

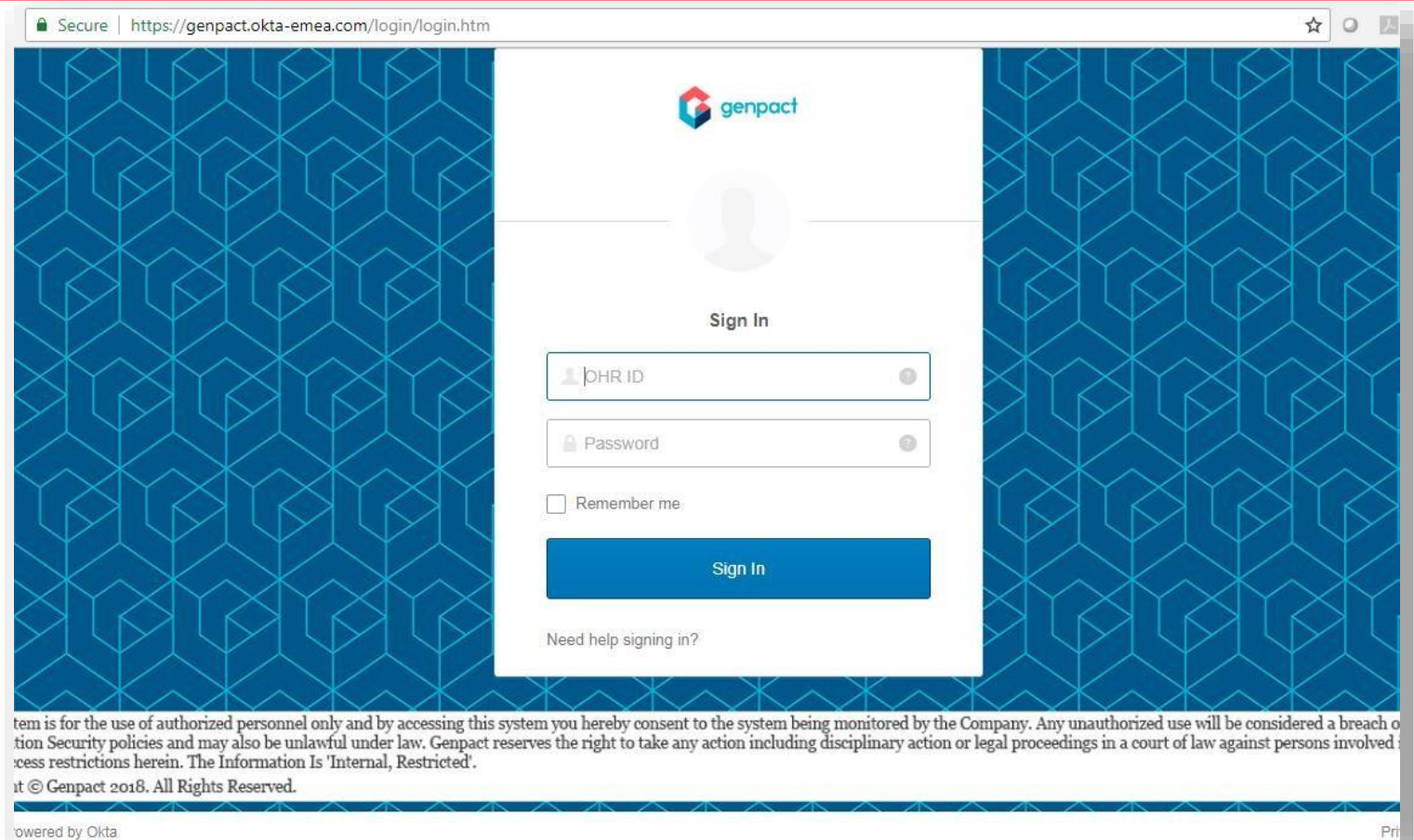


Okta Multi Factor Authentication SOP: Web and Mobile

January 2019

Logging into Okta

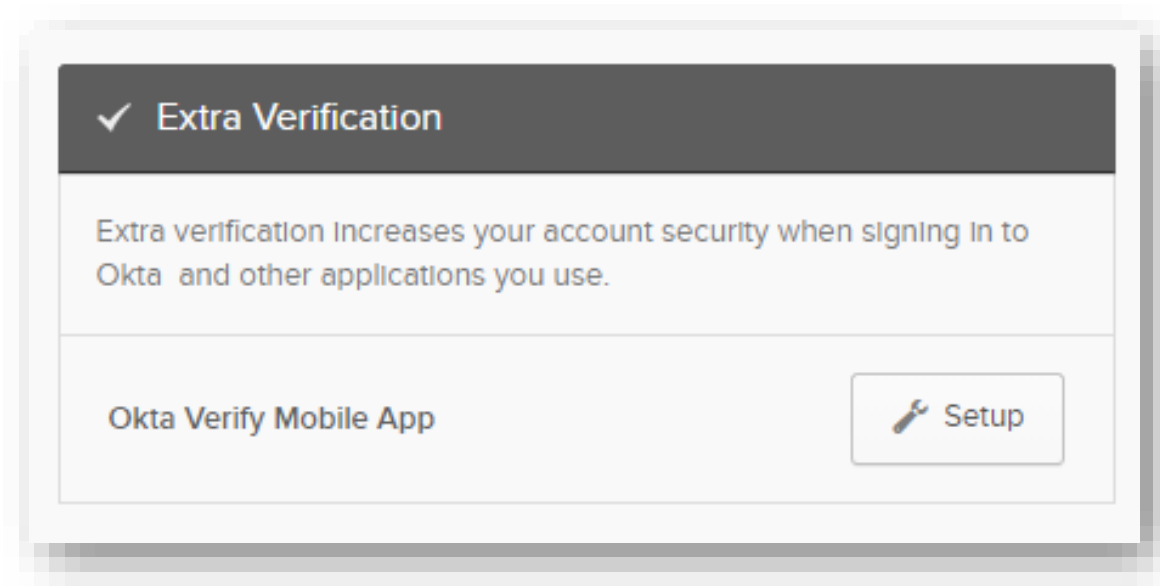
- 1 Access Okta URL directly or using your application link. Direct Okta URL is - <https://genpact.oktaemea.com>
- 2 Sign in using your OHR and password



