Navigate to http://levi.okta.com/ and sign in with your User ID and password
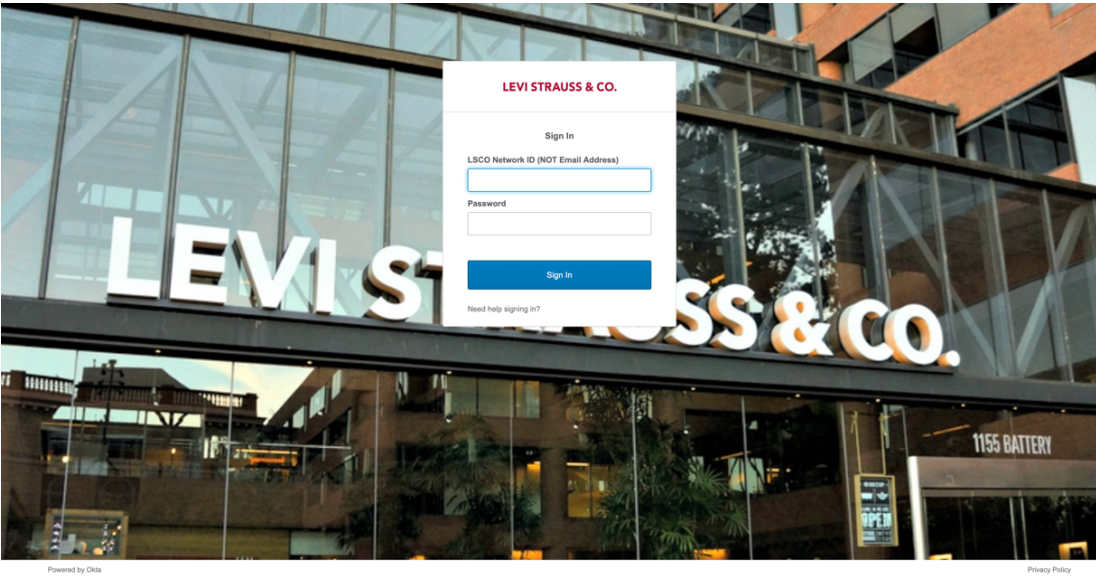