MCSO – OKTA, MultiFactor Authentication Setup

Procedure: IAS

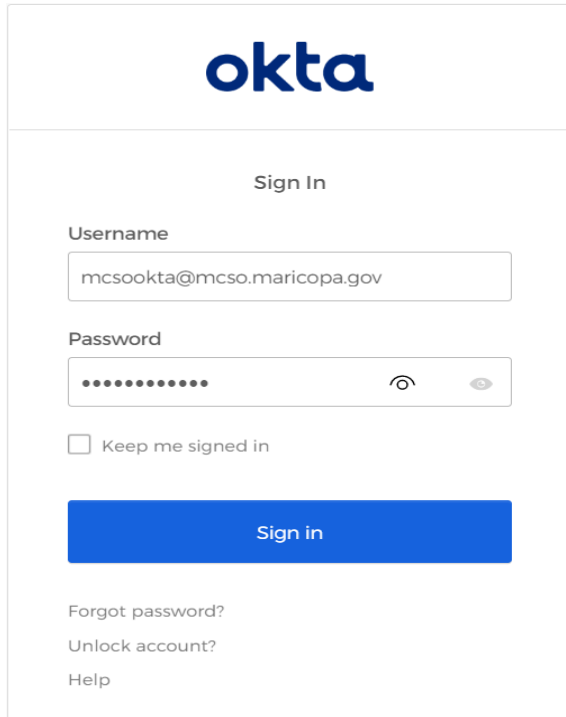|	**SHERIFF'S OFFICE** **TECHNOLOGY BUREAU** **Operating Procedure**	**REVISION DATE:** 8/2/2022	**PROCEDURE NUMBER:** IAS-
		ORIGINATING DIVISION / COMMANDER: Infrastructure and Security / Jason Butryn	
SUBJECT: MCSO – OKTA, MultiFactor Authentication Setup		**EFFECTIVE DATE:** 8/2/2022	

MCSO will be utilizing the OKTA cloud platform, along with other Maricopa County agencies, to work towards a shared application environment allowing Single Sign On capabilities (SSO).
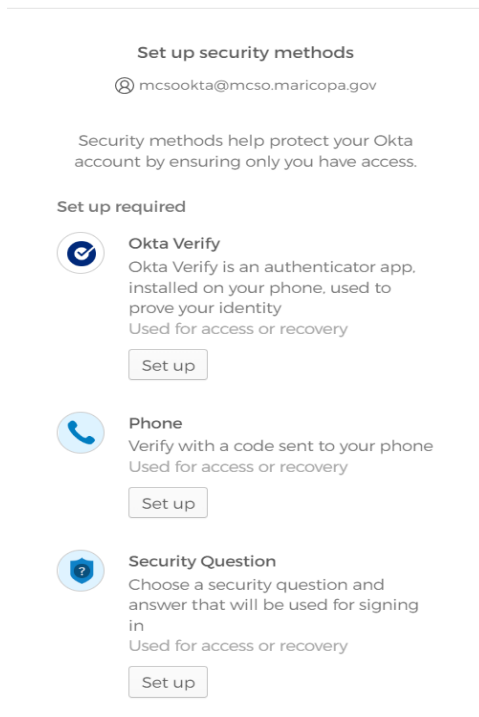
How to setup your MCSO Okta Multi-Factor Authentication (MFA):

1. Go to https://MCSO.okta.com , under **Username** type your work email address userID@MCSO.Maricopa.gov then click **Next.**

2. In the Password field type the password you use to login to the computer and click the **Sign In** Button.

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3. In the Setup security methods screen, one of the three options is required (multiple can be setup) click on the **Setup button.**
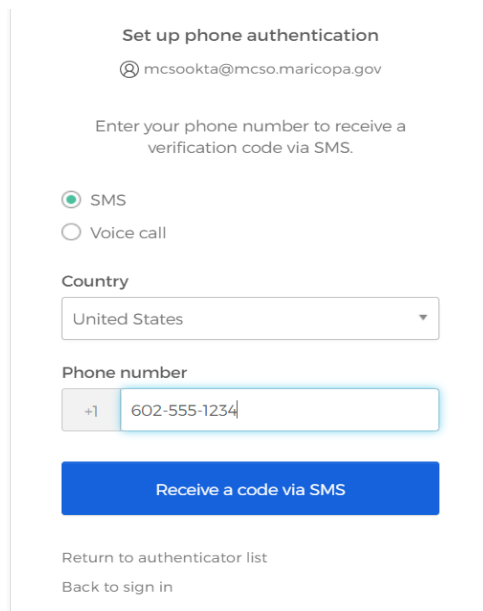
Set up security methods

⚲ mcsookta@mcso.maricopa.gov

Security methods help protect your Okta account by ensuring only you have access.