The screenshot shows a web browser window with the address bar displaying "Secure | https://genpact.okta-emea.com/login/login.htm". The page features a blue background with a white geometric pattern. In the center, there is a white login box. At the top of this box is the Genpact logo, followed by a placeholder for a user profile picture and the text "Sign In". Below this, there are two input fields: "OHR ID" and "Password", each with a small question mark icon to its right. Under the password field is a checkbox labeled "Remember me". A large blue "Sign In" button is positioned below the input fields. At the bottom of the login box, there is a link that says "Need help signing in?". Below the login box, there is a disclaimer in small text: "This system is for the use of authorized personnel only and by accessing this system you hereby consent to the system being monitored by the Company. Any unauthorized use will be considered a breach of Information Security policies and may also be unlawful under law. Genpact reserves the right to take any action including disciplinary action or legal proceedings in a court of law against persons involved in unauthorized access restrictions herein. The Information Is 'Internal, Restricted'." At the very bottom of the page, it says "© Genpact 2018. All Rights Reserved." and "Powered by Okta".

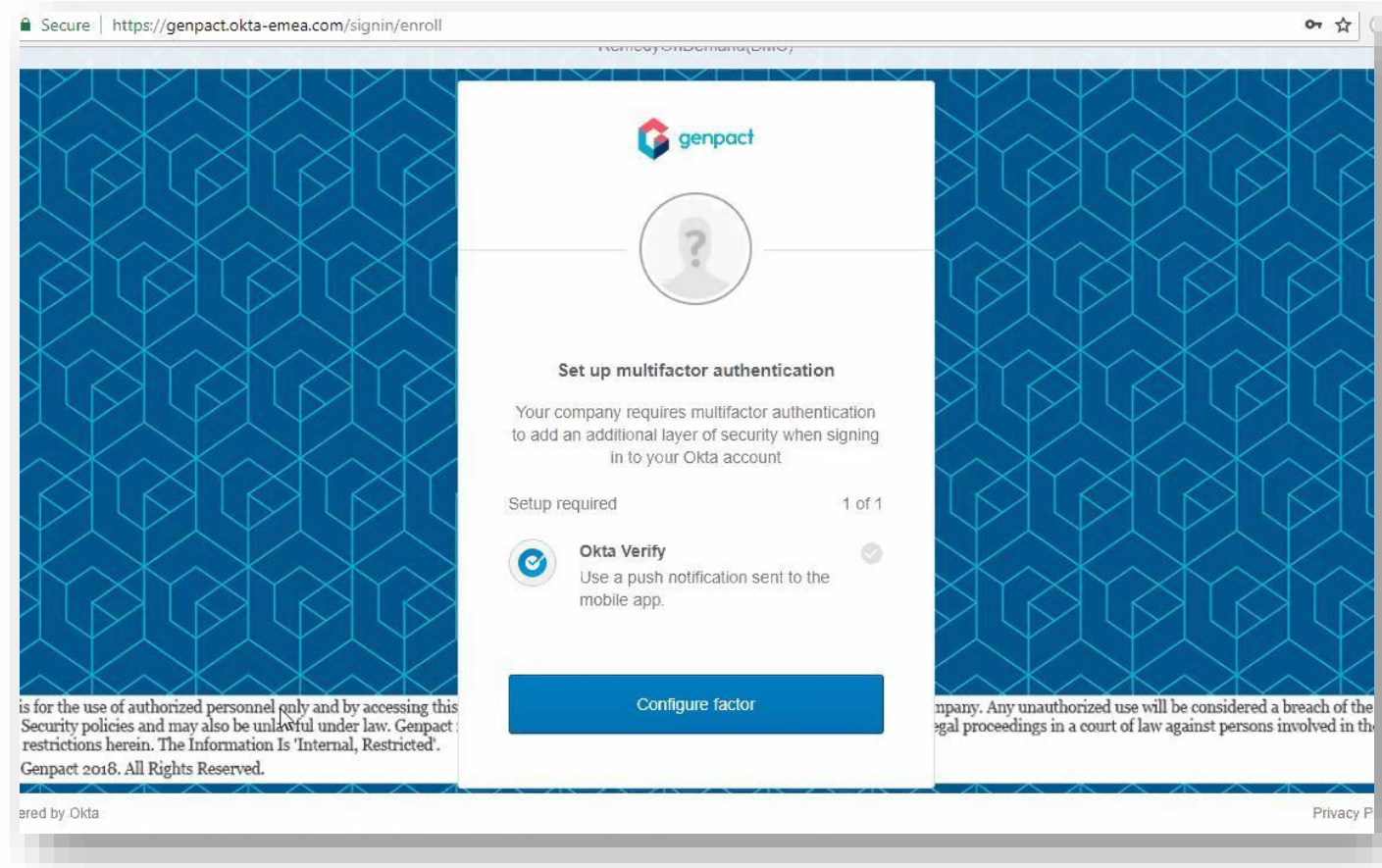
Reaching to Okta verify

- 1 After sign-in, select your name and click on **settings**
- 2 On the settings page, scroll down to Extra Verification and click on **Setup**