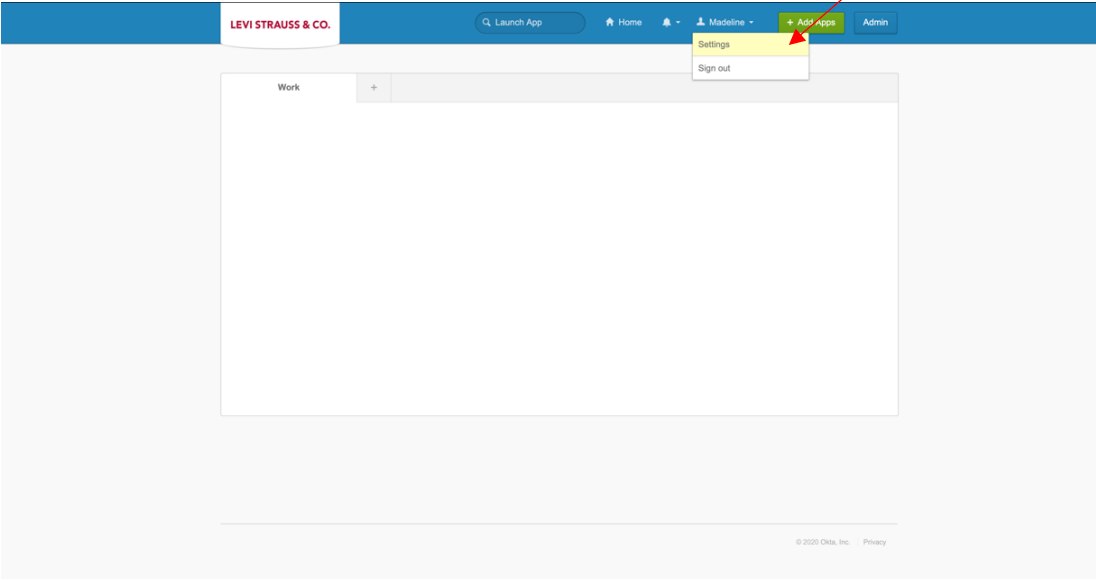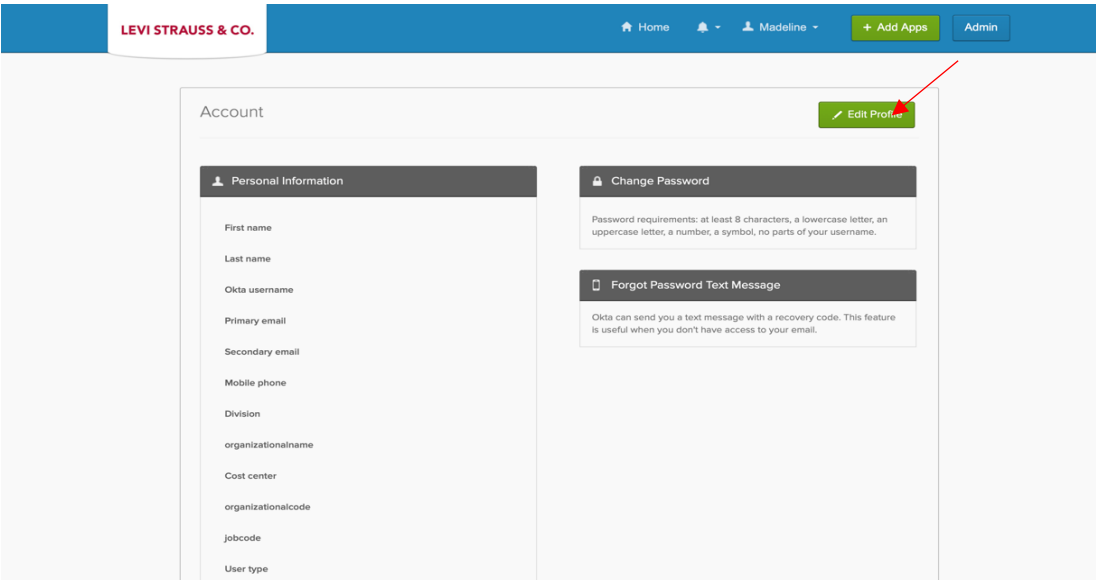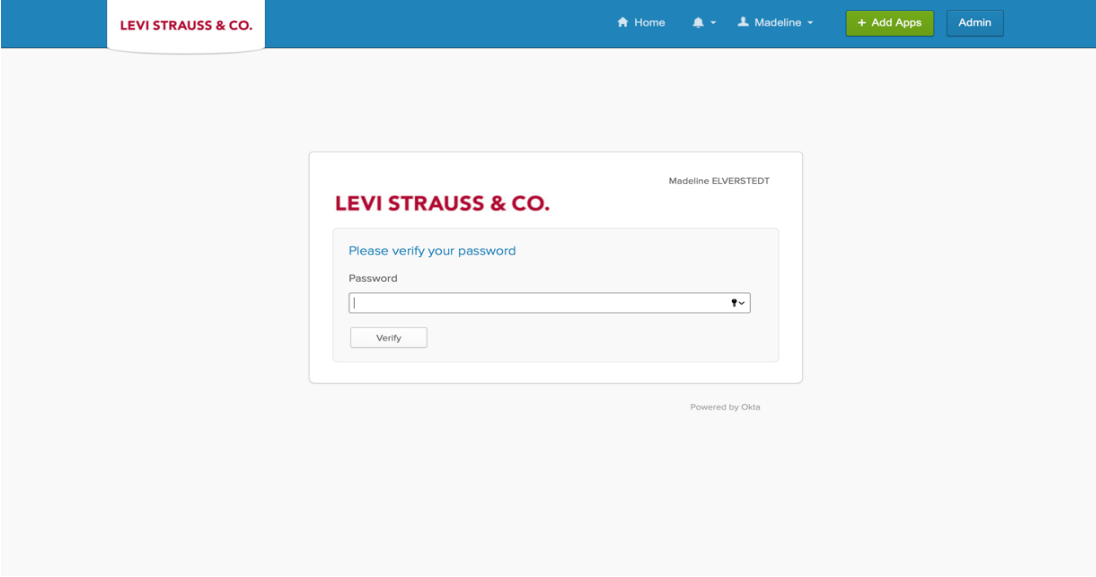

