



## **Okta User – Change Device**

**Author:** IM Project Team

**Owner:** Global CISO

**Organisation:** Belron International

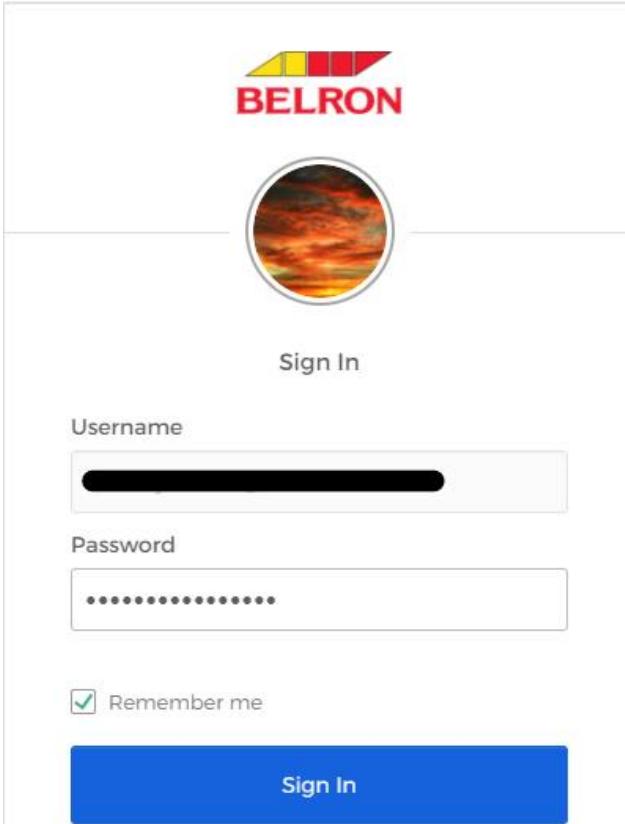
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**Review Date:** 25 Nov 2021

