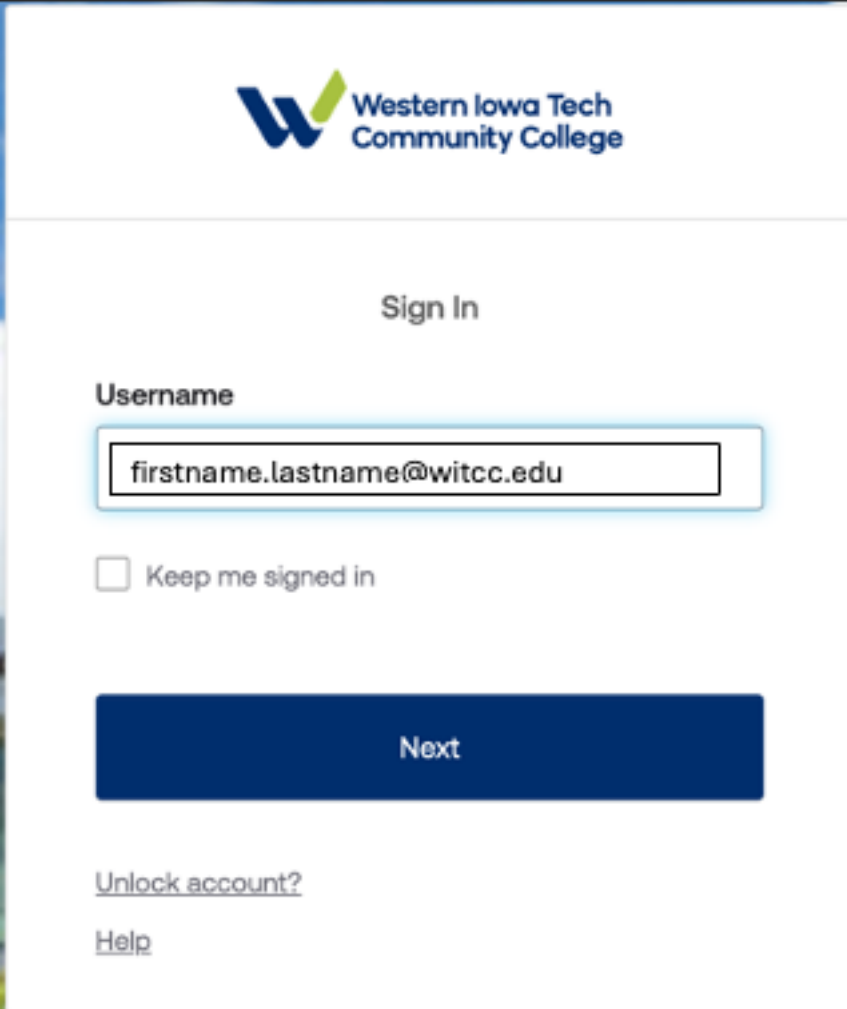



## OKTA Verify Setup

1. When you try to access your email or Canvas, you will be prompted to set up your OKTA Verification. It will ask you for your email. Your email will follow the following template: `firstname.lastname@witcc.edu` (for example, if your name is John Doe, your email would be `john.doe@witcc.edu`). After this, click “Next.”




The screenshot shows the sign-in interface for Western Iowa Tech Community College. At the top left is the college's logo, which consists of a stylized 'W' in blue and green followed by the text 'Western Iowa Tech Community College'. Below the logo is a horizontal line. In the center of the page is the text 'Sign In'. Underneath this is the label 'Username' followed by a text input field containing the placeholder text 'firstname.lastname@witcc.edu'. Below the input field is a checkbox labeled 'Keep me signed in'. At the bottom of the form is a large, dark blue button with the text 'Next' in white. Below the button are two links: 'Unlock account?' and 'Help'.

2. You will now be prompted for a password. Your password will be the same as your Network password (the long one) then click “Verify.”



