

**** Important: Complete this step first. ****

You will need:

- A laptop or desktop computer
- Your mobile device

Install the Okta Verify App on Your New Mobile Device

1. Android Devices:

- a. On your mobile device, find the icon for the **Google Play Store** .
- b. Once you have tapped into the store, tap "Search" and type in **Okta Verify**.
- c. Locate and click "Install" next to **Okta Verify**.
- d. Once you have installed the Okta Verify app on your device, you will move on to the set-up instructions. You will need your desktop or laptop to continue.

2. iOS Devices:

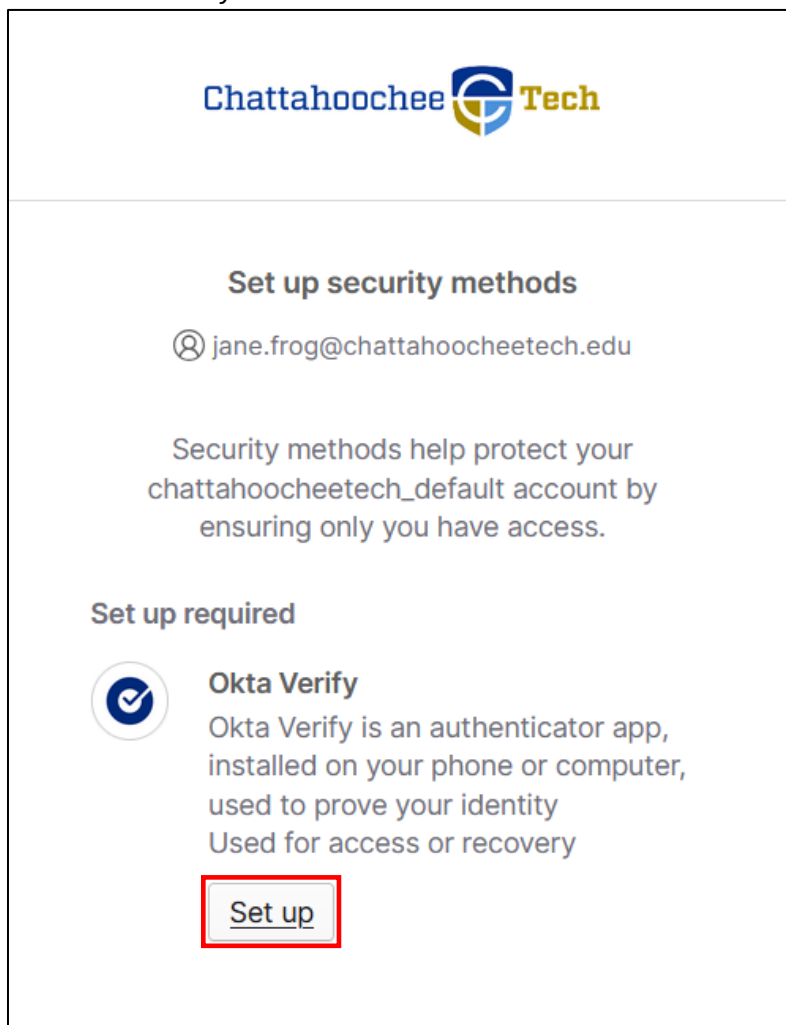
- a. On your mobile device, find the icon for the **App Store** .
- b. Once you have tapped into the store, tap "Search" and type in **Okta Verify**.
- c. Locate and click "Get" next to Okta Verify to install.
- d. Once you have installed the Okta Verify app on your device, you will move on to the set-up instructions. You will need your desktop or laptop to continue.



1 The Okta Verify app as it appears in the App and Play Stores.

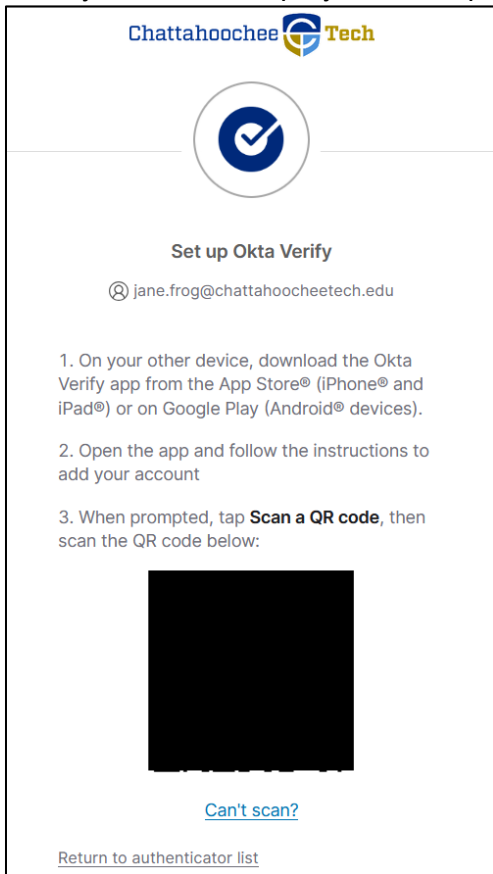
Add a New Device to Okta Verify

1. Log into Okta on your **laptop or desktop** browser using the [Chatt Tech Okta login page](#).
2. Once logged in, the “Set up security methods” window will be displayed. Click “Set up” under Okta Verify.

