
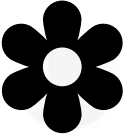


Setting Up Multifactor Authentication

***Please Note: It is highly recommended that everyone sets up multiple MFA sources to avoid issues if a phone is lost or forgotten. An office phone is suggested for use as an alternative method if you are using a cell phone.**

Sign In

EasyLogin Username
Your username is the characters before the @ symbol for your CCSNH email address.

EasyLogin Password





 Remember me

Need help signing in?

Set up screen will prompt

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

-  **Okta Verify**
Use a push notification sent to the mobile app.
-  **Security Key or Biometric Authenticator**
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.
-  **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



Okta Verify

Use a push notification sent to the mobile app.

Setup

CLICK



Security Key or Biometric Authenticator

Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)

Setup



SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup



Voice Call Authentication

Use a phone to authenticate by following voice instructions.

Setup

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

iPhone

Android

Back to factor list

SELECT

Setting Up Multifactor Authentication

Install app on phone

iPhone

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

iPhone

Android

Download Okta Verify from the App Store onto your mobile device.

Next

Back to factor list

Android

COMMUNITY COLLEGE
system of New Hampshire

Setup Okta Verify

Select your device type

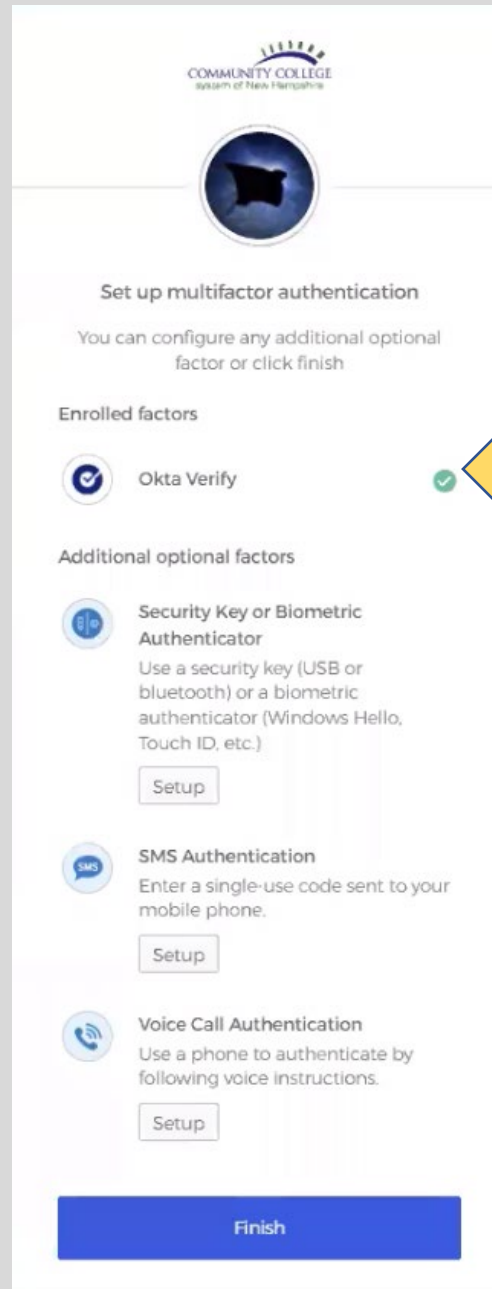
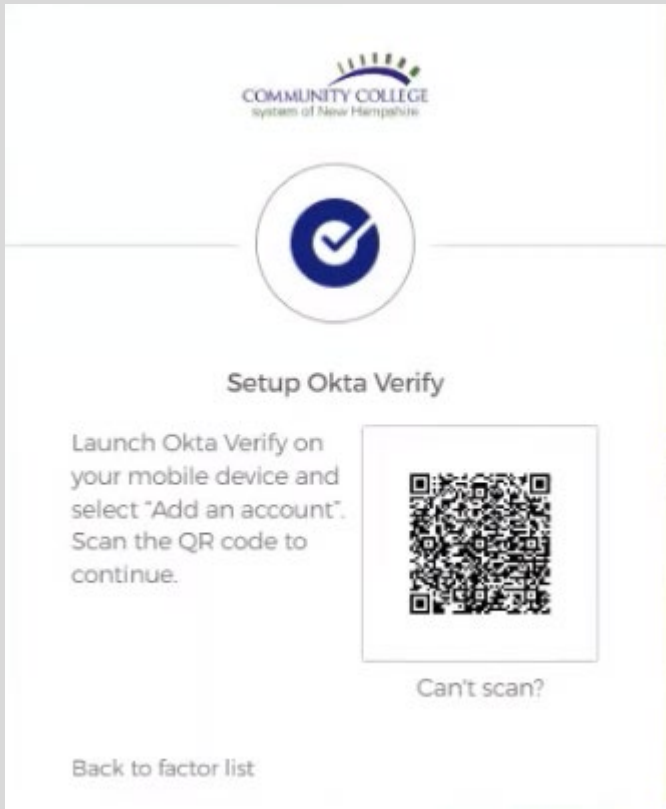
iPhone

