

OKTA USER GUIDE

V5.5



ACTIVATING YOUR OKTA ACCOUNT USING A MOBILE DEVICE

You will need to use a mobile device with internet access that is able to access your Welcome Email to complete the activation.

If you are a GK PC User, please use the separate user guide

Activating your Okta Account Using PC & Mobile instead

HOW TO ACTIVATE YOUR ACCOUNT

You will have received a welcome email containing a link to activate your account.

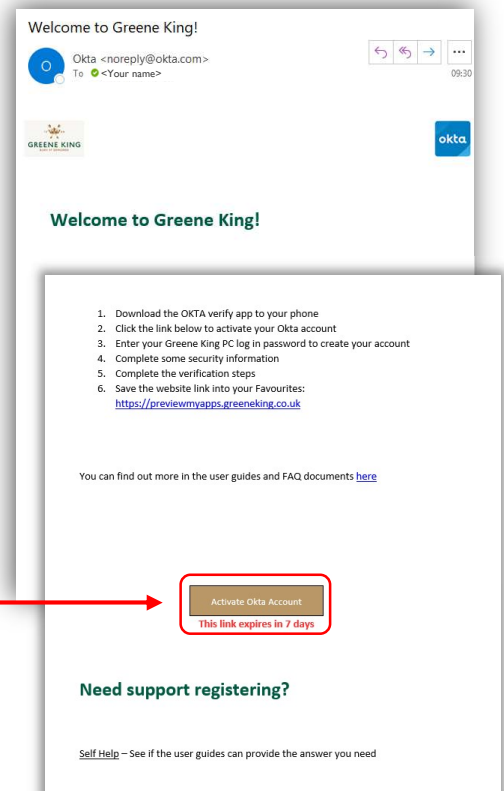
At the bottom of the email is a 'Activate Okta Account' button that will take you to a webpage to complete the activation process.

NOTE:

The activation link contained in the email is only valid for 7 days from date of receipt. If you try to activate your account after 7 days, the link will have expired and will not work.

Click the 'Activate Okta Account' button within your welcome email

If your link has expired, please contact the Okta Support Desk to request a new welcome Email. See the Help Page [here](#).



A webpage will open in a browser:

Welcome to Greene King, <Your name>
Create your Greene King account

Enter new password

Enter new password

Password requirements:

- At least 8 characters
- No parts of your username
- Does not include your first name
- Does not include your last name

Repeat new password

Repeat new password

Choose a forgot password question

Choose a forgot password question
What is the food you least liked as a child?

Answer

Answer

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Grid of 12 security images:

- Golden Gate Bridge
- Sunflower
- Green leaf
- Bridge
- Windmill
- Blue sky
- Green field
- Blue sky
- Red building
- Blue sky
- Blue sky
- Blue sky

Create My Account

Enter a Password

Retype Password

Select a question from the drop down list

Type an answer to your selected question

Optional Step: Enter a phone number.

This can be your work mobile (if you have one) or your own device.

If you do not wish to add a phone number, ignore this step and continue.

Select a security picture

(This will show on your login page in future)

Click 'Create My Account'

You will now be asked to set up Multifactor Authentication (MFA):

Click 'Setup'

GREENE KING

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

Okta Verify
Use a push notification sent to the mobile app.

Setup

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup

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Setup Okta Verify

Select your device type

☒ iPhone
☐ Android

Download Okta Verify from the App Store onto your mobile device.

Next

Back to factor list

Select which type of mobile device you are using for MFA- *iPhone* or *Android*

(In this example we have selected iPhone)

Click 'Next'

The web page will display a QR code.
Ignore this and click 'Can't Scan?' underneath it

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Setup Okta Verify

Scan barcode

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

Can't scan the QR code with OKTA Verify? Just click the Can't scan link under the QR code and use another option.

Can't scan?

Back to factor list

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Setup Okta Verify

Can't scan barcode?