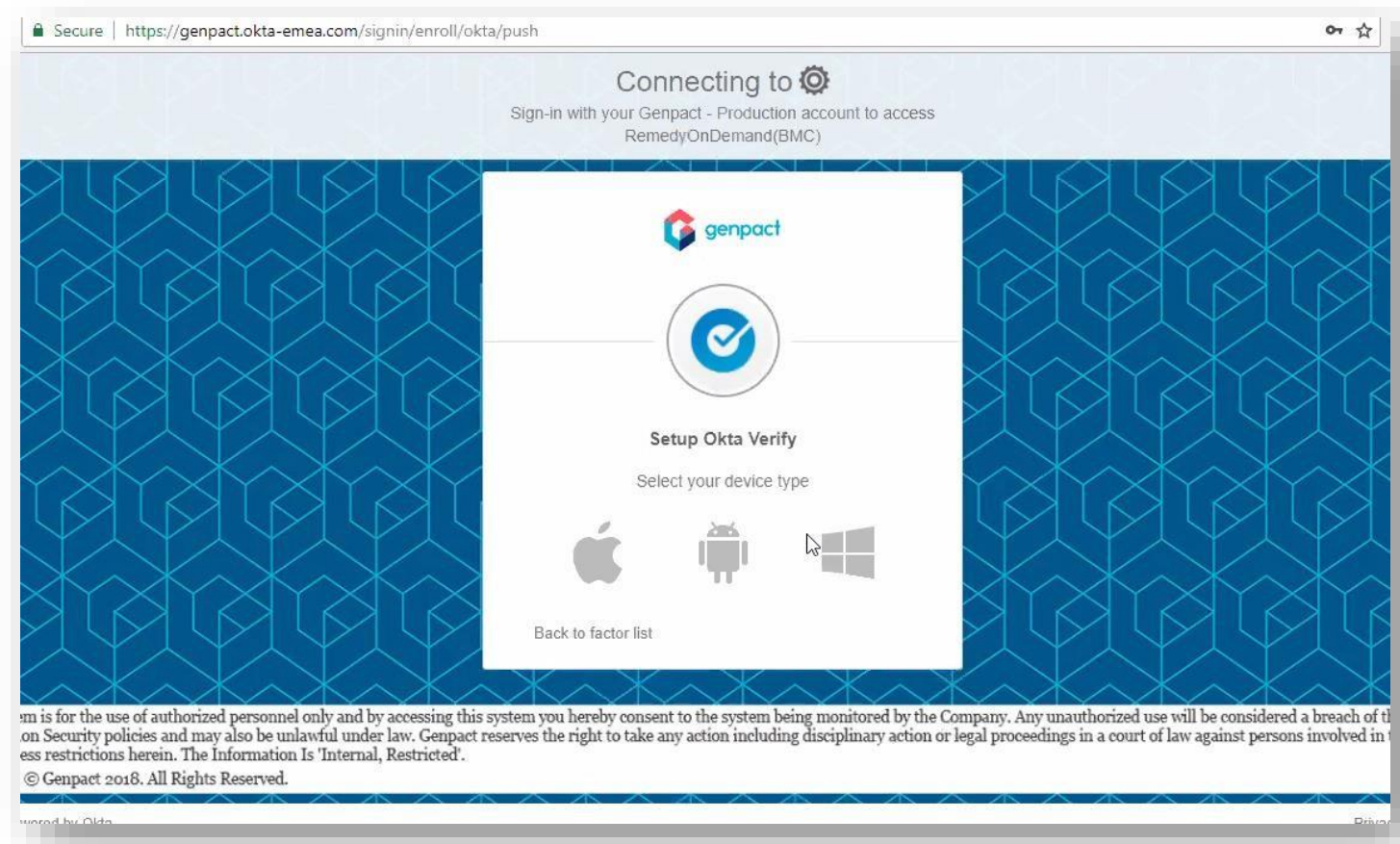
Enrolling for Okta Verify

- 1 If you are configured for Multi-factor authentication in Okta (based on Genpact policy), you will have to enroll for the same.
- 2 Click on Configure factor



