OKTA Verify App Set-up

## A Quick Guide from HQ RIO

How to set up non-CAC two-factor authentication for Air Force websites

Members can set up the OKTA Verify app on their mobile devices by downloading the app from their device app store. This app allows non-CAC access to the suite of applications available in OKTA.af.mil and myFSS.us.af.mil.

- OKTA hosts applications such as myFSS MyVector, Reserve Vacancies, vMPF, and vPSC (PRDA).
- myFSS hosts applications such as myIMA, myEval, myFitness, myRetirement, and Decorations. It also has search features to the host of Knowledge Articles available for all personnel processes under the ARPC umbrella of services.

To set up mobile device access, you must be able to log-in using your CAC initially:
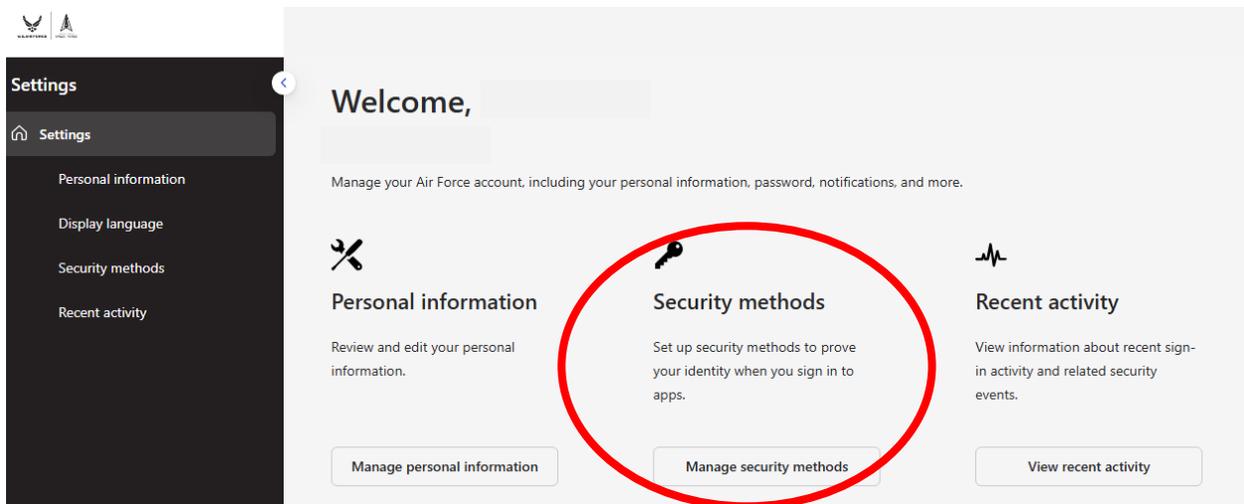
1) Go to https://af.okta.mil/
2) Select the CAC log-in option
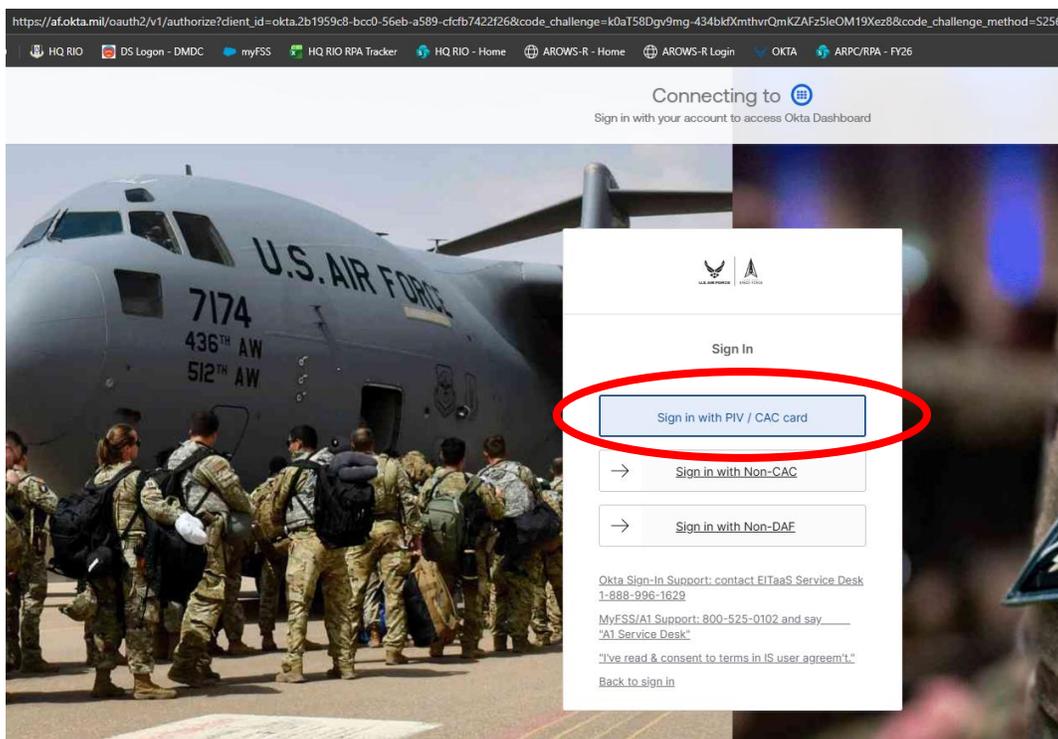
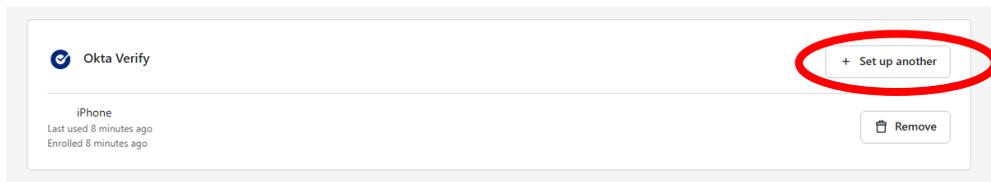3) Go to the top right corner and select the drop-down where your name appears and select "My Settings."
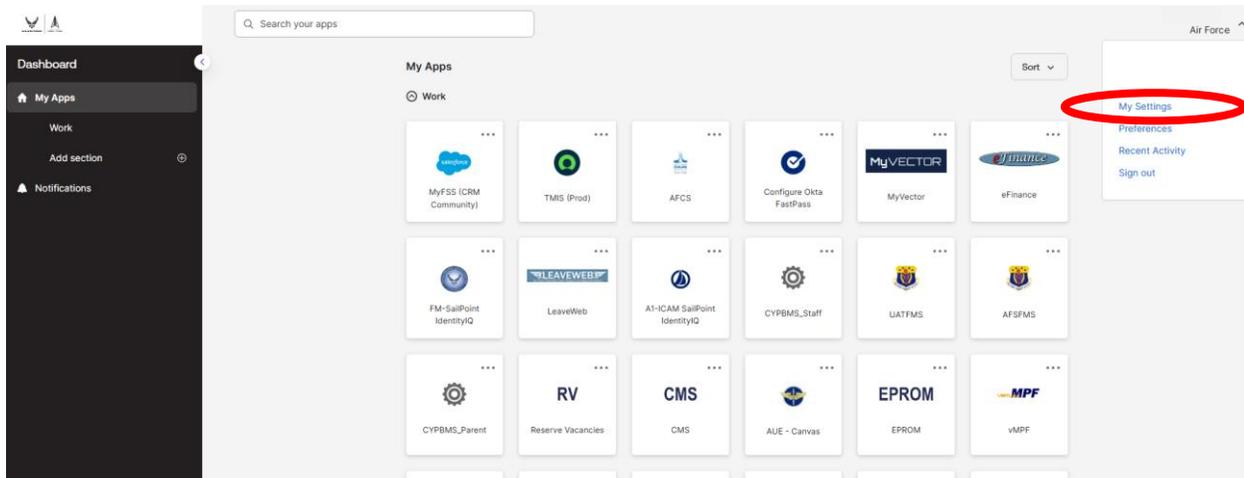
4) Select "Manage Security Methods."

