

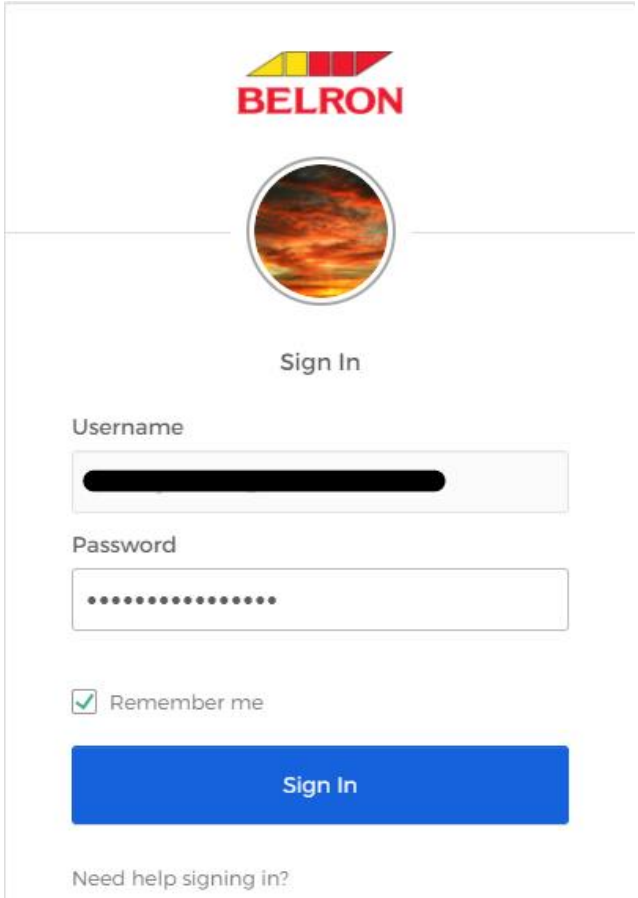


## **Okta User – Change Device**

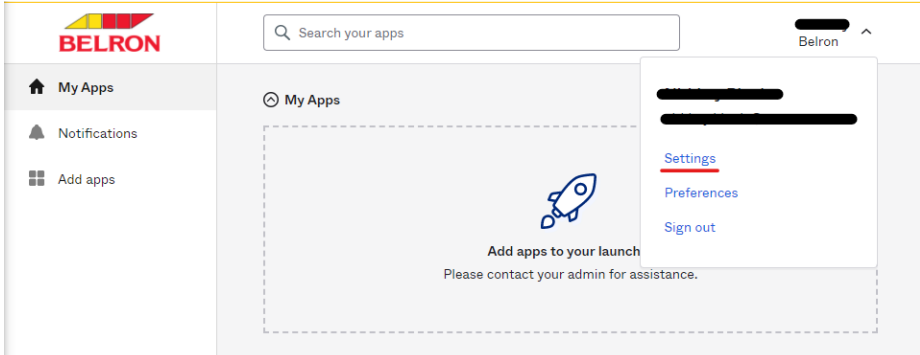
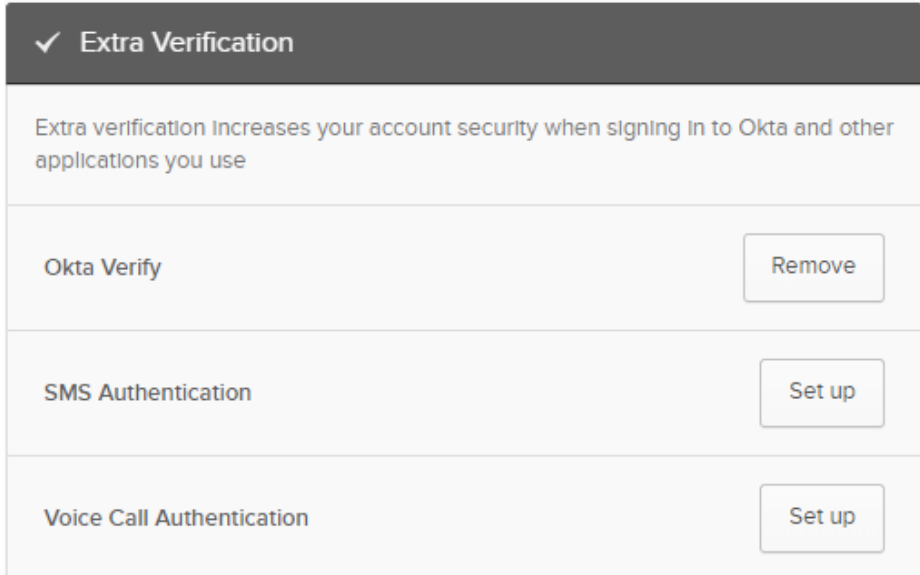
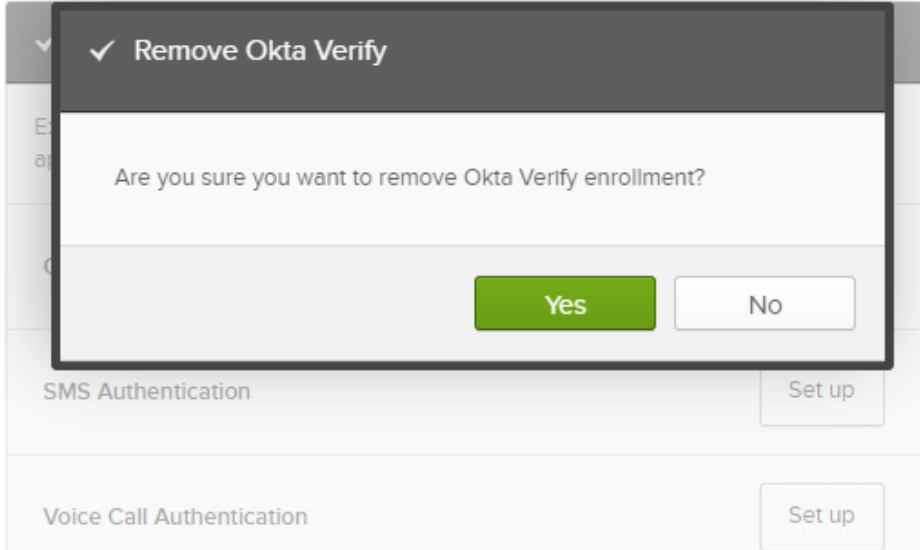
|                        |                             |
|------------------------|-----------------------------|
| <b>Author:</b>         | <b>IM Project Team</b>      |
| <b>Owner:</b>          | <b>Global CISO</b>          |
| <b>Organisation:</b>   | <b>Belron International</b> |
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**INTERNAL**




Procedure for changing your device. Do this whilst you still have the old device to be able to log into Okta and switch devices.

|  |   |
|--|---|
| <p>In browser open Belron Okta</p> <p>For further information on logging into Okta please see &lt;<a href="#">link</a>&gt;</p> | <p><a href="https://id.mybelron.net">https://id.mybelron.net</a></p>                |
| <p>Login to your account.</p>  |  |

## INTERNAL

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|--|--|
| <p>On your Dashboard, click on your name and go to Settings.</p>   |    |
| <p>In the settings, go to “Extra Verification” section.</p> <p>To change device, you will first have to the association with you old device.</p> <p>Click on “Remove” button for each verification that is relevant to you..</p> |   |
| <p>Click “Yes” to verify your decision.</p>  |  |

