

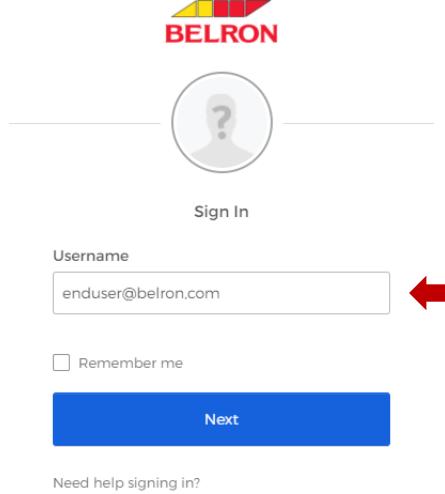
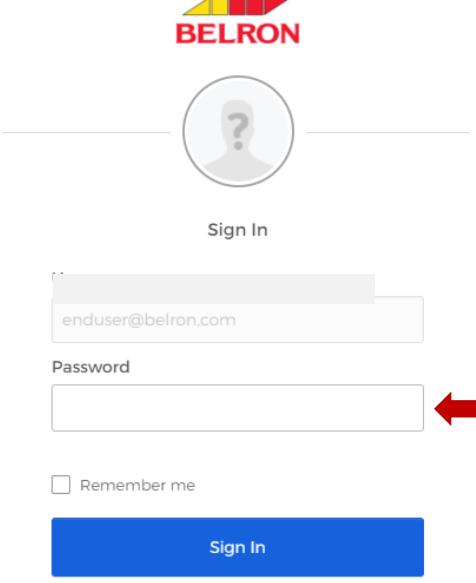


Okta End User MFA Enrolment

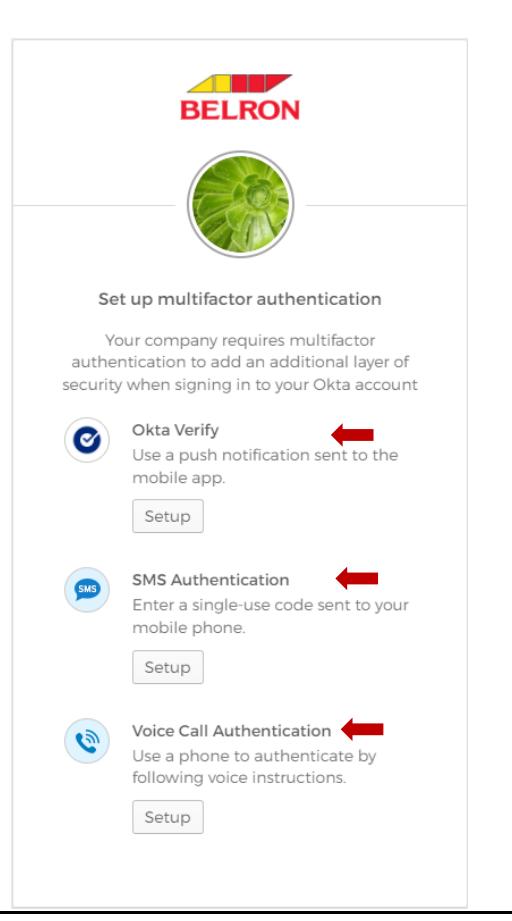
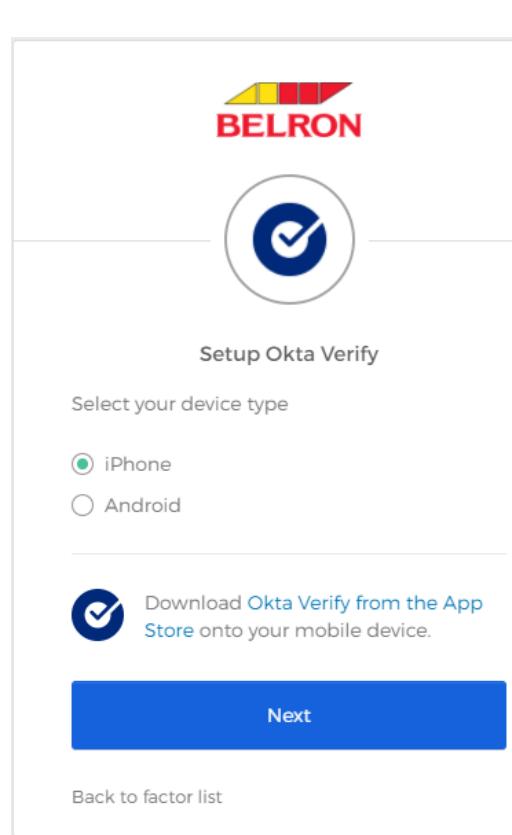
Author: IM Project Team
Owner: Global CISO
Organisation: Belron International
Version Number: 1.0
Review Date: 25 Nov 2021
Published Date: 26 Nov 2021

