

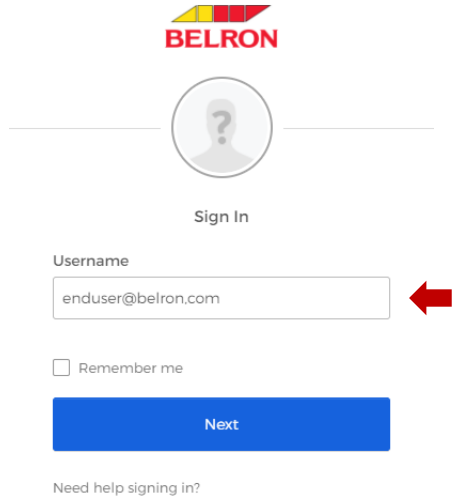
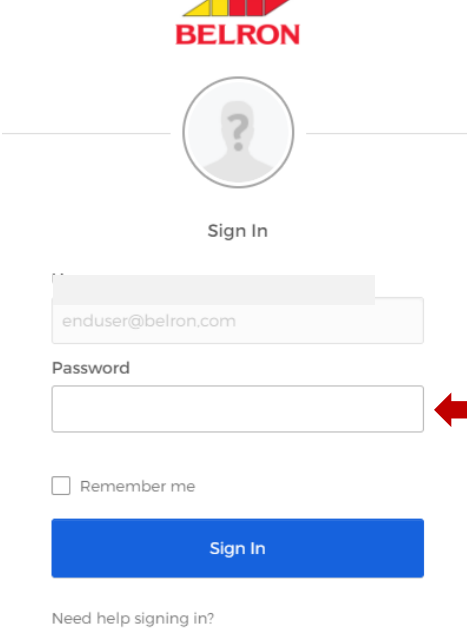


Okta End User MFA Enrolment

Author:	IM Project Team
Owner:	Global CISO
Organisation:	Belron International
Version Number:	1.0
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INTERNAL

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.	
Enter your domain password There is not a separate password for Okta. It is the password you use to log onto your company network.	

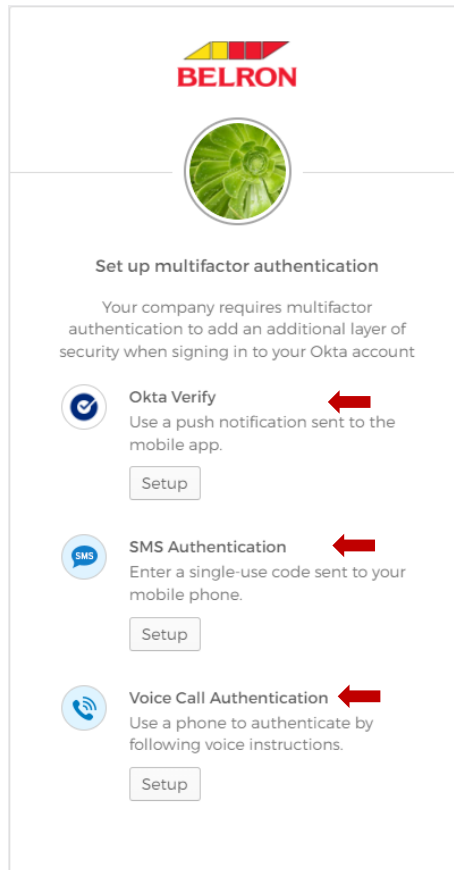
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Provide secondary authentication.

You have the choice of secondary verification (known as Multifactor Authentication or MFA)

