

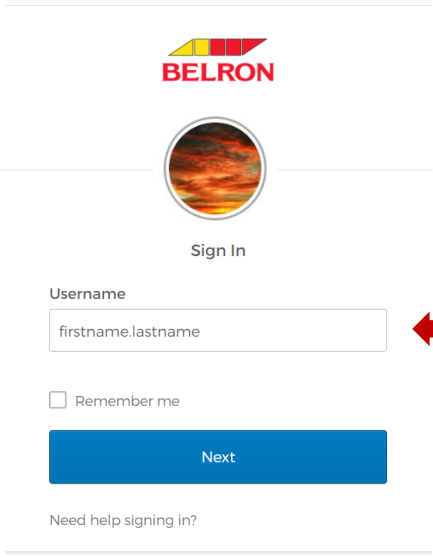
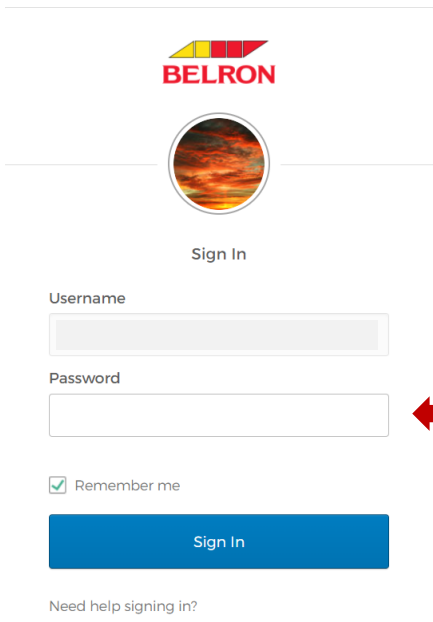


## **Okta End User Guide - Login**

<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 to log in to Okta

<b>In browser open URL</b>	<a href="https://id.mybelron.net">https://id.mybelron.net</a>
<b>Sign in with your domain username and password.</b>  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.  UK Domain: @BIL.local BIL Domain: @belron.com Aus Domain: @obrien.net NZ – use your email	
<b>Enter your domain password</b>  There is not a separate password for Okta. It is the password you use to log onto your company network.	

## INTERNAL

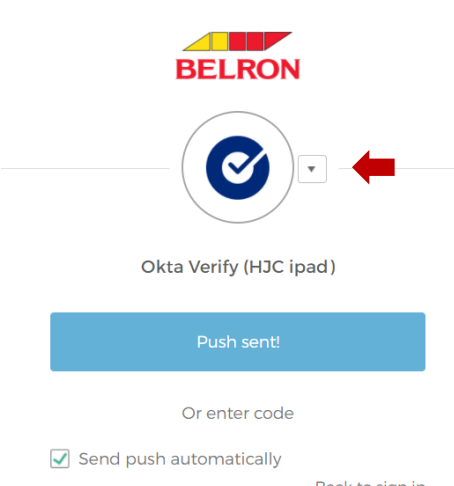
### Provide secondary authentication.

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

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

If you have set up multiple methods of MFA then you can select which one to use via the drop-down.

Note: if you have previously selected 'Send push automatically' then to switch to another MFA method you ignore the automatically pushed message, untick 'Send push automatically', then click on 'Back to sign in'.



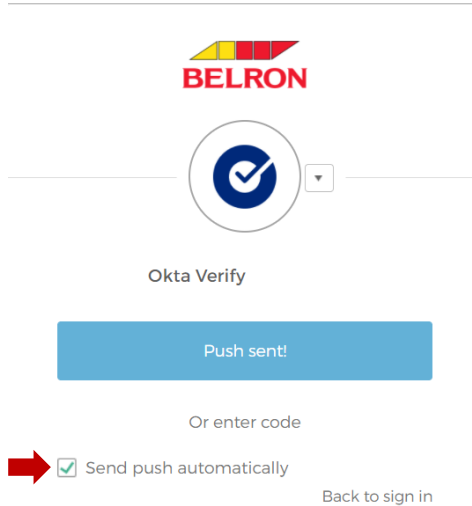
The screenshot shows the BELRON login interface for secondary authentication. At the top is the BELRON logo. Below it is a circular icon with a blue checkmark, representing the Okta Verify app. To the right of this icon is a small dropdown menu with a downward arrow, and a red arrow points to it from the right. Below the icon, the text "Okta Verify (HJC ipad)" is displayed. A blue button labeled "Push sent!" is shown. Below that, the text "Or enter code" is visible. At the bottom left, there is a checked checkbox labeled "Send push automatically". At the bottom right, there is a link labeled "Back to sign in".

