



Okta End User Guide - Login

Author: IM Project Team

Owner: Global CISO

Organisation: Belron International

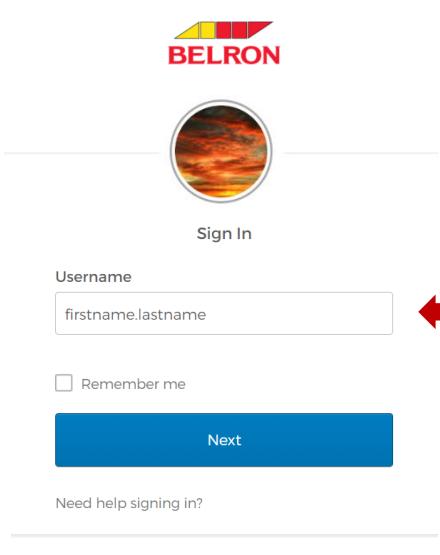
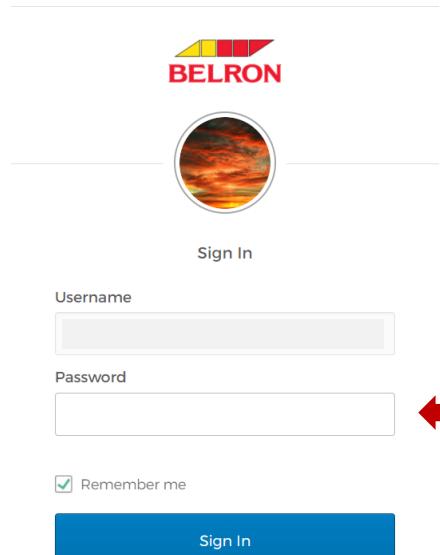
Version Number: 1.0

Review Date: 26 Nov 2021

Published Date: 26 Nov 2021

INTERNAL

Procedure to log in to Okta

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. UK Domain: @BIL.local BIL Domain: @belron.com Aus Domain: @obrien.net NZ – use your email	 <p>The image shows the Okta sign-in page for a domain password. It features the BELRON logo at the top. Below it is a circular profile picture of a sunset. The sign-in form includes a 'Username' field containing 'firstname.lastname' with a red arrow pointing to it, a 'Remember me' checkbox, and a 'Next' button. A link for 'Need help signing in?' is at the bottom.</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 the Okta sign-in page for a domain password. It features the BELRON logo at the top. Below it is a circular profile picture of a sunset. The sign-in form includes a 'Username' field (empty) with a red arrow pointing to it, a 'Password' field (empty), a 'Remember me' checkbox (checked), and a 'Sign In' button. A link for 'Need help signing in?' is at the bottom.</p>

INTERNAL

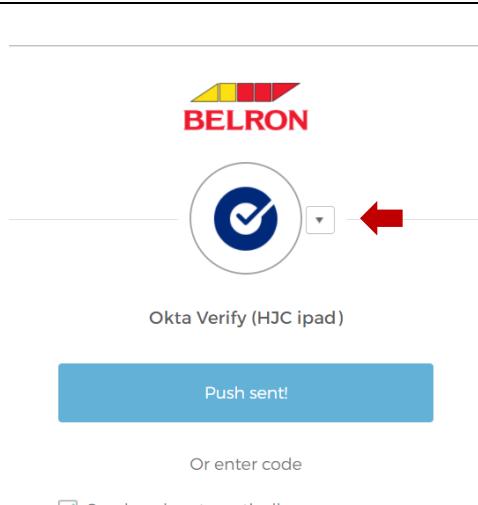
Provide secondary authentication.

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 image shows a screenshot of the Okta Verify mobile application interface. At the top, the BELRON logo is displayed. Below it is a circular icon containing a blue checkmark, with a small dropdown arrow to its right. A red arrow points to this dropdown arrow. Below the icon, the text "Okta Verify (HJC ipad)" is visible. A blue button at the bottom of the screen displays the message "Push sent!". To the right of the button, there is a link "Or enter code" and a checked checkbox labeled "Send push automatically". At the bottom right, there is a link "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 image displays three screenshots of the Okta Verify app interface for the BELRON organization. Each screenshot shows a central circular icon with a checkmark, the text 'Okta Verify', and a blue button labeled 'Send Push' or 'Push sent!'. The first screenshot shows a checked checkbox labeled 'Send push automatically'. The second screenshot shows an unchecked checkbox labeled 'Send push automatically'. The third screenshot shows an empty text input field labeled 'Enter Code' and a 'Verify' button. Red arrows point from the text descriptions on the left to the corresponding interface elements in the screenshots.

