

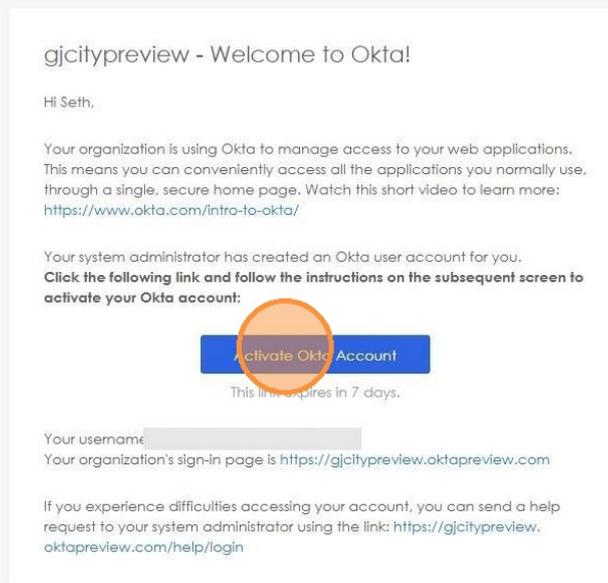
Okta Verify Set Up

Welcome to Okta

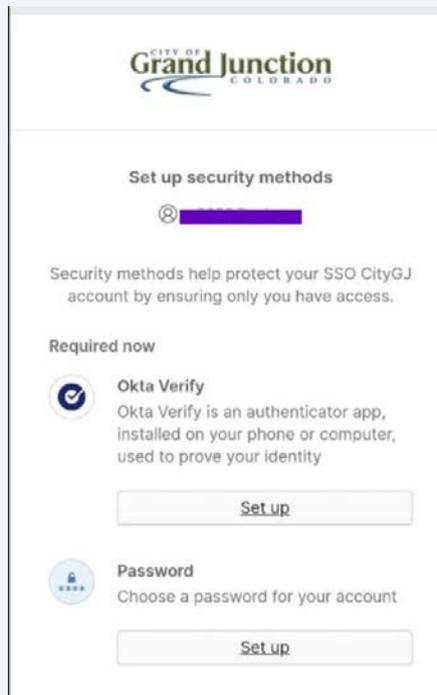
1 Mobile Phone Set Up

You should have received an email from **noreply@okta.com** with a link to setup your Okta account.

To begin, click the button that says "Activate Okta Account"



2 Under "OKTA Verify" select "Set Up"



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COLORADO

Set up security methods

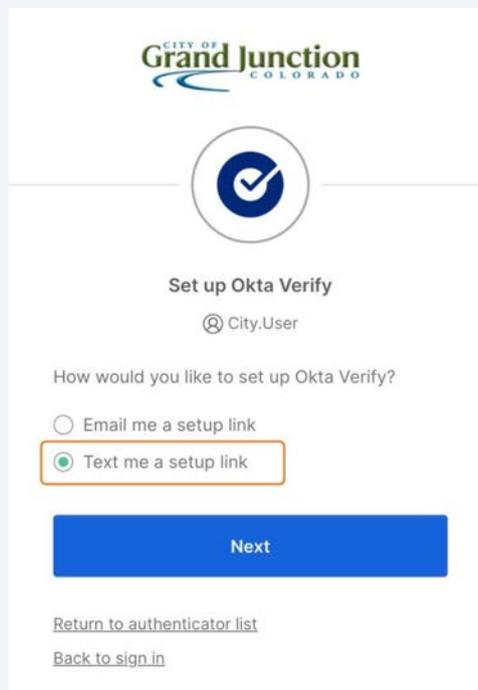
ⓧ [REDACTED]

Security methods help protect your SSO CityGJ account by ensuring only you have access.

Required now

- Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
[Set up](#)
- Password**
Choose a password for your account
[Set up](#)

3 Here, select "Text me a setup link" then "Next"



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Set up Okta Verify

ⓧ City.User

How would you like to set up Okta Verify?