## INTERNAL

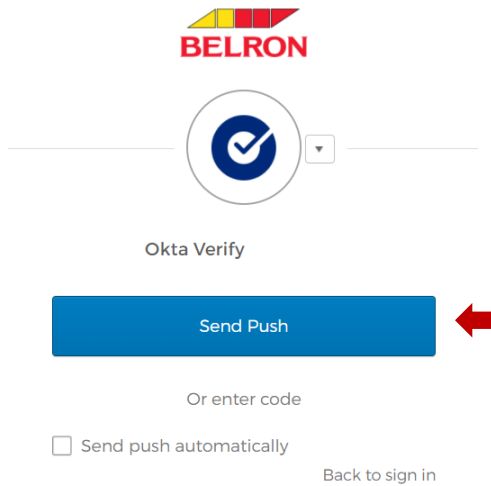
### Okta Verify App

You have three choices of how to use Okta Verify app

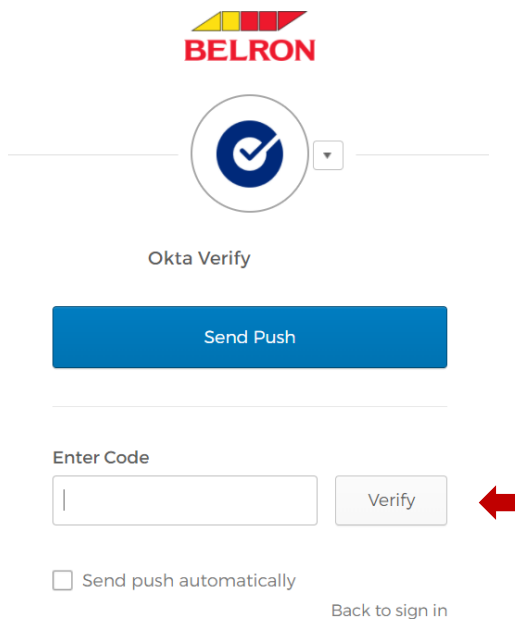
1. Send push automatically to Okta verify App. This is the easiest approach.
2. Click on 'Send Push' to send prompt to Okta Verify app.
3. Enter the code that is changing every 30s from the Okta Verify app then click on 'verify' before the code on the app changes.



The screenshot shows the Okta Verify app interface. At the top is the BELRON logo. Below it is a circular icon with a checkmark. The text 'Okta Verify' is centered. A blue button labeled 'Push sent!' is displayed. Below the button, the text 'Or enter code' is shown. A red arrow points to a checked checkbox labeled 'Send push automatically'. To the right of this is a link 'Back to sign in'.



The screenshot shows the Okta Verify app interface. At the top is the BELRON logo. Below it is a circular icon with a checkmark. The text 'Okta Verify' is centered. A blue button labeled 'Send Push' is displayed. A red arrow points to this button. Below the button, the text 'Or enter code' is shown. A checkbox labeled 'Send push automatically' is unchecked. To the right is a link 'Back to sign in'.

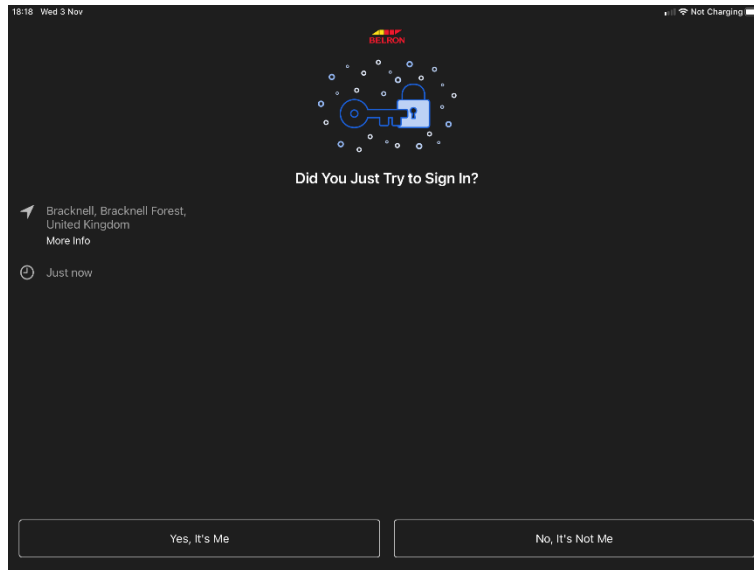


The screenshot shows the Okta Verify app interface. At the top is the BELRON logo. Below it is a circular icon with a checkmark. The text 'Okta Verify' is centered. A blue button labeled 'Send Push' is displayed. Below this is a section titled 'Enter Code' with a text input field and a 'Verify' button. A red arrow points to the 'Verify' button. Below the input field, a checkbox labeled 'Send push automatically' is unchecked. To the right is a link 'Back to sign in'.

## INTERNAL

### Verifying via a push to the Okta Verify app

You will receive a pop-up on your device to choose to verify that 'Yes It's me'.