Android

Download Okta Verify from the Google Play Store onto your mobile device.

Next

Back to factor list

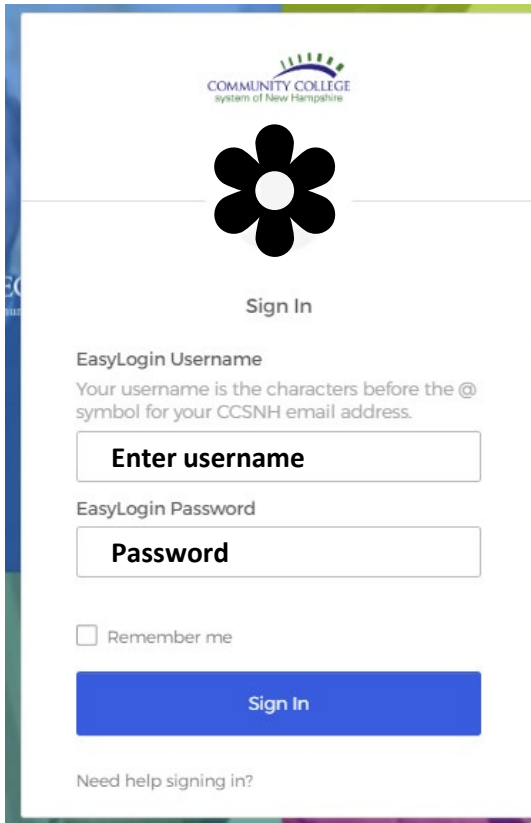


Setting Up Multifactor Authentication

Green circle with white check mark means successfully setup

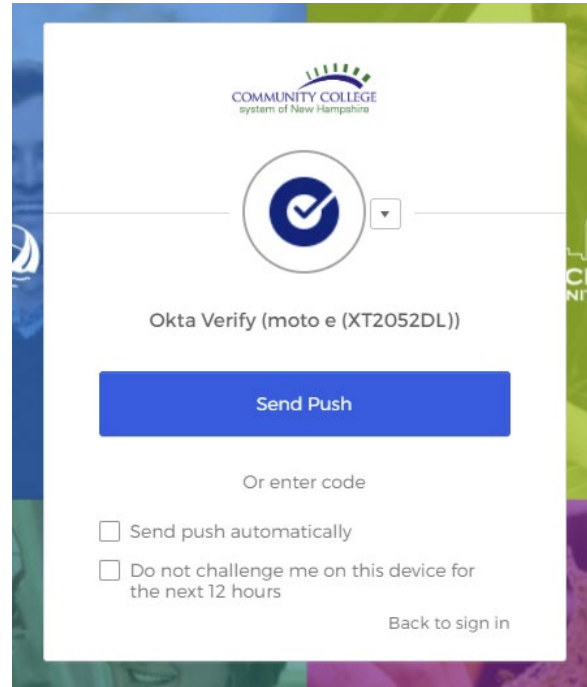
COMPLETE STEPS ON PHONE

Step One: Okta Login No change



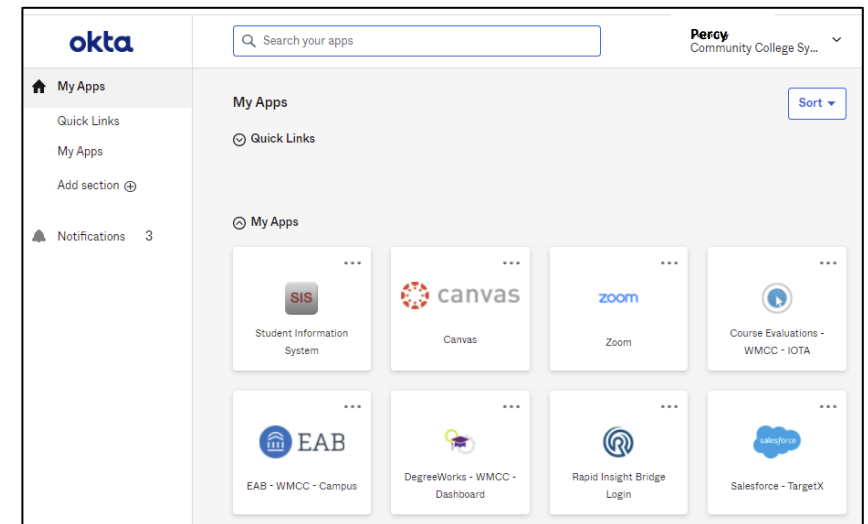
The image shows the Okta login page for the Community College system of New Hampshire. At the top, there is the CCSNH logo and a large black flower icon. Below the icon is a "Sign In" button. The main section is titled "EasyLogin Username" and includes a sub-header "Your username is the characters before the @ symbol for your CCSNH email address." There is a text input field with the placeholder "Enter username". Below that is the "EasyLogin Password" section with a text input field and the placeholder "Password". There is a checkbox labeled "Remember me" which is currently unchecked. At the bottom of the form is a large blue "Sign In" button. A link "Need help signing in?" is located at the very bottom left.

Step Two: MFA New Step



