

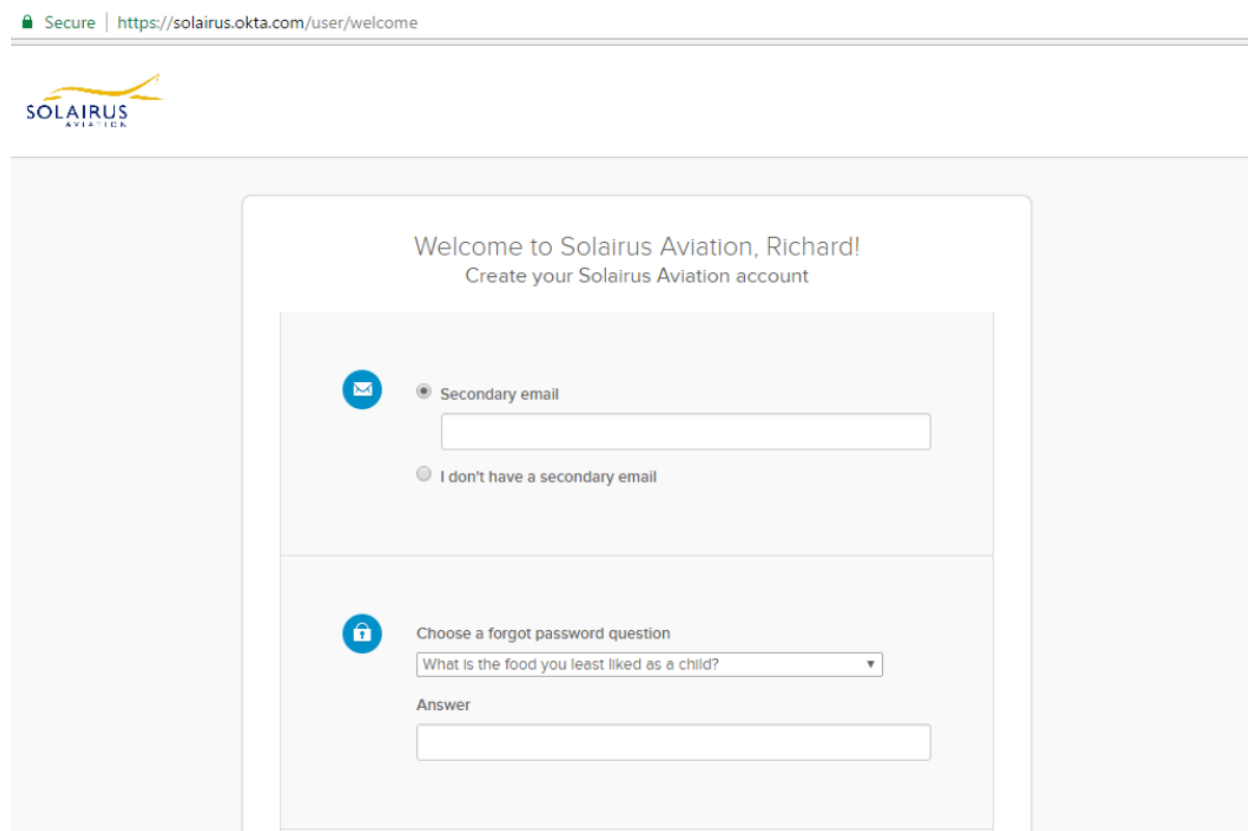
Okta Installation Guide

This guide covers the first time set up of the Okta Single Sign On system, as always if you run into any problems or have any questions please feel free to submit a ticket to the Solairus IT Team we will do everything we can to get your issue taken care of. (click [HERE](#) to submit a ticket).


****Important note:** If you are planning to use Mozilla Firefox please refer to the document titled “Okta Firefox Edition” and follow those instructions.

Getting Started:


The first thing you will need to do is open a web browser and go to <https://solairus.okta.com> which should load a screen like the one below.




Secure | <https://solairus.okta.com/user/welcome>

SOLAIRUS
AVIATION

Welcome to Solairus Aviation, Richard!
Create your Solairus Aviation account

 ☒ Secondary email


☐ I don't have a secondary email

 Choose a forgot password question


Answer


(Full page view on the next page)













Welcome to Solairus Aviation, Richard!
Create your Solairus Aviation account

 Secondary email

☐ I don't have a secondary email

 Choose a forgot password question
What is the food you least liked as a child? ▼
Answer





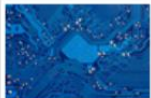




 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Odo, and not a fraudulent website.