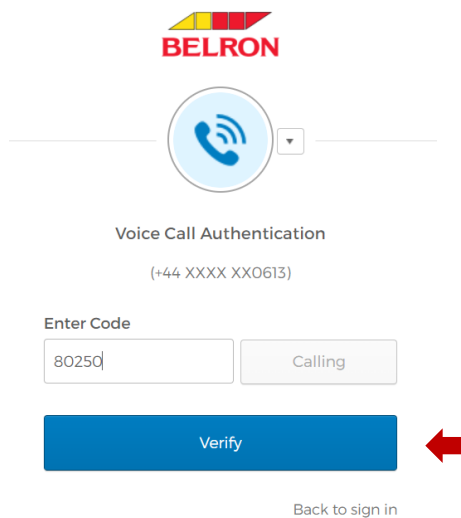
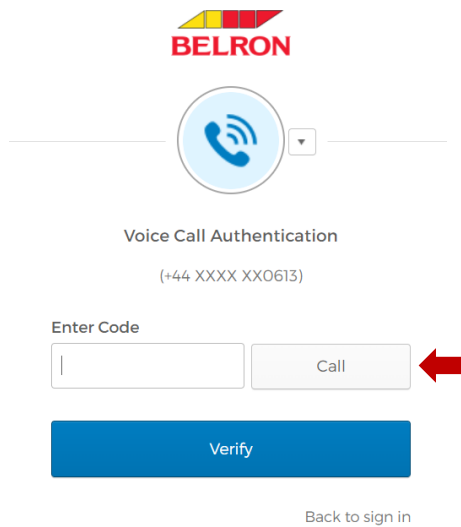


### Voice call to mobile

Click on 'Call'

Enter the code provided on the call

Click on 'Verify'



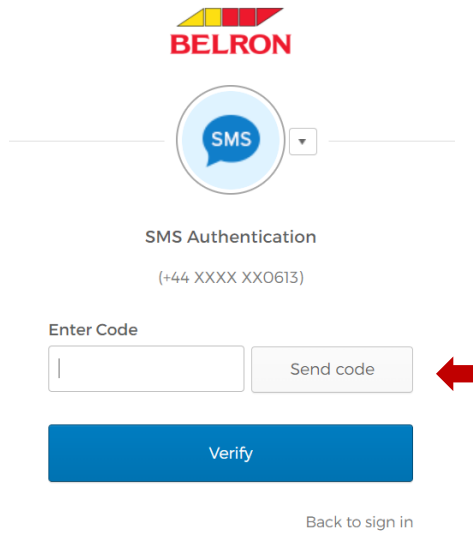
## INTERNAL

### SMS to Mobile

Click on 'Send code'

Enter the code provided on the text message

Click on 'Verify'



**BELRON**

SMS

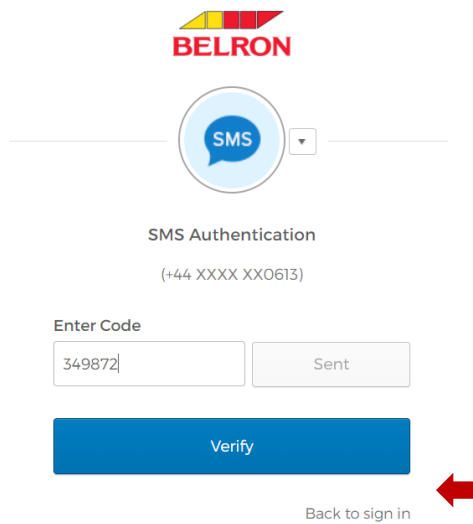
SMS Authentication  
(+44 XXXX XX0613)

Enter Code

Send code

Verify

Back to sign in



**BELRON**

SMS

SMS Authentication  
(+44 XXXX XX0613)

Enter Code

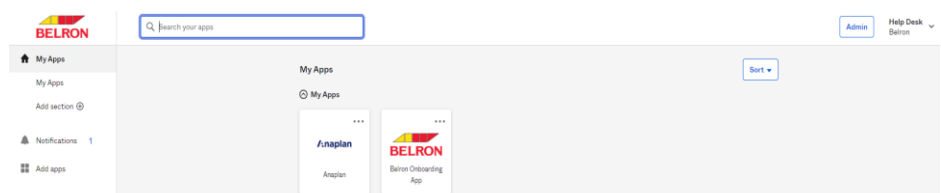
349872

Sent

Verify

Back to sign in

You are signed into Okta dashboard where you will see the applications assigned to you.  
For further information on using Okta please see [link](#)



**BELRON**

Search your apps

Admin Help Desk

My Apps

My Apps

Sort

Anaplan

BELRON Onboarding App

## INTERNAL

### Document Control

#### Author

Name	Role	Date of issue	Version Number	Summary of Change
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Howard Chapman	IM Project Team	26 Nov 2021	1.0	Published after no further comments

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Name	Role	Version Number	Date of Approval
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IM Programme Manager	Approver	1.0	26 Nov 2021
Transformation Comms Team	Confirmation		

#### Distribution

Audience	Method	Date of Issue	Version Number
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