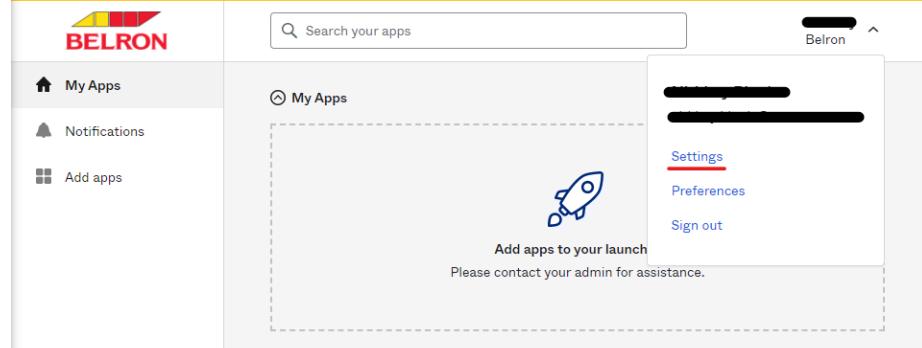
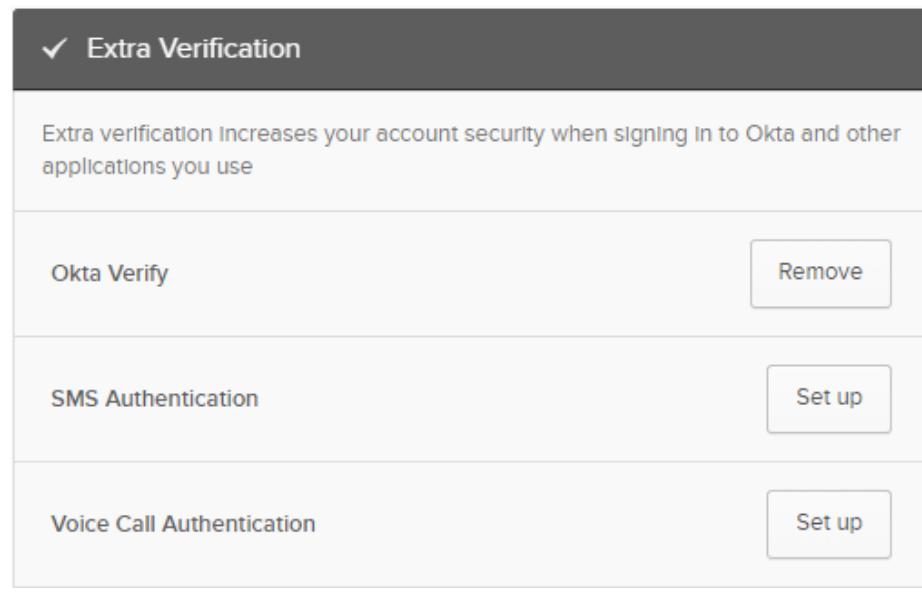
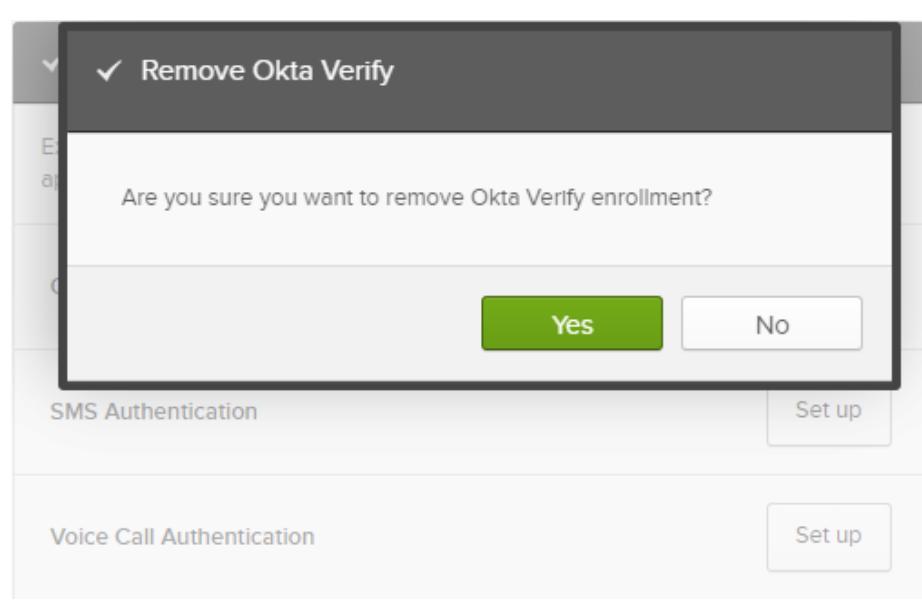
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## INTERNAL

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

<b>In browser open Belron Okta</b>  For further information on logging into Okta please see <a href="#">&lt;link&gt;</a>	<a href="https://id.mybelron.net">https://id.mybelron.net</a>
Login to your account.	 The image shows the Belron Okta login interface. At the top is the Belron logo, which consists of a stylized red and yellow graphic above the word "BELRON". Below the logo is a circular profile picture placeholder with a sunset/sunrise scene. Underneath the picture is a "Sign In" button. The main area contains two input fields: "Username" and "Password", both of which have their content redacted with black bars. Below these fields is a "Remember me" checkbox with a checked mark. At the bottom of the form is a large blue "Sign In" button. Below the button is a link "Need help signing in?".