Once signed in, navigate to the top of the page, select your name and then click "**Settings**"

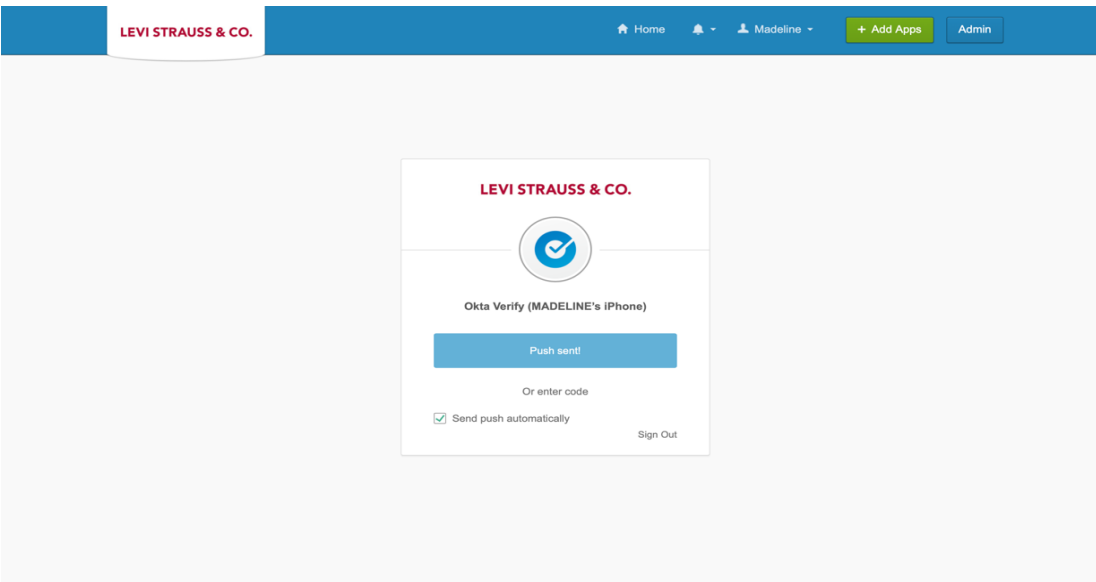Click "**Edit Profile**"

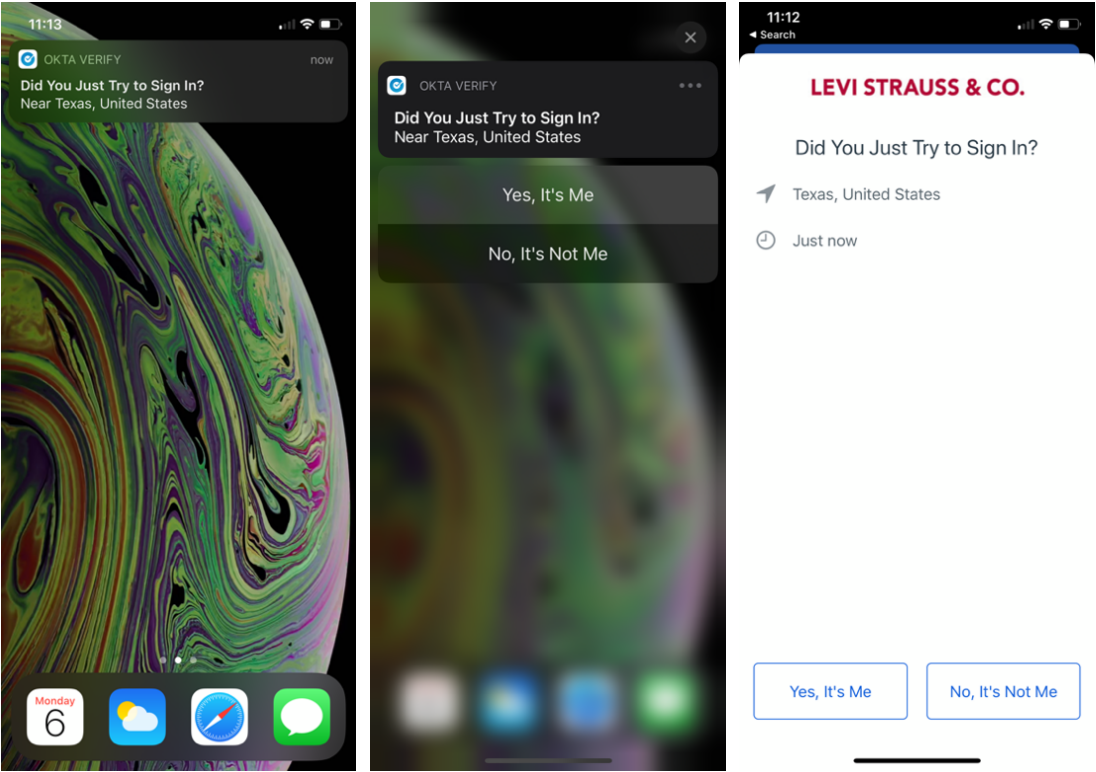Enter your password then click "**Verify**"