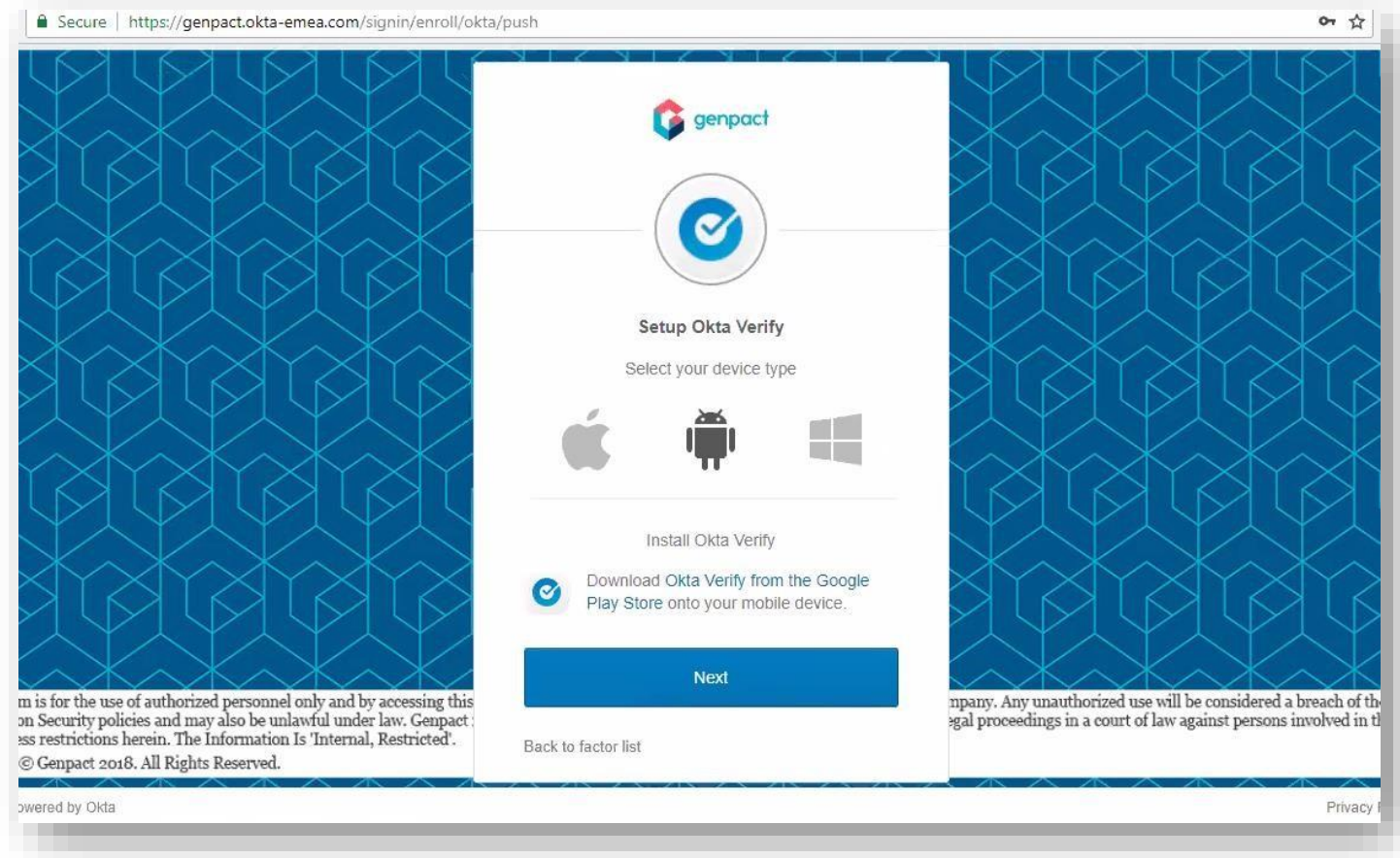
Enrolling for Okta Verify

- 1 Select your mobile phone device type from the available choices of Apple, Android or Windows



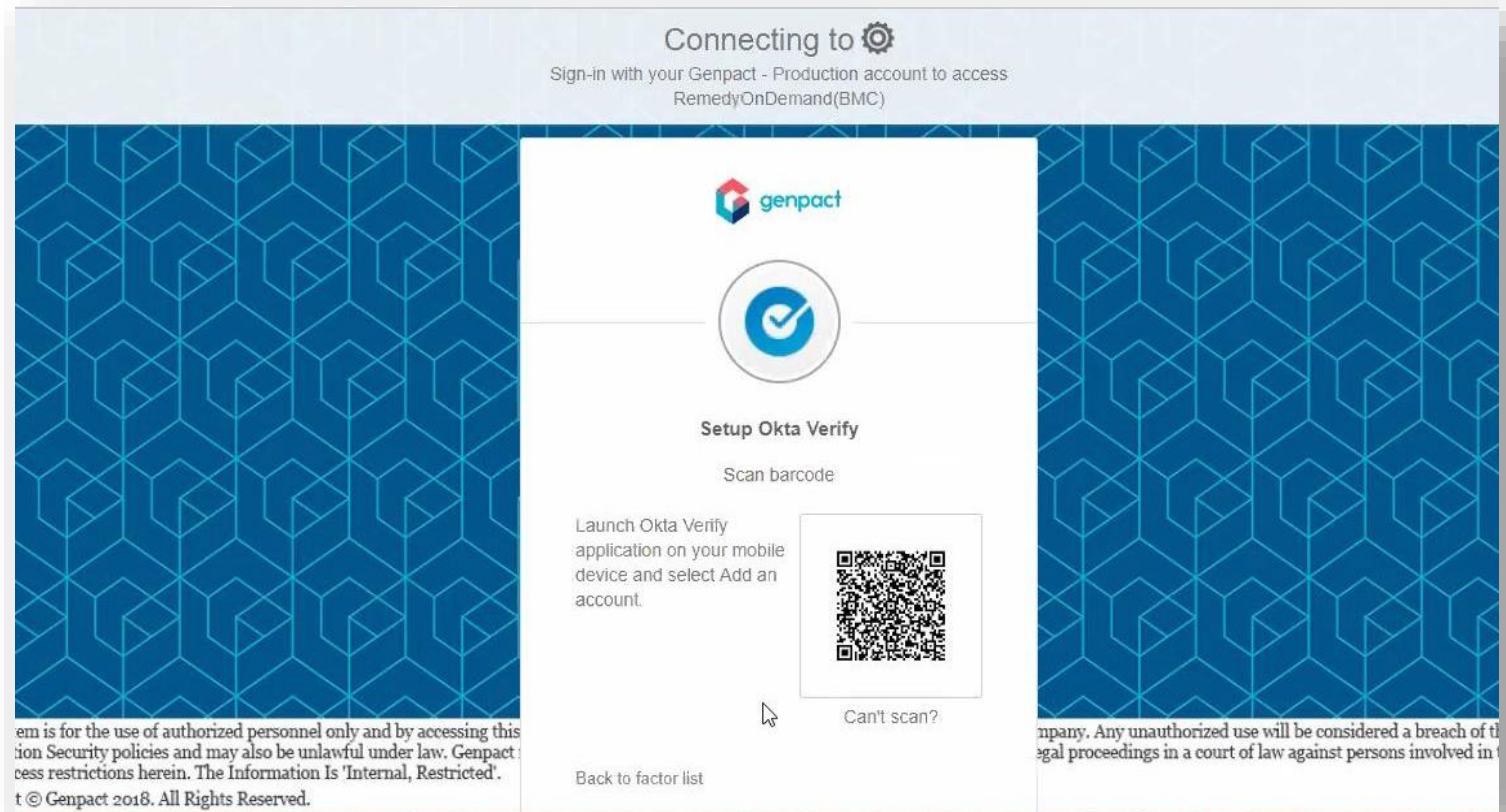
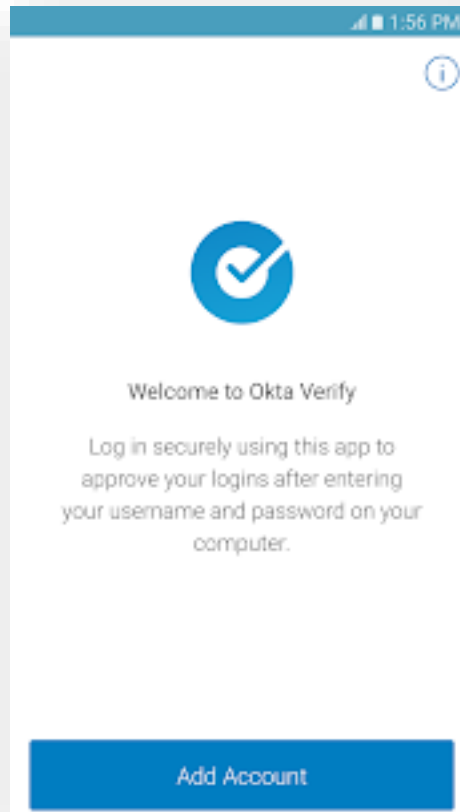
Enrolling for Okta Verify