5) Select "Set up" under the OKTA Verify section.
   a. NOTE: If you already have a mobile device set up, the button will say "Set up another."
   b. You can add another device here or use your existing device to add another one.

   c. The window below will come up if you chose the "Set up another" option. You will use the QR code shown to scan using the new device you want to set up. To use this, follow the steps on page 5 of this guide to get to the point where

you can use the new device to scan the QR Code below (shown in pic #6) and follow the steps from there.
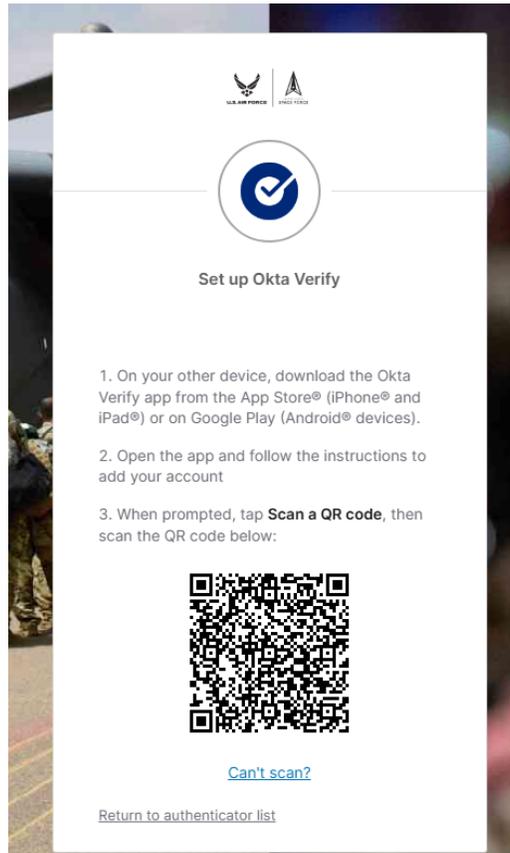
d. NOTE: If you have a new mobile device and you need to delete an old device that was previously set up on the OKTA Verify app, select the "Remove" button shown below to remove old devices, then you can add the new device to authenticate.
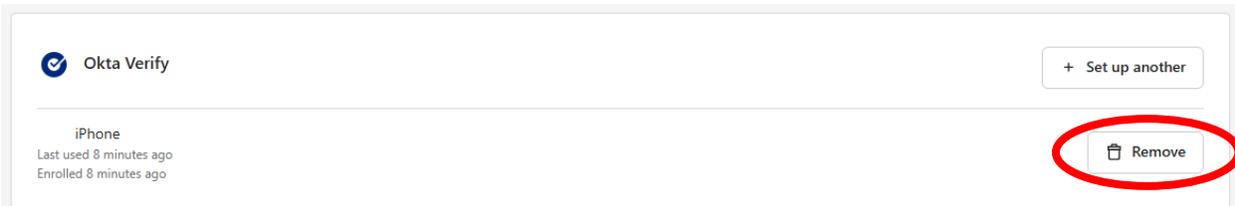