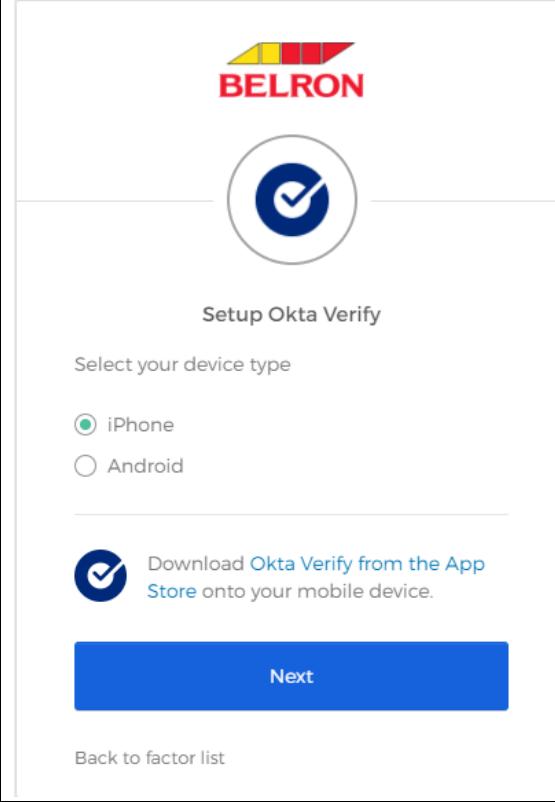
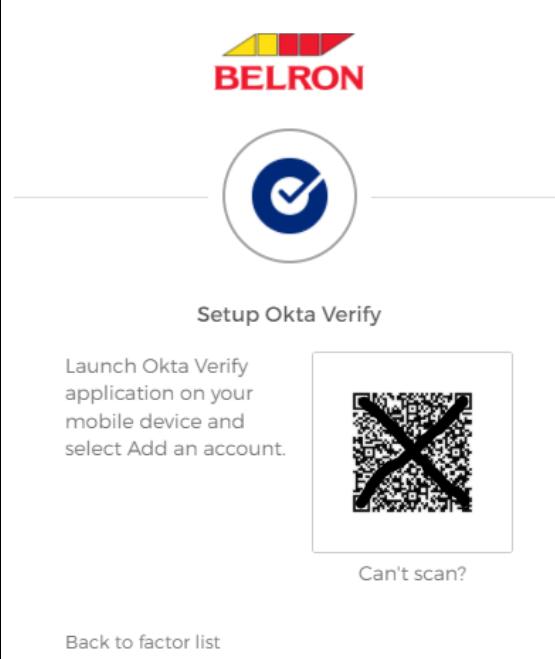
## INTERNAL

<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 your 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>	

## INTERNAL

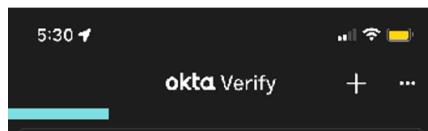
<p>Click on “Set up” next to each verification approach you wish to use to enrol new device.</p> <p>This is the same process as you followed when enrolling. An example for Okta Verify is shown below.</p>	<p>✓ Extra Verification</p> <p>Extra verification increases your account security when signing in to Okta and other applications you use</p> <p>Okta Verify <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Set up</span></p> <p>SMS Authentication <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Set up</span></p> <p>Voice Call Authentication <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Set up</span></p>
Click Setup.	 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <p> Okta Verify Use a push notification sent to the mobile app.</p> <p><span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Setup</span></p>

## INTERNAL

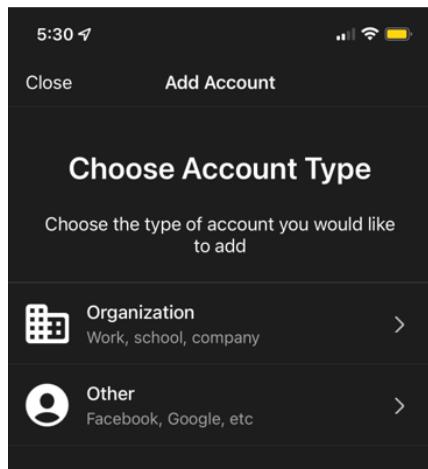
<p>Download the Okta Verify app from your app store.</p> <p>Note: The Okta Mobile app is not Okta Verify; there are two separate applications.</p> <p>Select your device operating system click "Next".</p>	 <p>Setup Okta Verify</p> <p>Select your device type</p> <p><input checked="" type="radio"/> iPhone</p> <p><input type="radio"/> Android</p> <p> Download <a href="#">Okta Verify from the App Store</a> onto your mobile device.</p> <p><a href="#">Next</a></p> <p><a href="#">Back to factor list</a></p>
<p>A QR code will be displayed to scan from the Okta Verify app.</p>	 <p>Setup Okta Verify</p> <p>Launch Okta Verify application on your mobile device and select Add an account.</p>  <p>Can't scan?</p> <p><a href="#">Back to factor list</a></p>

