**New Hanover Regional Medical Center**

Off-Site Okta Verify Enrollment Guide

Follow the steps below to install and activate Okta Verify on your smartphone. There are two parts to this one-time set up process which require the use of your smartphone and a computer.

Part 1: Download and install the Okta Verify App on your Smartphone (The screenprints below are from an iPhone but the Android will look similar.)
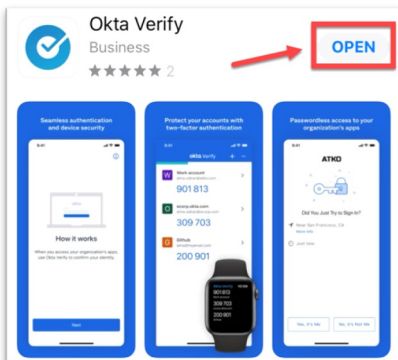
1. Tap the App Store icon on your iPhone or Android.
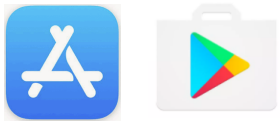
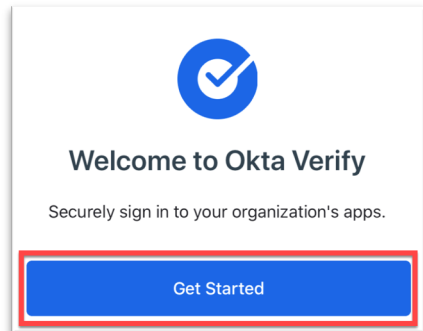2. Enter **Okta Verify** in the search box and download the app.
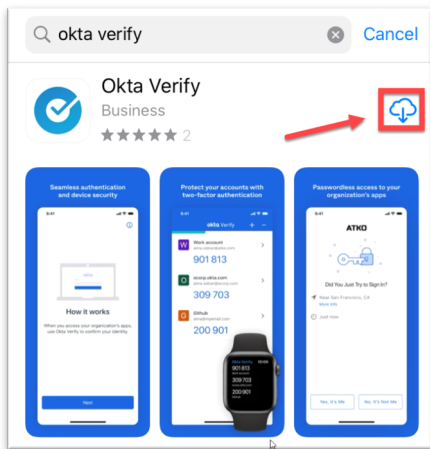
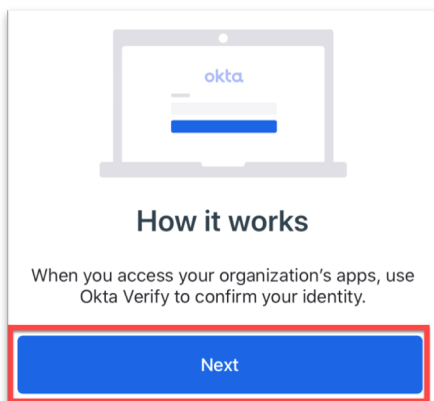3. Once the app is finished downloading please open the app

Note: The **Okta Verify** icon has been added to your phone and can be tapped to start the **Okta Verify** app when needed.
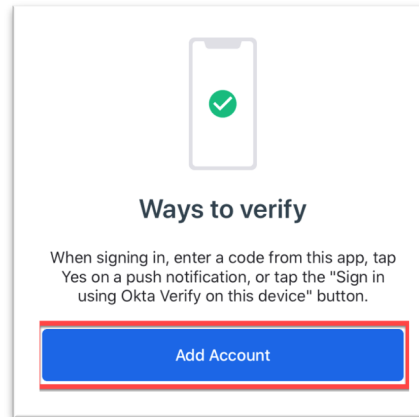
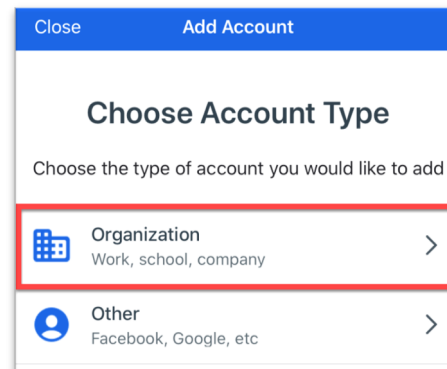4. When the Welcome to **Okta Verify** window appears click "**Get Started**"

Welcome to Okta Verify

Securely sign in to your organization's apps.

Get Started

5. When the How it works page is presented hit "**Next**" to proceed.

okta

How it works

When you access your organization's apps, use Okta Verify to confirm your identity.