Send activation link via SMS

United Kingdom

Phone number

+44 *****

Send

Back to factor list

Scan barcode

You will now set up MFA by following a link sent via an SMS Text Message:

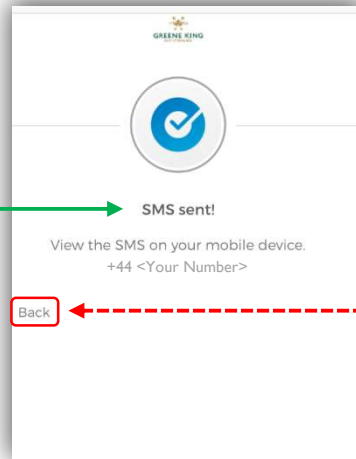
Ensure that 'Send activation link via SMS' is selected from the drop-down options

Ensure 'United Kingdom' is selected from the drop down options

Enter the mobile number where you will receive the SMS text message

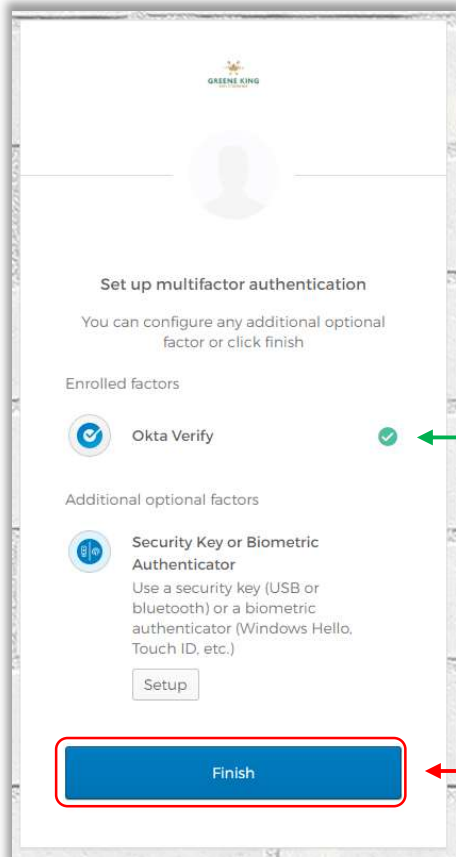
Click 'Send' to send the text message

The site displays a confirmation that the text message has been sent to the phone number specified

**NOTE**

If you don't receive the text message, check the number was entered correctly.

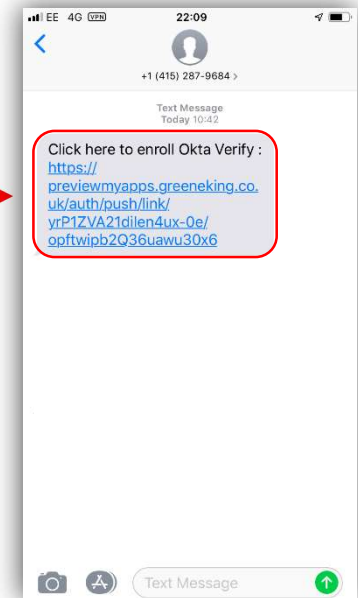
Click 'Back' to go back a step, enter the number again and resend the message



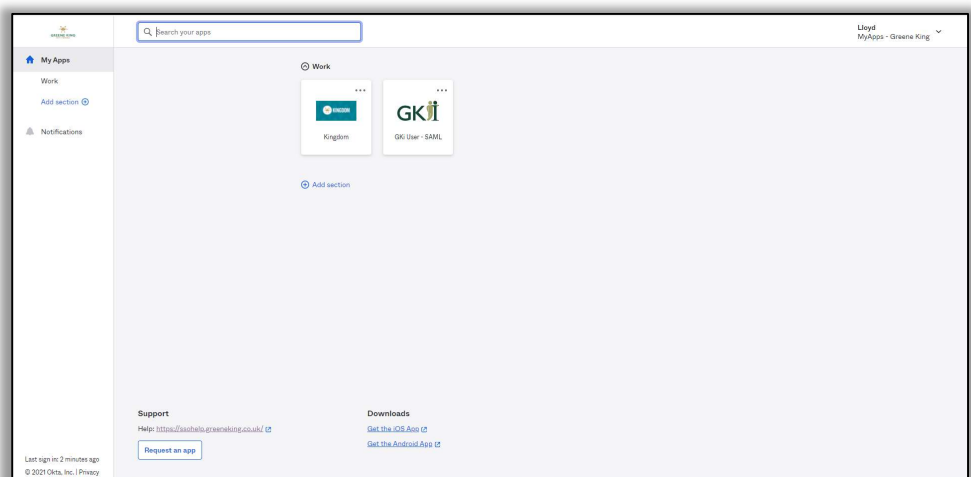
Text message received to the specified number.

Click the link within the message to continue

The green tick confirms that Okta Verify has been set up successfully

**Activation is Complete!**

You will be taken to your Okta Dashboard



For further guidance and instructions for personalising your Okta Dashboard, see the separate User Guide [Using Okta](#) on the Help Page.

Having problems Activating your account? See the Support page [here](#).