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Procedure to enrol in Multifactor Authentication

In browser open URL	https://id.mybelron.net
Sign in with your domain username and password. This can either be: Firstname.lastname Or firstname.lastname@domain If Okta finds two accounts with the same firstname.lastname then the domain name is required.	 <p>The image shows a sign-in page for 'BELRON'. At the top is the company logo. Below it is a circular placeholder for a profile picture with a question mark. The word 'Sign In' is centered below the placeholder. A 'Username' field contains the text 'enduser@belron.com', which is highlighted with a red arrow. Below the field is a 'Remember me' checkbox and a blue 'Next' button. At the bottom of the form is a link 'Need help signing in?'</p>
Enter your domain password There is not a separate password for Okta. It is the password you use to log onto your company network.	 <p>The image shows a sign-in page for 'BELRON'. At the top is the company logo. Below it is a circular placeholder for a profile picture with a question mark. The word 'Sign In' is centered below the placeholder. A 'Username' field contains the text 'enduser@belron.com'. Below it is a 'Password' field, which is highlighted with a red arrow. Below the password field is a 'Remember me' checkbox and a blue 'Sign In' button. At the bottom of the form is a link 'Need help signing in?'</p>

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<p>Provide secondary authentication.</p> <p>You have the choice of secondary verification (known as Multifactor Authentication or MFA)</p> <ul style="list-style-type: none">• Okta Verify app (preferred)• SMS• Voice call to mobile <p>Click on “Setup” for Okta Verify</p>	 <p>The screenshot shows the 'Set up multifactor authentication' screen for BELRON. It features the BELRON logo at the top. Below it is a circular profile picture of a green plant. The text 'Set up multifactor authentication' is displayed, followed by a note: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. Three options are listed with 'Setup' buttons: 'Okta Verify' (selected, indicated by a checkmark icon), 'SMS Authentication' (indicated by a blue speech bubble icon with 'SMS'), and 'Voice Call Authentication' (indicated by a phone icon). Red arrows point to the 'Setup' buttons for 'Okta Verify', 'SMS Authentication', and 'Voice Call Authentication'.</p>
<p>Download the Okta Verify app from your app store.</p> <p>Note: The ‘Okta Mobile’ app is different to ‘Okta Verify’; choose Okta Verify.</p> <p>Select your device operating system click “Next”.</p>	 <p>The screenshot shows the 'Setup Okta Verify' screen for BELRON. It features the BELRON logo at the top. Below it is a circular icon with a checkmark. The text 'Setup Okta Verify' is displayed, followed by 'Select your device type'. Two radio buttons are shown: 'iPhone' (selected, indicated by a green dot) and 'Android'. Below this is a note: 'Download Okta Verify from the App Store onto your mobile device.' A large blue 'Next' button is at the bottom, and 'Back to factor list' is at the bottom left.</p>

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



Setup Okta Verify

Launch Okta Verify application on your mobile device and select Add an account.



Can't scan?

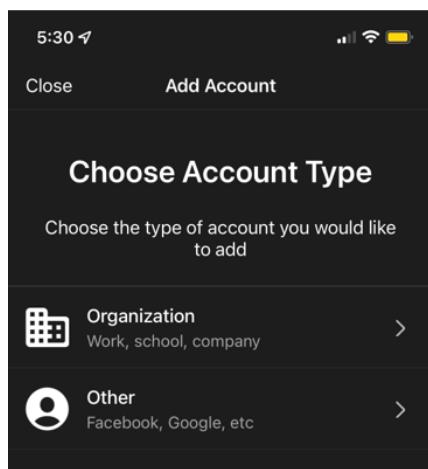
[Back to factor list](#)

Open Okta Verify application on your new device.

