



## **ATC Okta Enrollment Guide**

### **What is Okta?**

Okta is a secure identity management tool that will allow you to access all your Atlanta Tech apps, logins, and devices in one place, including, Banner, Blackboard, Microsoft 365, eCampus and more. With Okta, you're up and running on day one, with every app and program you use for classes, instantly available. Whether you're on your desktop or on the go, Okta seamlessly connects you to everything you need.

### **Who is affected by this change to Okta?**

Students, Faculty, and Staff

### **Is it mandatory?**

Yes. Beginning Summer Term, you will have to be enrolled to access your email, log into Banner, Blackboard, etc.

### **When do I need to enroll?**

ASAP, and definitely before May 12th, because after that day, you will be forced to enroll in Okta to gain access to your email, Banner, Blackboard, eCampus, etc.

### **Does this replace my current multi-factor authentication for my email?**

Yes

### **When will I notice the change?**

Starting May 13, 2021 you will be required to go through Okta to access your email, Banner, and Blackboard. The icons at <https://atlantatech.okta.com> for Banner and Blackboard will be present but not operable until May 13th.

### **How do I enroll?**

Listed below are some quick steps to get you enroll into Okta.

*A more detailed guide is available on our website at: <https://atlantatech.edu/okta-quick-start-guide/>*



**Step 1:** Click the link <https://atlantatech.okta.com> to access the Okta landing page. Your **email address and password** will grant you access to begin the installation process.

**Step 2:** Enter your email address and password. Then click the **"Sign In"** button

**Step 3:** On the set up **multifactor authentication** page, click the **"Setup"** button under **"Okta Verify."**

**Step 4:** Next you will go through the **installation steps** for your type of phone. **Choose either iPhone or Android** to begin the process. **\*\*\*Be sure to download "Okta Verify" from the App Store onto your mobile device before clicking next.**



**Step 5:** Once the **Okta Verify** app is downloaded, open the app, select "**Add an account**", and then scan the **QR code on your screen**.



### Setup Okta Verify

Launch Okta Verify application on your mobile device and select Add an account.



Can't scan?

[Back to factor list](#)

### Unable To Scan QR Code?

**NOTE:** If you are unable to scan the QR code, skip to **Step 6** and **click setup under SMS authentication**.

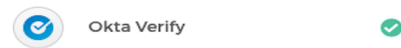
**Step 6:** When the **Okta Verify** setup is finished, click the "**Setup**" button under "**SMS authentication**."



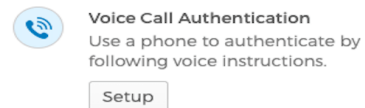
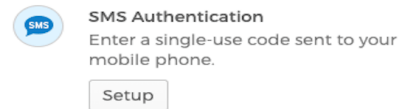
### Set up multifactor authentication

You can configure any additional optional factor or click finish

#### Enrolled factors



#### Additional optional factors





**Step 7:** Enter your phone number and click the **"send code"**. Enter the code that you receive in the text box and then select the **"Verify"** button.



Receive a code via SMS to authenticate

United States

Phone number

+1 678495799 **Send code**

Enter Code

3 2 6 4 4 2

**Verify**

[Back to factor list](#)

**Step 8:** Click the **"Finish"** button to complete the installation and setup process.



### Set up multifactor authentication

You can configure any additional optional factor or click finish

#### Enrolled factors

- Okta Verify
- SMS Authentication

#### Additional optional factors

- Voice Call Authentication  
Use a phone to authenticate by following voice instructions.  
**Setup**

**Finish**



## Step 9: When complete, you will be taken to the Okta landing page.

A screenshot of a web browser showing the Okta landing page for Atlanta Technical College. The browser's address bar displays "atlantatech.okta.com/app/UserHome#". The page features a blue header with the college's logo and a "Launch App" button. Below the header, a "Work" section contains two application tiles: "Freshservice" and "Blackboard DEV". The "Freshservice" tile has a blue icon with a white circle and the text "freshservice" and "Freshservice". The "Blackboard DEV" tile has a blue icon with a white circle and the text "Blackboard DEV". The page also shows a navigation bar with "Home" and a notification bell icon.