Next

6. **Okta Verify** will now allow you to add an account. Click the "**Add Account**" button to proceed.

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.

Add Account

7. To add your account click "**Organization**"

Close | Add Account

Choose Account Type

Choose the type of account you would like to add

Organization
Work, school, company

Other
Facebook, Google, etc

8. **Okta Verify** will now ask you to scan a QR code Click the "**Scan a QR code**" button to proceed.

Okta Verify

Verify To Continue

If your organization provided a QR code, you can scan it to continue.

Otherwise, you can sign in with your organization's Okta account.

Scan a QR Code

Sign In
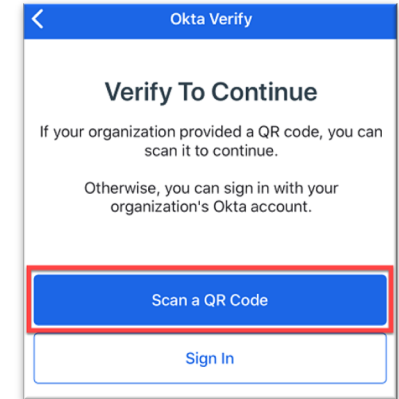
9. On some phones a popup will appear stating that access to the camera has been requested. Click "**OK**".

"Okta Verify" Would Like to Access the Camera
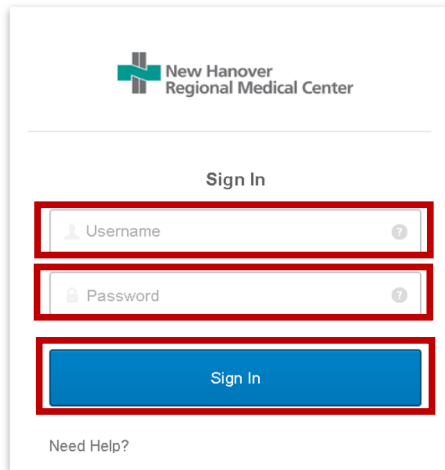Use the camera to scan barcode

OK

Don't Allow
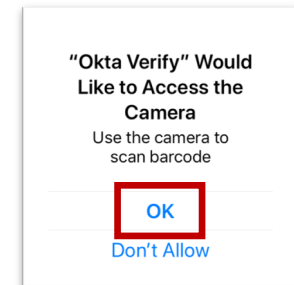
Note: Access to your camera is used only for setting up **Okta Verify** by scanning a QR code.

Part 2: Complete Okta Setup on your computer

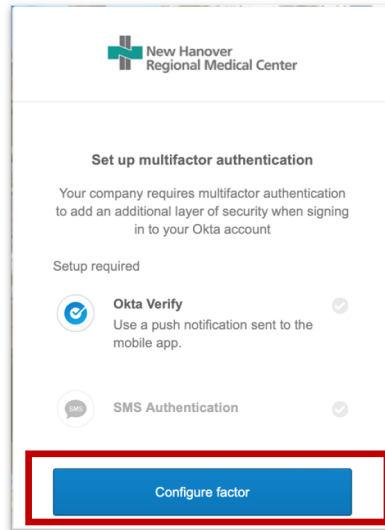10. **On any computer** open a browser and go to the link: https://nhrmc.okta.com
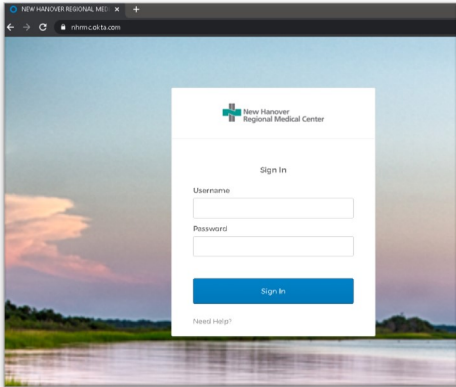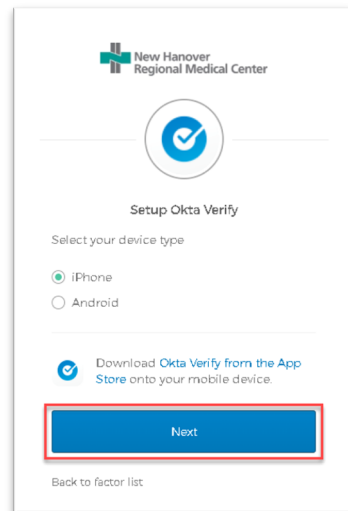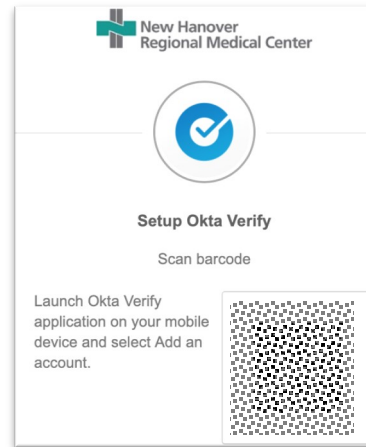
11. Enter your NHRMC/Username and Password.