- Email me a setup link
- Text me a setup link

[Next](#)

[Return to authenticator list](#)

[Back to sign in](#)

4

Enter your cell number and select **"Send me the setup link"** to get a text and enroll

Set up Okta Verify via SMS

City.User

Country/region

United States

Phone number

+1 970-256-4000

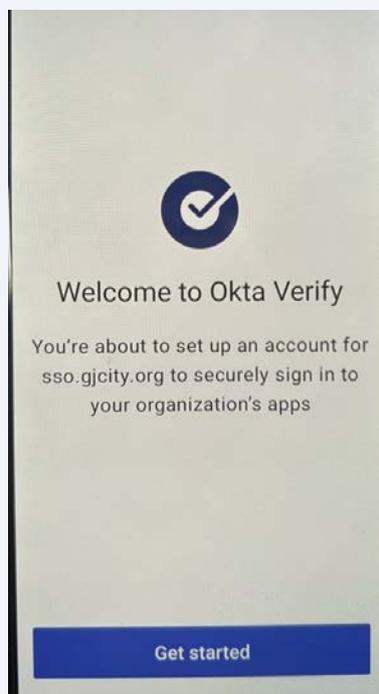
Make sure you can access the text on the receiving device

Send me the setup link

Or [try a different way](#) to set up Okta Verify.

5

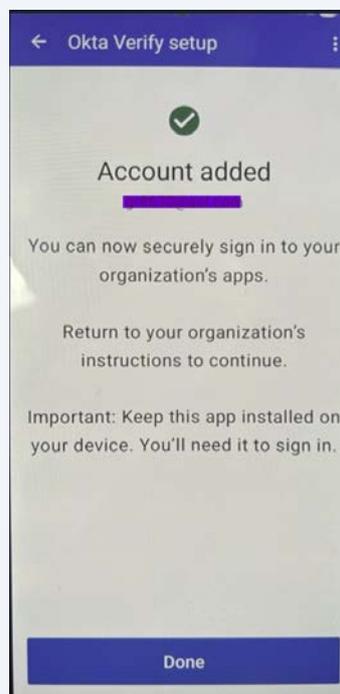
Once you open the link that you received via sms, select **"Get Started"**