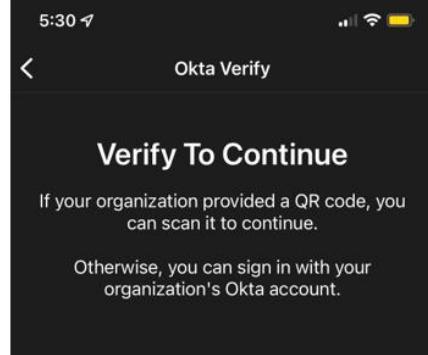
1- Click “+”



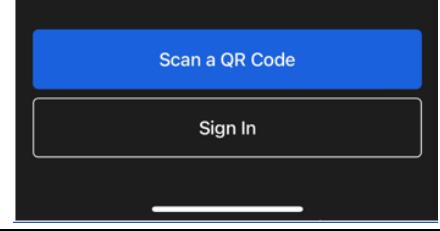
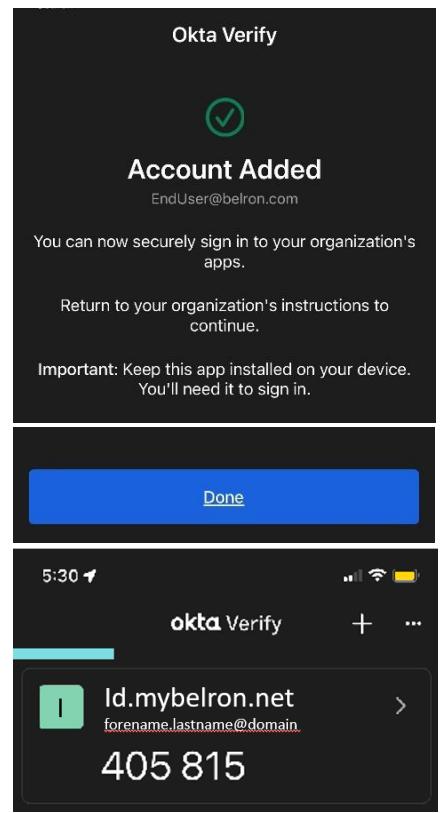
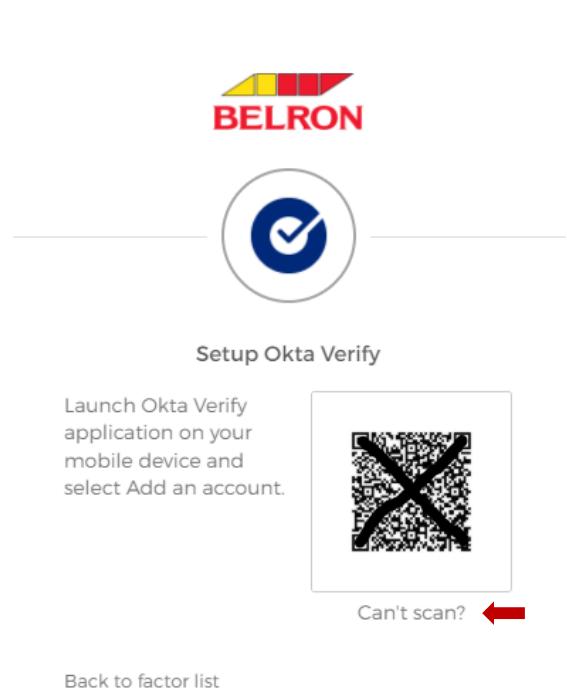
2- Choose “Organization”



