

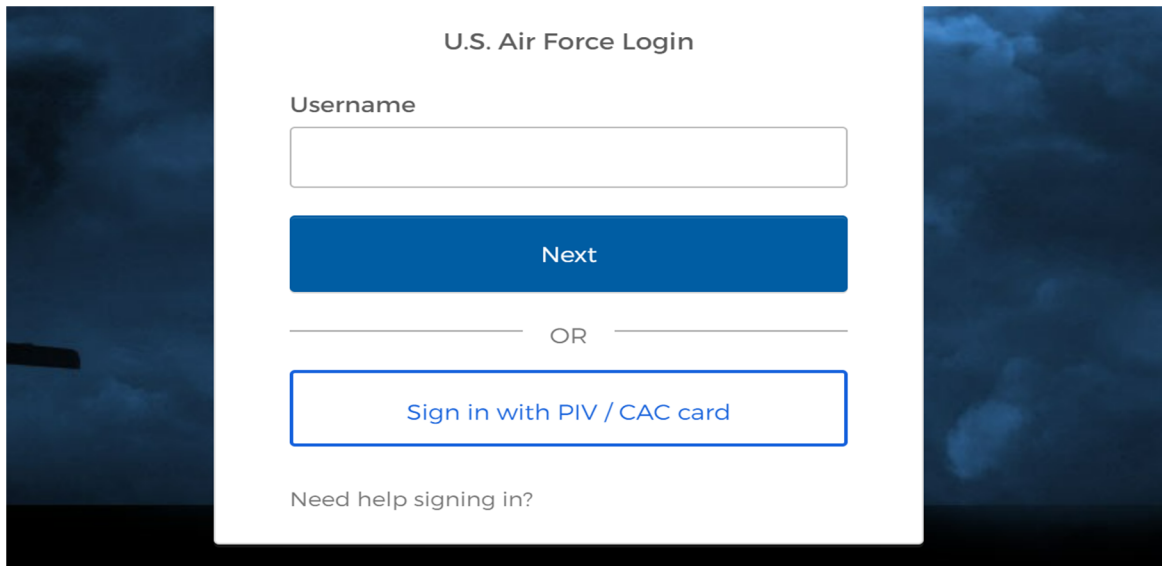
How To Setup OKTA without CAC Reader

*Initial setup will require you to have access to a CAC enabled device. Once established, you should be able to log in without one.

1. **Manually** type the following link to get to OKTA: <https://a1-ims.okta.com>

(NOTE: if you copy or click the link, and reach a page that does not offer a CAC/PIV login, or if the system asks for a password after you have already set up this OKTA Verify app, this is a web browser cache error. You will need to manually type the full web address from start to finish to navigate to the correct page.)

2. Click on Sign in with PIV/CAC card and select your certificate.



U.S. Air Force Login

Username

Next

OR

Sign in with PIV / CAC card

[Need help signing in?](#)

3. Once on App page of OKTA, click on drop down arrow next to your name. Click on “Settings”

The screenshot shows the OKTA 'My Apps' interface. On the left is a sidebar with the OKTA logo, a search bar, and navigation links for 'My Apps', 'Work', 'Add section', and 'Notifications'. The main area displays a 'My Apps' section with a 'Work' filter and a row of application cards: 'CRM Community', 'ServiceNow (TMIS)', 'A1-IMS-SailPoint IdentityIQ', 'AUE - Test', and 'AUE - Can'. A user profile dropdown menu is open in the top right corner, showing the user's name 'BENJAMIN NEWTON', email 'benjamin.newton.1@us.af.mil', and a list of options: 'Settings' (circled in red), 'Preferences', 'Recent Activity', and 'Sign out'.

okta

Search your apps

BENJAMIN
Air Force A1

BENJAMIN NEWTON
benjamin.newton.1@us.af.mil

- Settings
- Preferences
- Recent Activity
- Sign out

My Apps

Work

Add section +

Notifications 1

CRM Community

ServiceNow (TMIS)