6 You can select **Not now** for the screen lock confirmation

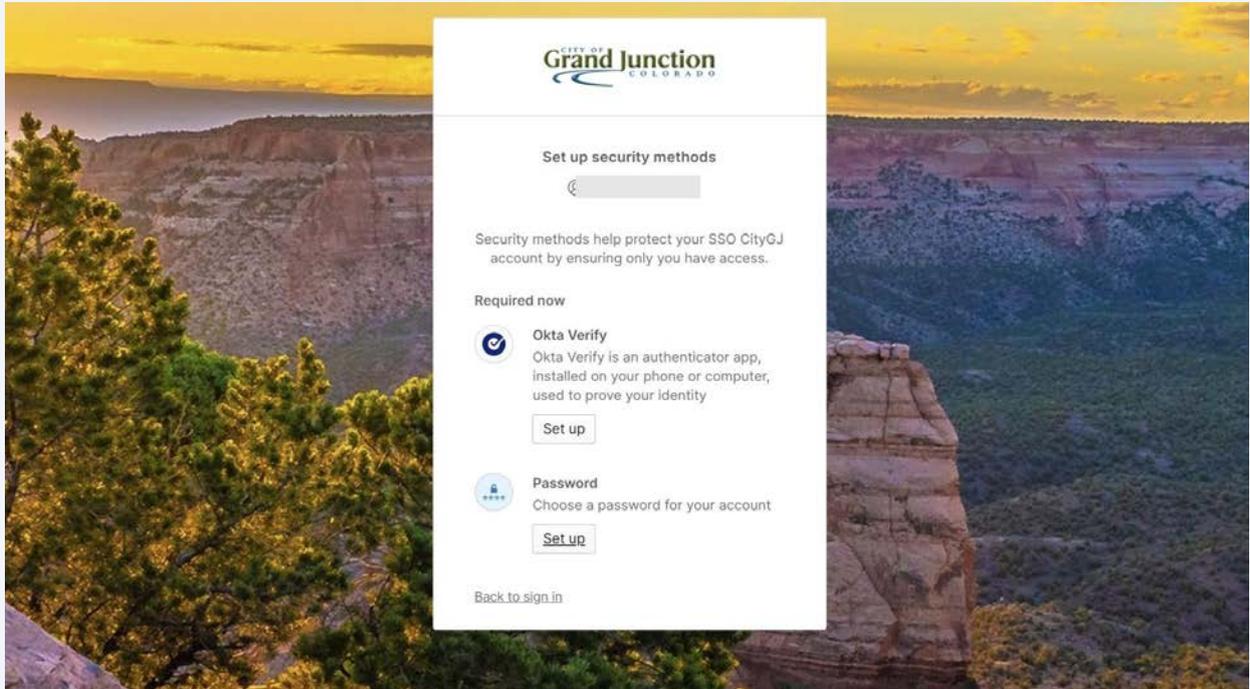


7 Finally, you will see the **Account added** and from here select **Done**

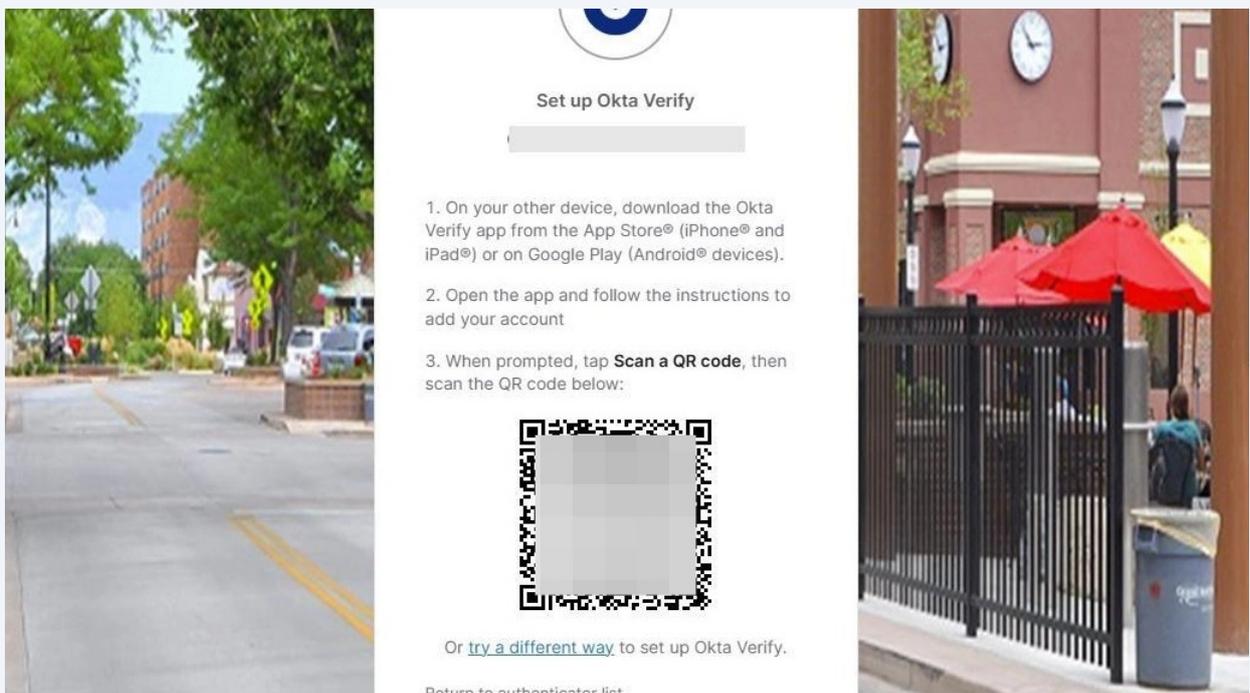


8 To set up OKTA verify on a PC or Laptop, navigate to **sso.gjcity.org**.

Click "**Set up**" under "**Okta Verify**"