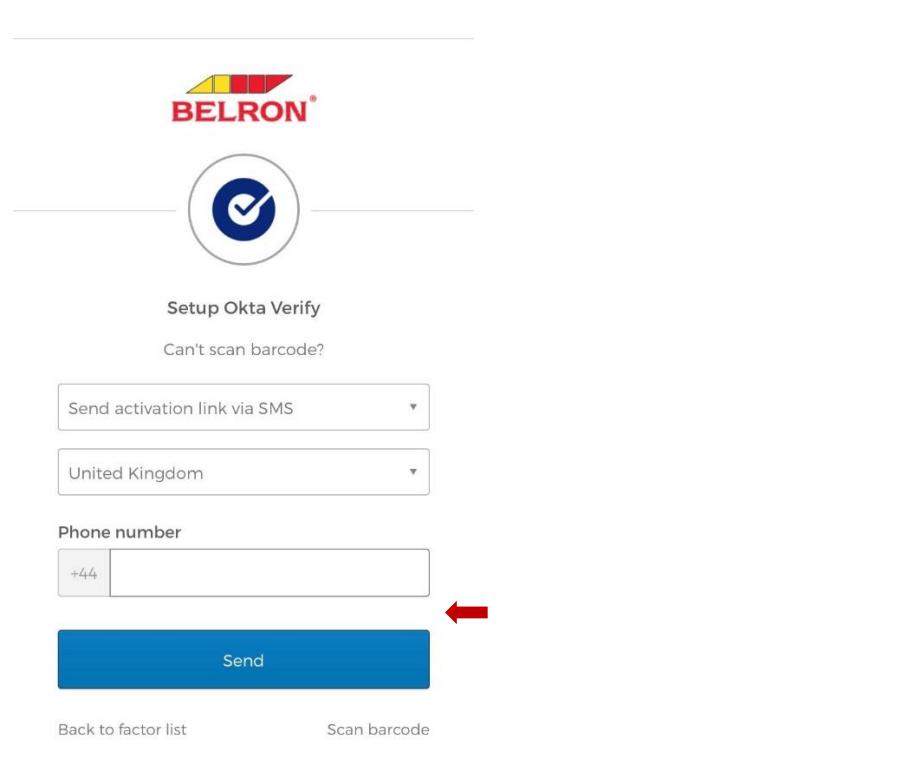
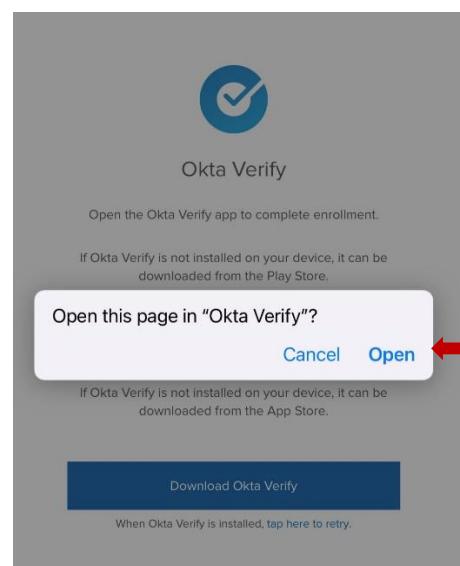
3- Tap on “Scan a QR Code” to scan the QR code on screen.



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<p>Okta Verify is successfully enrolled.</p>		
<p>If you only have a device and cannot scan the QR code then below the QR code click on "Can't Scan"</p>		

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<p>Enter your mobile number to send an SMS to your device with an activation link</p>	 <p>The screenshot shows the 'Setup Okta Verify' page. At the top is the Belron logo. Below it is a circular icon with a checkmark. The text 'Setup Okta Verify' is centered. Below that is the text 'Can't scan barcode?'. There are two dropdown menus: 'Send activation link via SMS' (set to 'SMS') and 'United Kingdom'. A text input field for 'Phone number' is shown with '+44' and an empty input field. A blue 'Send' button is at the bottom. A red arrow points to the 'Send' button.</p>
<p>Click on the link in the SMS to be taken to an Okta web page.</p> <p>Confirm the web page is allowed to open the Okta Verify app by clicking on "Open"</p>	 <p>The screenshot shows a mobile device screen with a grey overlay. At the top is the 'Okta Verify' logo. Below it is the text 'Open the Okta Verify app to complete enrollment.' and 'If Okta Verify is not installed on your device, it can be downloaded from the Play Store.' A white button with a rounded rectangle contains the text 'Open this page in "Okta Verify"?'. Below this are 'Cancel' and 'Open' buttons. A red arrow points to the 'Open' button. At the bottom of the overlay is the text 'If Okta Verify is not installed on your device, it can be downloaded from the App Store.' and a blue 'Download Okta Verify' button. Below the overlay is the text 'When Okta Verify is installed, tap here to retry.'</p>

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Okta Verify opens to a welcome page.