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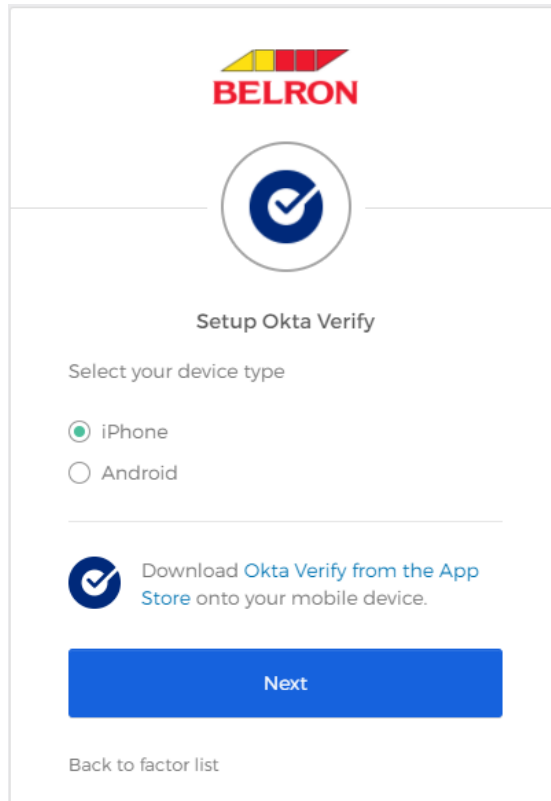
|   |   |
|---|---|
| <p>Click on “Set up” next to each verification approach you wish to use to enrol new device.</p> <p>This is the same process as you followed when enrolling. An example for Okta Verify is shown below.</p> | <div><div>✓ Extra Verification</div><div>Extra verification increases your account security when signing in to Okta and other applications you use</div><div><div>Okta Verify</div><div>Set up</div></div><div><div>SMS Authentication</div><div>Set up</div></div><div><div>Voice Call Authentication</div><div>Set up</div></div></div>   |
| <p>Click Setup.</p>   | <div><div></div><div></div><div><div>Set up multifactor authentication</div><div>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</div><div><div> Okta Verify</div><div>Use a push notification sent to the mobile app.</div><div>Setup</div></div></div></div> |

## INTERNAL

Download the Okta Verify app from your app store.

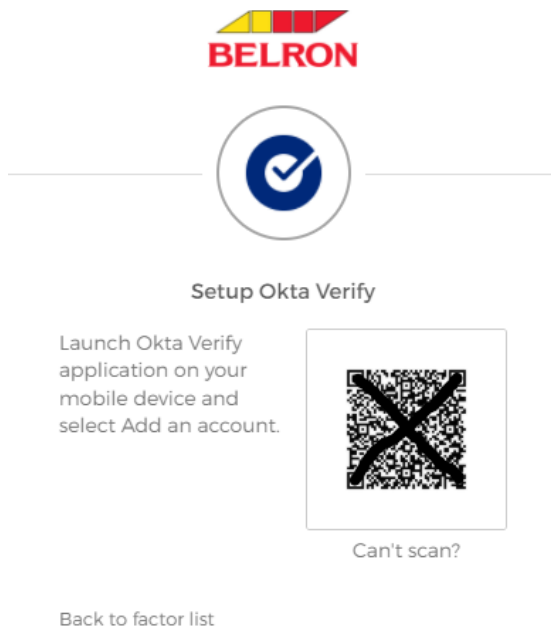
Note: The Okta Mobile app is not Okta Verify; there are two separate applications.

Select your device operating system click "Next".



The screenshot shows the 'Setup Okta Verify' screen. At the top is the BELRON logo. Below it is a circular icon with a blue checkmark. The title 'Setup Okta Verify' is centered. Underneath, it says 'Select your device type'. There are two radio button options: 'iPhone' (which is selected) and 'Android'. Below these options is a blue button with a white checkmark icon and the text 'Download Okta Verify from the App Store onto your mobile device.' At the bottom is a large blue button labeled 'Next'. A link 'Back to factor list' is at the very bottom.

A QR code will be displayed to scan from the Okta Verify app.

