

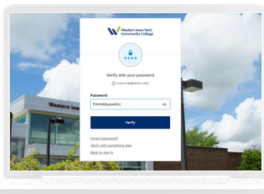


## Step 1: Enter your email address

When accessing your email, MyWIT, and Canvas, you will be prompted to set up your Okta Verify.

Enter your email in this format:

*firstname.lastname@my.witcc.edu.*



## Step 2: Enter your password

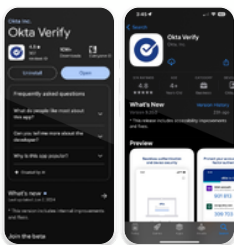
Enter your password in this format: capital first letter of your first name + lowercase first letter of your last name + mm(month)dd(day)yyy(year) + witcc (Flmmdyyywitcc).

**\*Please Note:** If you this is your first time logging into MyWIT, you will be prompted to change your password.



## Step 3: Start Set Up

Once you click "Verify," you should be prompted to set up your Multi-Factor Authentication utilizing the "OKTA Verify" app on your phone or on your computer. Select "Set up" to continue.

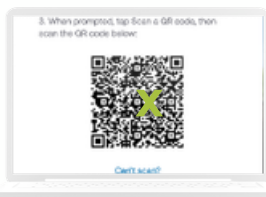
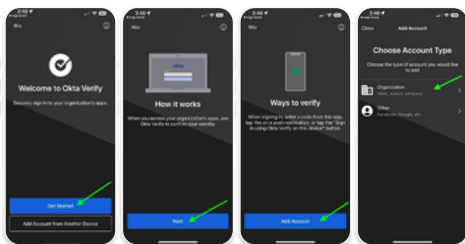


## Step 4: Download the Okta Verify App

Next, you will be prompted to scan the QR code to set up your OKTA Verify app. Do note that you HAVE TO scan the QR code with the OKTA Verify app on your phone. To install the app, go to the Play Store (Android) or App Store (Apple) and search OKTA Verify and install it.

## Step 5: Set up

Once it is installed, go ahead and open the app, then click "Get Started," "Next," then "Add Account." Choose an account type. Select "Organization", then click "Skip" on the next option.

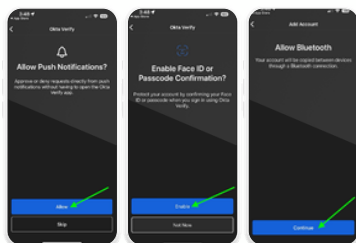


## Step 6: Scan the QR code

The app will ask if you have your QR Code ready. Click "Yes, Ready to Scan," then scan the QR code displayed on your computer. Hold your phone so that the QR code on your computer is inside the small box on your phone.

## Step 7: Allow notifications

Allow push notifications by selecting "Allow." If prompted, allow notifications through the pop up. Next, it will ask you if you want to enable FaceID (iPhone) or Screen lock confirmation (Android). Enable if desired, otherwise select "Not Now." If prompted, allow bluetooth.



*Congratulations!*

**You did it! If you need any additional help or have questions, please contact the IT Help Desk.**