



How To Register for Okta

Okta is the university's new security solution that handles SSO (single sign-on) password management and multi-factor authentication. This article steps through the process of registering in Okta and creating one's password.

- 1. Setup Multifactor Authentication and change your initial SLU Net Password by going to https://auth.slu.edu/.
- 2. Login using your SLU Net ID and SLU Net Password.
 - a. Your initial SLU Net Password is your Banner ID preceded by "Id" (The "I" is capital.) and ends with "pa\$s".
 - b. Example: Your Banner ID is 001234567 then your initial SLU NET Password is Id001234567pa\$s .

Note: You are required to change your SLU Net Password before accessing SLU systems.







3. At the next screen, click the "Configure" button.

Login2 SLU Portal	× +
$\leftarrow \rightarrow$ G \bigcirc	https://auth.slu.edu/signin/enroll
	SAINT LOUIS UNIVERSITY.
	Set Up Multi-Factor Authentication Setup required
	 Voice Call Authentication Use a phone to authenticate by following voice instructions. Configure





On the next screen, select the country for your phone number.
 Enter your phone number in the field below. Then click the "Send code" button.

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	United States 🔹	
	Phone number Extension	
	+1	
	Call	
	Back to MFA List	

5. You will get a text to your phone with a code. Enter this into the field that has appeared on the screen. Then click the "Verify" button.







 On the next screen, you are given additional multifactor authentication options. It is recommended that you select at least one more multifactor authentication option. If you chose another option and have problems setting up the option, For additional assistance, contact the ITS Customer Service Desk: St. Louis Campus - 314-977-4000 or <u>helpdesk@slu.edu</u> or Madrid Campus - x262 or <u>support-madrid@slu.edu</u>.







 On the next screen you will change your initial password. Your initial SLU Net Password is your Banner ID preceded by "Id" (The "I" is capital.) and ends with "pa\$s". Example: Your Banner ID is 001234567 then your initial SLU NET Password is Id001234567pa\$s.







4. On the next screen you will select your password recovery question. This will be used to unlock your account and reset your password via SMS text message, if you forget your password.

SLU - Welcome to SLU! × +			+	- 0	1
← → C () ■ auth.slu.edu/user/welcome	Projects SLU Sites Helpful Reference S	🚧 Login ADP Workfo	•• • • •	- Faculty S	
SAINT LOUIS UNIVERSITY.					
	Welcome to SLU, test! Create your SLU account				
0	Choose a forigot password question (What is the food you least liked as a child? • • •	⊻			
•	Add a phone number for resetting your password or unlocking years account using SMS (potionii) disks an send you acte message with a recovery code. This fea uneful when you don't have access to your email.	your ature is			
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© 2021 Okta, Inc. Privacy Status site		Feedback Mob	ile Version Help	& Feedback	





5. On after you select and provide an answer for your forgot password question, click the "Add Phone Number" button. Select your country and enter your phone number including area code (but not country code), then click the "Send Code" button. The screen below should appear. The system will send you a verification code via SMS text message to your phone. Enter in the verification code and click the "Verify" button.

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		Answer			•		
	0	Add a phone n account using	umber for resetti SMS (optional)	ng your password or unloo	king your		
		Add Phore	ne Number				
					Create My Account		





6. The next screen confirms that your phone number has been successfully verified. Click "Done", to complete the Okta setup.

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UNIVERSITY.	Forgot Pa	ssword Text Message	×
	Haven't re	ceived a code? Send again.	
		Enter code 369980 Verify	
		Phone number successfully verified!	
		uick bone to hrisin setup.	
		Do	me
		Add a phone number for resetting your password or unlocking your	
		 account using SMS (optional) Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email. 	
		Add Phone Number	
		Creste My Acc	count

7. Click the "Create Account" button.







8. The next screen will be displayed. Click the "Got it" button.

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			Please contact h	nelpdesk@sl	u.edu for assistar	ice.					
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9. Click the "Sign Out", link per the screen shot below.







 The final step is to complete SecureAuth registration. The can be done by clicking on the following link: <u>https://login2.slu.edu/</u>. For additional assistance, contact the ITS Customer Service Desk: St. Louis Campus - 314-977-4000 or <u>helpdesk@slu.edu</u> or Madrid Campus - x262 or <u>support-madrid@slu.edu</u>.