To add another device using your existing device, go into the OKTA Verify app on the existing device, and select the af.okta.mil account you already set up.
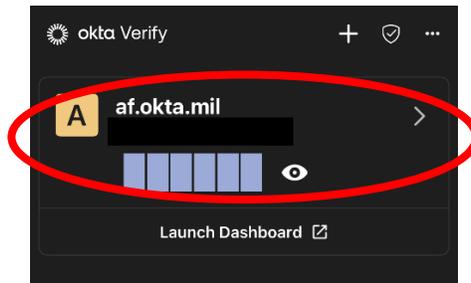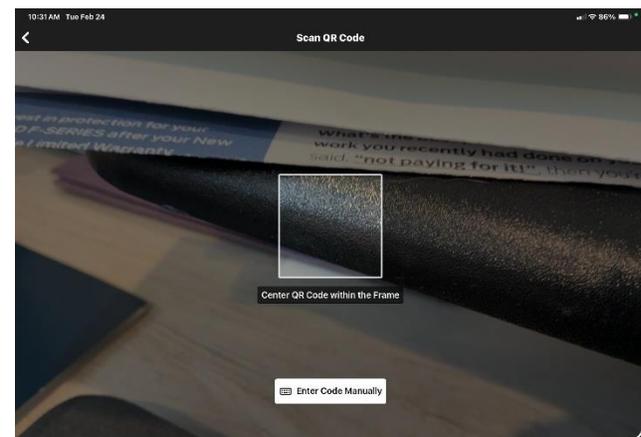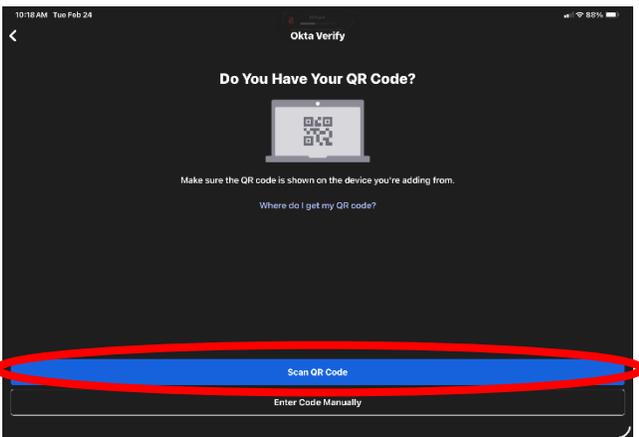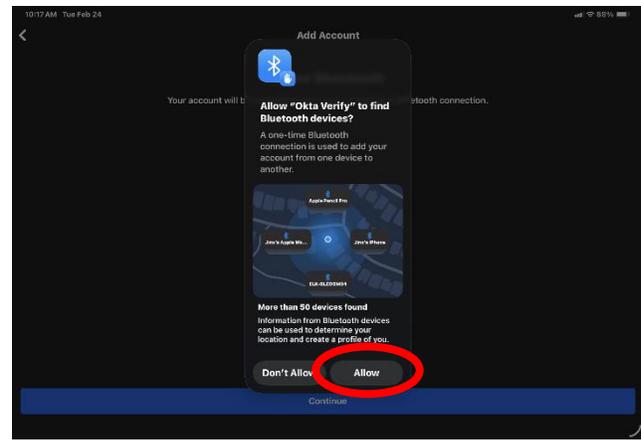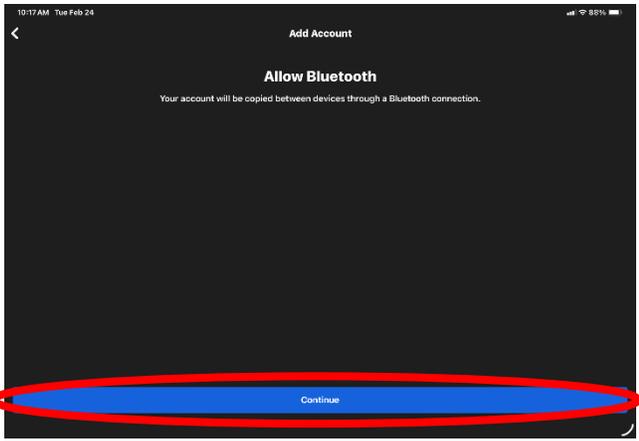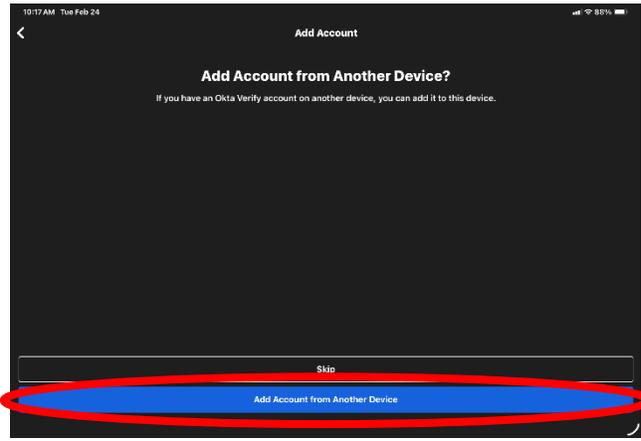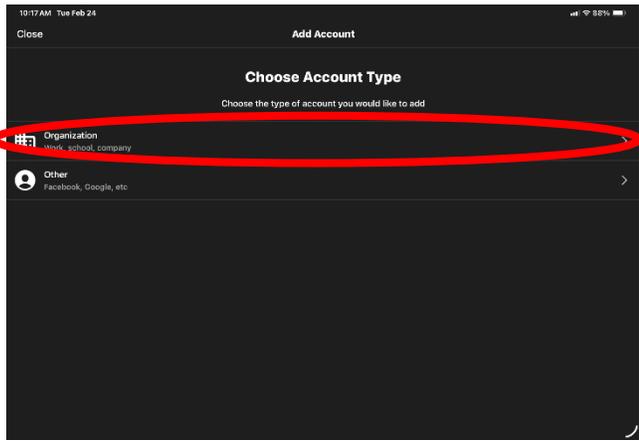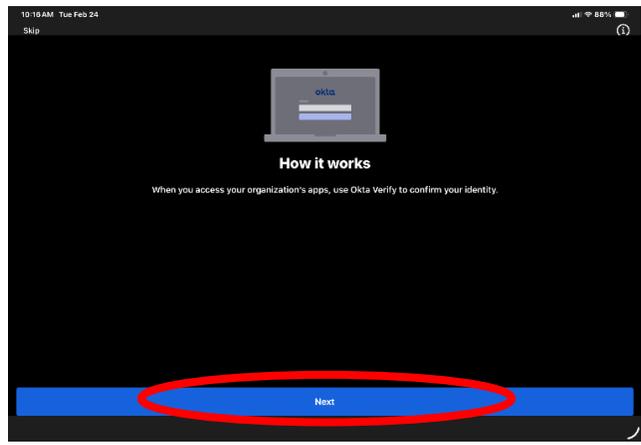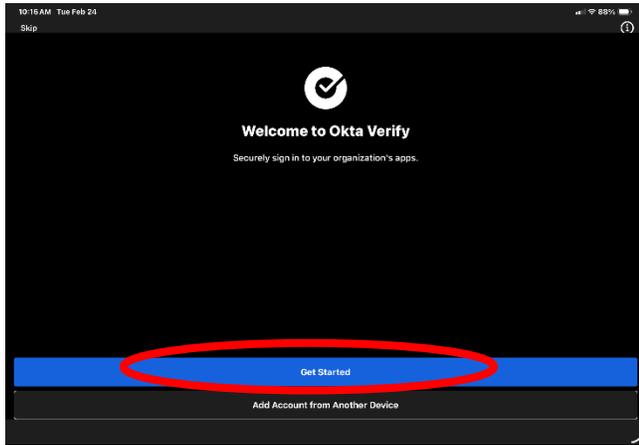