The image shows the Okta MFA verification page. At the top, there is the CCSNH logo and a circular icon containing a checkmark. Below the icon is the text "Okta Verify (moto e (XT2052DL))". There is a large blue "Send Push" button. Below the button is the text "Or enter code". There are two checkboxes: "Send push automatically" (unchecked) and "Do not challenge me on this device for the next 12 hours" (unchecked). At the bottom right is a link "Back to sign in".

Portal Dashboard portal.ccsnh.edu

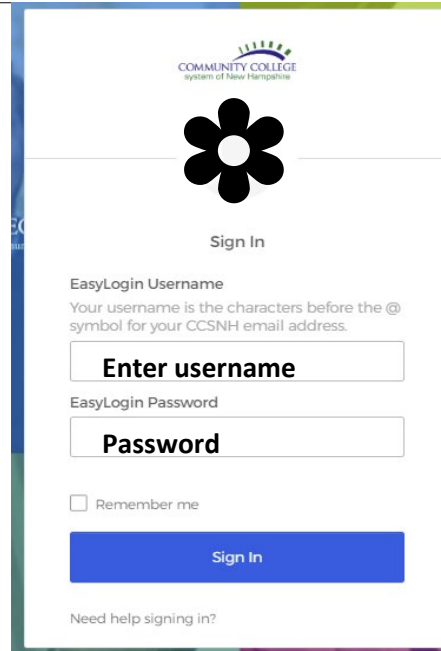


The image shows the Okta portal dashboard. At the top left is the "okta" logo. To its right is a search bar with the placeholder "Search your apps". In the top right corner, it says "Percy Community College Sy..." with a dropdown arrow. On the left side, there is a navigation menu with "My Apps" (selected), "Quick Links", "My Apps", "Add section", and "Notifications 3". The main content area is titled "My Apps" and has a "Sort" dropdown. Below this, there are two rows of app tiles. The first row includes "Student Information System" (SIS), "Canvas", "Zoom", and "Course Evaluations - WMCC - IOTA". The second row includes "EAB - WMCC - Campus", "DegreeWorks - WMCC - Dashboard", "Rapid Insight Bridge Login", and "Salesforce - TargetX".