## INTERNAL

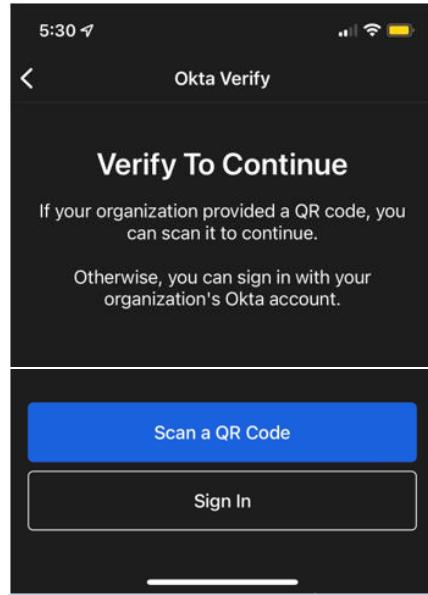
Open Okta Verify application on your new device.  
1- Click “+”



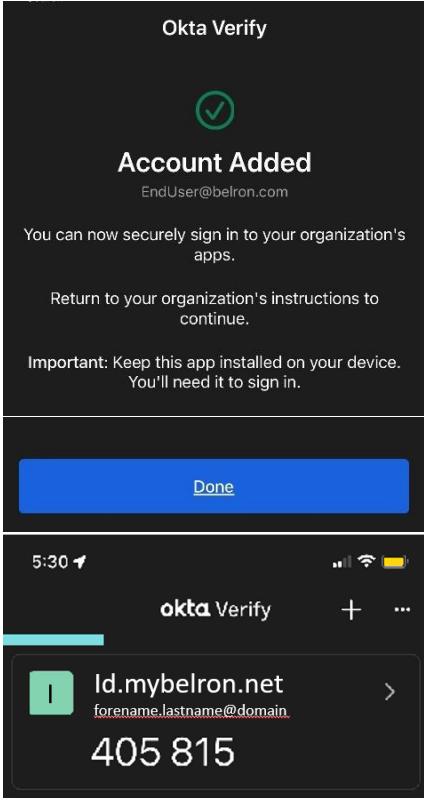
2- Choose “Organization”



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



## INTERNAL

Okta Verify is successfully enrolled.	 The image shows a mobile phone screen with the Okta Verify app open. The app displays a green checkmark icon and the text "Account Added" followed by the email "EndUser@belron.com". It says, "You can now securely sign in to your organization's apps." and "Return to your organization's instructions to continue." An important note at the bottom says, "Important: Keep this app installed on your device. You'll need it to sign in." A blue "Done" button is at the bottom. The phone's status bar shows the time as 5:30, signal strength, battery level, and the app name "okta Verify". A QR code is visible on the screen, with the URL "Id.mybelron.net" and the email "forename.lastname@domain" printed next to it. The QR code has a red border.
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
<b>Nirbhay Bheda</b>	<b>IM Project Team</b>	25 Nov 2021	0.1	Initial draft
<b>Howard Chapman</b>	<b>IM Project Team</b>	26 Nov 2021	1.0	Update from review comments

#### Approval

Name	Role	Version Number	Date of Approval
<b>Okta Global Support Team</b>	Approver	1.0	26 Nov 2021
<b>IM Programme Manager</b>	Approver	1.0	26 Nov 2021
<b>Transformation Comms Team</b>	Confirmation		

#### Distribution

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