1) Scroll down and select "Add Account to Another Device". Walk through the steps to create a QR Code on the device already set up so you can scan it using the new device you want to set up. Once the QR Code is displayed, switch over to the new device.

NOTE: THESE SCREEN SHOTS ARE FROM AN IPHONE. ANDROID USERS MAY SEE SLIGHTLY DIFFERENT PAGE LAYOUTS.
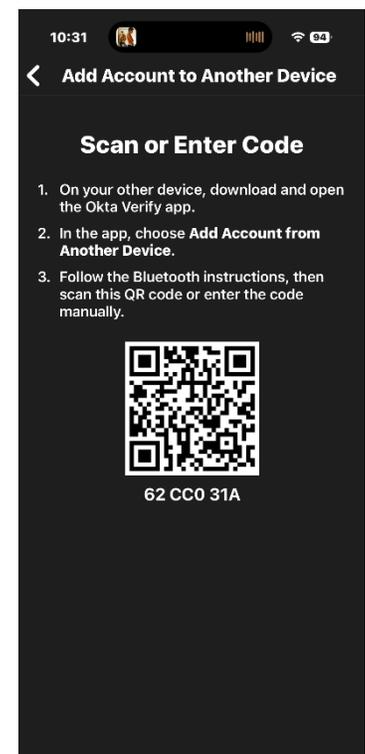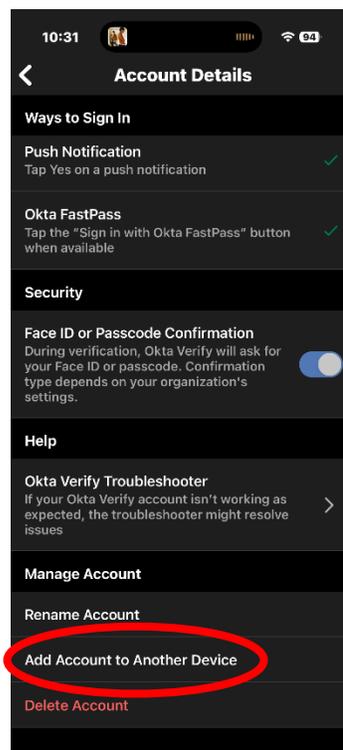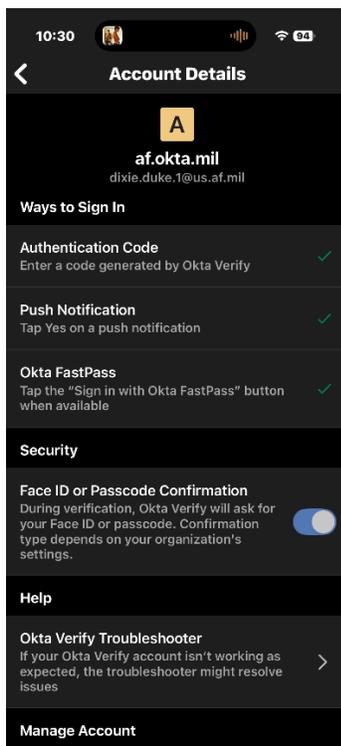

2) From the new device, after you have downloaded the OKTA app, open it and walk through the steps to add the new device from the existing one.

Welcome to Okta Verify

How it works

Choose Account Type

Add Account from Another Device?

Allow Bluetooth

Allow "Okta Verify" to find Bluetooth devices?

Do You Have Your QR Code?

Scan QR Code

3) Once you have the new device showing the scan window, hold it over the QR Code on the existing device and allow it to scan.

4) You will then get a prompt on the existing device to enter the code that is presented on the new device. Enter that code into the existing device, and that should complete the set-up process on the new device.
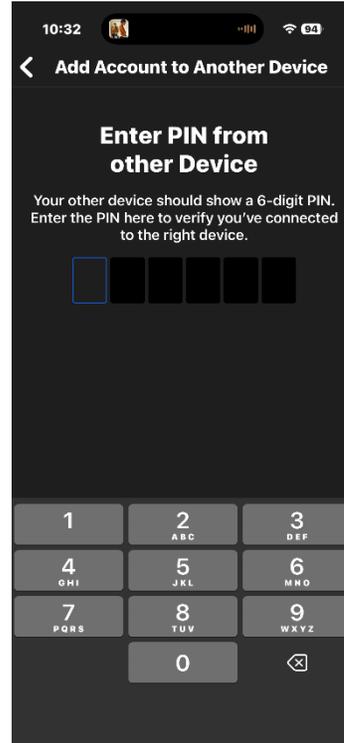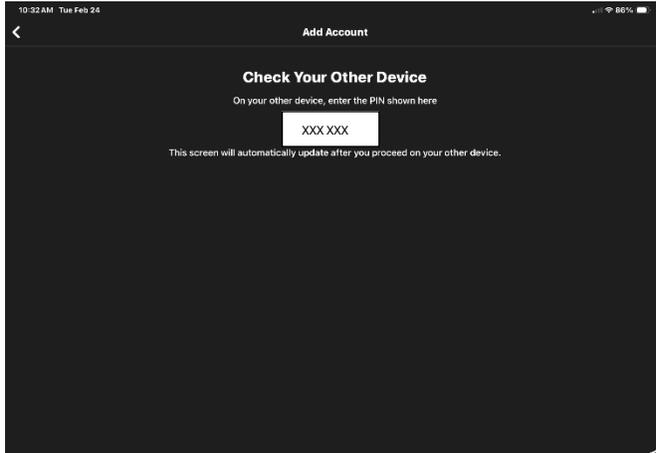
5) Now that you have set up an additional device, you can log back in to OKTA.af.mil and return to the Settings to confirm both devices appear.
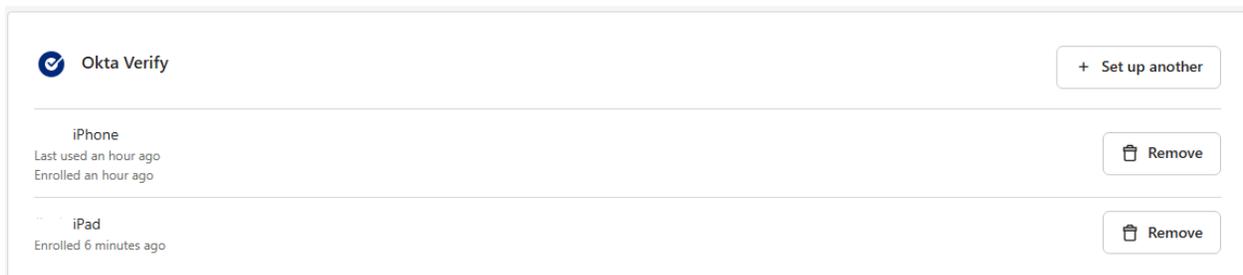