12. Click "Configure Now" on the set up multifactor screen.

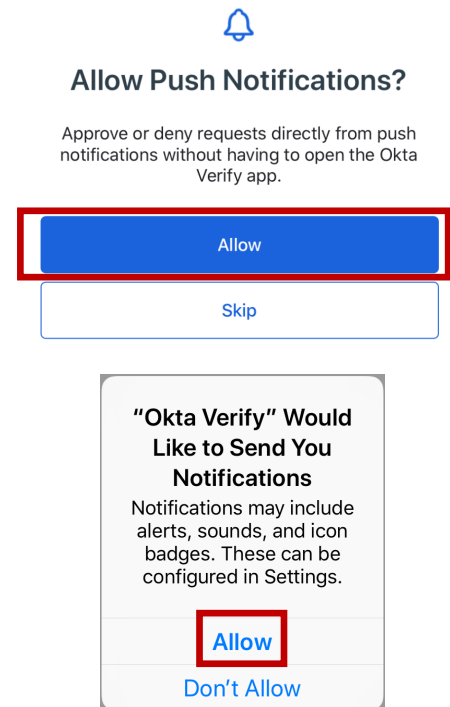13. Select your device type and Click "**Next**".

14. The next screen **on your Computer** will display a Quick Response (QR) code. At this point you need to return to the Okta app on your phone.

15. Hold your Smartphone up to the **Computer screen (not the QR code on the instructions)** to allow the phone camera to capture the code. You may need to move the phone a little until it focuses correctly. The app will automatically take the picture for you.

16. **On your phone** the last notice is to allow Okta to send notifications. Click "**Allow**". You must click allow for Push Notifications to work.

Allow Push Notifications?

Approve or deny requests directly from push notifications without having to open the Okta Verify app.

Allow

Skip

"Okta Verify" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
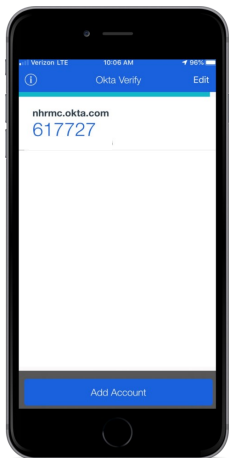
Allow

Don't Allow

2

Part 2: Complete Okta Setup on your computer

17. The account will automatically be added. Click "**Done**" to continue.
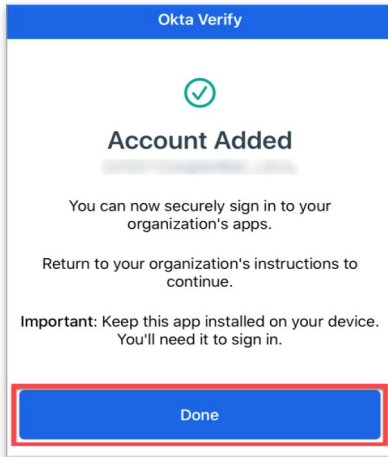
Once the QR code is read correctly the Okta app on your smartphone will display 6 numbers that will change every 30 seconds. You can use these numbers to verify your identity but for now you can close the app.
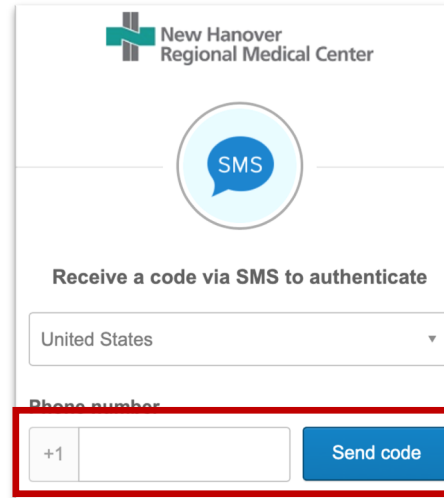

