

DAU

User guide to set up the Okta Email Authentication Multifactor





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Multifactor Setup: Email Authentication

During the Okta activation process, follow these steps to configure the email authentication multifactor.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

-  **Okta Verify**
Enter single-use code from the mobile app.
-  **Google Authenticator**
Enter single-use code from the mobile app.
-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.
-  **Email Authentication**
Enter a verification code sent to your email.

1

Select the **"Setup"** button for Email Authentication



Set up Email Authentication

Send a verification code to your registered email.

2

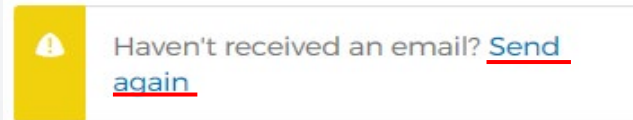
Select the button that says **"Send me the code"**.

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Receiving the code via email

HELPFUL TIPS

- You **must have access to the email address on your account** in order to set up the email authentication multifactor.
- How long does it take the email to come through?
 - Some users state it has taken up to 5 minutes for the email to get through their security firewalls.
 - You can select the “**Send again**” button. However, if the original email was delayed, then two codes will be on the way and the first code will not be valid when you enter it.



***When you receive the email,
locate the code and enter it in the browser.***



DAU - Action Required: Confirm your email address

Hi Teresa,

You are receiving this email so we can confirm this email address for your account.

Please use the following one-time code to complete verifying your email address:

052710

If you believe you have received this email in error, please contact the DAU Help Desk using the options below:

Phone: [703-805-3459](tel:703-805-3459) | [866-568-6924](tel:866-568-6924) | DSN: 655-3459; All Option 1

Email: dauhelp@dau.edu



Set up Email Authentication

A verification code was sent to T...8@gmail.com. Check your email and enter the code below.

Verification code



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Set up Email Authentication



Your passcode doesn't match our records. Please try again.

Verification code

052719

Verify

[Back to factor list](#)



HELPFUL TIPS

- Make sure you are entering the code from the email correctly.
- Remember, if you selected the “**Send again**” link, the first code you received may be invalid. Check to see if you received another message.
- We recommend you delete all codes after they have been successfully used to help avoid confusion in the future.




Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

-  **Email Authentication** 

Additional optional factors

-  **Okta Verify**
Enter single-use code from the mobile app.
-  **Google Authenticator**
Enter single-use code from the mobile app.
-  **SMS Authentication**
Enter a single-use code sent to your mobile phone.

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Setup Complete!

- A green checkmark will be displayed by the Email Authentication factor once it has been setup.
- You can continue to setup additional factors or select the **“Finish”** button to proceed.

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