Western Iowa Tech  
Community College



Verify with your password

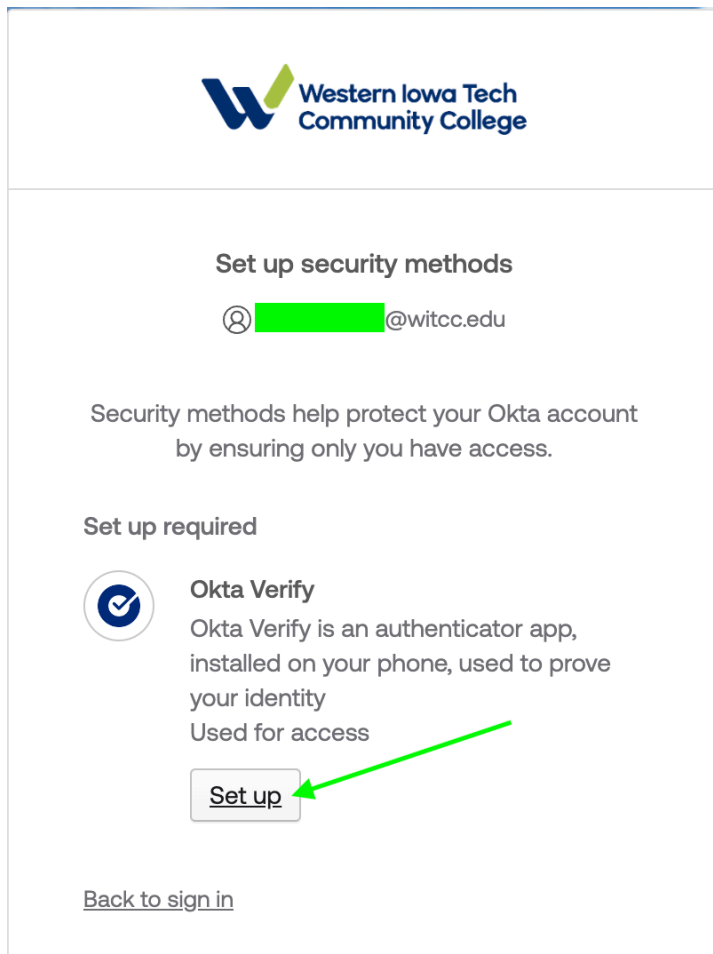
Password


Verify

[Forgot password?](#)


[Back to sign in](#)

3. 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




 Western Iowa Tech Community College

**Set up security methods**

 [redacted]@witcc.edu

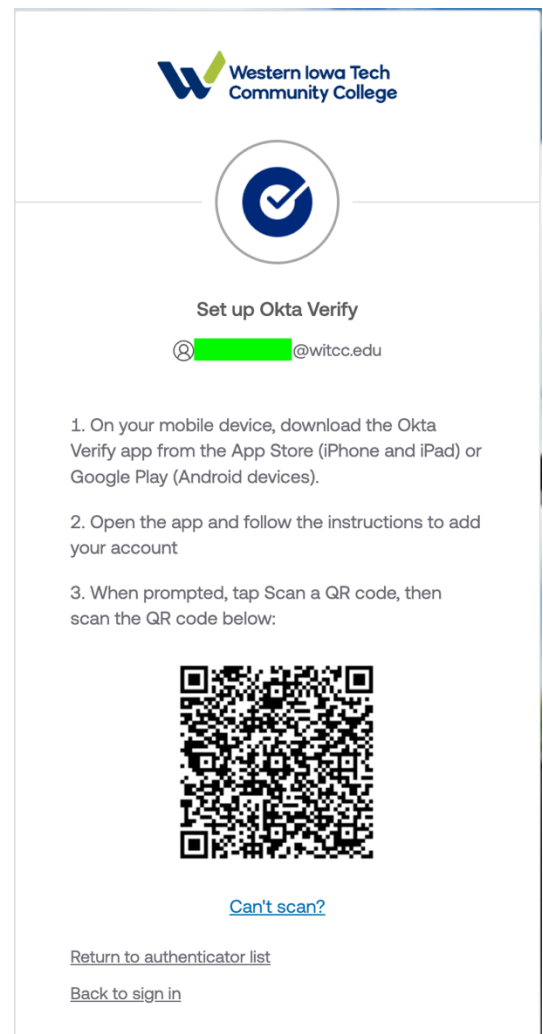
Security methods help protect your Okta account by ensuring only you have access.