- 1 Download Okta Verify from play store or app store on your smartphone and click Next



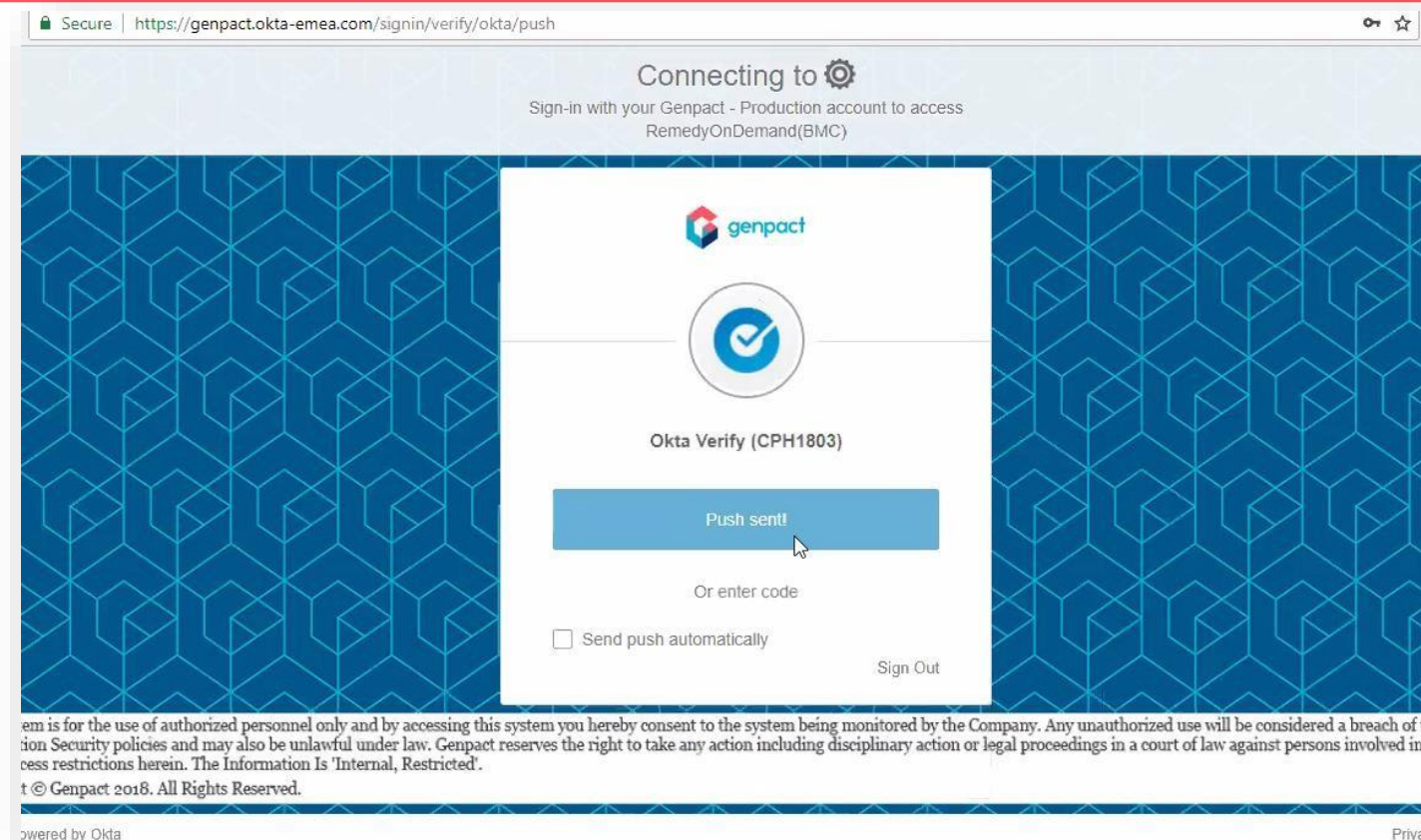
Enrolling for Okta Verify

- 1 Launch Okta Verify application on your mobile device and select Add an account or click on the “+” sign.
- 2 Scan the image as QR code displayed on your browser
- 3 Here you will see a tick against Okta Verify factor under Enrolled factors