- Okta Verify app (preferred)
- SMS
- Voice call to mobile

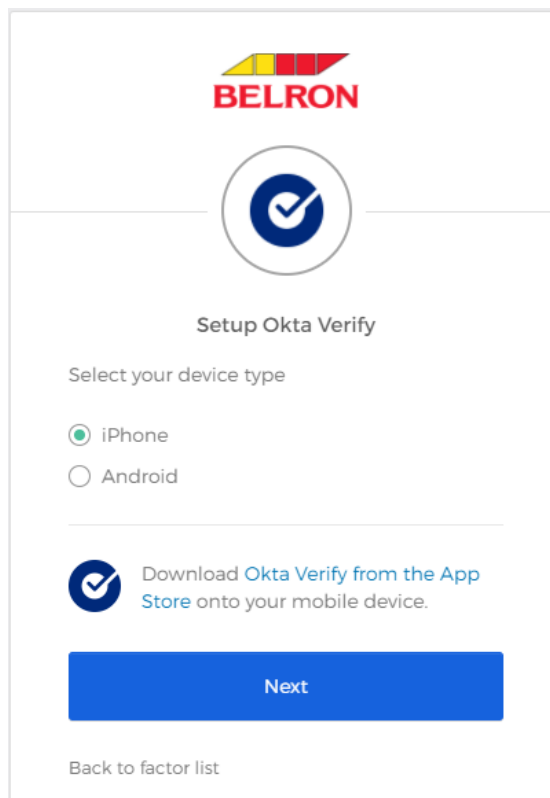
Click on "Setup" for Okta Verify



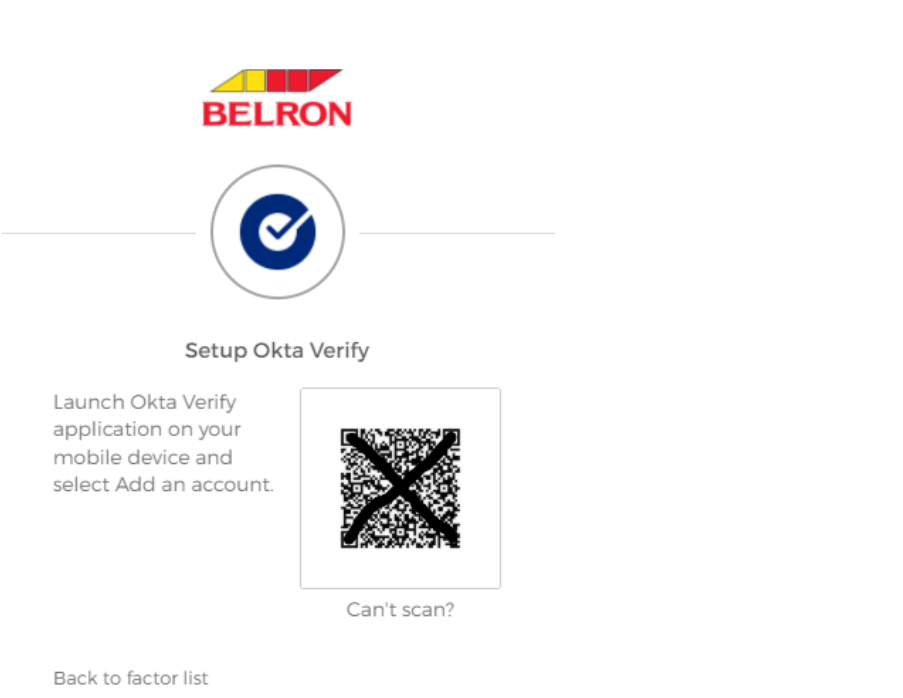
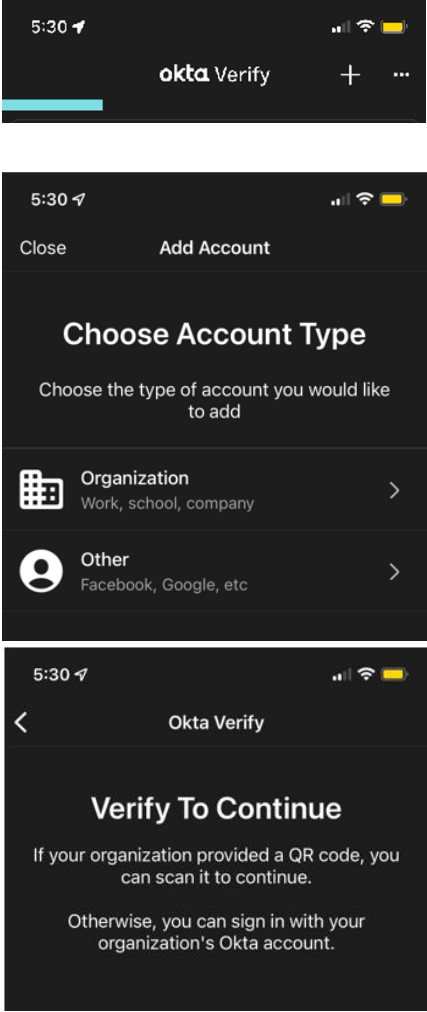
Download the Okta Verify app from your app store.

