

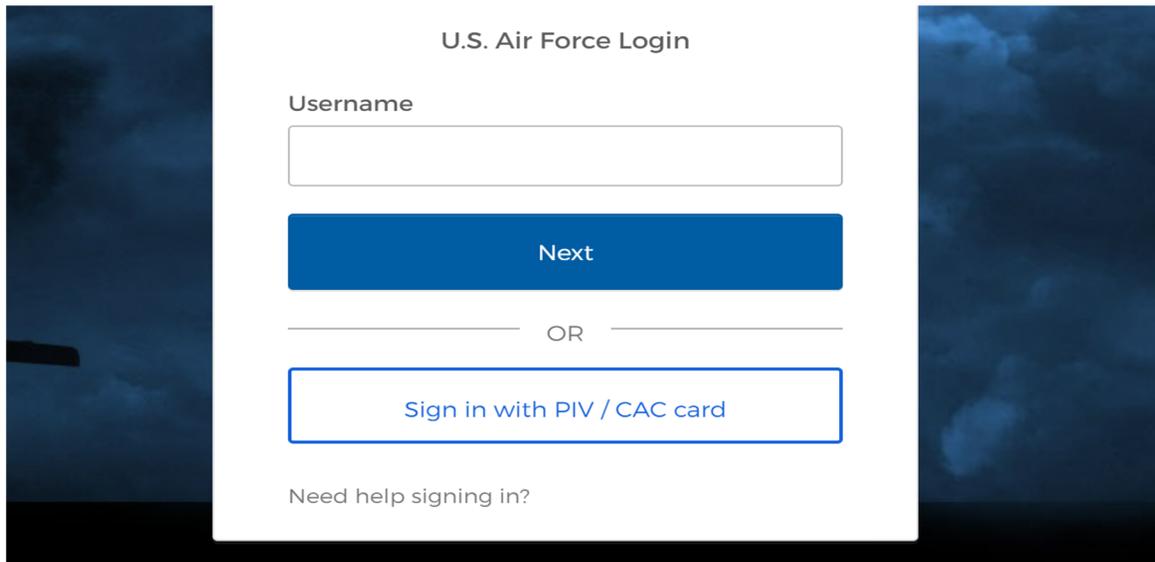
## How To Setup OKTA without CAC Reader

\*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

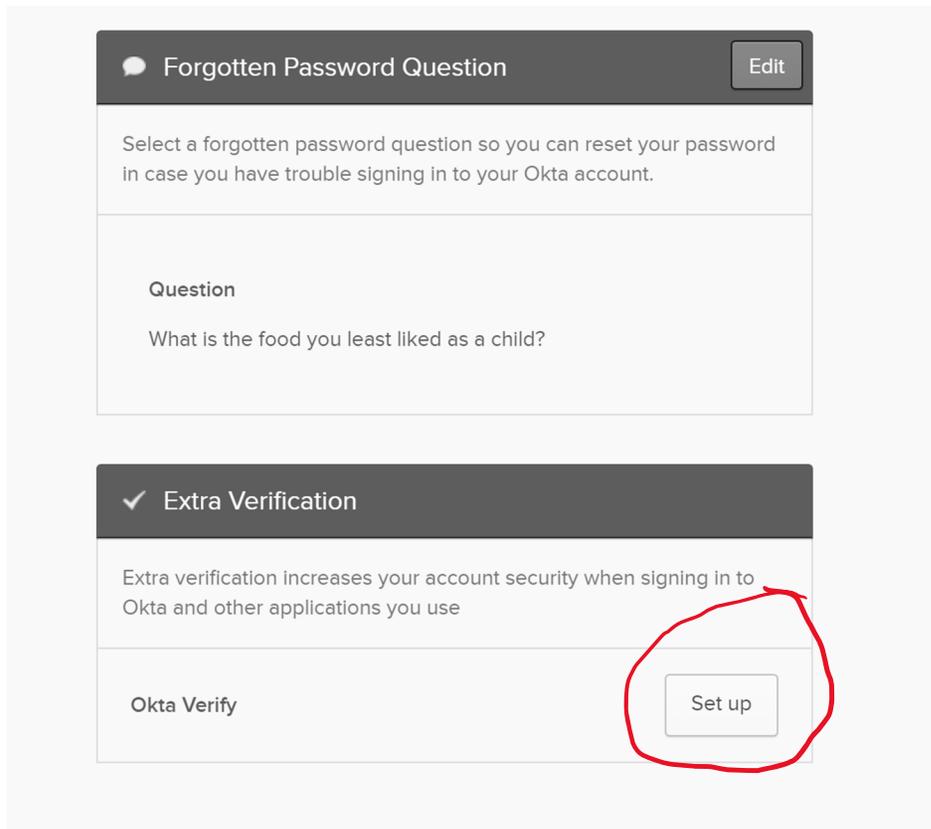
Sign in with PIV / CAC card

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 displays the Okta user interface. On the left is a navigation sidebar with the Okta logo, a search bar, and sections for 'My Apps', 'Work', 'Add section', and 'Notifications'. The main content area is titled 'My Apps' and contains a 'Work' section with five application cards: CRM Community, ServiceNow (TMIS), A1-IMS-SailPoint IdentityIQ, AUE - Test, and AUE - Can. In the top right corner, the user's name 'BENJAMIN Air Force A1' is shown with a dropdown arrow. The dropdown menu is open, listing 'BENJAMIN NEWTON', the email 'benjamin.newton.1@us.af.mil', and four options: 'Settings', 'Preferences', 'Recent Activity', and 'Sign out'. The 'Settings' option is circled in red.