NOTE: If you experience access issues with OKTA or myFSS, please contact the Total Force Service Center at: 800-525-0102, and request IT assistance. HQ RIO cannot assist with account access issues, nor is it likely your assigned AC organization would be able to assist.

To login to a secure application such as myFSS with OKTA verify use the following steps:

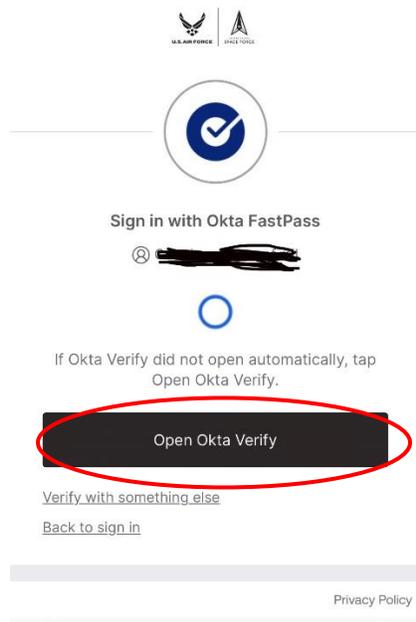1) Go to the website i.e. myfss.us.af.mil

2) Click on "Login"

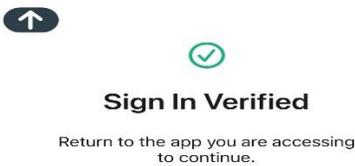3) Enter your Username that you used to set up OKTA and press next
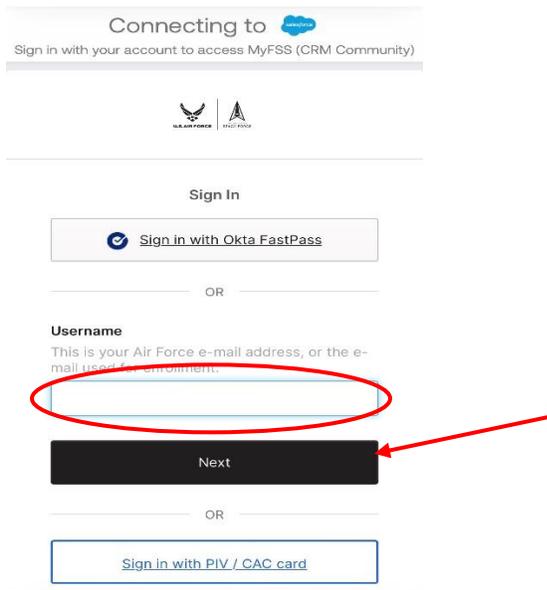
4) If Okta Verify does not open automatically, Click on "Open Okta Verify"

5) Once the Okta verify app opens up, enter either your passcode or FaceID depending on how you configured your Okta app. The app will refresh and you should see this screen.

6) You can then leave the app and return to your browser and the website will refresh and sign you in.