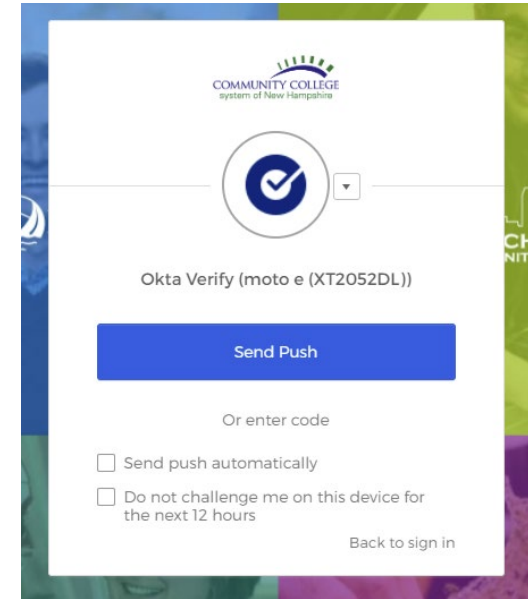
Step One: Banner Login No change



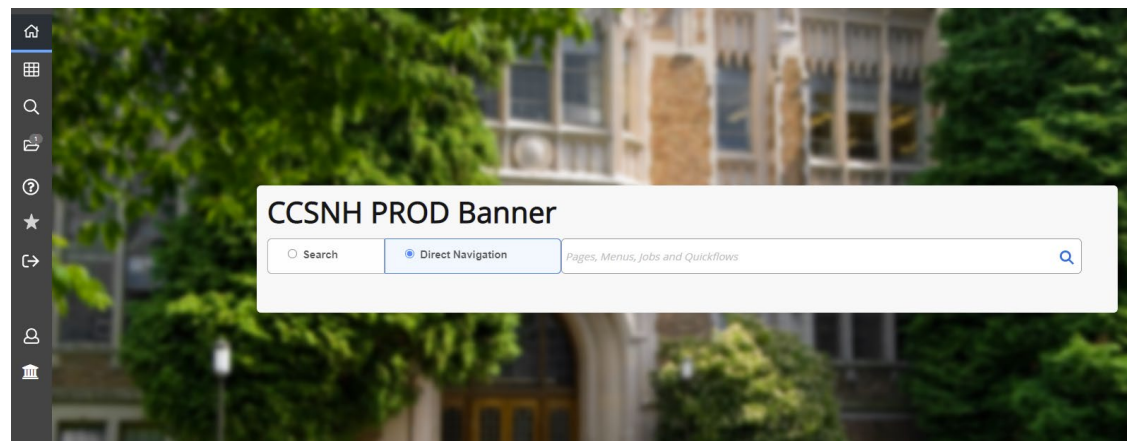
Step Two: Okta Login No change

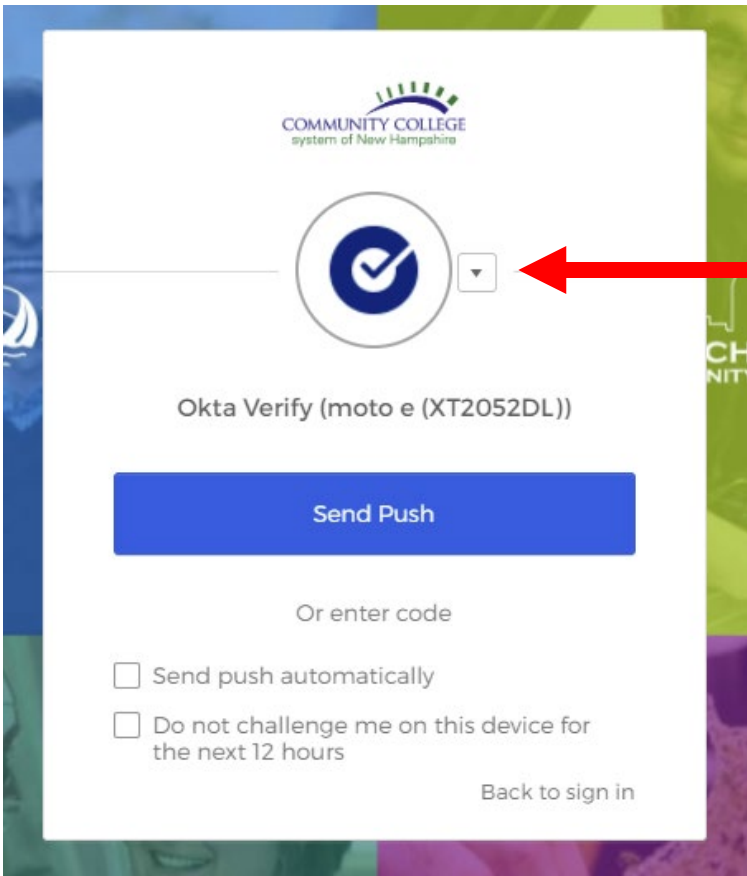


Step Three: MFA New Step



Banner Landing Page





COMMUNITY COLLEGE
system of New Hampshire

Okta Verify (moto e (XT2052DL))

Send Push

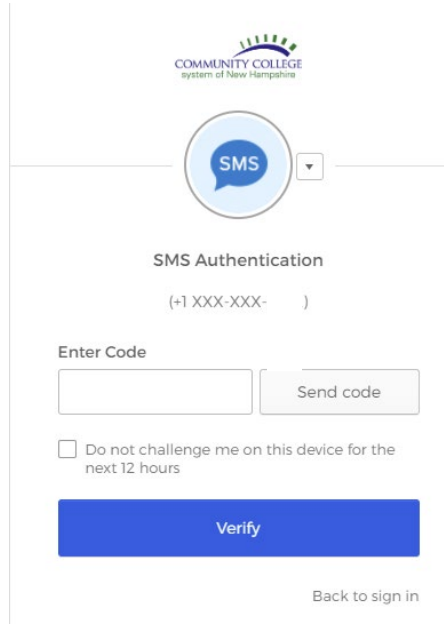
Or enter code

Send push automatically