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 two sections of an Okta account settings page. The top section is titled "Forgotten Password Question" and includes an "Edit" button. Below the title, it instructs the user to select a question for password resets. The selected question is "What is the food you least liked as a child?". The bottom section is titled "Extra Verification" and includes a checkmark icon. It explains that extra verification increases account security. Below this, the "Okta Verify" option is shown with a "Set up" button, which is circled in red. A red arrow points from the "Set up" button to the text "Okta and other applications you use" in the description above.

**Forgotten Password Question** Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

**Question**

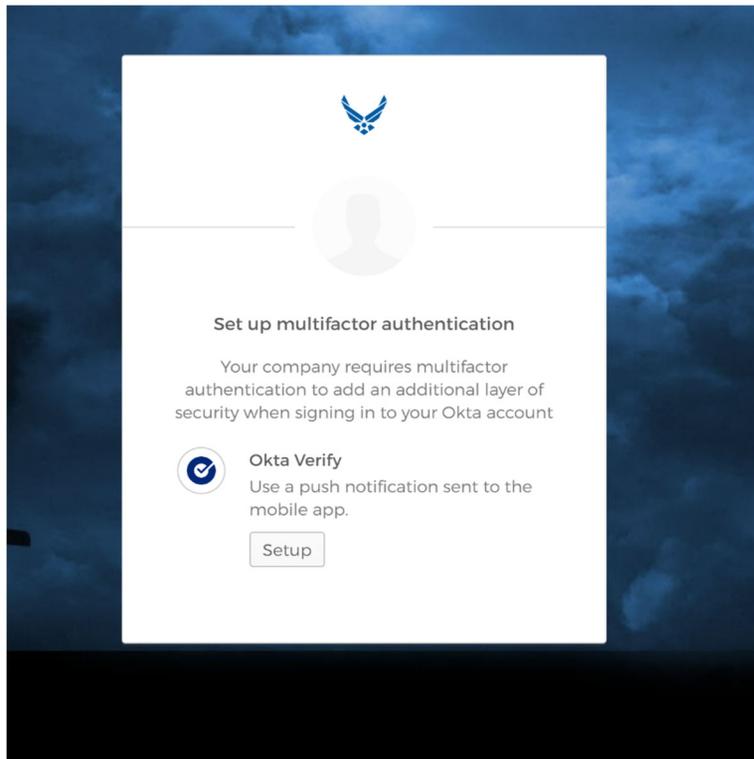
What is the food you least liked as a child?