Note: The 'Okta Mobile' app is different to 'Okta Verify'; choose Okta Verify.

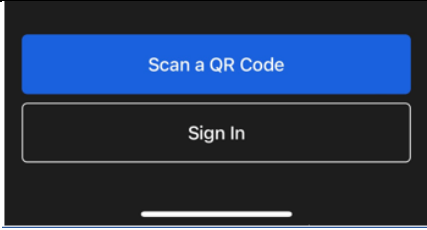
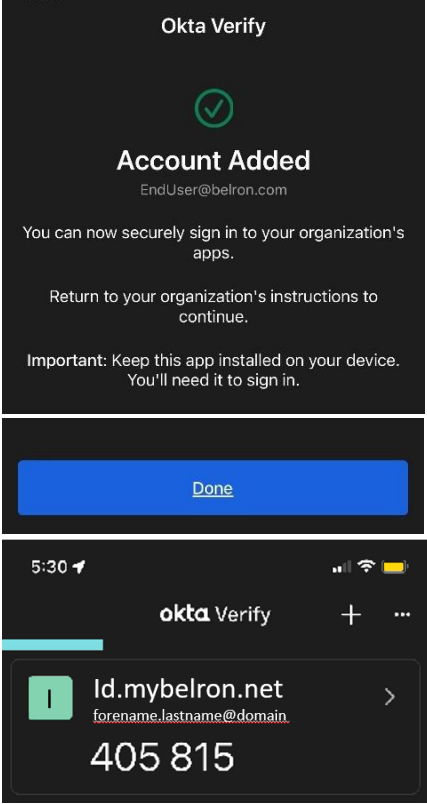
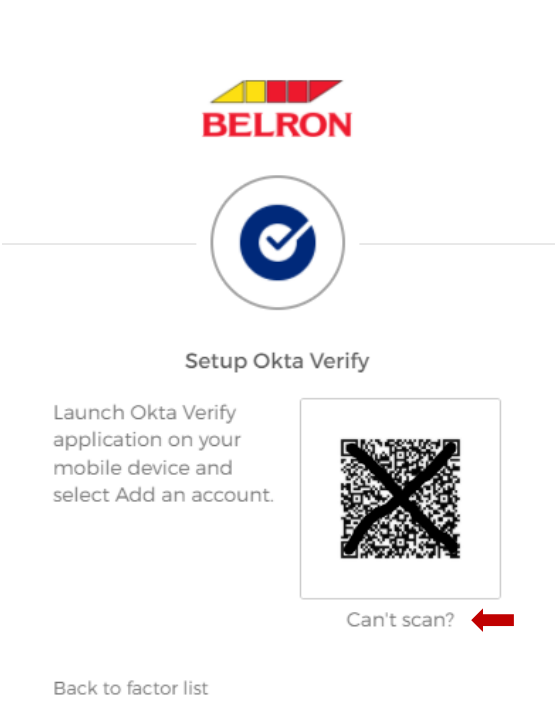
Select your device operating system click "Next".



INTERNAL

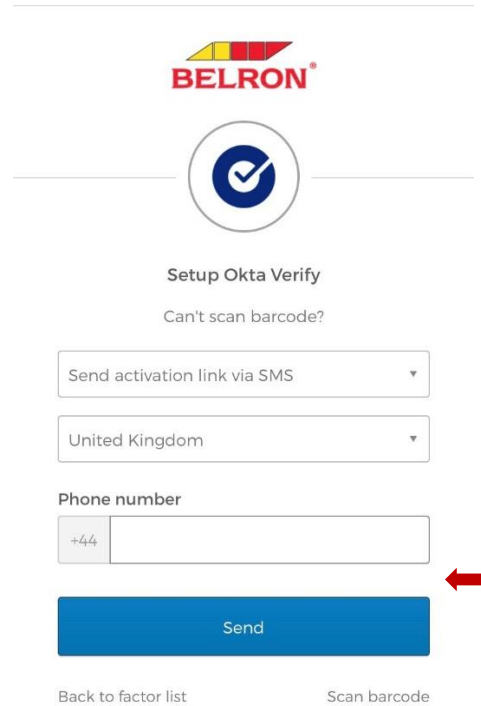
<p>A QR code will be displayed to scan from the Okta Verify app.</p>	
<p>Open Okta Verify application on your new device.</p> <p>1- Click “+”</p> <p>2- Choose “Organization”</p> <p>3- Tap on “Scan a QR Code” to scan the QR code on screen.</p>	