After clicking "**Send Push**" a verification request will be sent to your mobile device


On your mobile device, a push notification will appear, Select "**Yes, It's Me**" to continue with set up

If the request does not automatically appear, try launching the Okta Verify app and Select "**Yes, It's Me**" (it may take a few seconds to appear)

The settings page will automatically refresh once you have completed the Okta verification
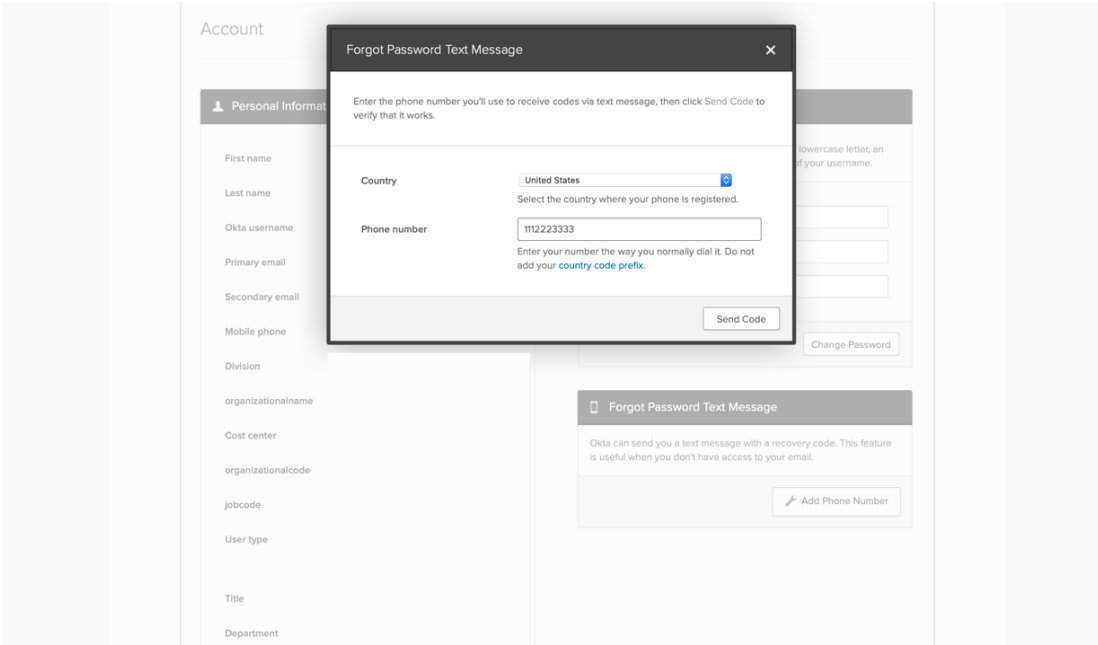
Navigate to **Forgot Password Text Message** and click "**Add Phone Number**"
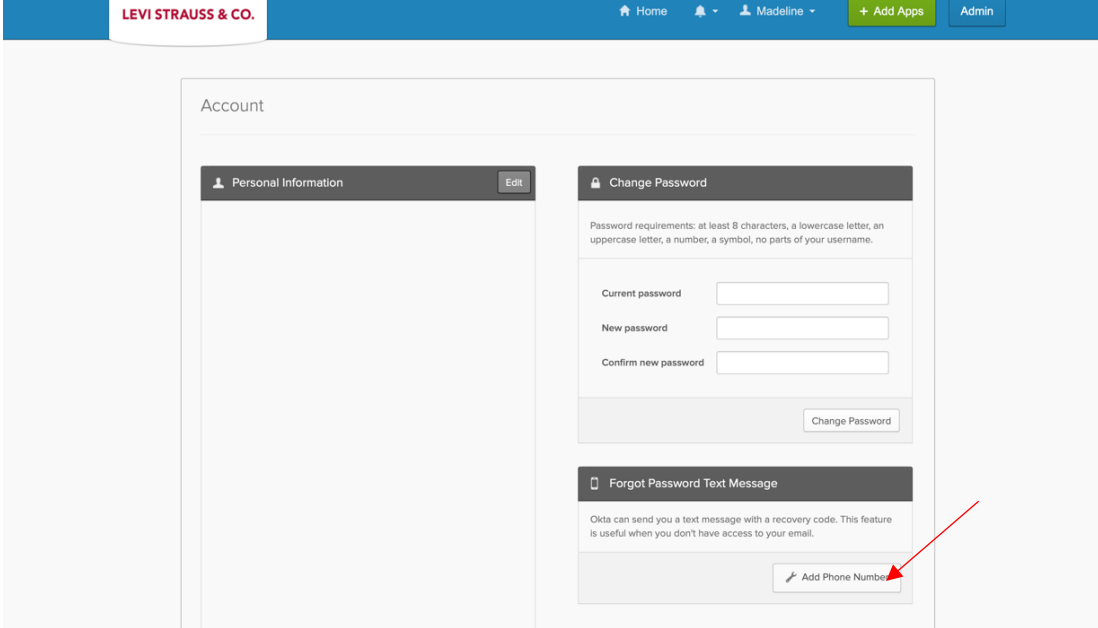
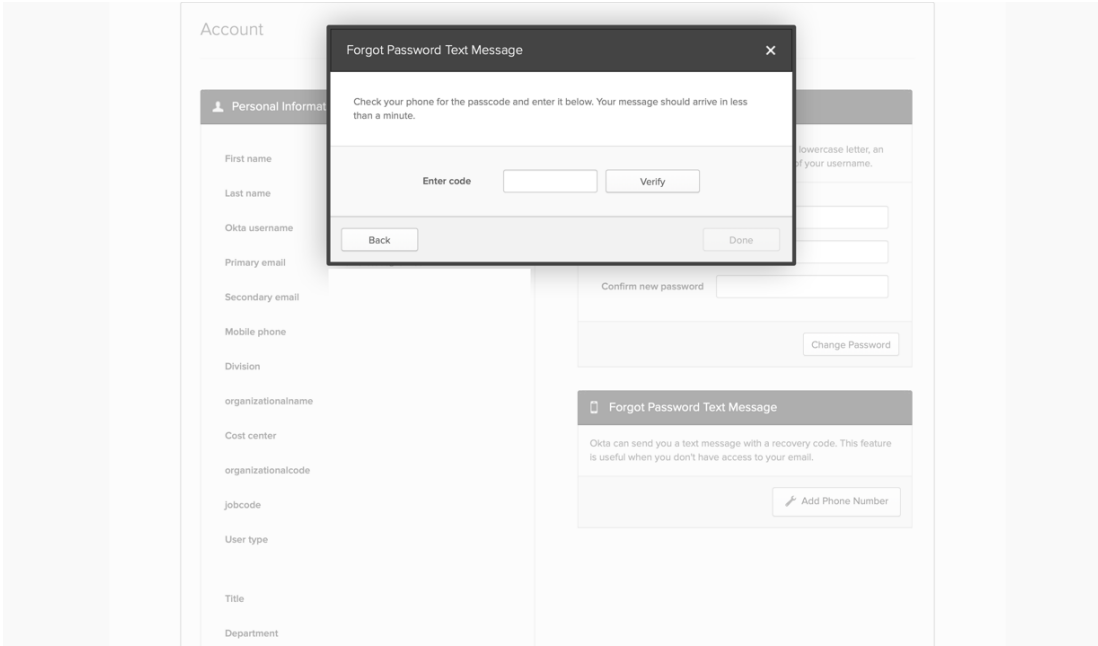Enter **your** personal phone number as shown in the example image

