

Manual

TOTP

TIME BASED ONE TIME PASSWORD SETUP GUIDE

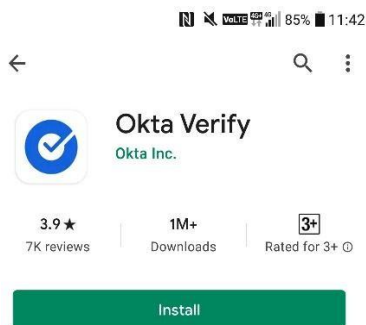
User Guide: Configuring TOTP Authentication with Okta Verify

This guide provides a step-by-step process for setting up **Time-based One-Time Password (TOTP) authentication** using **Okta Verify**.

Prerequisites

1. A mobile device (iOS or Android)
2. Access to the **App Store** (iOS) or **Google Play Store** (Android)
3. A QR code or secret key provided by your service Okta verify

Step 1: Install Okta Verify

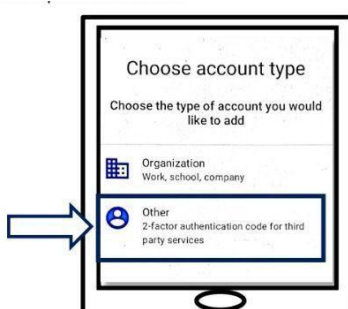


1. Open the **App Store** (iOS) or **Google Play Store** (Android) on your mobile device.
2. Search for **Okta Verify**.
3. Download and install the application.

Step 2: Launch Okta Verify and Add an Account

1. Open the **Okta Verify** application on your device.
2. Tap the **‘+’ (plus) icon** in the upper-right corner to add a new account.

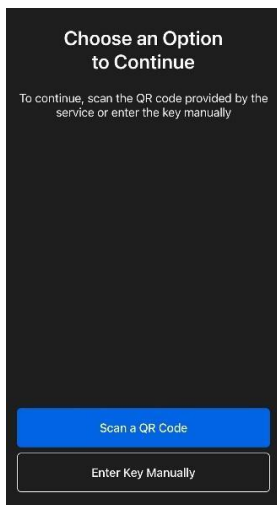
Step 3: Select the Account Type



1. Choose from the following options:
 - **Organization** – For accounts managed by an enterprise or institution
 - **Other** – For manual setup using a QR code or secret key
2. Select **Other** to proceed with manual configuration.

Step 4: Scan the QR Code or Enter the Key Manually

1. You will be presented with two setup options:



- **Scan a QR Code** – Use your device's camera to scan the QR code provided by your service.
 - **Enter Key Manually** – Input the secret key manually if a QR code is unavailable.
2. Select **Scan a QR Code**, then align your camera with the QR code to complete the setup.

Completion

Once the QR code is successfully scanned or the key is entered, your **TOTP authentication setup is complete**. You can now use the generated one-time passcodes for secure authentication.

For further assistance, refer to your organization's IT support team or visit Okta's official support page.