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

INTERNAL

Enter your mobile number to send an SMS to your device with an activation link



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Setup Okta Verify

Can't scan barcode?

Send activation link via SMS ▼

United Kingdom ▼

Phone number

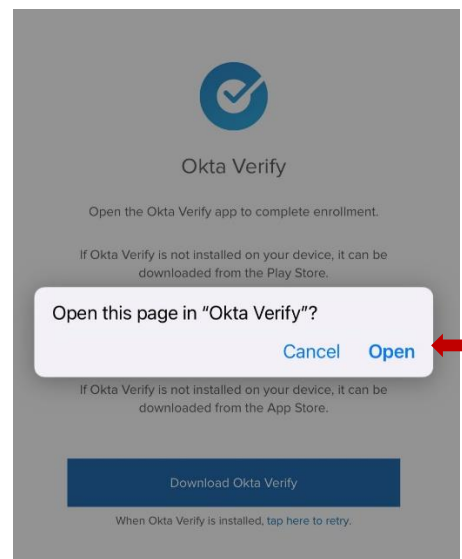
+44


Send

[Back to factor list](#) [Scan barcode](#)

Click on the link in the SMS to be taken to an Okta web page.

Confirm the web page is allowed to open the Okta Verify app by clicking on "Open"





Okta Verify

Open the Okta Verify app to complete enrollment.

If Okta Verify is not installed on your device, it can be downloaded from the Play Store.

Open this page in "Okta Verify"?

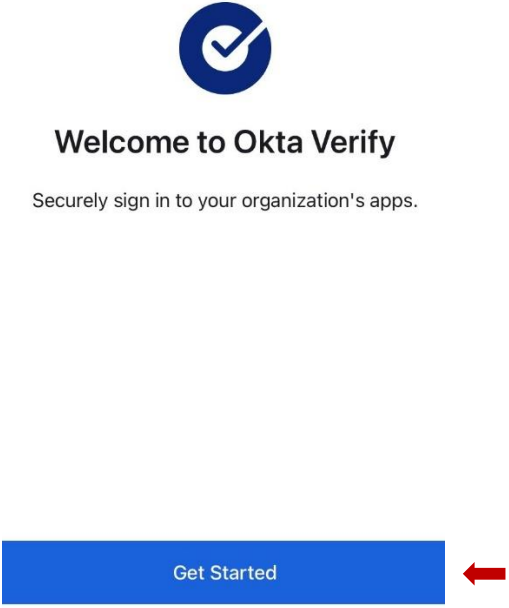
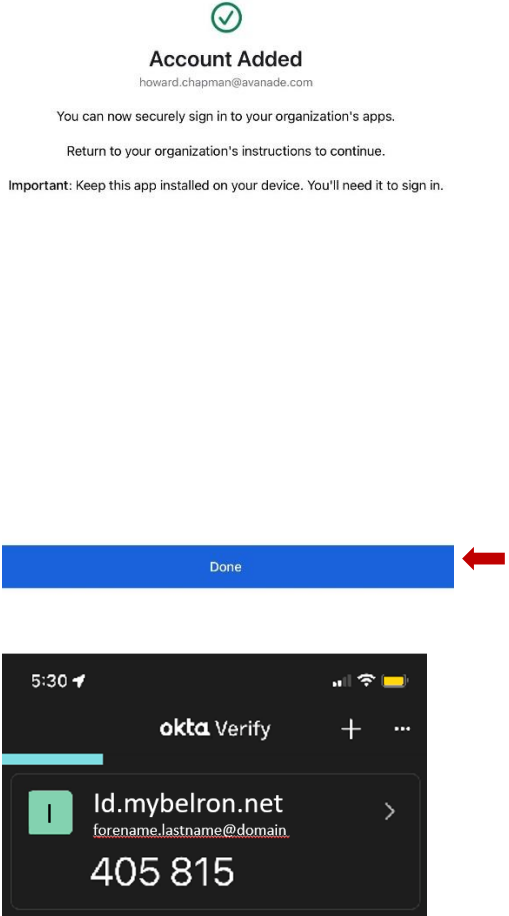
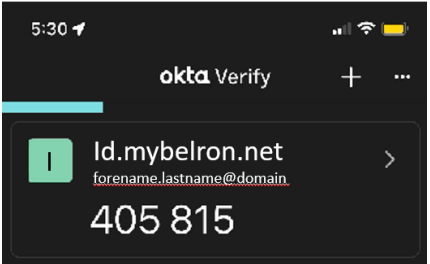
[Cancel](#) [Open](#)