Click on "Get Started"



Welcome to Okta Verify

Securely sign in to your organization's apps.

Get Started



Okta Verify is set up and you will see a confirmation screen.

Click on "Done"



Account Added

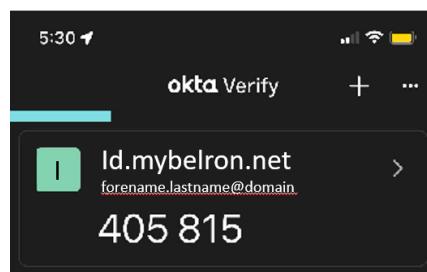
howard.chapman@avanade.com

You can now securely sign in to your organization's apps.

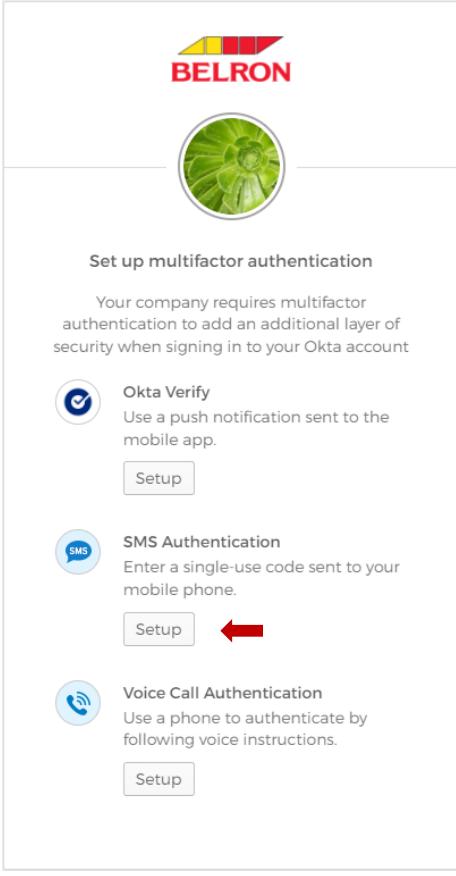
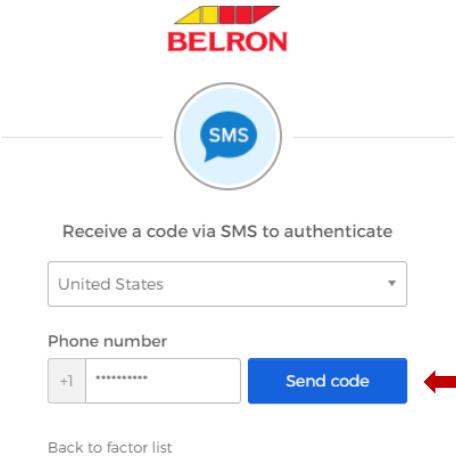
Return to your organization's instructions to continue.

Important: Keep this app installed on your device. You'll need it to sign in.

Done

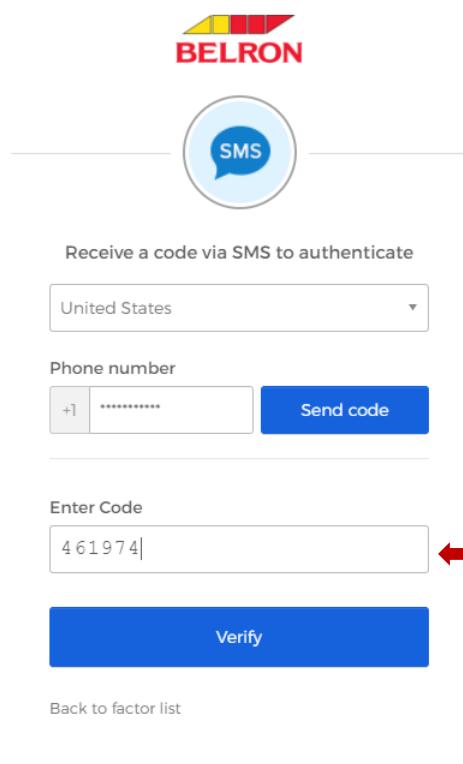


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Setup SMS Authentication <ol style="list-style-type: none">1. Click on SMS Authentication “Setup”	 <p>Set up multifactor authentication</p> <p>Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account</p> <ul style="list-style-type: none">Okta Verify Use a push notification sent to the mobile app. SetupSMS Authentication Enter a single-use code sent to your mobile phone. Setup Voice Call Authentication Use a phone to authenticate by following voice instructions. Setup
<ol style="list-style-type: none">2. Pick your country from the dropdown and enter your mobile device phone number3. Click on “Send Code” button	 <p>Receive a code via SMS to authenticate</p> <p>United States</p> <p>Phone number</p> <p>+1 Send code </p> <p>Back to factor list</p>

