Okta is the college’s secure identity management for Single Sign-On, Multi-Factor Authentication and password reset. You will be able to access all college resources you have access to via the Okta portal located at https://my.ucc.edu. In order to access Okta and other college resources, you must sign in and setup multi-factor authentication and set a recovery email address.

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Account Setup

- From a desktop or laptop, navigate to https://my.ucc.edu and login with your full college email address and password.
Multi-factor Setup

- After your initial login you will be asked to setup a multi-factor method. You can choose from Okta Verify, Google Authenticator or SMS Authentication (text message). Okta Verify and Google Authenticator are both apps and require that you have an Android or iOS device. These are the preferred and more secure methods. SMS required a phone with txt message capabilities. If none of these methods work for you please contact techsupport@ucc.edu

Using Okta Verify

- In order to use Okta Verify you must login from a desktop computer because you will need to install the app on the phone then scan a code that comes up on the computer. Click the Setup button and then choose your device type on the next screen.
On your phone, depending on your device, you can find the Okta Verify from the Apple App Store, Google Play Store, or Windows Store. Once installed, you can add an account by clicking the blue plus circle in the app on your phone. Follow the app directions to scan the QR code that comes up on your desktop and complete adding your account.
- Do not delete the app. The next time you login you will be prompted for a push like this:

![Send push](image)

- Clicking on *Send push* will open a notification to your phone:
• If you are not getting the push you can enter the code manually, on your desktop first click on Or enter code:

![](image1)

• Then on your phone open the Okta verify app, and you should see 6 numbers next to the account you added, you should see your email next to this number:

![](image2)

• Then go back to your desktop computer and enter in the code then click verify:

![Enter Code](image3)
Using Google Authentication

- To use Google Authenticator, the setup is similar to the Okta Verify directions above. You will need to click on the Setup button for Google Authenticator, then select your device.

- **On your phone**, download the Okta verify app. The app can be downloaded from the Apple App Store or Google Play Store. Using SMS (phone text message). Click on the red plus icon. This will bring up the camera:
• **On your desktop,** where you have logged in scan the barcode with your phone:

![Barcode Scan](image1.png)

- **Launch Google Authenticator, tap the “+” icon, then select “Scan barcode”**
- **Can’t scan?**
  - **Next**
  - **Back to factor list**

• After you have scan. Click Next. You will be prompted to put in a code:

![Code Entry](image2.png)

- **Enter code displayed from the application**
  - **Enter Code**
  - **Verify**
  - **Back to factor list**
• You can find this code **on your phone**. Open the Google Authenticator app, and look for your my.ucc.edu account. Take note of these numbers:
- Enter in the code, on your desktop:

![Google Authenticator setup screen]

- Then click Verify.

**Using SMS Text Message**

- To use SMS Authentication (text message codes), click on setup for SMS Authentication and you will be asked to enter and verify your mobile phone number. After entering your mobile phone number and clicking Send Code, you will receive a text message code on your mobile device. Enter that code on the next page to verify your number.
Multi-Factor Authentication setup is now complete.

Using Multiple factors

- If you have configured more than one Factor, then you can select your factor when logging in using the drop down as pictured below:
Account Recovery Setup

- A secondary email address and/or phone number is required in order to access your account should you forget your password. You will enter a secondary email address (a personal email address that is not your college account) and/or a mobile phone number. You will also choose a security image and this image will show up the next time you enter in your email address on the sign-in page. Click Create My Account on the bottom of the page when you are done.

- After creating your account, it is important to check your secondary email account or text messages to confirm the account/number. All email messaging will come from no-reply@okta.ucc.edu as shown below.
Account Dashboard and Setting

- Once your account is setup and you have logged into Okta, you will see all the apps/services available to you. As we integrate more systems into the Okta environment, your available apps will grow.
• If you would like to change your college password or update your Multi-Factor Authentication options, you can go to the Settings page from the Dashboard by clicking on Settings in the lower left corner. That will bring you to a page similar to the one below where you can access all your Okta and password settings.
Password Reset

If you forget your college password, Okta makes resetting it quick and convenient.

- On the sign-in page found at https://my.ucc.edu, click on *Need help signing in?* and then *Forgot password?*. 
• On the reset password screen, enter your college email address and choose your reset option.
If you do not receive your reset notification or have not completed your password recovery configuration, please contact techsupport@ucc.edu to have your password reset. The Password Reset via email will go to both your college email account and your secondary email account. Open that email and click the Reset Password button. A SMS/text message reset will send a one-time code to the phone you have configured which you will then need to enter when asked.