**Set up required**


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

[Set up](#)


[Back to sign in](#)




 Western Iowa Tech Community College



**Set up Okta Verify**

 [redacted]@witcc.edu

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account
3. When prompted, tap Scan a QR code, then scan the QR code below:

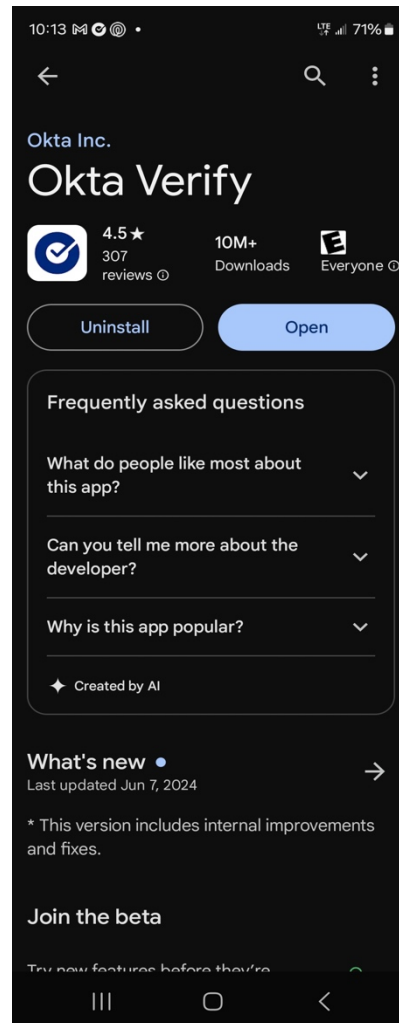
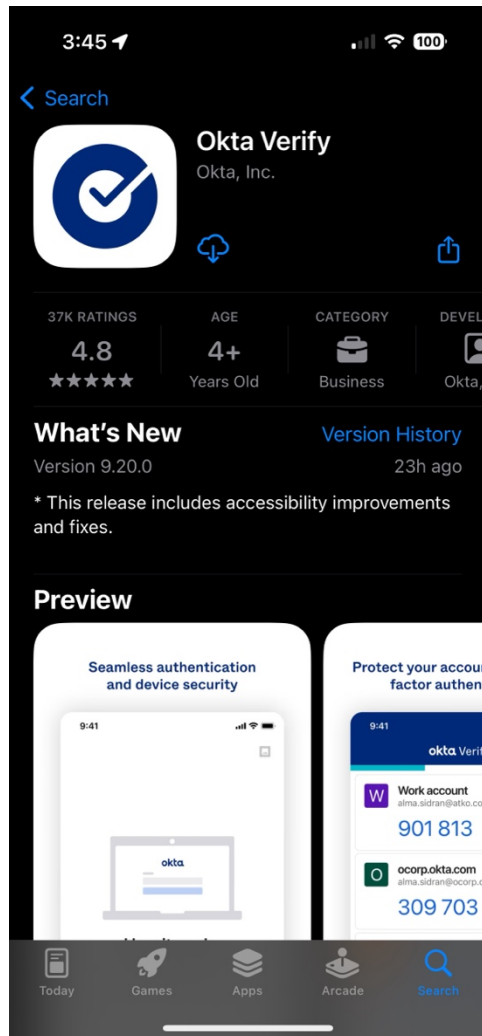


[Can't scan?](#)