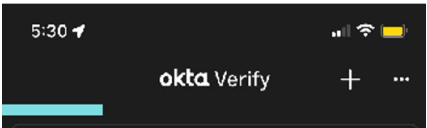


The screenshot shows the 'Setup Okta Verify' screen. At the top is the BELRON logo. Below it is a circular icon with a blue checkmark. The title 'Setup Okta Verify' is centered. Underneath, it says 'Launch Okta Verify application on your mobile device and select Add an account.' To the right of this text is a QR code with a large 'X' over it, indicating it cannot be scanned. Below the QR code is the text 'Can't scan?'. At the bottom is a link 'Back to factor list'.

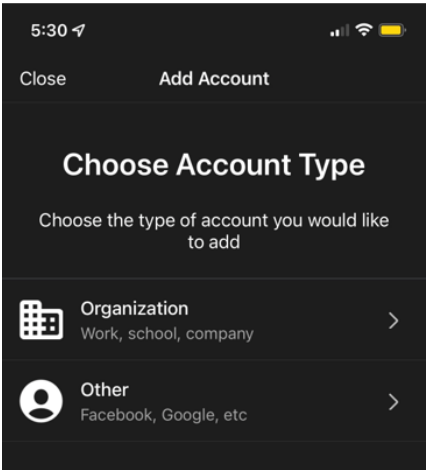
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Open Okta Verify application on your new device.

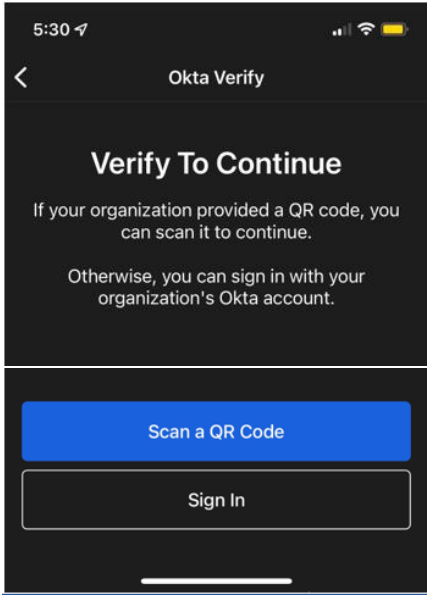
1- Click “+”





2- Choose “Organization”



3- Tap on “Scan a QR Code” to scan the QR code on screen.



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|   |  |
|---|--|
| Okta Verify is successfully enrolled.   | <div><div><div>Okta Verify</div><div></div><div>Account Added</div><div>EndUser@belron.com</div><div>You can now securely sign in to your organization's apps.</div><div>Return to your organization's instructions to continue.</div><div>Important: Keep this app installed on your device. You'll need it to sign in.</div><div>Done</div></div><div><div>5:30</div><div>okta Verify</div><div><div></div><div>Id.mybelron.net<br/>forename.lastname@domain</div><div>405 815</div></div></div></div> |
| After successful scan of QR code your webpage will be redirected to Setting page on your profile. |  |

## INTERNAL

### Document Control

#### Author

| Name           | Role            | Date of issue | Version Number | Summary of Change           |
|----------------|-----------------|---------------|----------------|-----------------------------|
| Nirbhay Bheda  | IM Project Team | 25 Nov 2021   | 0.1            | Initial draft               |
| Howard Chapman | IM Project Team | 26 Nov 2021   | 1.0            | Update from review comments |

#### Approval

| Name                      | Role         | Version Number | Date of Approval |
|---------------------------|--------------|----------------|------------------|
| Okta Global Support Team  | Approver     | 1.0            | 26 Nov 2021      |
| IM Programme Manager      | Approver     | 1.0            | 26 Nov 2021      |
| Transformation Comms Team | Confirmation |                |                  |

#### Distribution

| Audience  | Method                    | Date of Issue | Version Number |
|-----------|---------------------------|---------------|----------------|
| Employees | Via Website /<br>Intranet | 26 Nov 2021   | 1.0            |