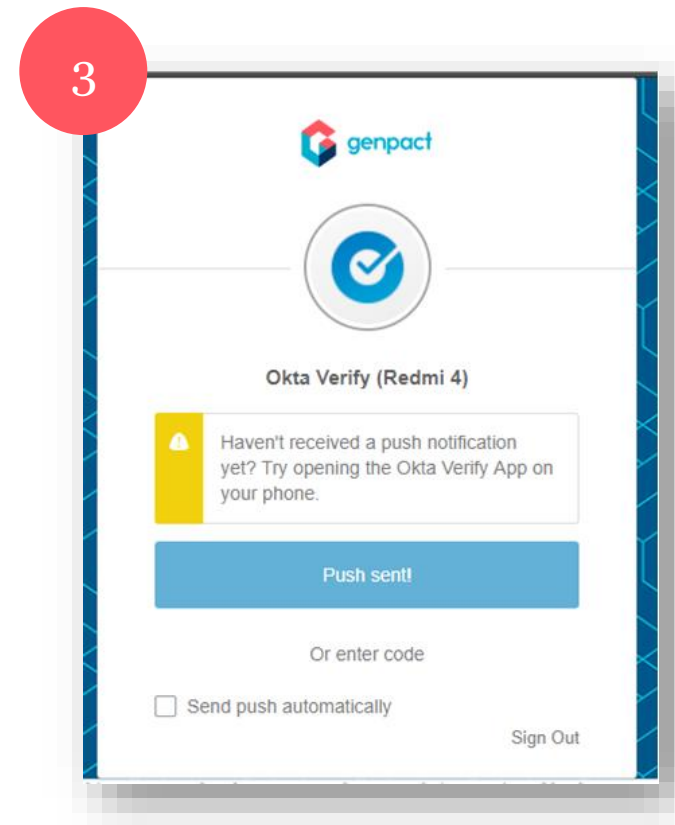
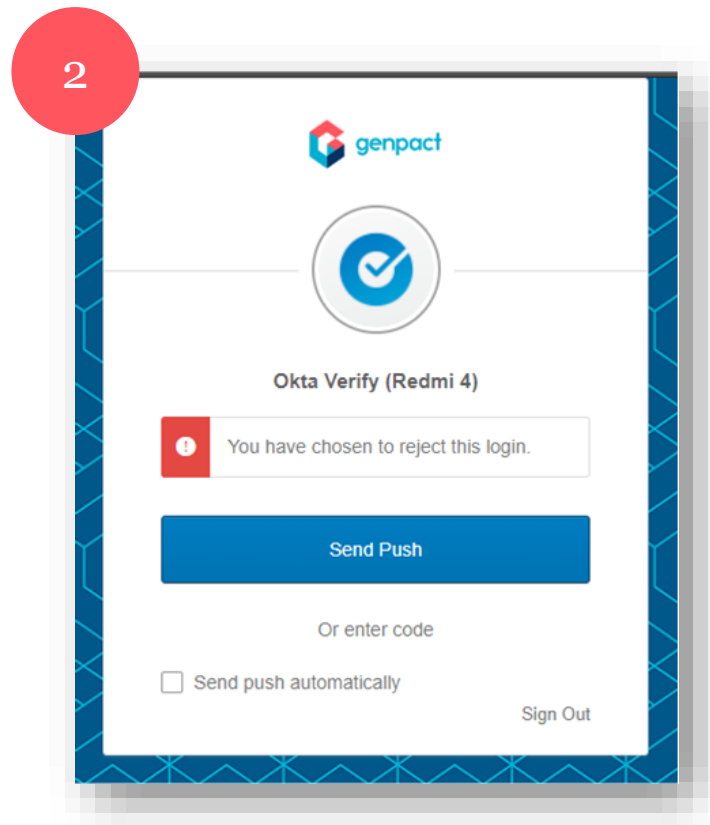
Enrolling for Okta Verify

- 1 You will see the screen from where you may have a Push notification sent to your mobile device by clicking on **Send Push** or you may choose to manually enter code from your Okta Verify application.
- 2 If you have chosen to receive a push notification on your mobile device, then you will need to **Approve** your login from your mobile device, else you will need to enter code and click on **Verify**



