Welcome to Yext!



Hi Pavan, we’re thrilled to have you on board. Here is the information you’ll need to get started.

**Computer and Account Credentials**

**Username: pakumar**

**Temporary Password: y3xtTemporary**

**For any Information Technology related questions:**

Send an email to [desktop@yext.com](mailto:desktop@yext.com)

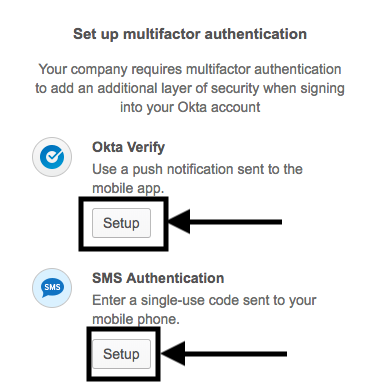
Or visit the Desktop Support Office! We are located near Madison Square (the big cafeteria)!

**Yext Single Sign-On**

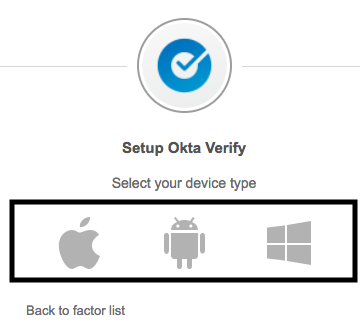
* Single Sign-on (SSO) is a solution that utilizes one set of [log-in](http://searchsecurity.techtarget.com/definition/logon) credentials to access multiple applications.
* At Yext, we use ***Okta***to log into to all web applications (Google Mail, Box, Salesforce, etc*.*)
* To increase security in Okta, we require ***multifactor authentication*** when accessing Okta outside of Yext offices. Here, we use a code generated by your cell phone.

**Signing into Okta for the first time**

1. Open ‘Google Chrome’ and go to [yext.okta.com](http://yext.okta.com)
2. Enter in your username and password (found on page 1):  
     
   **Username:** [FirstInitialLastName]  
   **Password:** y3xtTemporary
3. You’ll be prompted to set up multifactor authentication on your phone. Click the ‘Setup’ button next to ‘Okta Verify’



4. Select what type of phone (iPhone, Android or Windows) phone you use, and click Next. A QR code will appear:

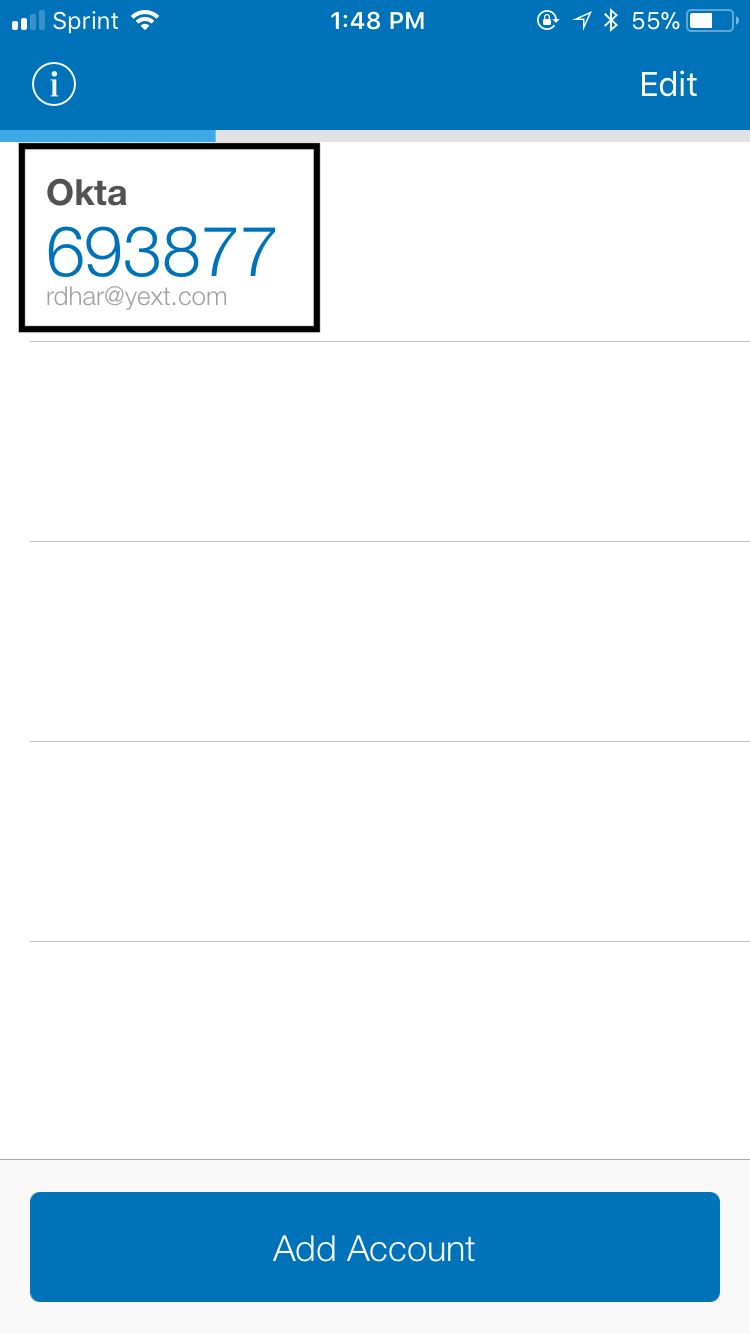
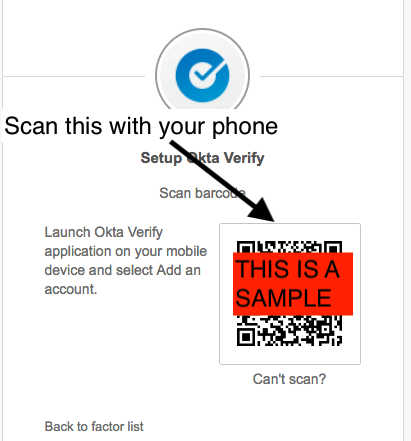


