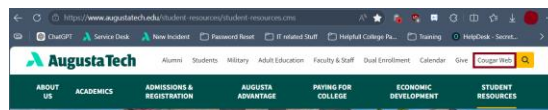




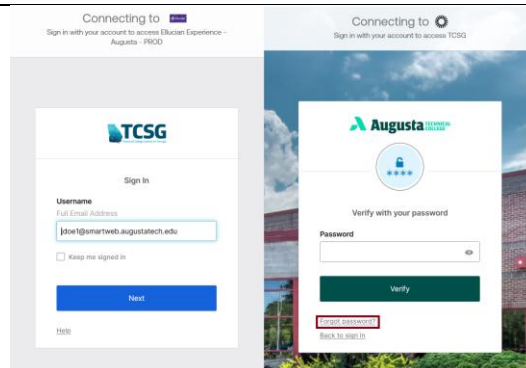
I.T. HELP DOCUMENT – **Okta Multi-Factor Authentication Setup Guide** **Students Only**

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



2. **Option 1:** Type in your Augusta Tech email address then click next. If you know your password, input it in the field provided and click the green verify button.
(Skip to step 6)

Option 2: If you do not know your password or do not want to login to reset, select **“Forgot Password”** as indicated in the second image by the red rectangular outline. (go to step 3)

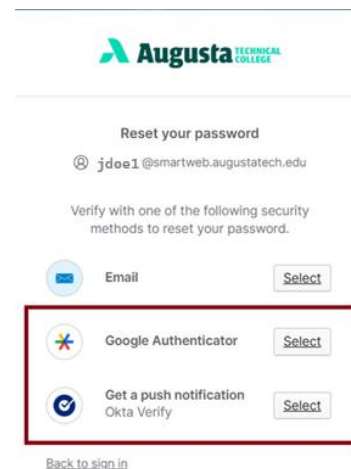


3. Clicking “Forgot Password?” will take you to a screen providing 3 options to reset: Email, Google Authenticator, or Okta Verify

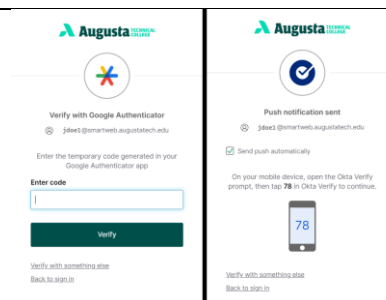
Select either **Google Authenticator** or **Okta Verify** as indicated in the image by the red rectangular outline

If you select Email, an email will be sent to your Augusta Tech email address with a reset link that is good for one hour.
(Only use this if you have access to your email!)

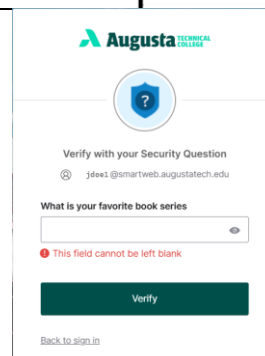
Note: It will be sent by Okta Admin <no-reply@augustatech.edu> with the subject **“Account Password Reset”**



4. Depending on the method selected, you will enter a verification code, or accept a push notification.



5. Now you will be prompted to answer your security questions, then hit verify.



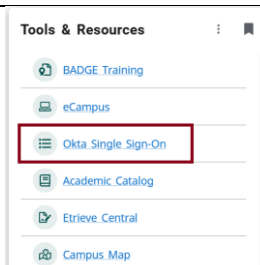


I.T. HELP DOCUMENT – **Okta Multi-Factor Authentication Setup Guide** **Students Only**

6. Now you will enter the new password you want to use in the two (2) fields provided. You must meet the listed complexity requirements. When finished click the green **“Reset Password”** button.

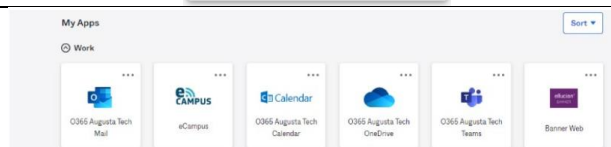
Continued from Step 2 Option 1

7. In **cougarweb**, scroll until you find the tools and resources box, then select **“OKTA Single Sign-on.”** If you are prompted to login, please do so now.

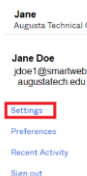


8. Once you have successfully logged in, you will be taken to the OKTA Dashboard.

Note: if you are off-campus, or not on the ATC network you will need to verify with multifactor authentication!



9. Click your name within the top right, then click **settings**.



10. The settings link takes you to the account page. You may need to click the green **Edit Profile** button in the upper-right corner to change your password.

One a mobile device, the edit options are on each section.

The new password **MUST** meet the criteria listed in the “Change Password” section.

Note: You can also update your security question, multifactor authentication (MFA), and phone number on this page.

Need help with your multifactor authentication setup?

- MFA Setup: Google Authenticator

- MFA Setup: Okta Verify