A1-IMS-SailPoint IdentityIQ

AUE - Test

AUE - Can

+ Add section

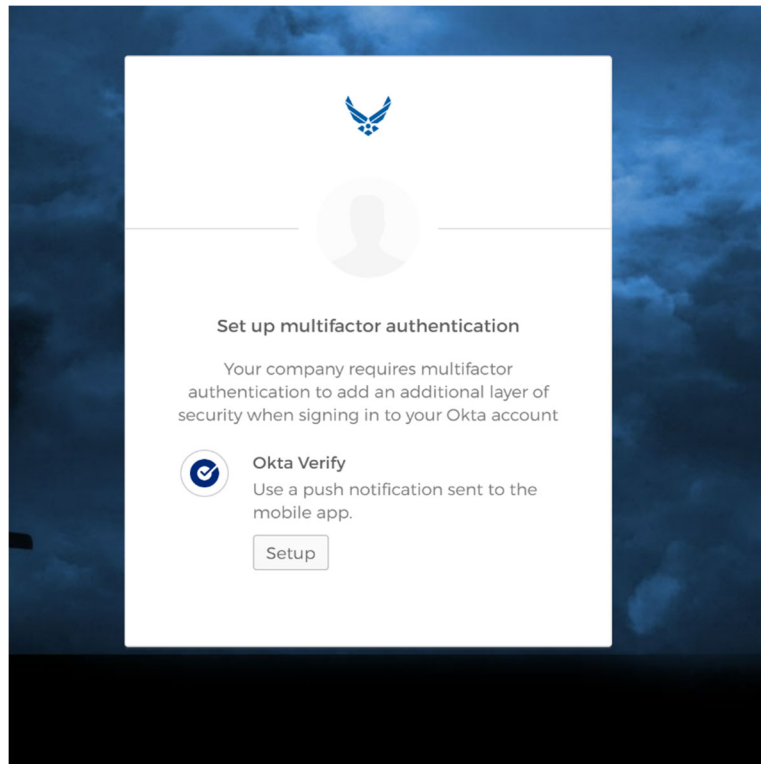
4. On the right hand side under Data Verification, click on box that says “Setup”. *If it says “Disable”, then try logging out and then logging back in.

The screenshot displays the 'Data Verification' section of an Okta user profile. It contains two main settings cards. The first card, 'Forgotten Password Question', has a dark header with a speech bubble icon and an 'Edit' button. Below the header, it instructs the user to select a question for password resets and shows a sample question: 'What is the food you least liked as a child?'. The second card, 'Extra Verification', has a dark header with a checkmark icon. It explains that extra verification increases account security and lists 'Okta Verify' as an option. A red circle highlights the 'Set up' button next to 'Okta Verify', with an arrow pointing to it from the explanatory text above.

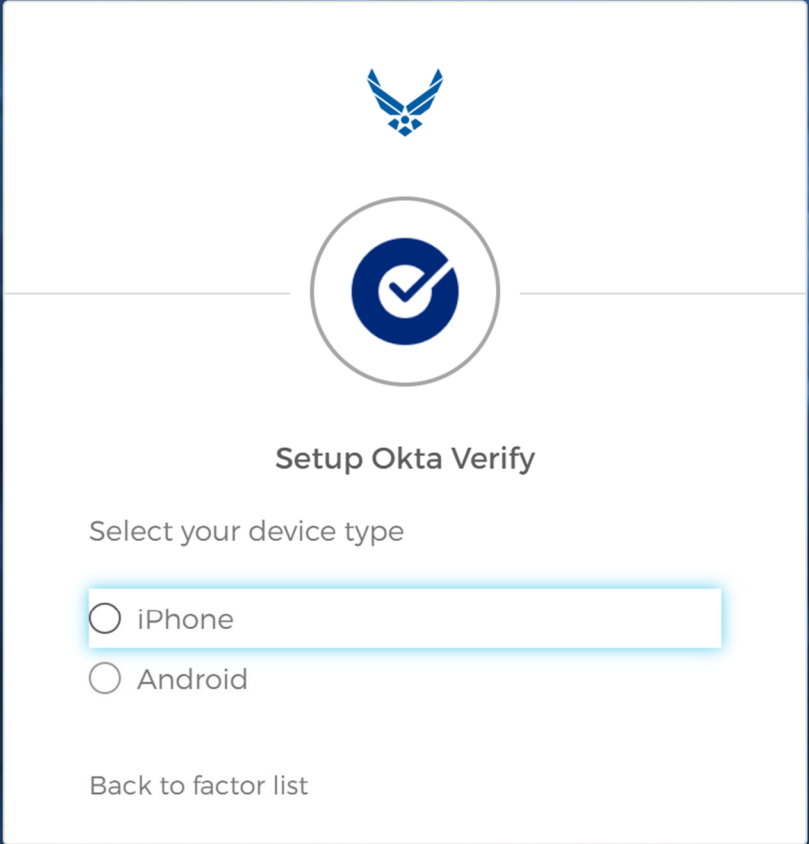
Forgotten Password Question	
Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.	
Question	What is the food you least liked as a child?

✓ Extra Verification	
Extra verification increases your account security when signing in to Okta and other applications you use	
Okta Verify	Set up

5. Next, you'll be redirected to a loading screen to setup a multifactor authenticator app. Click on "Setup".



6. From here you will ask which device you will be utilizing.



The image shows a mobile application interface for setting up Okta Verify. At the top, there is a blue logo consisting of a stylized bird or wings above a circular icon containing a checkmark. Below the logo, the text "Setup Okta Verify" is centered. Underneath, the instruction "Select your device type" is displayed. There are two radio button options: "iPhone" and "Android". The "iPhone" option is selected, and its label is highlighted with a light blue rectangular glow. At the bottom of the screen, there is a link that says "Back to factor list". The entire interface is set against a dark blue background with a subtle cloud pattern.