If Okta Verify is not installed on your device, it can be downloaded from the App Store.

Download Okta Verify

When Okta Verify is installed, tap here to retry.

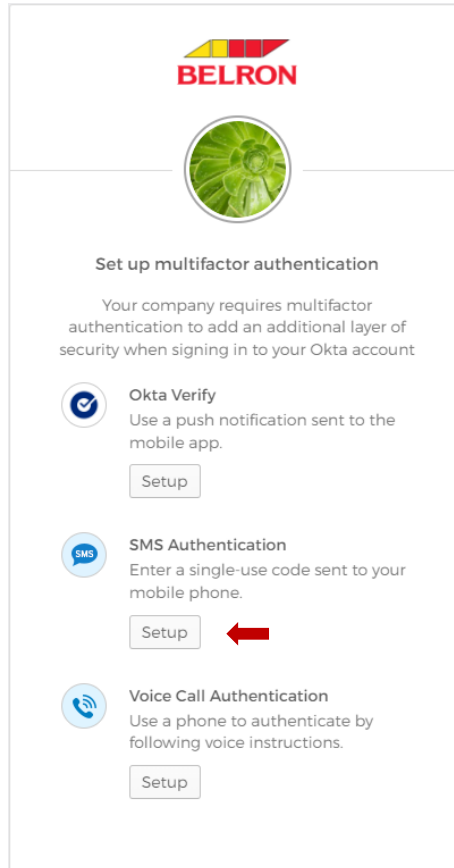
INTERNAL

<p>Okta Verify opens to a welcome page.</p> <p>Click on "Get Started"</p>	 <p>The image shows the 'Welcome to Okta Verify' screen. At the top is the Okta Verify logo, a blue circle with a white checkmark. Below it, the text 'Welcome to Okta Verify' is displayed in a bold, sans-serif font. Underneath, a smaller line of text reads 'Securely sign in to your organization's apps.' At the bottom of the screen is a solid blue rectangular button with the white text 'Get Started'. A red arrow points to the right side of this button.</p>
<p>Okta Verify is set up and you will see a confirmation screen.</p> <p>Click on "Done"</p>	 <p>The image shows the 'Account Added' confirmation screen. At the top is a green checkmark icon. Below it, the text 'Account Added' is displayed in a bold, sans-serif font. Underneath, a smaller line of text reads 'howard.chapman@avanade.com'. Below that, two lines of text read: 'You can now securely sign in to your organization's apps.' and 'Return to your organization's instructions to continue.' At the bottom of the screen is a solid blue rectangular button with the white text 'Done'. A red arrow points to the right side of this button.</p>  <p>The image shows a screenshot of the Okta Verify app interface on a mobile device. The status bar at the top shows the time '5:30' and various icons. The app header displays 'okta Verify' with a plus sign and a menu icon. Below the header, there is a card for 'Id.mybelron.net' with a green square icon containing a white 'I' and a right arrow. The card also shows the email address 'forename.lastname@domain' and the number '405 815'.</p>

INTERNAL

Setup SMS Authentication

1. Click on SMS Authentication "Setup"



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Set up multifactor authentication