		
		
		
		

Here you need to fill in:

- ➔ A personal email address (To be used for password reset)
- ➔ Pick a security question from drop down menu (provide an answer as well)
- ➔ Pick a security Image

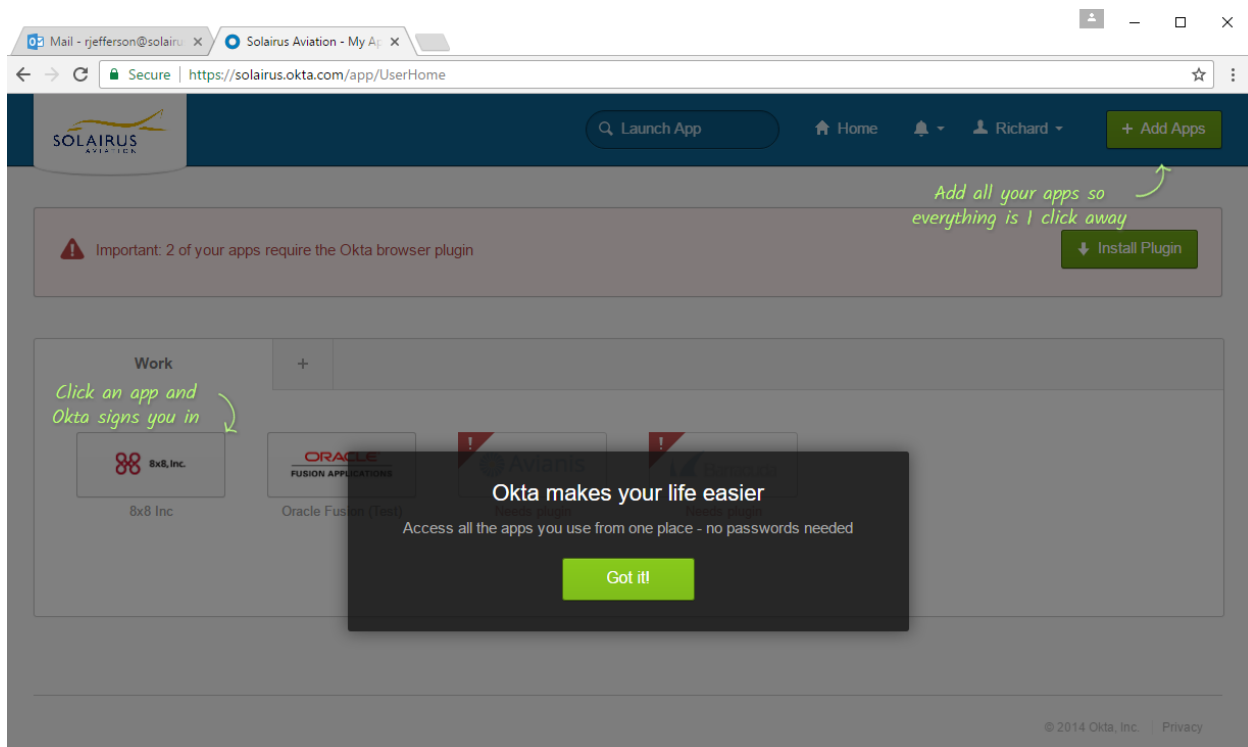
Afterwards hit “Create My Account” towards the bottom.


		
		
		