Setup Okta Verify

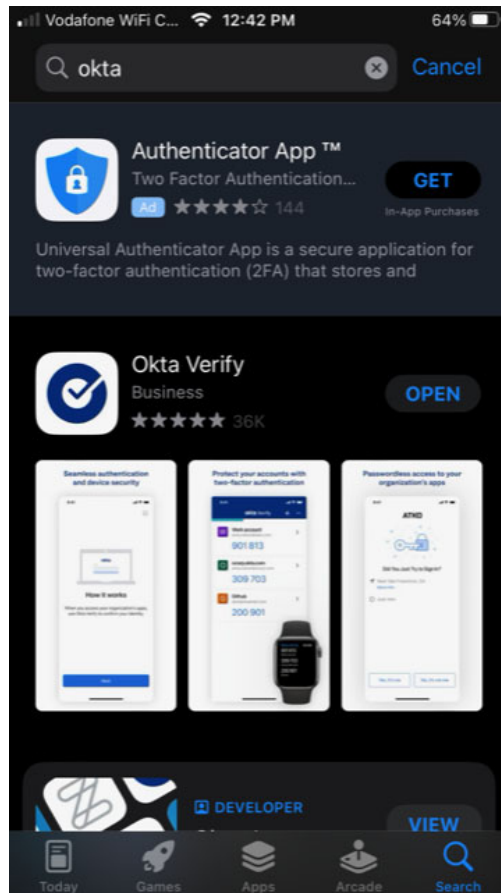
Select your device type

☒ iPhone

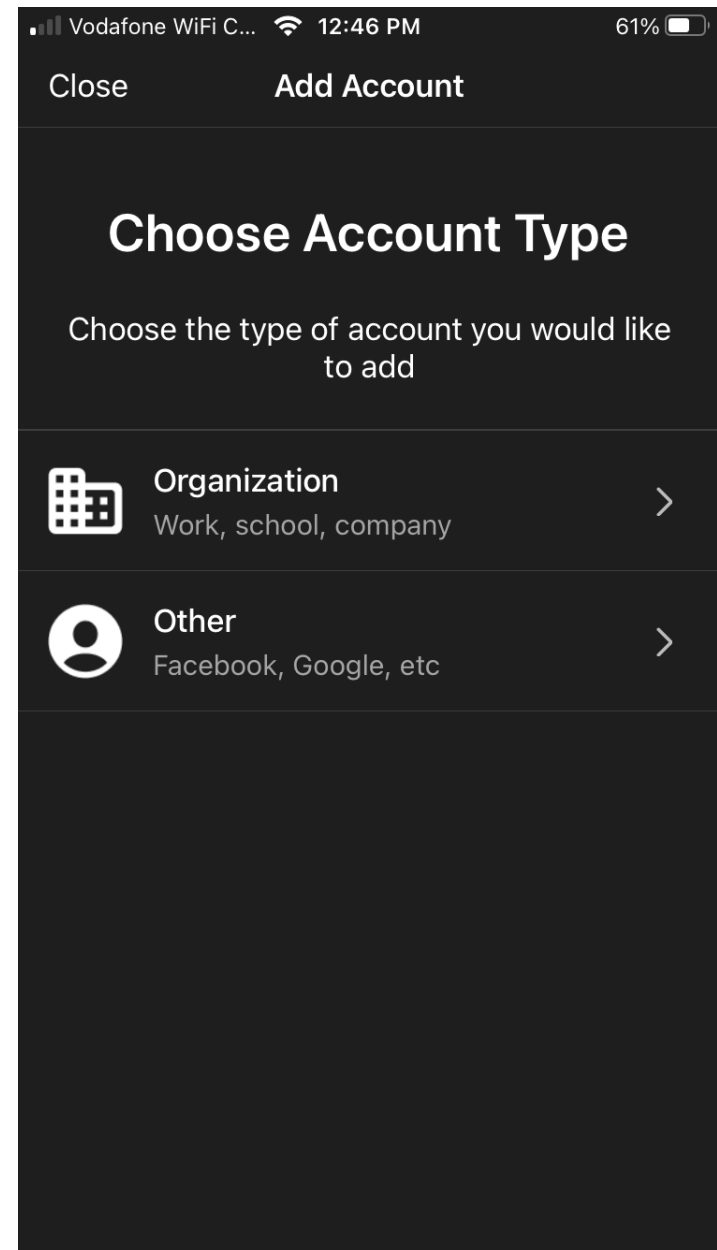
☐ Android

[Back to factor list](#)

7. Next step requires you to download the app on your device. Type in “Okta” in search box and should provide the app pictured below.



8. Once downloaded, open the app and navigate through the prompts (i.e. Click on “Get Started”/”Next”/”Add Account”). Once on Choose Account Type page, click on Organization.



9. Next step should prompt you to scan the QR code that is provided on your computer screen. Once connected, it should give you the account added prompt to the right.