**✓ Extra Verification**

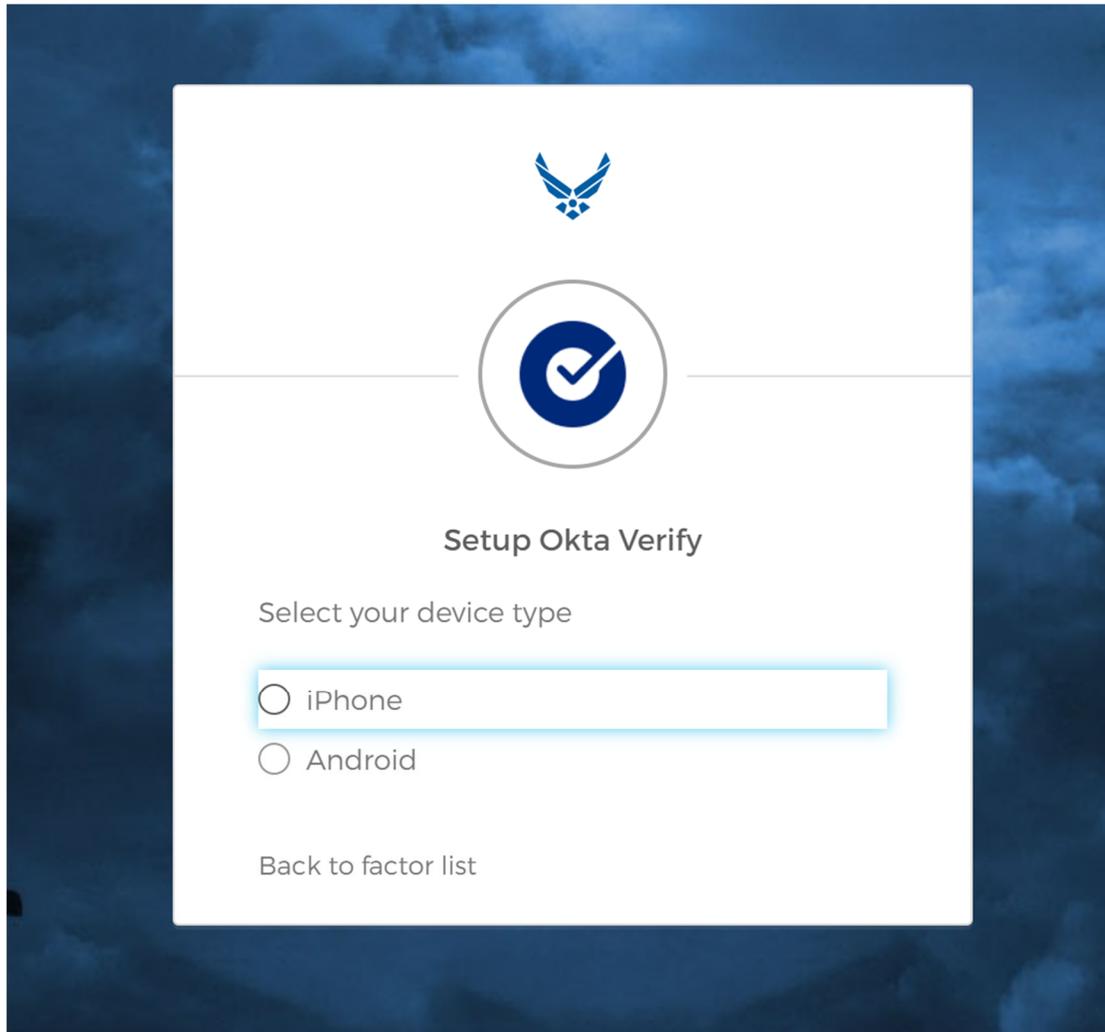
Extra verification increases your account security when signing in to Okta and other applications you use