Do not challenge me on this device for the next 12 hours

Back to sign in

Change to other verification setup using the drop-down menu



COMMUNITY COLLEGE
system of New Hampshire

SMS Authentication

(+1 XXX-XXX-)

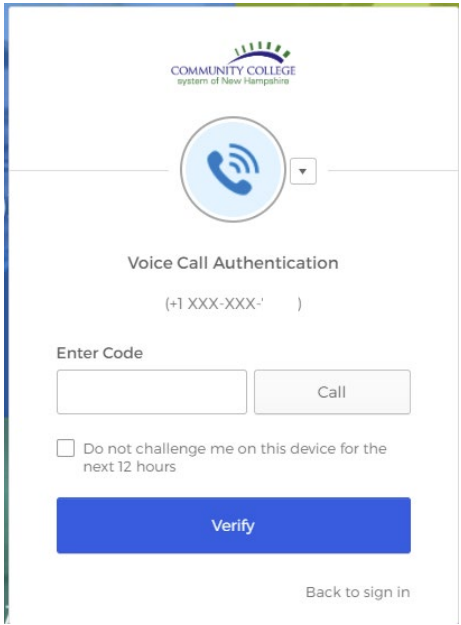
Enter Code

Send code

Do not challenge me on this device for the next 12 hours

Verify

Back to sign in



COMMUNITY COLLEGE
system of New Hampshire

Voice Call Authentication

(+1 XXX-XXX-)