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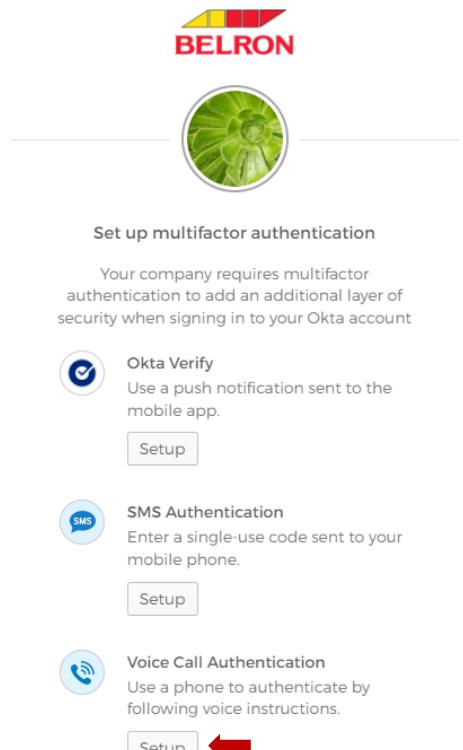
4. Enter the code that is sent to your mobile device and click "Verify".



The image shows a mobile application interface for Belron. At the top is the Belron logo. Below it is a large blue circle containing a white speech bubble icon with the word 'SMS' inside. A horizontal line with two dashed ends extends from the circle. Below this line is the text 'Receive a code via SMS to authenticate'. A dropdown menu shows 'United States'. Below the dropdown is a text input field for a 'Phone number' with a placeholder '+1' and a redacted number. To the right of the input field is a blue 'Send code' button. Below the phone number input is a text input field for an 'Enter Code' with the number '4 61974' typed in. To the right of this input field is a red arrow pointing to the right. Below the code input is a large blue 'Verify' button. At the bottom of the screen is a link 'Back to factor list'.

Setup Voice Call Authentication

1. Click on Voice Call Authentication "Setup"



The image shows a mobile application interface for Belron. At the top is the Belron logo. Below it is a large green circular icon with a stylized green leaf or flower design. A horizontal line with two dashed ends extends from the icon. Below this line is the text 'Set up multifactor authentication'. Below that is a message: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. There are three setup options listed: 'Okta Verify' (with a circular icon containing a checkmark), 'SMS Authentication' (with a circular icon containing a speech bubble), and 'Voice Call Authentication' (with a circular icon containing a phone receiver). Each option has a description and a 'Setup' button. A red arrow points to the 'Setup' button for 'Voice Call Authentication'.

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2. Pick your country from the dropdown and enter your mobile device phone number
3. Click on "Call" button



Follow phone call instructions to authenticate

United States

Phone number Extension

+1 *****

Call



[Back to factor list](#)