**Okta Verify** Set up

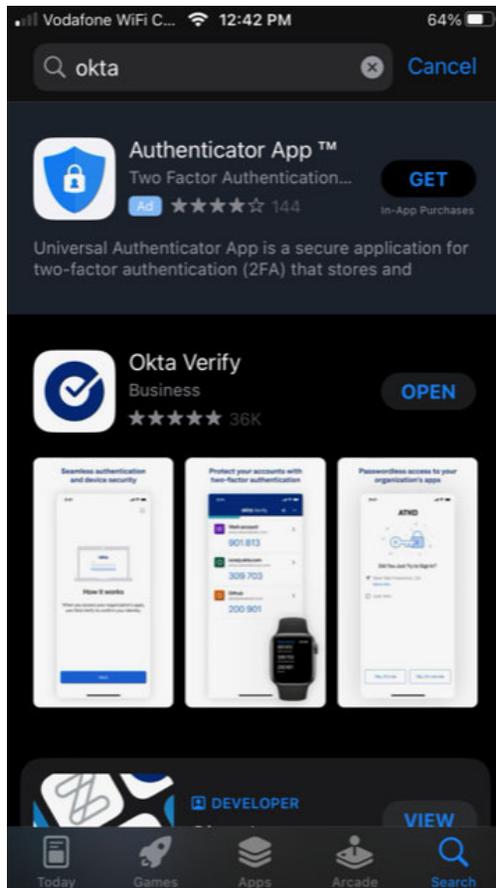
5. Next, you'll be redirected to a loading screen to setup a multifactor authenticator app. Click on "Setup".



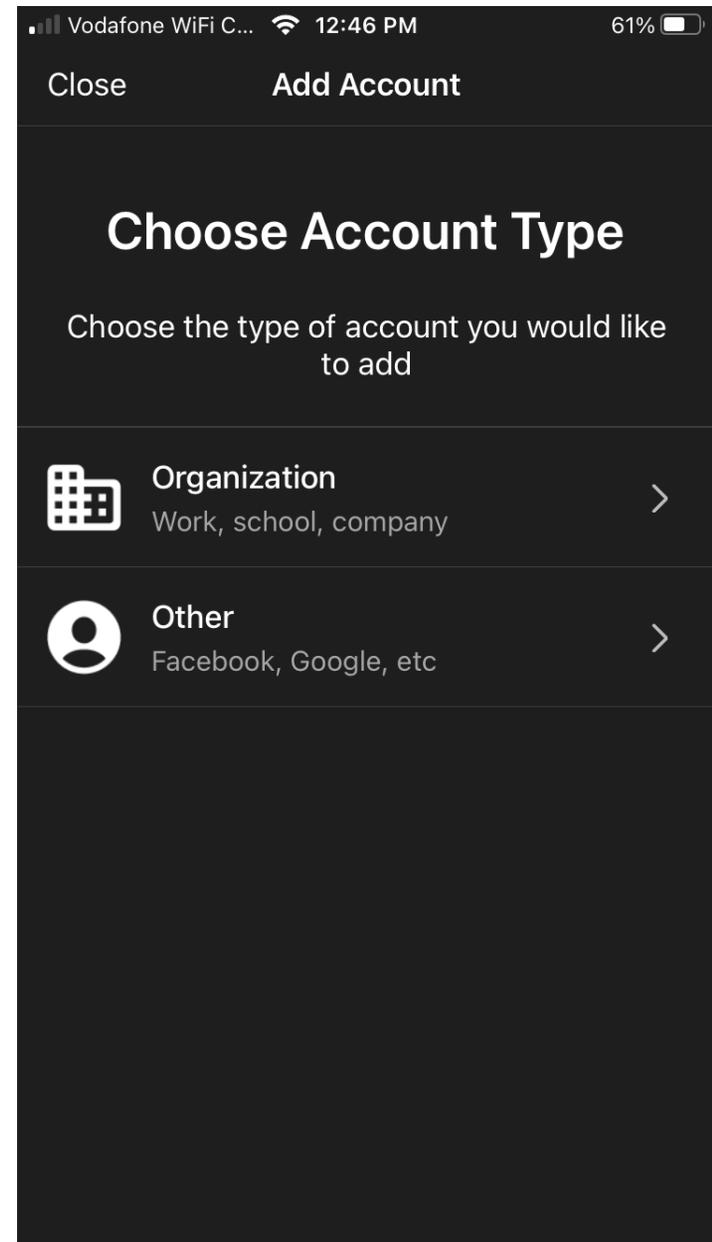
6. From here you will ask which device you will be utilizing.



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.

