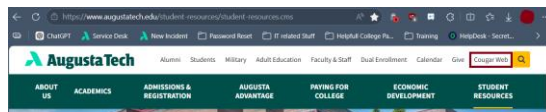


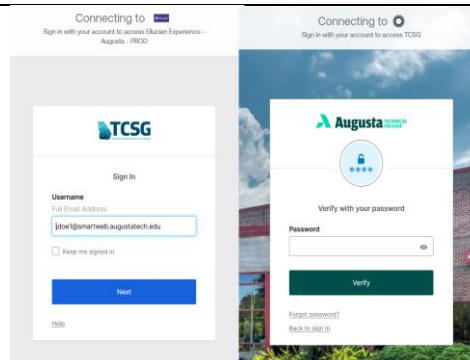


I.T. HELP DOCUMENT – **Multifactor Autentication Setup: Okta Verify** **Students Only**

1. Go to [Cougarweb](https://www.augustatech.edu)



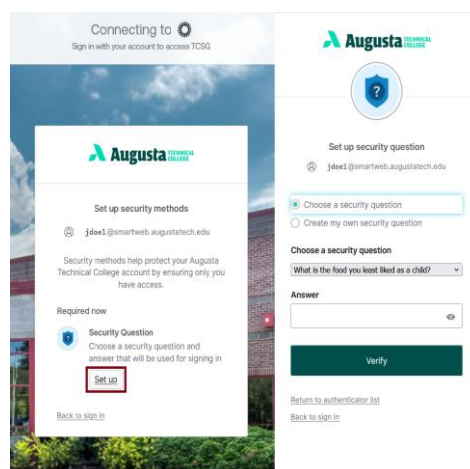
2. Enter your Augusta Tech email (i.e – jdoe1@smartweb.augustatech.edu) and click the next button. Enter your password on the next screen, then click the Verify button.



3. If this is your First Time signing in, you may be asked to change your password, then you will set up your security questions
 - a. Click set up
 - b. Then you can Choose a security question or create your own.

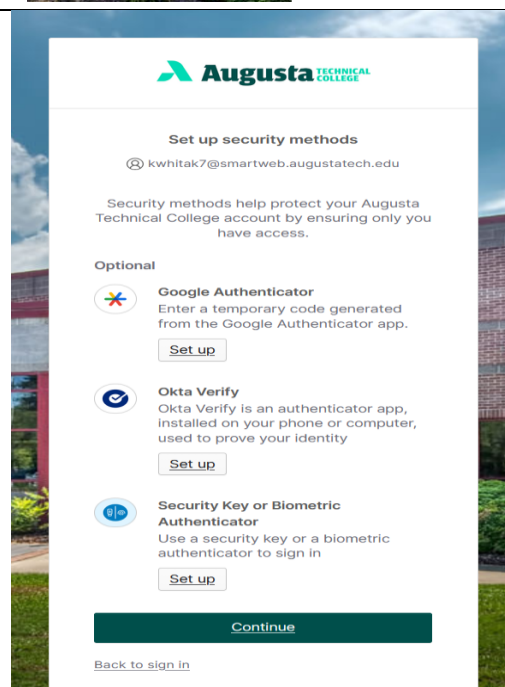
If you already set this up skip to step 4

*Note: Please write these down or make them something you will remember!
This will be used to verify you if you try to reset your password.*



4. Now you will be prompted to set up your multifactor authentication (MFA) methods. You have three Options:
 - Google Authenticator
 - Okta Verify
 - Security Key or Biometric Authenticator

We Recommend you set up Okta Verify, and one other option in case you loose access to your primary method.



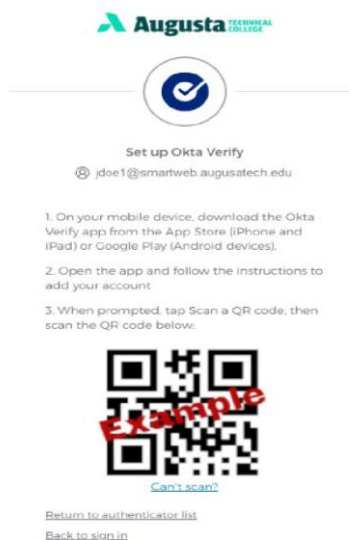


I.T. HELP DOCUMENT – Multifactor Authentication Setup: Okta Verify Students Only

5. Okta Verify

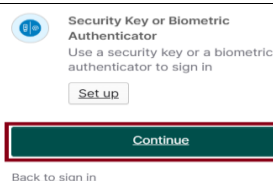
- Select either iPhone or Android depending on your phone type. This will take you to a screen with instructions to download the app and a QR Code.
- After downloading the app, select the plus sign in the upper right corner on Okta Verify to add an account.
 - select **“organization”**
 - Select **“Skip”** when asked to add from another device
 - Select **“Yes, Ready to scan”** when asked for a QR Code
- Scan the QR Code provided by OKTA.

Can't Scan? See the OKTA Mobile Set Up Guide for alternate directions!

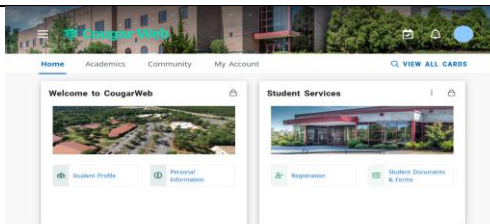


- Now you can set up an additional MFA method, or click **continue**.

- **Google Authenticator Guide**
- **Security Key/Biometric guide**

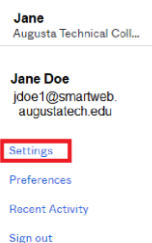


- Upon completion of your final MFA method, you will be placed within the CougarWeb welcome page.



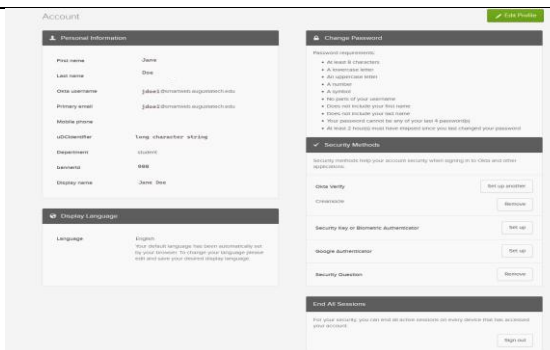
Want to remove or set up additional MFA Methods?

- Go to: login.augustatech.edu
- Login with your ATC email and password.
- In the upper right hand corner click your name, then settings



8. Clicking Settings will take you to the

- Okta Account page.
- Select Setup Another by the relevant method to add an additional option for that type.
- Select Remove by the relevant method to change the current options.
- Select Set up by the relevant method to add a method that has not been setup.



Need to reset your password? Go to the Okta Forgot Password? Reset Guide