![YellowFolder - Education's Online Filing Cabinet]

Getting Started with Okta and YellowFolder

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Activating your YellowFolder Account

Receive Registration Email

You will receive an email like the example below. Click the **Activate YellowFolder Account** button.
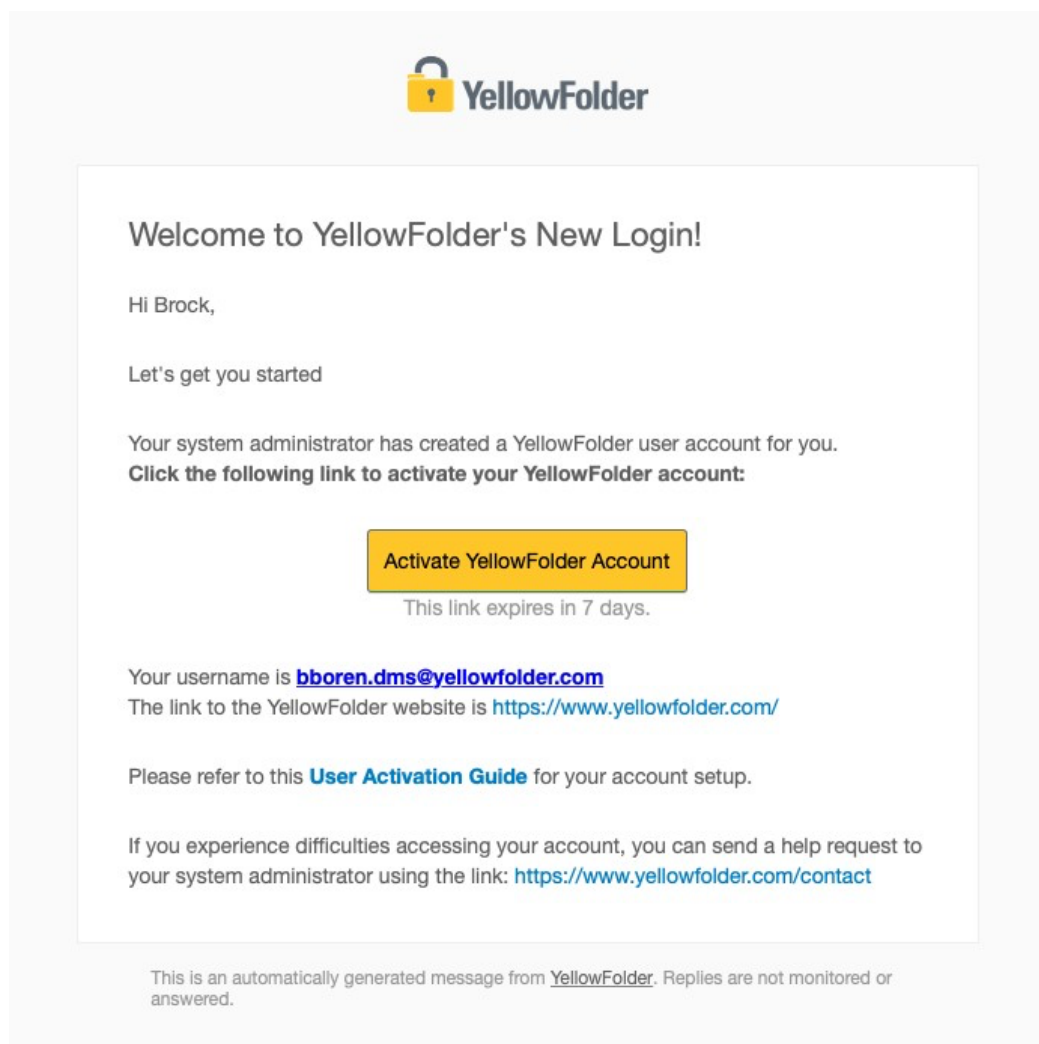
You will be redirected to the User Account Activation page to create a password and complete your account setup.

Create Password

Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords.

Repeat new password

Choose a "Forgot Password" Question

Choose a forgot password question to be answered if you need to reset your password.

Choose a forgot password question

What is the food you least liked as a child?

Answer

Add a Phone Number for Resetting Your Password

Enter your cellphone number and click **Send Code** to receive a code via text message.

Forgot Password Text Message ✕

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country United States ⌄

Select the country where your phone is registered.

Phone number [   ]

Enter your number the way you normally dial it. Do not add your country code prefix.

Send Code

Once you receive the code, enter it in the box like the example below and click **Verify**. If successful, you will see the verified message and can click **Done** to continue.

Forgot Password Text Message ✕

Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code [414730]   Verify

✓ **Phone number successfully verified!**
Click Done to finish setup.

Done

Choose a Security Image and Create My Account

Select a security image and click **Create My Account.**

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
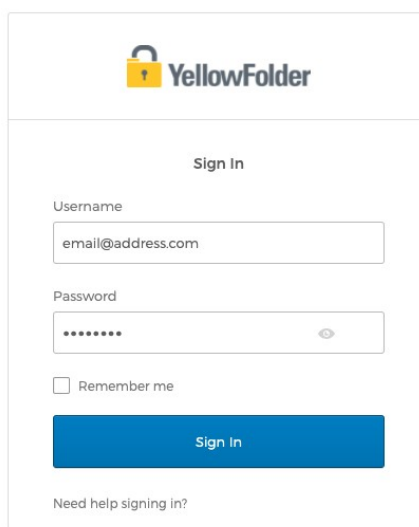
Create My Account

Congratulations! You have successfully configured your new credentials for your YellowFolder account.

Sign In to YellowFolder

Sign In

After creating your account, you will be redirected to a page that looks like the example below. Enter your username (your email address) and your new password and click **Sign In**.
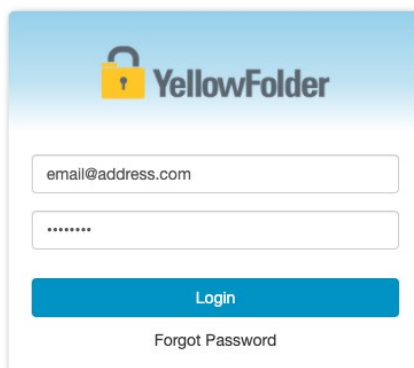

If you would prefer to use your existing credentials and authentication system, click the toggle beneath the **Sign In** button. The legacy login form you are familiar with will be displayed. This option will be available while we migrate all users to the Okta authentication system.

Set Up Multifactor Authentication

Upon initial login to the new system, you will be asked to setup multifactor authentication. Click **Configure factor** to set your security question and answer.

After successfully creating your security question, you may choose to set up any other multifactor authentication method or click **Finish** to log in to YellowFolder.

Additional Support

Please contact YellowFolder Support at support@yellowfolder.com if you are experiencing issues logging into YellowFolder.