You have finished setting up the **Okta Verify** app on your smartphone. You can close the app on your phone and proceed to step 18 to complete the configuration on your computer.
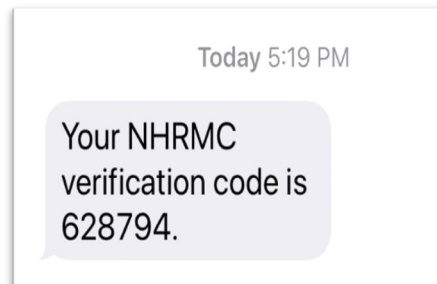
DO NOT UNINSTALL THE OKTA APP

18. On the next screen click "Configure next factor" for SMS Authentication.
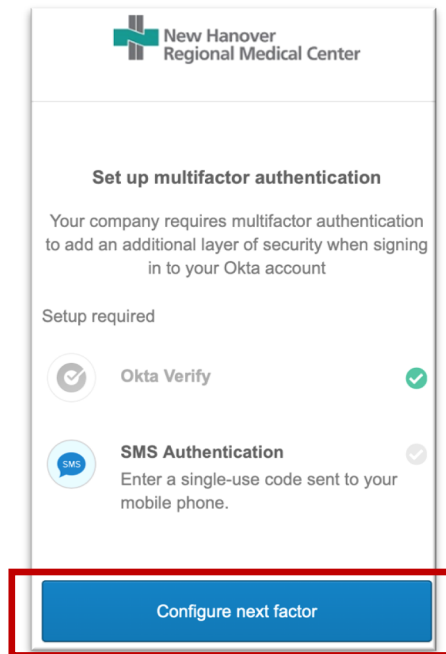
19. Enter your phone number in the box and click "**Send code**".

20. You will receive a SMS/Text message on your Smartphone with your verification code.

Today 5:19 PM

Your NHRMC verification code is 628794.

21. Type the verification code from your phone into the authentication screen and click "**Verify**".

Enter Code
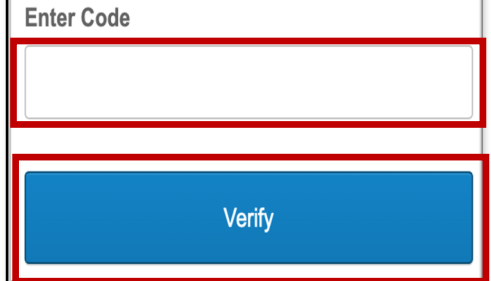
Verify

22. Congratulations! Click "Finish" at the bottom of the screen and your setup is complete.
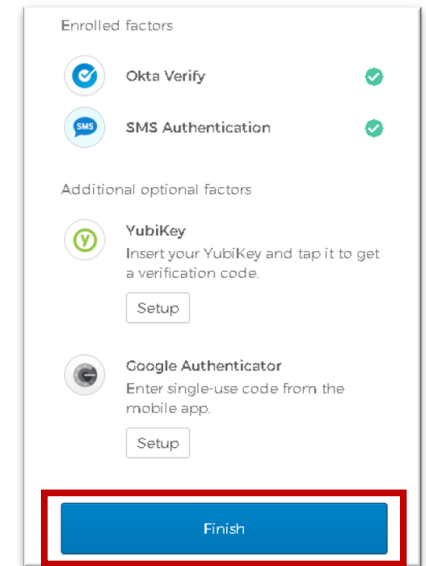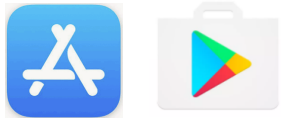

DO NOT UNINSTALL THE OKTA APP!