No spaces, dashes, parenthesis are necessary
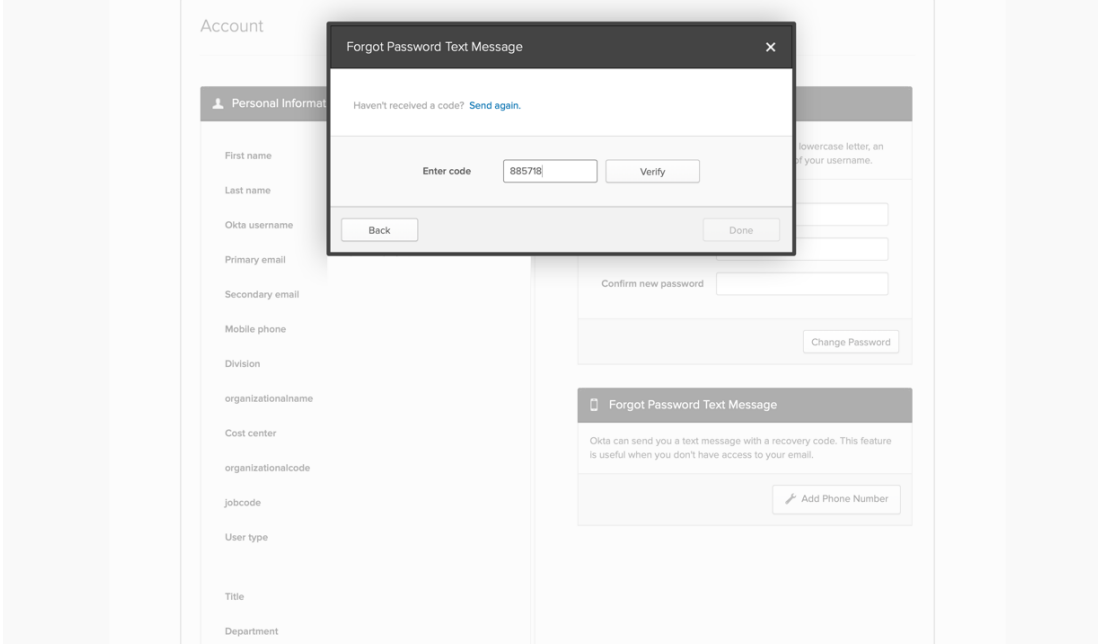
Click "**Send Code**"