5. Take out your mobile phone and connect to **Yext Guest WiFi (no password needed)**

6. Open the **App Store (iPhone)** or **Play Store (Android)**. (This app is free!)

8. When the install completes, open the “Okta Verify” app.

9. Select the **‘Add Account’** button at the bottom of the phone’s screen. When the app brings up your phone’s camera, point it at the QR code on your computer screen.



10. If done successfully, the app will display a code. Close the app on your phone and click the **‘Done’** button in the window on your computer screen.

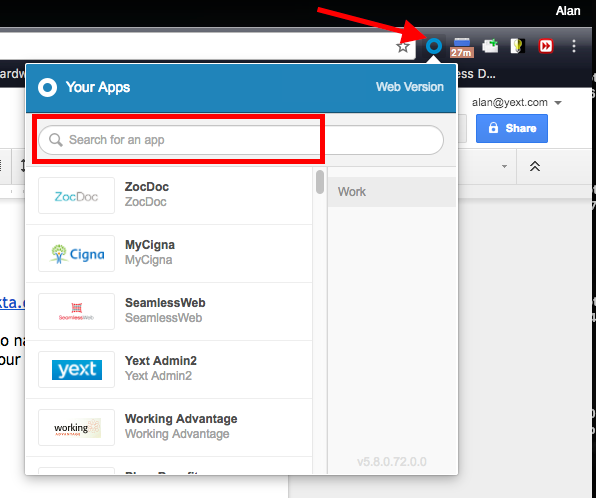
11. You will be prompted to create a new password and set a security question for your Okta account.  Enter ‘y3xtTemporary’ in the ‘Current Password’ field. **Your new password must be at least 12 characters, and have no part of your username.**

**Using Okta**

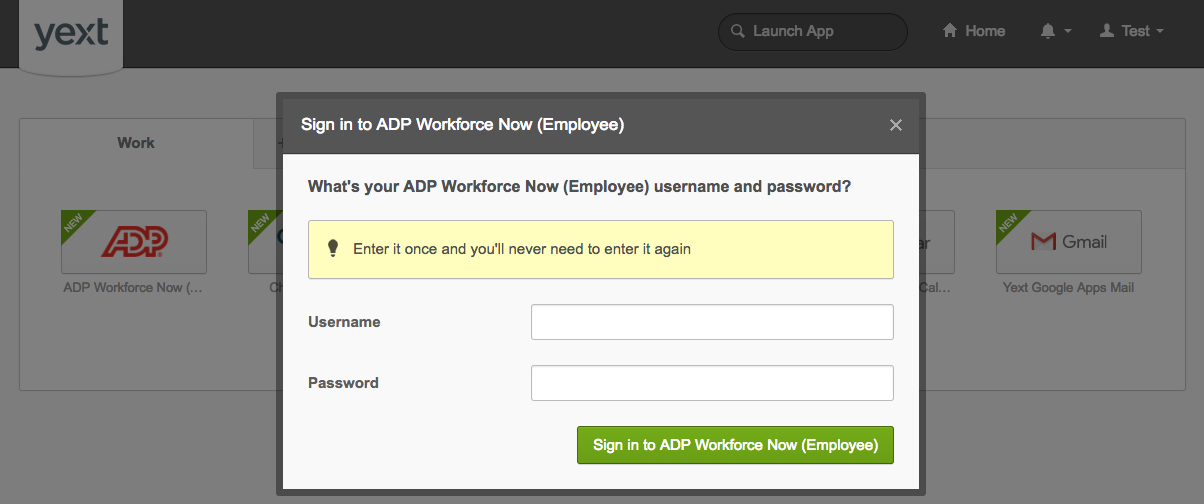
There are two easy ways to access your Yext applications:

1. **Visit** [**yext.okta.com**](http://yext.okta.com)

**2. Use the Okta browser extension in Google Chrome.**

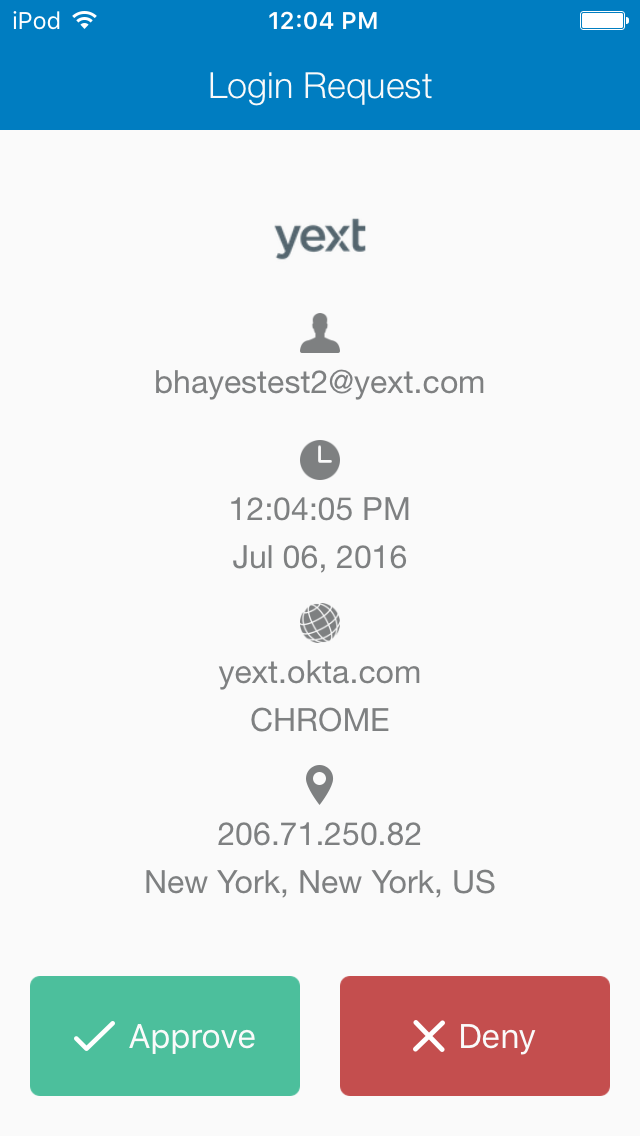
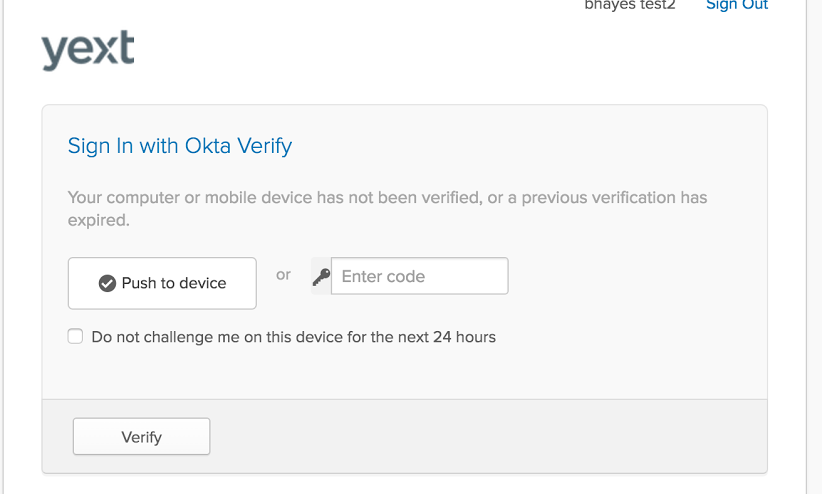


* With most Yext applications, a click of the Okta button will log you in immediately (try Google Mail!),
* With other applications, Okta can act as a password manager! (Seamless, ADP, etc.)
  + If you see the screen below, search your Yext mail for an invite to that application, and create your password



**Using Okta Verify**

* When you log into Okta from outside a Yext office, you’ll be prompted for your second factor of authentication. Select “Push to Device” to send a notification directly to your phone
* If you don’t have cellular service on your phone (ex: on an airplane), Open Okta Verify and input the rotating PIN code where it says “Enter Code”



**Mobile Device Management (MDM)**

Securing Yext data on mobile devices is a high priority and ensuring the safety and security of that data is a collective effort between IT & our employees. Yext requires all employees to enroll their mobile devices that will access any Yext data (Email, Calendaring, Hangouts, etc.)