to reset your password. If you use the email option, you must enter your *confirmed* secondary email address to send the reset instructions to that address. Example:




The screenshot shows the 'Reset Password' page. At the top is the logo. Below is the title 'Reset Password' and an input field for 'Email or Username' containing '*****@gmail.com'. Below the input field is a note: 'SMS or Voice Call can only be used if a mobile phone number has been configured.' There are three blue buttons: 'Reset via SMS', 'Reset via Voice Call', and 'Reset via Email'. At the bottom are links for 'Back to Sign In' and 'Can't access email'. A red arrow points from the 'Reset via Email' button to the 'Email or Username' input field.

You can change your password from inside the Okta platform.

Click on your name, then “Settings”. Click “Change Password”, then follow the prompts.



 While you're here, scroll down the form and fill in as much info as you can to make your Okta login experience easier!