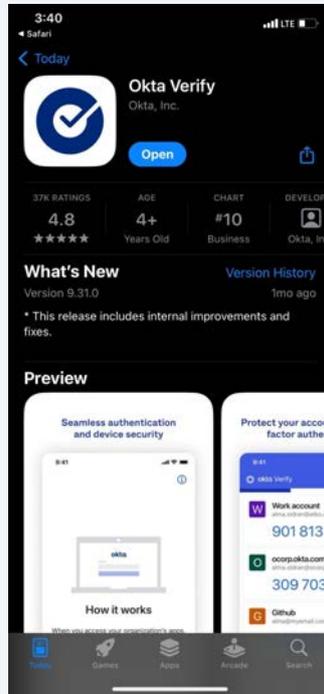


9 You should see a QR code that we can use with the Okta Verify app. Leave this QR code on your screen for later.

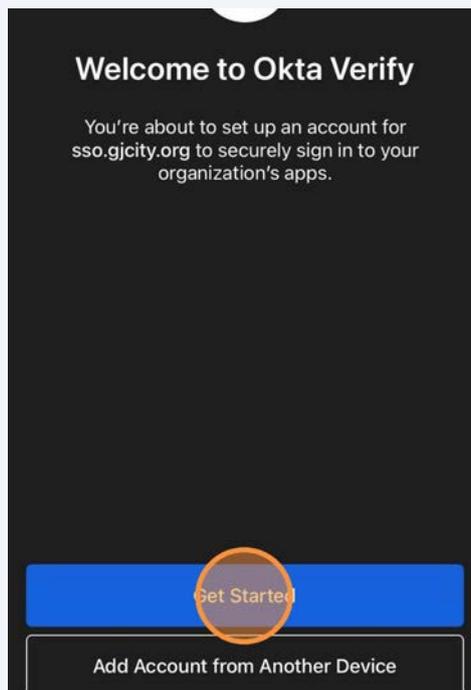


Okta Setup on Your Phone

- 10 Go to the app store on your mobile phone and search for and install "**Okta Verify**"

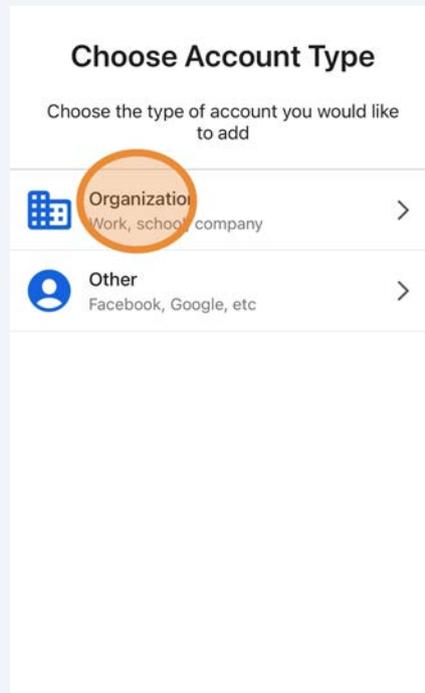


- 11 Walk through the OKta Verify setup steps within the app to complete the setup process. Tap "**Get Started**"



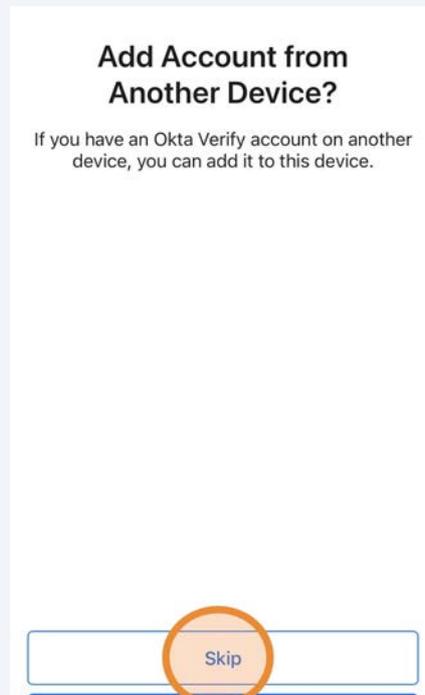
12

Choose "**Organization**" for the account type and If prompted, "**Allow Push Notifications**"

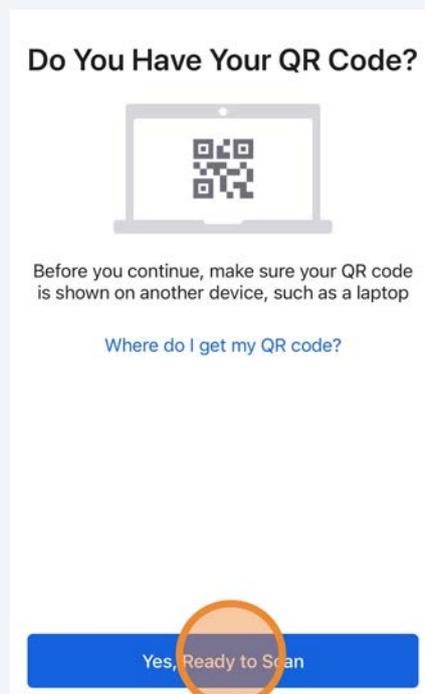


NOTE: Okta Verify will send you a push notification that you will need to respond to each time you sign in. Allowing Push notifications will make sure you don't miss any that come through.