Follow phone call instructions to authenticate

United States

Phone number Extension

+1 *****

Call

Enter Code

18333



Verify

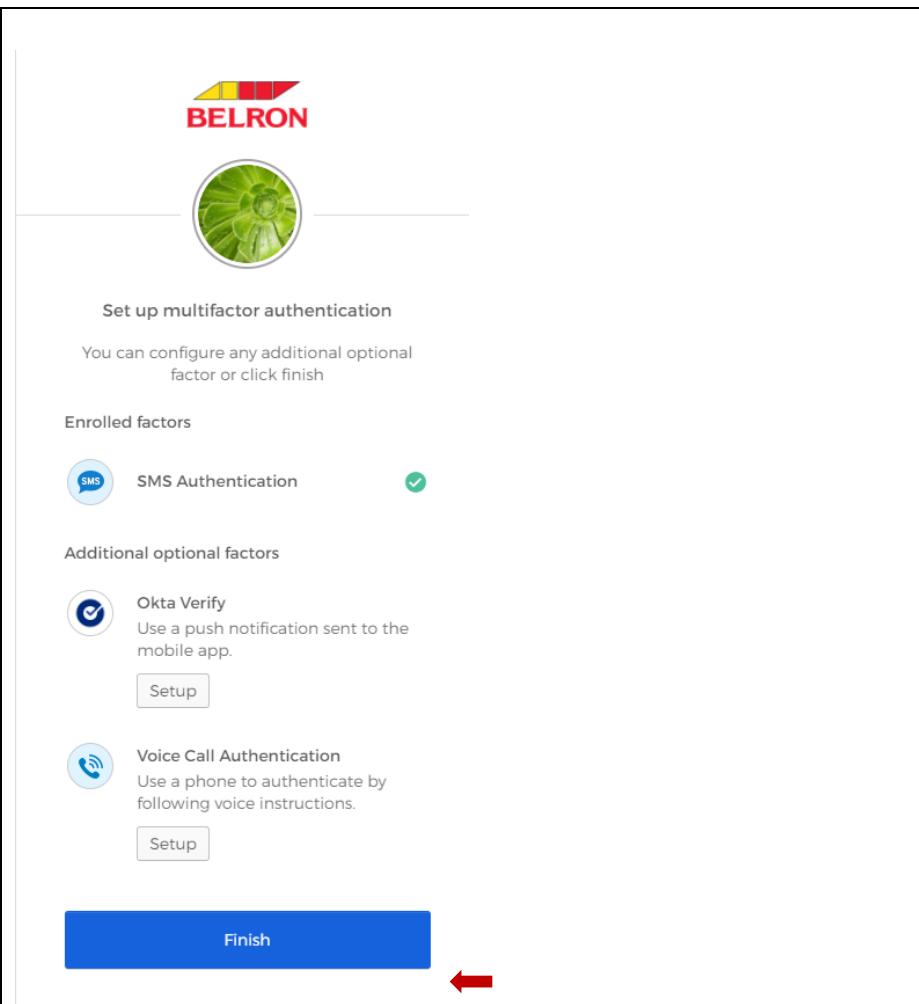
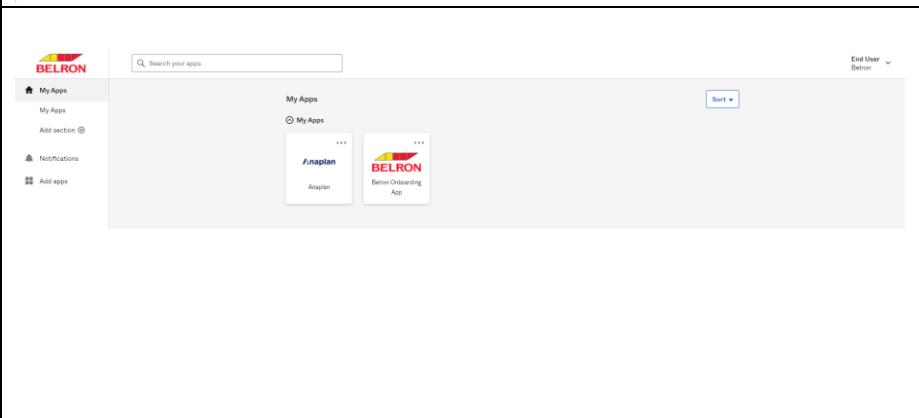


[Back to factor list](#)

4. Enter the code dictated from Okta

5. Click "Verify".

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<p>After setting up at least one form of verification, click “Finish” to complete the process.</p>	
<p>After clicking “Finish” you are signed into the Okta dashboard where you will see the applications assigned to you.</p> <p>The dashboard may be blank if you have enrolled ahead of applications being assigned to you.</p> <p>For further information on using Okta please see <link></p>	

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Document Control

Author

Name	Role	Date of issue	Version Number	Summary of Change
Priya Ram	IM Project Team	24 Nov 2021	0.1	Initial draft
Howard Chapman	IM Project Team	26 Nov 2021	1.0	Updated from review

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 / Intranet	26 Nov 2021	1.0