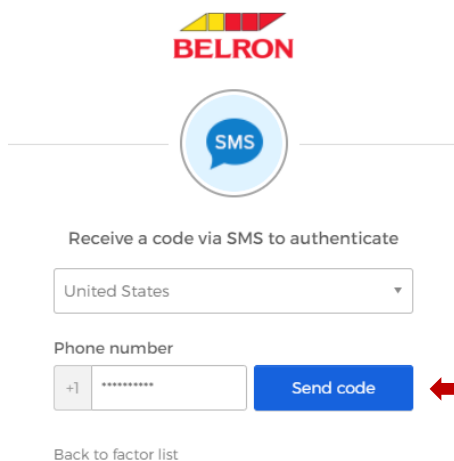
Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.
[Setup](#)

SMS 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](#)

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



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Receive a code via SMS to authenticate

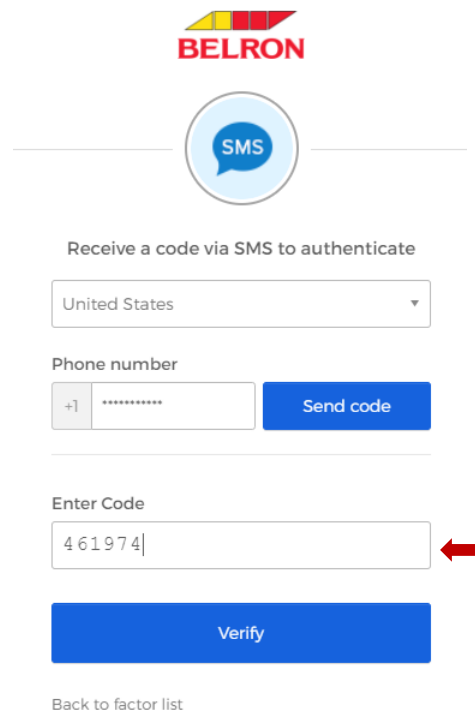
United States ▼

Phone number
+1 [] [Send code](#)

[Back to factor list](#)

INTERNAL

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



BELRON

SMS

Receive a code via SMS to authenticate

United States ▼

Phone number

+1 ***** **Send code**

Enter Code

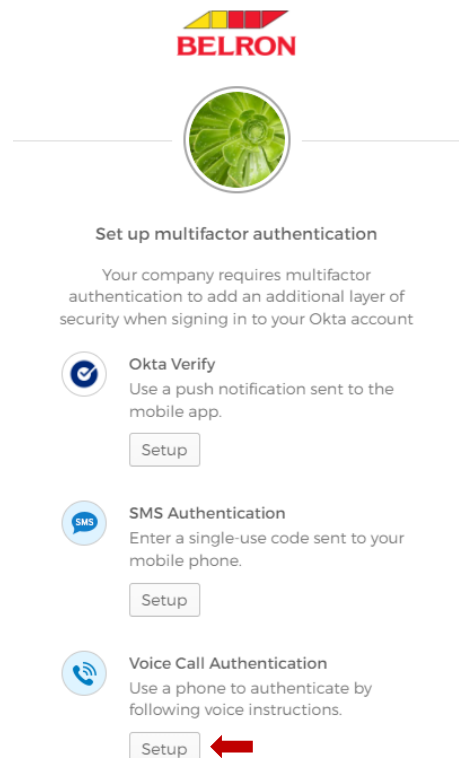
4 6 1 9 7 4 **←**

Verify

[Back to factor list](#)