Screenshot 1: Send push automatically

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.

Screenshot 2: Click 'Send Push'

Or enter code

Send push automatically

[Back to sign in](#)

Screenshot 3: Enter code

Or enter code

Send push automatically

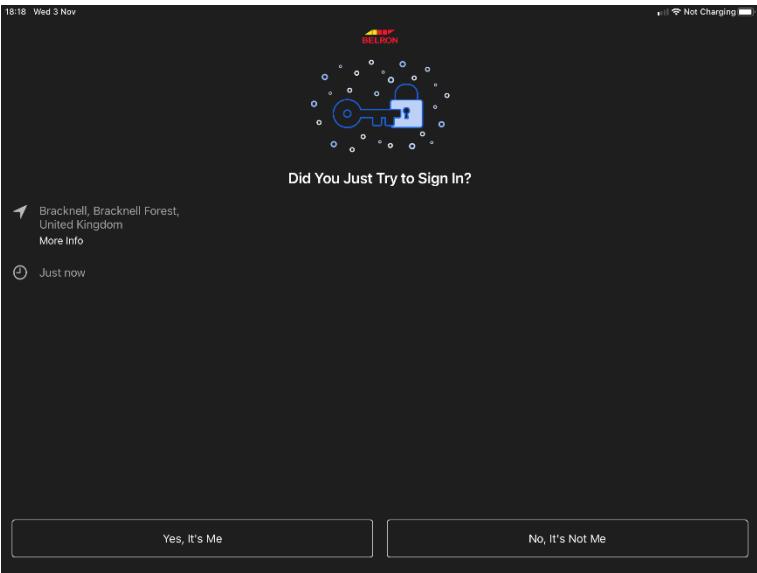
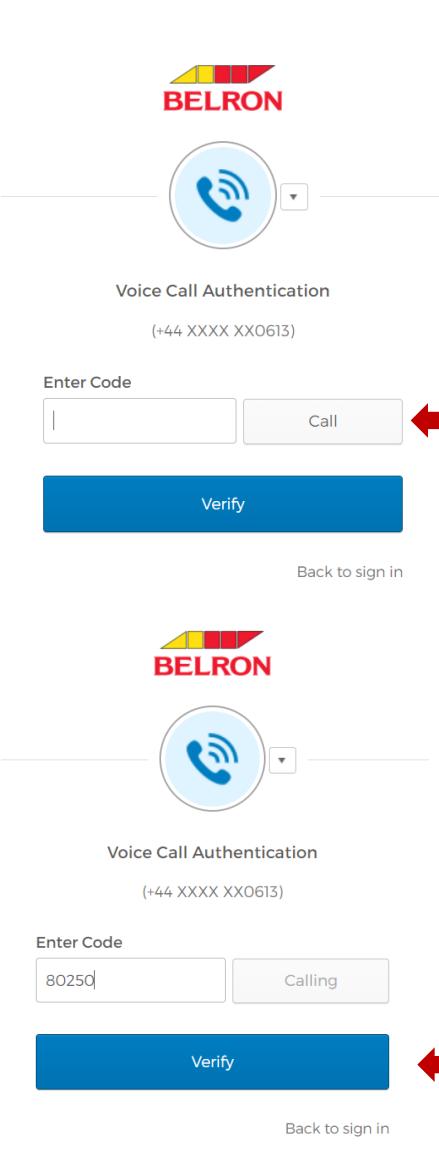
[Back to sign in](#)