The Okta app on your phone will be needed to verify your identity when connected remotely.
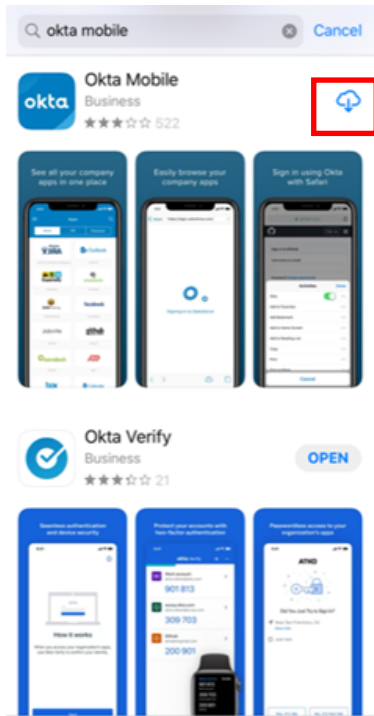
If you need assistance call the Help Desk at 667-7855

New Hanover Regional Medical Center

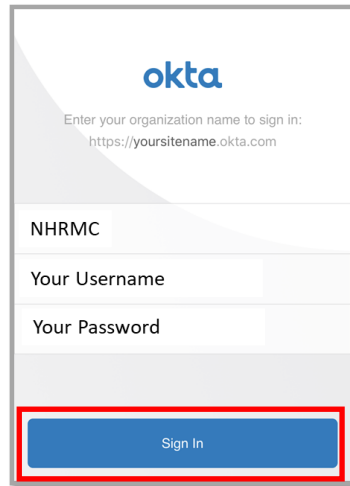**Part 3: Complete Okta Mobile installation**

1. Tap the App Store icon on your iPhone or the Play Store icon on your Android device.

2. Enter **Okta Mobile** in the search box, Download and open the app.

3. Open the app and fill out the 3 fields shown. And hit sign in.

okta

Enter your organization name to sign in:
https://yoursitename.okta.com

NHRMC

Your Username

Your Password

Sign In

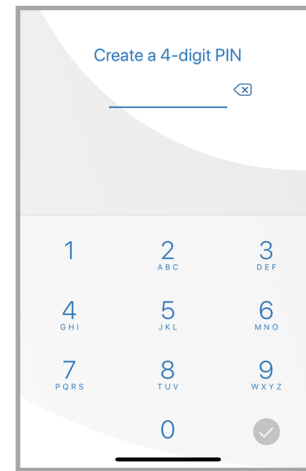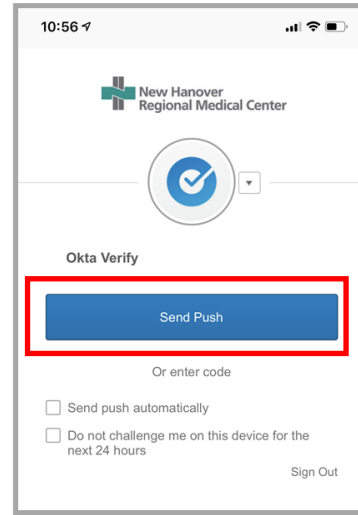Site Name = NHRMC

Username = Your Username

Password = Your Password

4. You will see a pop-up to confirm your identity by using multifactor authentication.

Note: You can use the down arrow near the check mark to choose what type of verification factor you would like to receive.

10:56

New Hanover Regional Medical Center

Okta Verify

Send Push

Or enter code

☐ Send push automatically

☐ Do not challenge me on this device for the next 24 hours

Sign Out

5. Next Navigate back to **Okta Mobile** and create your personal pin number.

Create a 4-digit PIN

⌫

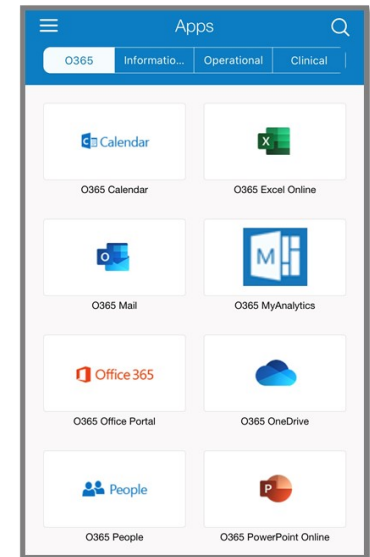| 1 | 2 ABC | 3 DEF |
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	✓

6. Congratulations! You are automatically brought into **Okta Mobile**.

Note: You will now be able to access applications from your mobile device. Your position/role within the organization determines which applications are available to you.

See below for sample tab:

O365 Tab

Apps

| O365 | Informatio... | Operational | Clinical |

Calendar	Excel Online
O365 Calendar	O365 Excel Online
O365 Mail	O365 MyAnalytics
Office 365	OneDrive
O365 Office Portal	O365 OneDrive
People	PowerPoint
O365 People	O365 PowerPoint Online

If you need assistance call the Help Desk at 667-7855