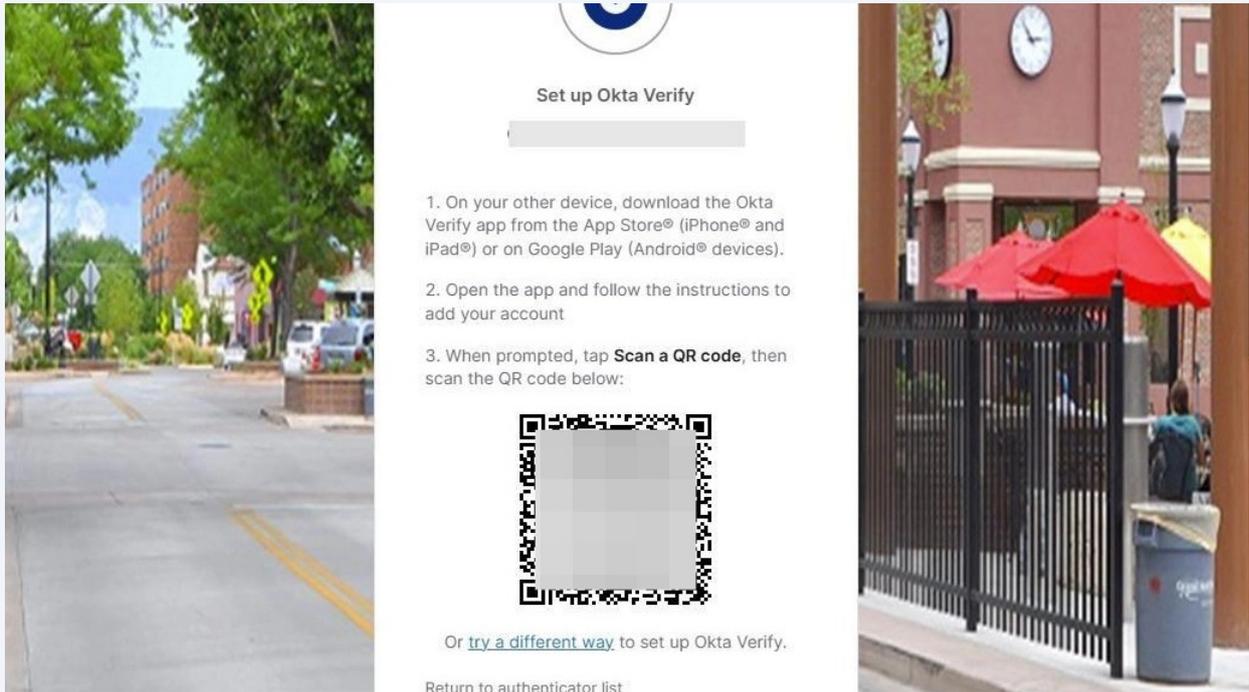
- 13 When prompted to add account from another device choose "Skip".



- 14 When asked if you have a QR code choose "Yes, Ready to Scan"

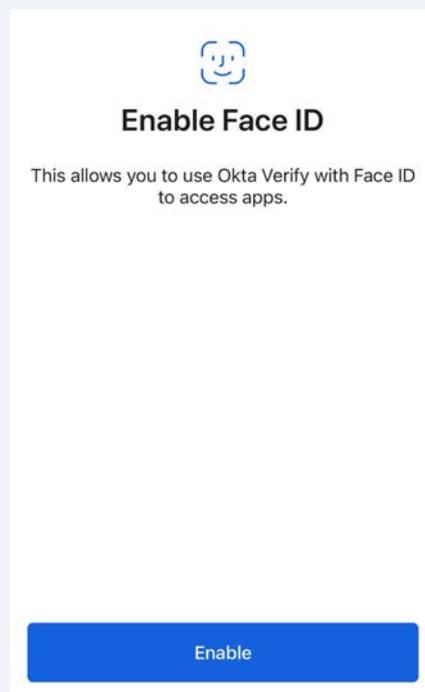


- 15 If prompted, allow the app to use your camera and scan the QR code from **step 9**.