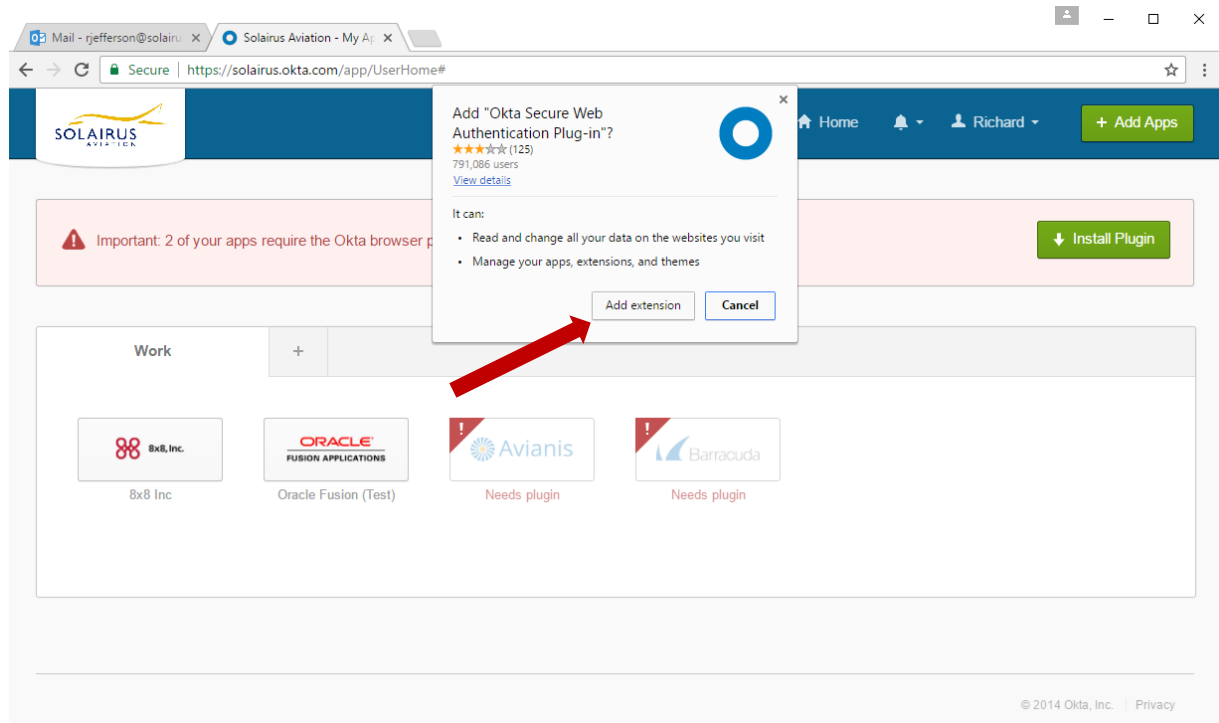


Then:

You will be brought to a screen like the one below.

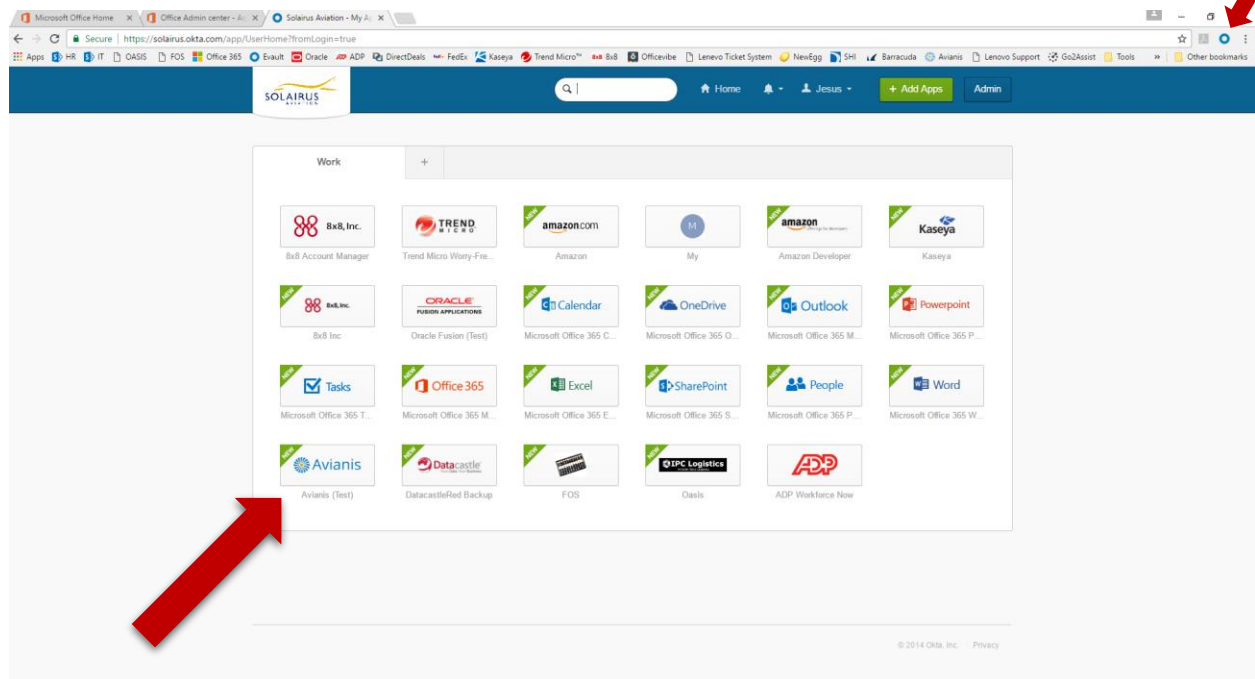


- ➔ Go ahead and click the green “Got it!”.
- ➔ Then click on the  button, to download and install the plugin for your web browser.
- ➔ You will be presented with a pop up box with two options Add extension or Cancel. Click on “**Add Extension**” (Example below)
*You may need to refresh your browser after you install the Plugin, so the changes take effect.



And Finally:

You will discover a new icon next to your search bar.



The previous image is your Dashboard; it is recommended that you either set it as your homepage or save it to your favorites. You will come to find that some icons when clicked auto-authenticate you and login you into their respective sites, whereas others will require you to sign in one time.

****The username and password for your Okta account will be your Solairus email address and your computer login Password.**

Link for a video to help you get familiar with Okta:

https://support.okta.com/help/OktaArticleDetailPage?id=kA0F0000000U5dXKAS&childCateg=End_User&source=Documentation

As always any issues please contact the Solairus IT Department with a ticket by clicking the link below:

<http://fs11.formsite.com/solairusaviation/PROB-RPT/index.html>

or contact us by sending an email to:

it@solairus.aero