Target Audience: All Nuvance Health Employees

Okta is the foundation for secure connections between people and technology. It’s a service that gives employees secure access to the tools they need to do their most important work. You will only need to set up your Okta account and Multifactor Authentication one time.

Creating Your Okta Account:

   🔄 Chrome or Internet Explorer is the preferred web browser

2. Enter your Nuvance Health email as Username and enter your Password

3. Click Sign In

4. Enter your personal email address
   🔄 This will only be used for Self Service Password Resets

5. Select a security question and provide an answer
6. Click **+Add Phone Number**

7. Enter your personal or work provided **mobile phone number** you will use to receive codes via text message

8. Click **Send Code**

A code is sent via text message to the number entered

9. Enter the **code**

10. Click **Verify**

If you did not receive a code, click **Send again**

**Phone number successfully verified!** message displays

11. Click **Done**
12. Click a picture to choose a security image

13. Click Create My Account

Configuring Your Multifactor Authentication:

1. Click your name on the top right of the page and click Settings

2. Scroll down to Extra Verification

3. Choose your method of Multifactor Authentication and click Set up

Okta Verify is preferred and will allow for a push notification
If you chose Okta Verify as your method of Multi Factor Authentication:

1. Open your mobile device, download Okta Verify application from the Google Play Store or iPhone App Store

2. Once the application is installed, click Setup next to Okta Verify

3. Click Setup button when prompted

4. Select your device type

5. Click Next
6. Open the Okta Verify App and point your camera at the provided barcode on your screen

Your device will show complete the process and you will be redirected to your Settings.

7. To confirm enrollment, return to your Settings and scroll down to Extra Verification. You will see Remove next to Okta Verify.

If you chose SMS as your method of Multi Factor Authentication:

1. Click Setup next to SMS Authentication

2. Click Setup when prompted
3. Enter your personal or work or mobile phone number that only you have access to

4. Click Send Code

A code is sent via text message to the number entered

5. Enter the code you received in the Enter Code field

6. Click Verify

7. To confirm enrollment, return to your Settings and scroll down to Extra Verification. You will see Remove next to SMS Authentication.