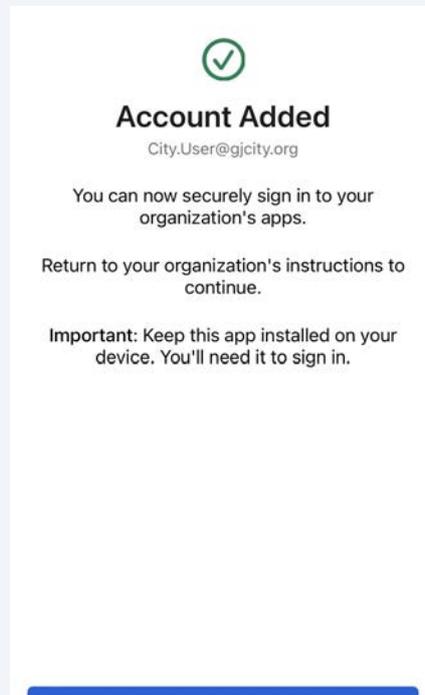
- 16 Tap either "**Enable**" or "**Not Now**" to require Face ID/Passcode confirmation

NOTE: Face ID/Passcode confirmation is an extra layer of security, however it is optional and up to your preference whether you would like this enabled or not.



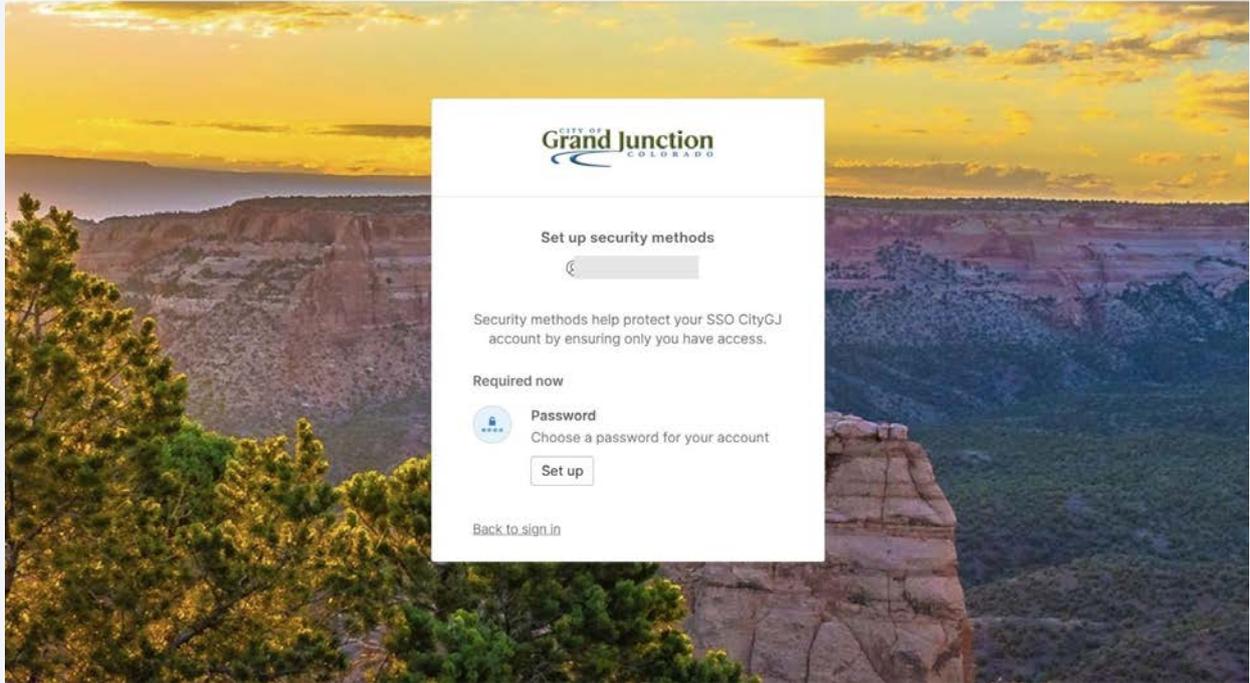
17

When your smartphone is registered you will see that your account has been added to the Okta Verify application