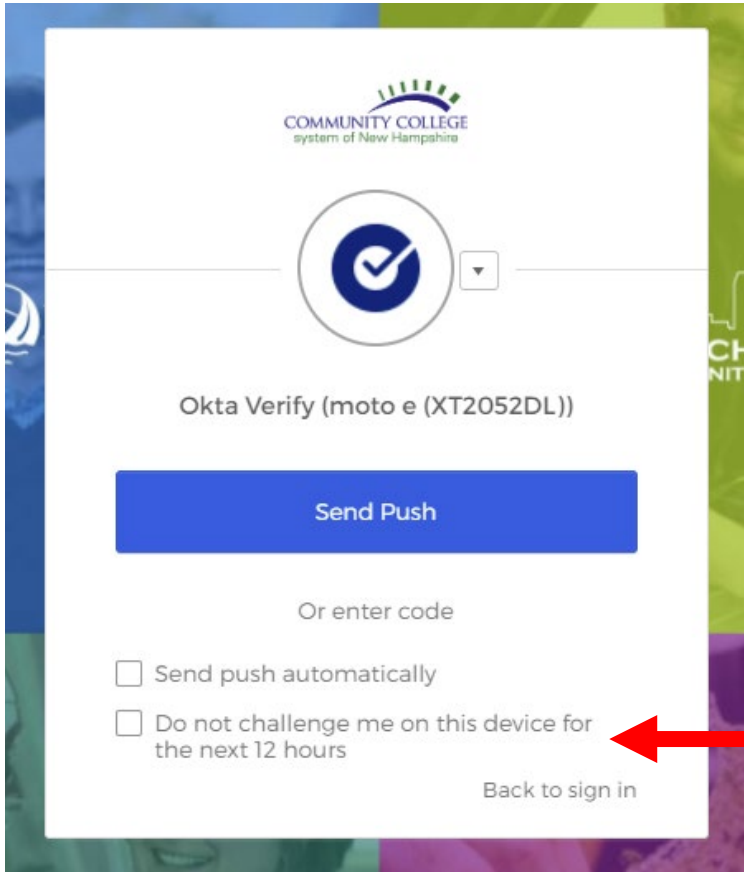
Enter Code

Call

Do not challenge me on this device for the next 12 hours

Verify

Back to sign in



COMMUNITY COLLEGE
system of New Hampshire

Okta Verify (moto e (XT2052DL))