Setup Voice Call Authentication

1. Click on Voice Call Authentication "Setup"



BELRON

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



Okta Verify
Use a push notification sent to the mobile app.
Setup

SMS 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 **←**

INTERNAL

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

+1

Extension

Call

Back to factor list



Follow phone call instructions to authenticate

United States ▼

Phone number

+1

Extension

Call

Enter Code

18333|

Verify

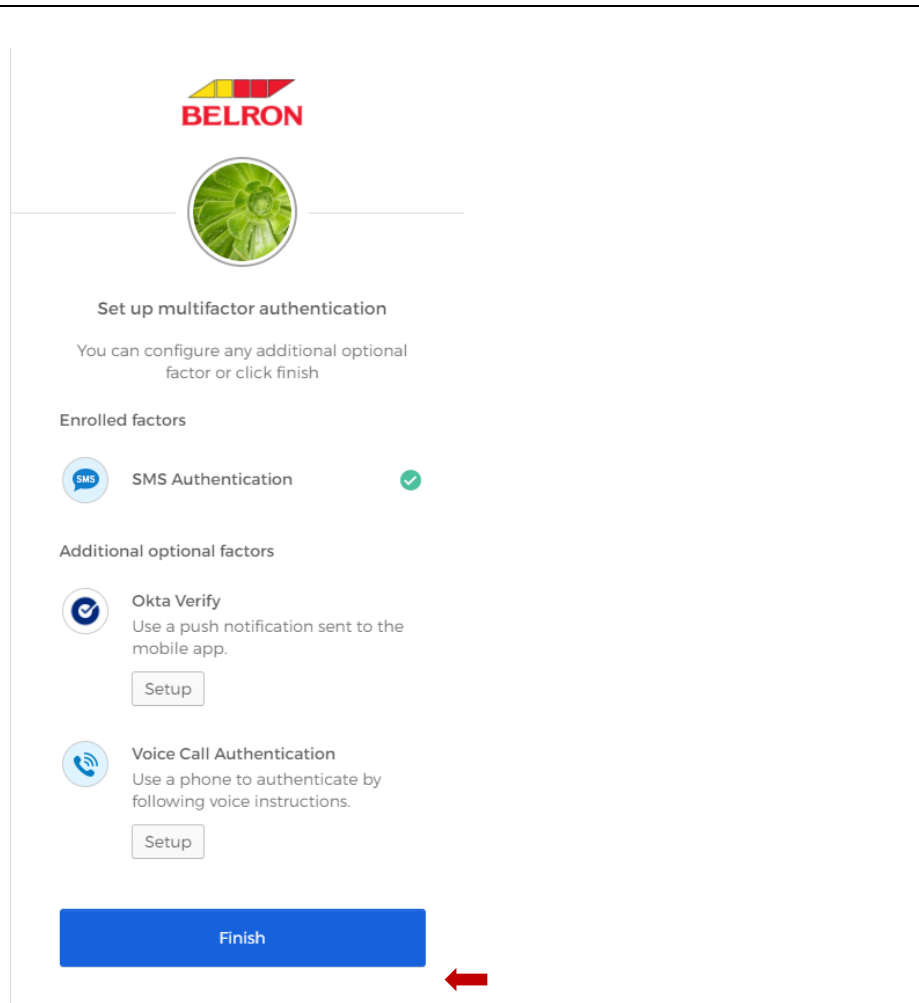
Back to factor list

4. Enter the code dictated from Okta
5. Click "Verify".

10

INTERNAL

After setting up at least one form of verification, click “Finish” to complete the process.

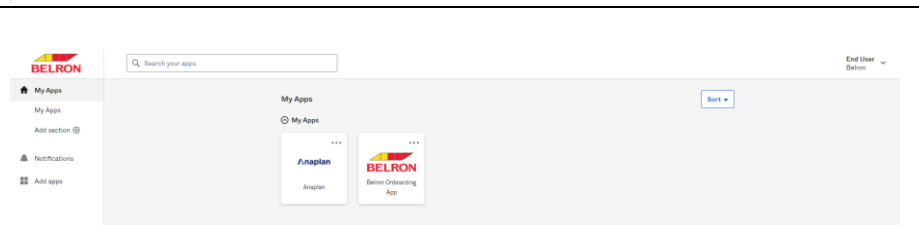


The screenshot shows the 'Set up multifactor authentication' screen. At the top is the BELRON logo and a profile picture of a green snail. Below the title, it says 'You can configure any additional optional factor or click finish'. Under 'Enrolled factors', 'SMS Authentication' is listed with a green checkmark. Under 'Additional optional factors', 'Okta Verify' and 'Voice Call Authentication' are listed, each with a 'Setup' button. At the bottom is a large blue 'Finish' button, which is pointed to by a red arrow.

After clicking “Finish” you are signed into the Okta dashboard where you will see the applications assigned to you.

The dashboard may be blank if you have enrolled ahead of applications being assigned to you.

For further information on using Okta please see [link](#)



The screenshot shows the Okta dashboard. On the left is a sidebar with 'My Apps', 'Add section', 'Notifications', and 'Add apps'. The main area has a search bar and a 'Start' button. Below the search bar, there are two application cards: 'Finaplan' and 'BELRON Demo Onboarding App'.

INTERNAL

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