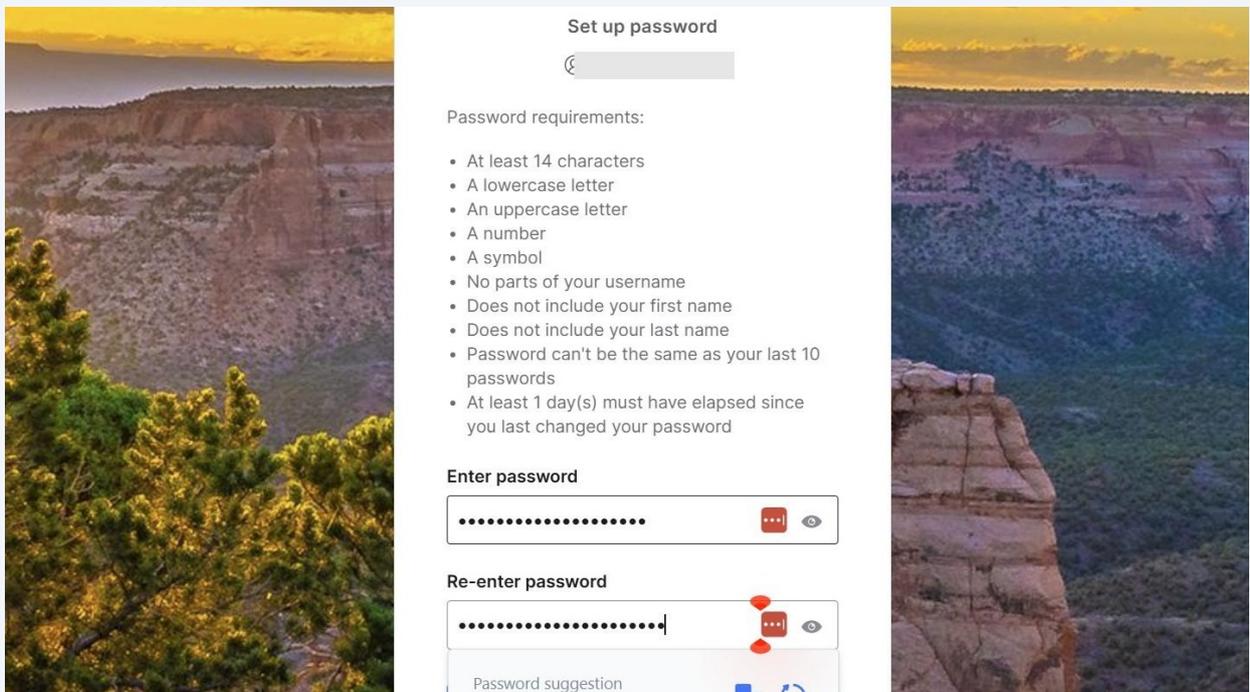


Continue on Your Computer

18 On the computer, you will resume with creating a password by clicking "Set Up"



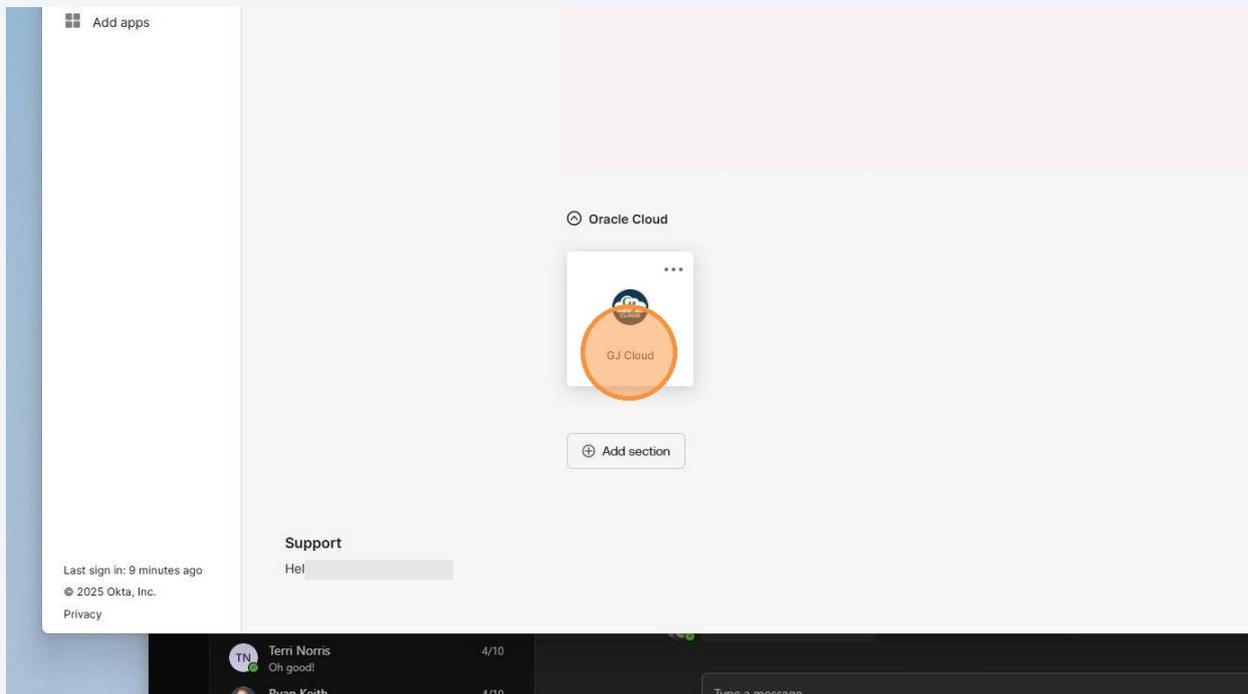
19 You will see the password criteria and would need to type in your new password twice:



20

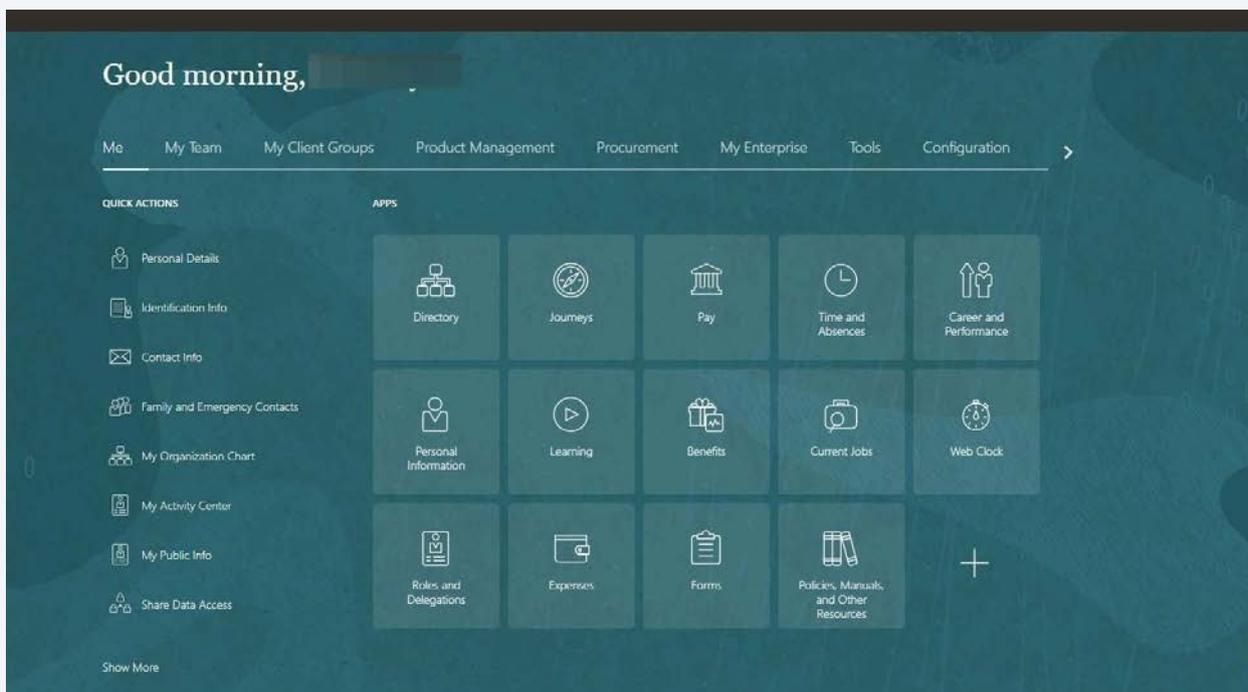
You should notice that your web browser will automatically load your Okta dashboard.

Click on the "GJ Cloud" tile to continue



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Congratulations, you should now have access to your GJ Cloud dashboard!





If you have any issues getting signed in, feel free to call the City of Grand Junction IT Helpdesk at 970-256-4000 and we would be happy to assist you further.