Send Push

Or enter code

Send push automatically

Do not challenge me on this device for the next 12 hours

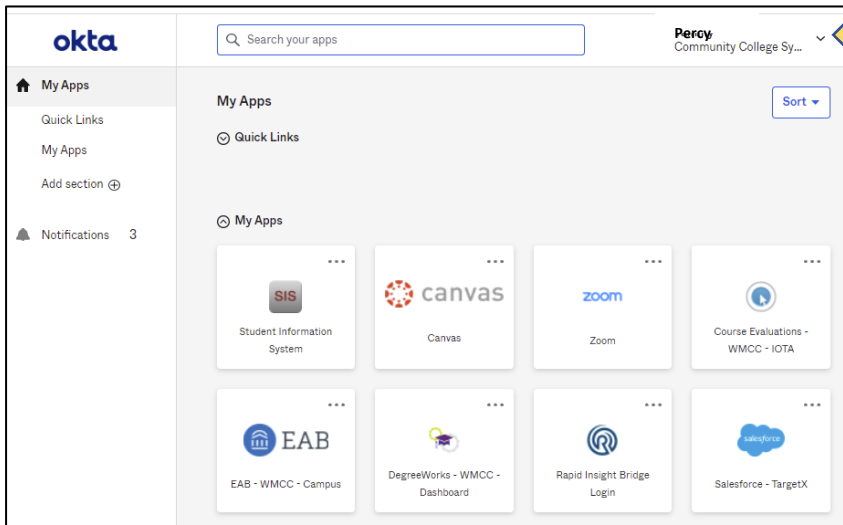
Back to sign in

CHECK MARK BOX ON YOUR GBCC ISSUED DEVICE OR PERSONAL DEVICE

DO NOT CHECK OFF THIS BOX IN CLASSROOMS OR COMPUTER LABS

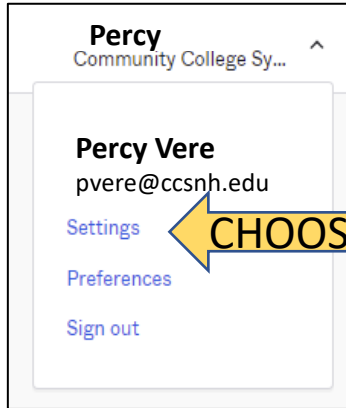
UPDATE/CHANGE MFA SETTING

Login into portal.ccsnh.edu



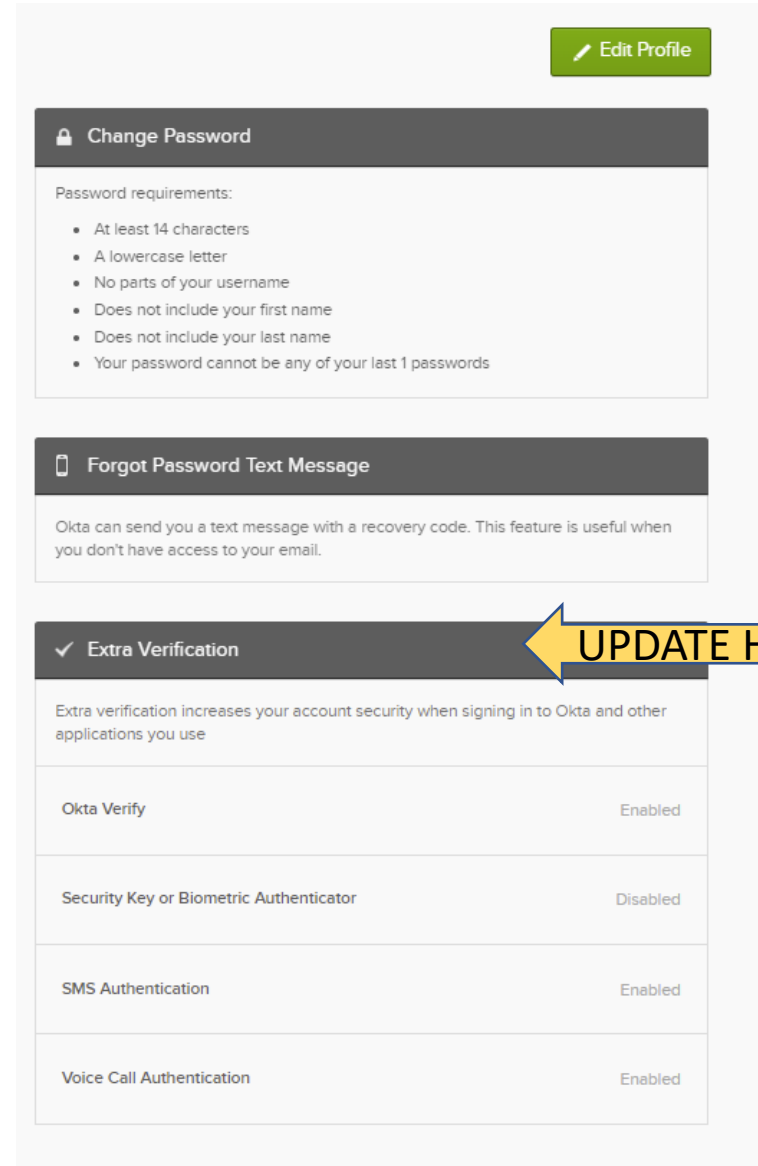
The screenshot shows the Okta dashboard for Percy Vere. The top right corner displays the user's name and email, 'Percy Community College Sy...', with a dropdown arrow. The main area contains a 'My Apps' section with a search bar and a grid of application tiles including SIS, Canvas, Zoom, Course Evaluations, EAB, DegreeWorks, Rapid Insight Bridge, and Salesforce. A yellow arrow labeled 'CLICK' points to the dropdown arrow next to the user's name.

CLICK



The dropdown menu is open, showing the user's name 'Percy Vere' and email 'pvere@ccsnh.edu'. Below the name are four options: 'Settings', 'Preferences', and 'Sign out'. A yellow arrow labeled 'CHOOSE' points to the 'Settings' option.

CHOOSE



The screenshot shows the 'Edit Profile' page in Okta. At the top right is a green 'Edit Profile' button. Below it is a 'Change Password' section with a list of password requirements. The next section is 'Forgot Password Text Message'. The 'Extra Verification' section is highlighted with a yellow arrow labeled 'UPDATE HERE'. It lists several authentication methods and their status: Okta Verify (Enabled), Security Key or Biometric Authenticator (Disabled), SMS Authentication (Enabled), and Voice Call Authentication (Enabled).

Edit Profile

Change Password

Password requirements:

- At least 14 characters
- A lowercase letter
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 1 passwords

Forgot Password Text Message

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use

Okta Verify	Enabled
Security Key or Biometric Authenticator	Disabled
SMS Authentication	Enabled
Voice Call Authentication	Enabled

UPDATE HERE