Enter Code

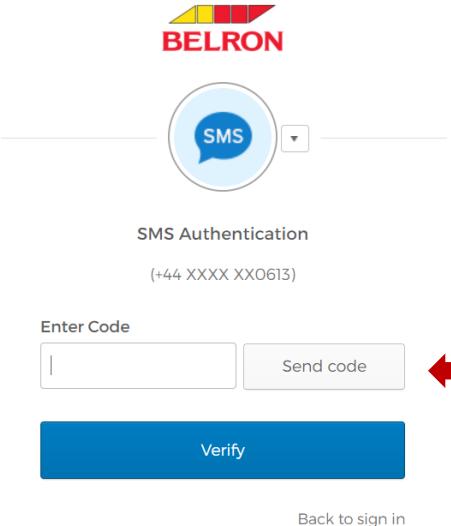
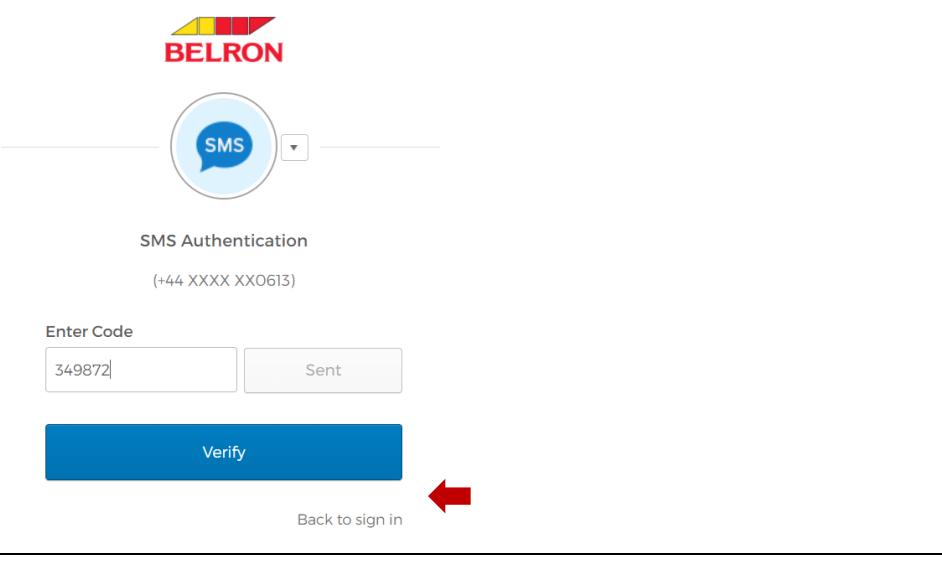
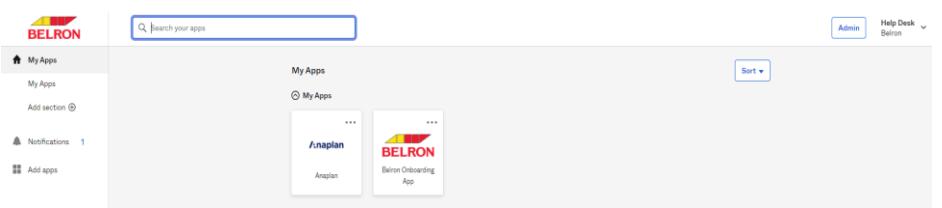
Send push automatically

[Back to sign in](#)

INTERNAL

<p>Verifying via a push to the Okta Verify app</p> <p>You will receive a pop-up on your device to choose to verify that 'Yes It's me'.</p>	
<p>Voice call to mobile</p> <p>Click on 'Call'</p> <p>Enter the code provided on the call</p> <p>Click on 'Verify'</p>	

INTERNAL

<p>SMS to Mobile</p> <p>Click on 'Send code'</p> <p>Enter the code provided on the text message</p> <p>Click on 'Verify'</p>	 <p>The screenshot shows the 'SMS Authentication' step. It features the BELRON logo at the top. Below it is a blue speech bubble icon with the word 'SMS'. The text 'SMS Authentication' and the phone number '(+44 XXXX XX0613)' are displayed. A form with a text input field and a 'Send code' button is shown. A red arrow points to the 'Send code' button. Below the form is a large blue 'Verify' button. At the bottom is a 'Back to sign in' link.</p>  <p>The screenshot shows the 'SMS Authentication' step after sending the code. It features the BELRON logo at the top. Below it is a blue speech bubble icon with the word 'SMS'. The text 'SMS Authentication' and the phone number '(+44 XXXX XX0613)' are displayed. A form with a text input field containing '349872' and a 'Sent' button is shown. A red arrow points to the 'Sent' button. Below the form is a large blue 'Verify' button. At the bottom is a 'Back to sign in' link.</p>
<p>You are signed into Okta dashboard where you will see the applications assigned to you.</p> <p>For further information on using Okta please see <link></p>	 <p>The screenshot shows the Okta dashboard. It features the BELRON logo at the top left. A search bar at the top center contains the placeholder 'Search your apps'. On the right, there are buttons for 'Admin' and 'Help Desk'. The main area is titled 'My Apps' and shows a list of applications. The 'Anaplan' app is listed with a blue icon. The 'BELRON Onboarding App' is also listed with a blue icon. On the left, there is a sidebar with options like 'My Apps', 'Add section', 'Notifications 1', and 'Add apps'.</p>

INTERNAL

Document Control

Author

Name	Role	Date of issue	Version Number	Summary of Change
Howard Chapman	IM Project Team	03 Nov 2021	0.1	Initial draft
Howard Chapman	IM Project Team	26 Nov 2021	1.0	Published after no further 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 / Intranet	26 Nov 2021	1.0