A code will be sent to the phone number you entered in the previous step

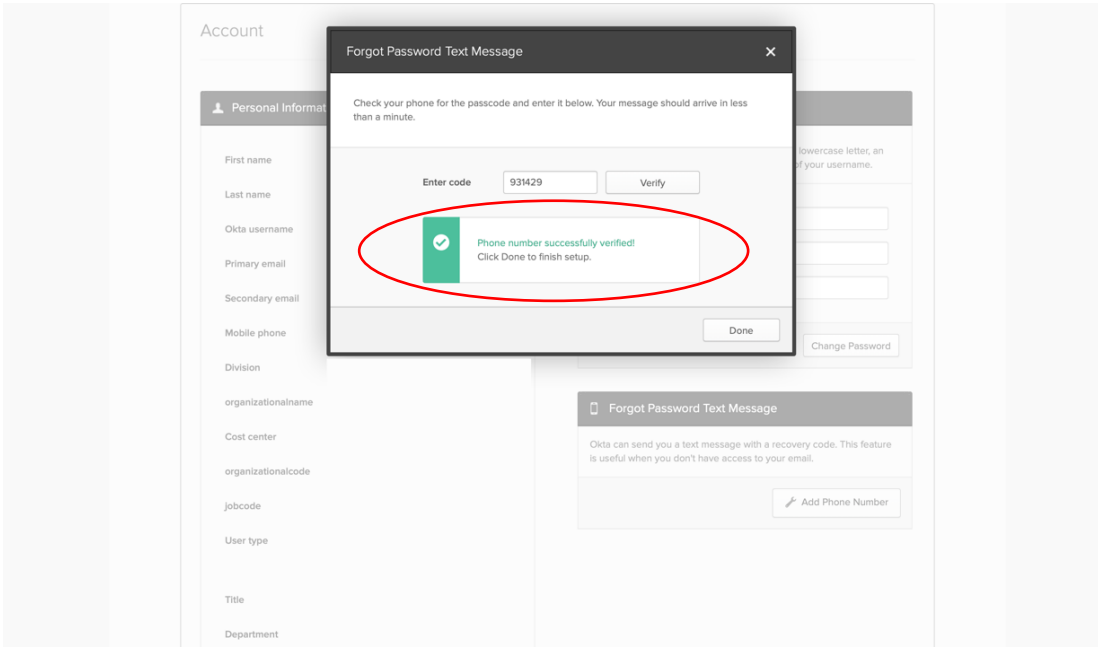Check for a text message on your mobile device

Enter the <u>code</u> from the text message and click "**Verify**"

If you have not received a text message, please click "**Send again**"

Once this is complete, you will see a notification saying the set up is complete

This page will automatically refresh and your settings will be saved

This process is complete, you may now use SMS text (your phone #) as a method of unlocking/resetting your Levi's Network ID password/account