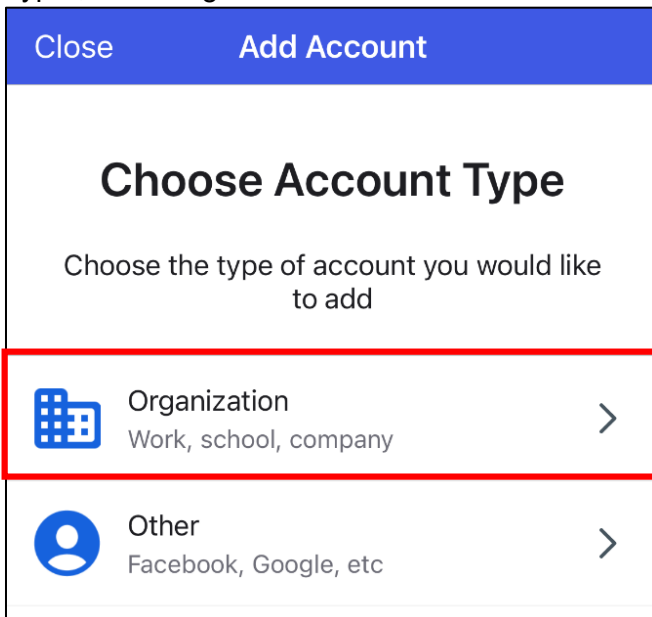


Okta Verify Instructions

3. Once you click “Set up”, you will be presented with a QR code to pair your new device.



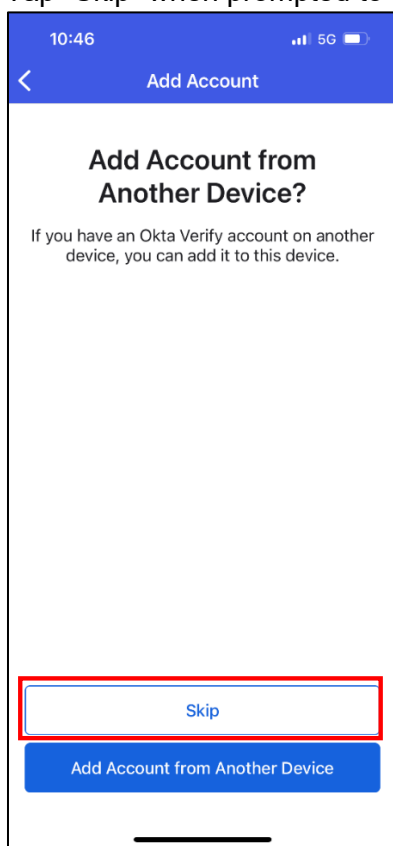
4. On your **mobile device**, open the Okta Verify app. When prompted to “Choose Account Type”, click “Organization.”



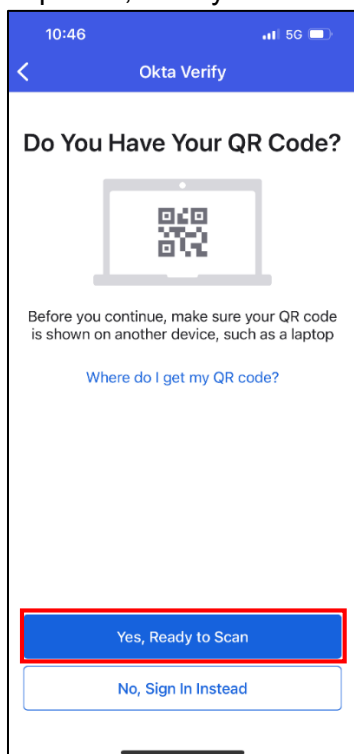
Please note: The images in this document use a generic staff account created for training purposes. Student accounts will show as username@students.chattahoocheetech.edu when logged in. Updated 8/26.

Okta Verify Instructions

5. Tap "Skip" when prompted to add an account from another device.



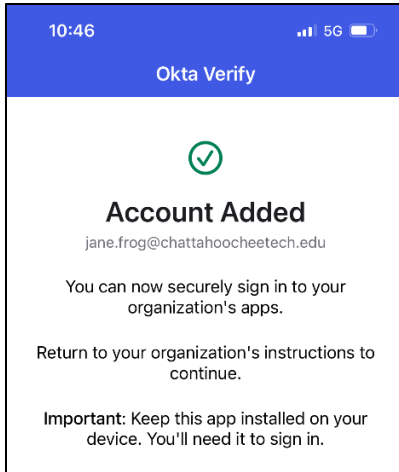
6. Tap "Yes, Ready to Scan" button to access the Okta QR code scanner.



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Okta Verify Instructions

7. If prompted to “Enable Face ID/Passcode”, this is up to your preference. To continue without enabling, tap “Not Now.”
8. You should now see the “Account Added” message on your phone. Tap “Done”. Your computer will return you to your Okta settings page.



9. If further assistance is required, please submit a ticket to the Student Helpdesk using the [Student Helpdesk form](#).

Student Help Desk Hours

Monday–Friday, 8:00 AM - 7:00 PM.

Phone calls available 8:00 AM - 6:30 PM.

School breaks and holidays may impact these hours.