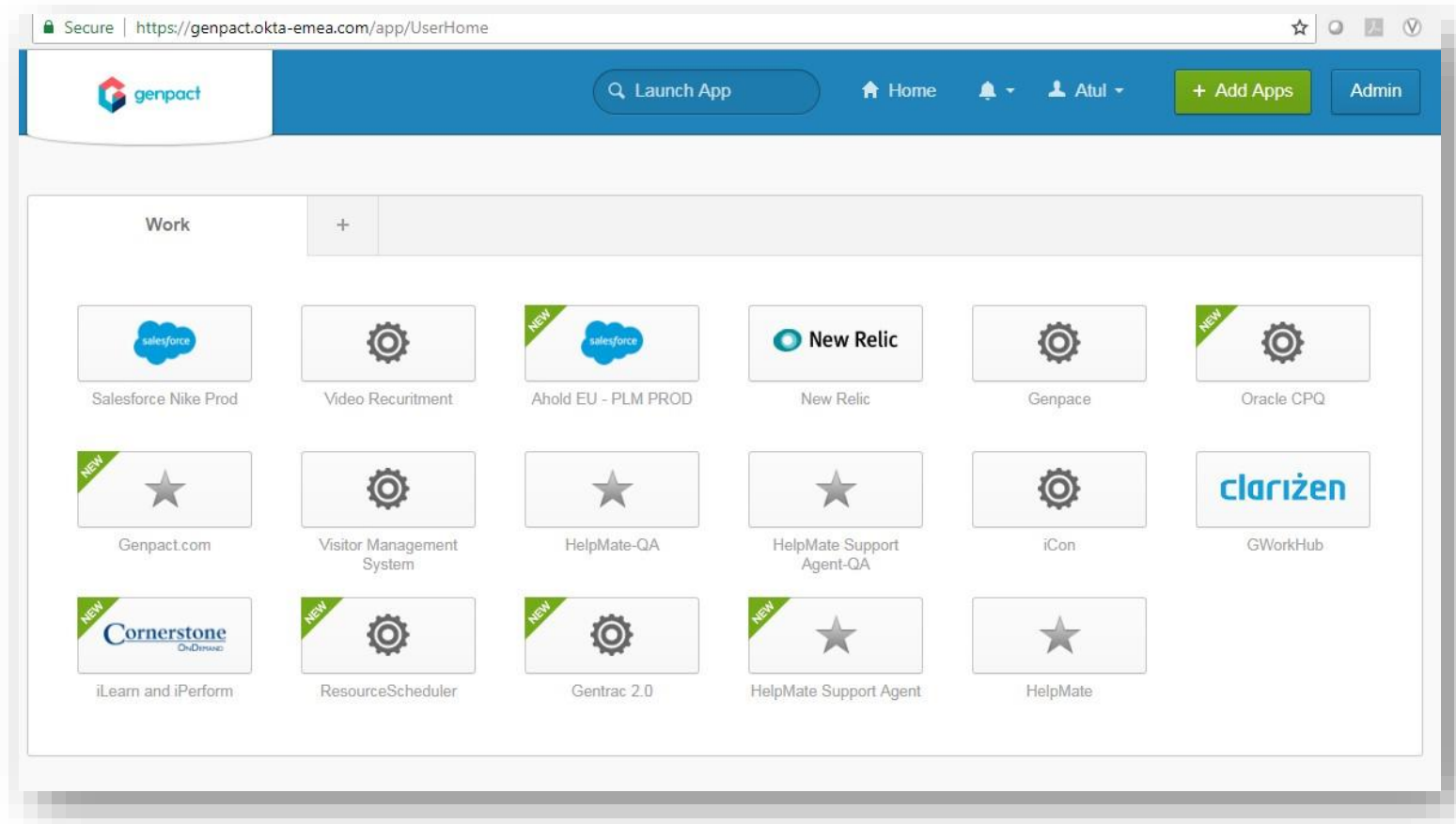
Rejecting a notification

- 1 Users will get a notification when Okta Verify Push notification is sent to mobile
- 2 If user rejects, below message will appear on the screen
- 3 If user doesn't accept or reject after 60 sec's, the 2nd message will appear on the screen



Enrolling for Okta Verify

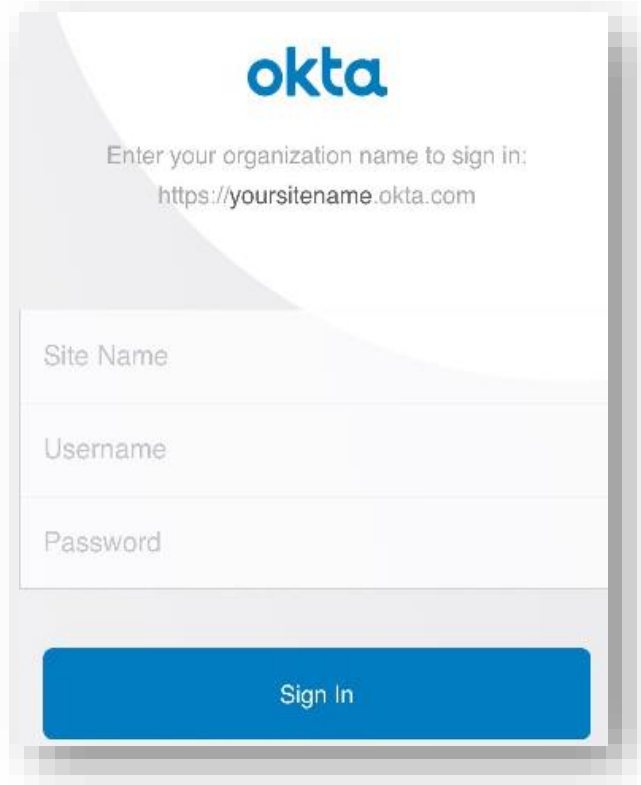
- 1 Post approval, you will now land on the Okta home page or directly inside your application based on the URL you initially used to start the request.
- 2 You should be ready to indulge in SSO experience now



Enrolling for Okta Verify from Mobile app

Downloading Okta verify app

- 1 Download the **OKTA Verify** App from Google Play store for Android or Apple Application Store for iOS.
- 2 After sign in you see the below screen

The image shows the sign-in screen of the Okta Verify app. At the top, the 'okta' logo is displayed in blue. Below the logo, the text 'Enter your organization name to sign in:' is followed by a placeholder URL 'https://yoursitename.okta.com'. There are three input fields: 'Site Name', 'Username', and 'Password'. At the bottom, there is a blue 'Sign In' button.

okta

Enter your organization name to sign in:
https://yoursitename.okta.com

Site Name

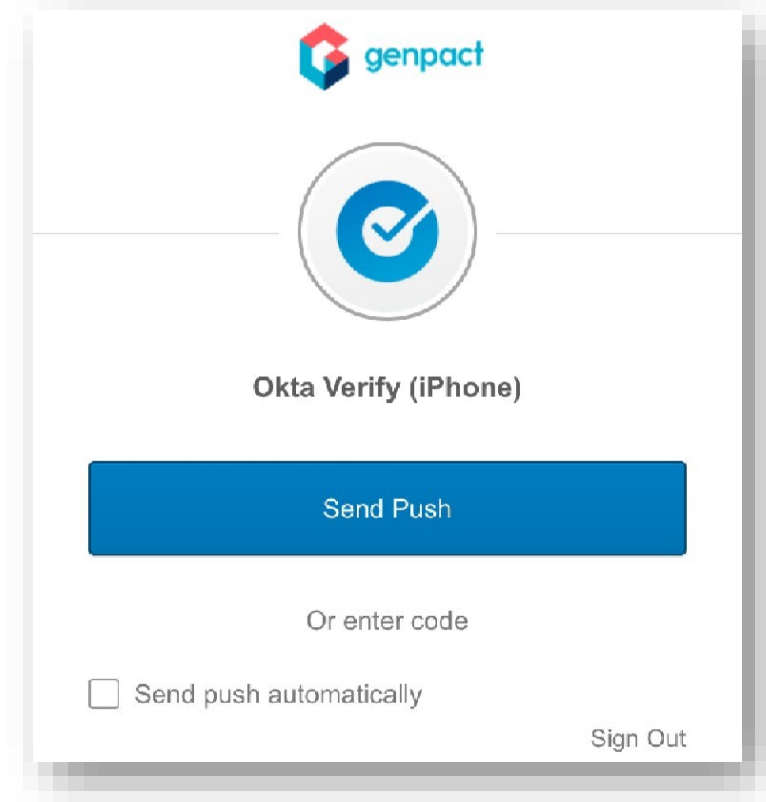
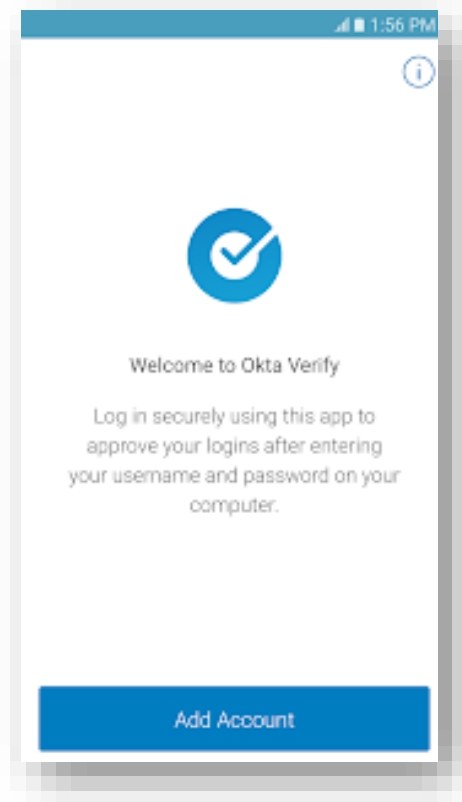
Username