Set up required

Okta Verify
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access or recovery

Set up

Phone
Verify with a code sent to your phone
Used for access or recovery

Set up

Security Question
Choose a security question and answer that will be used for signing in
Used for access or recovery

Set up

4. In the Setup phone Authentication screen Select **SMS** if you have a County provided Cell phone otherwise select **Voice Call** and type your desk phone number.

Set up phone authentication

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Enter your phone number to receive a verification code via SMS.
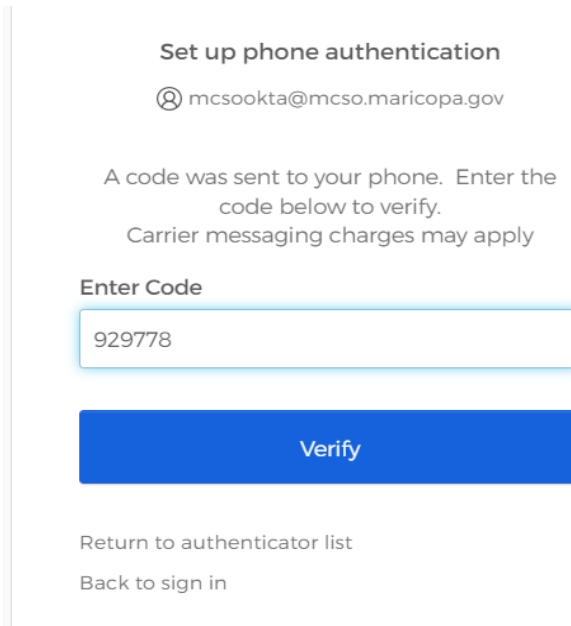
● SMS
○ Voice call

Country

United States ▼

Phone number

+1   602-555-1234

Receive a code via SMS

Return to authenticator list

Back to sign in

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If you select SMS, follow steps below:
   a) Type your work phone number in the Phone number field and click the **Receive a code via SMS** button.

   b) A code will be sent to your phone, type the code you received in the **Enter Code** field and click the **Verify** button.

5. Another option is to Select Okta Verify, Download the iPhone app in the Company Portal or App Store if you have a County provided Cell phone.
   a) Scan the barcode within the Okta Verify app.

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6. Last option is Security Questions, select default questions or create your own.

7. After setting up one or more multi-factor authenicators you will be logged into the Okta Dashboard. You will have a list of Applications as seen below.

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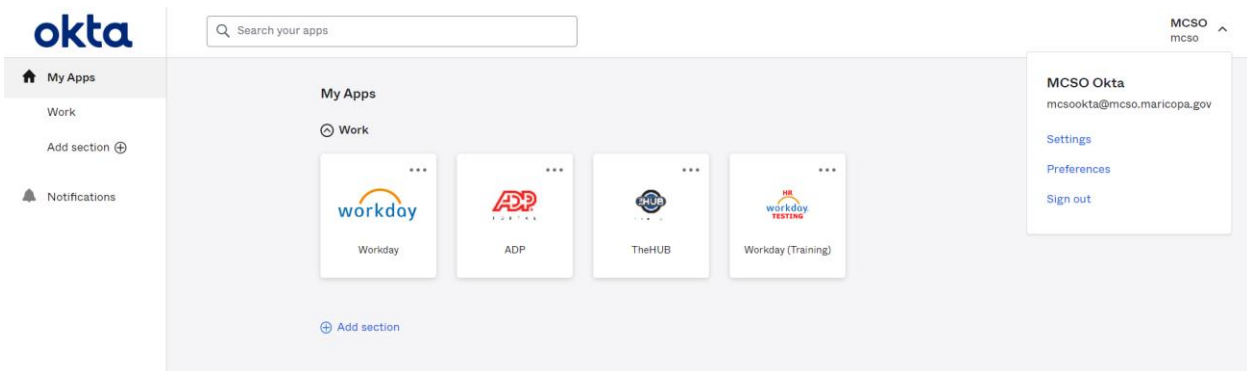
REVIEW/AUDIT LOG

REVISION HISTORY:			
Date Modified	**Add/Change Description**	**Initials**	**Policy Rev #**
8/2/2022	Procedure created	RR/JW	1

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