Password

Sign In

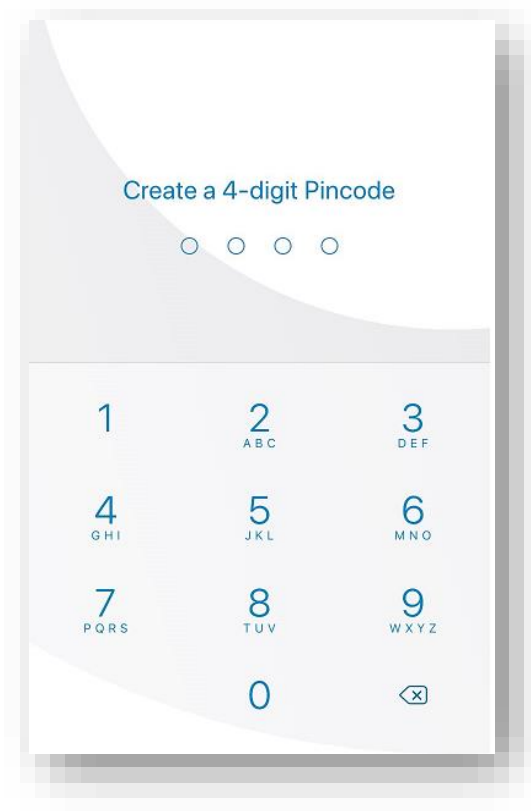
Signing into Okta verify app

- 1 Provide the details as given below:
Domain/Site Name as <https://genpact.okta-emea.com>
User name/Password – **Genpact OHR and password**
- 2 If you are an admin user, you will be prompted for a multifactor authentication



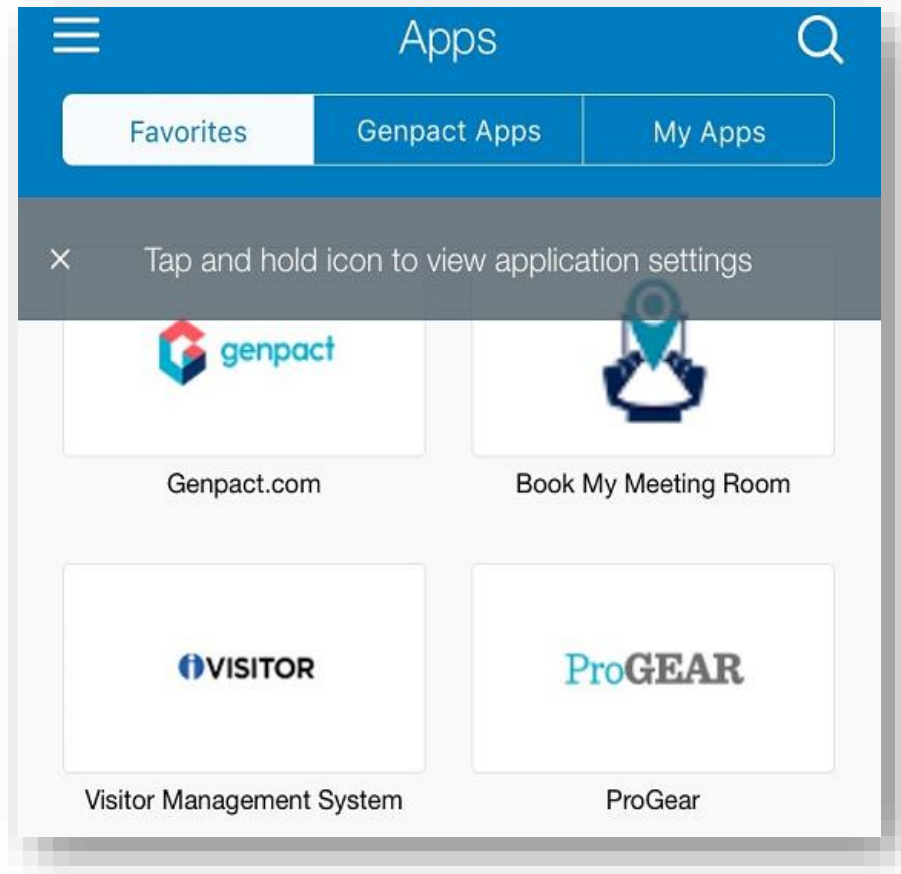
Creating PIN

- 1 Now create a 4 digit PIN for the app



Okta landing page

- 1 After setting the pin code you will successfully login to OKTA
- 2 You'll see the OKTA dashboard as below



Thank You.

For issues, raise a HelpMate ticket.