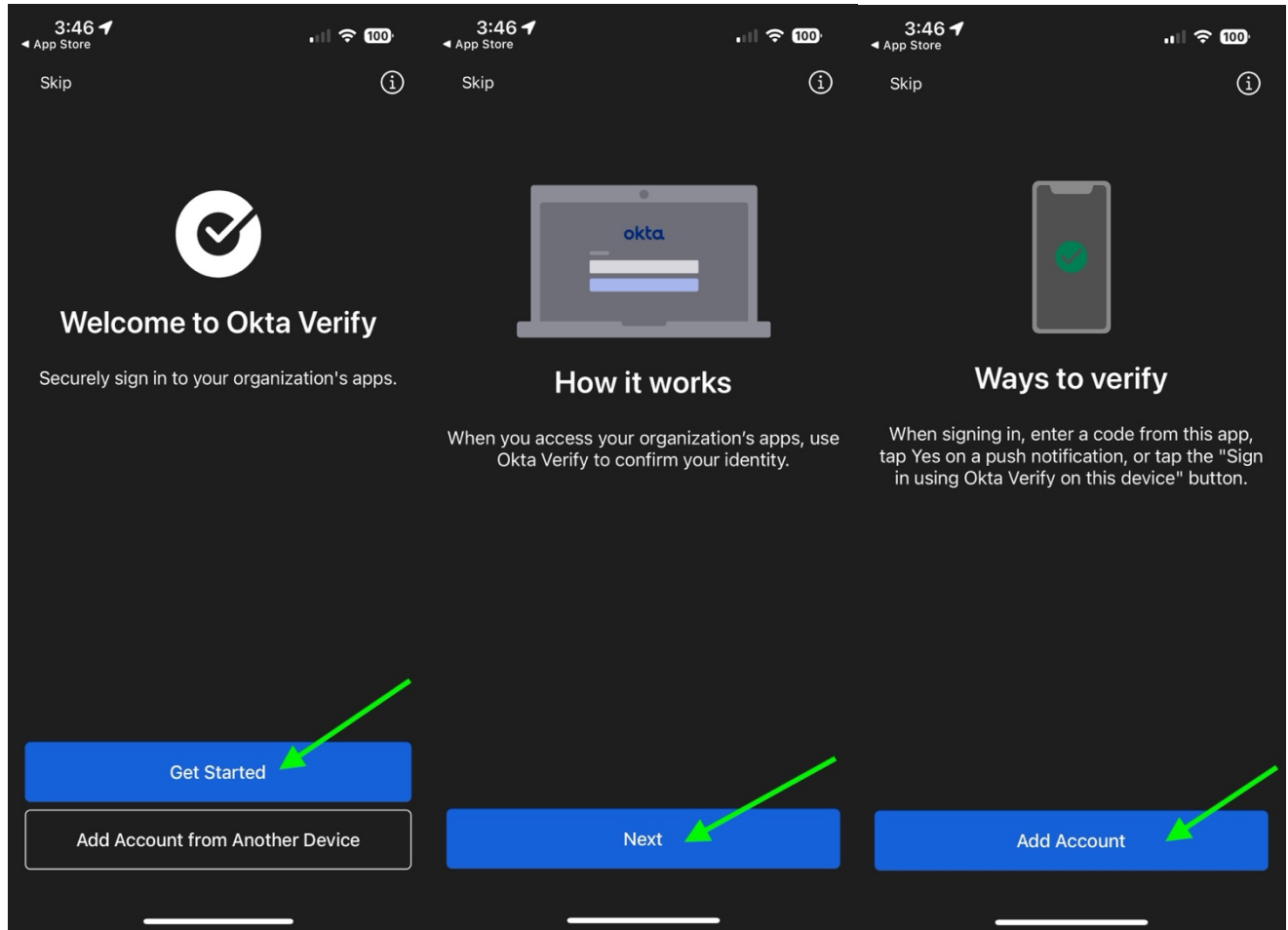
[Return to authenticator list](#)

[Back to sign in](#)

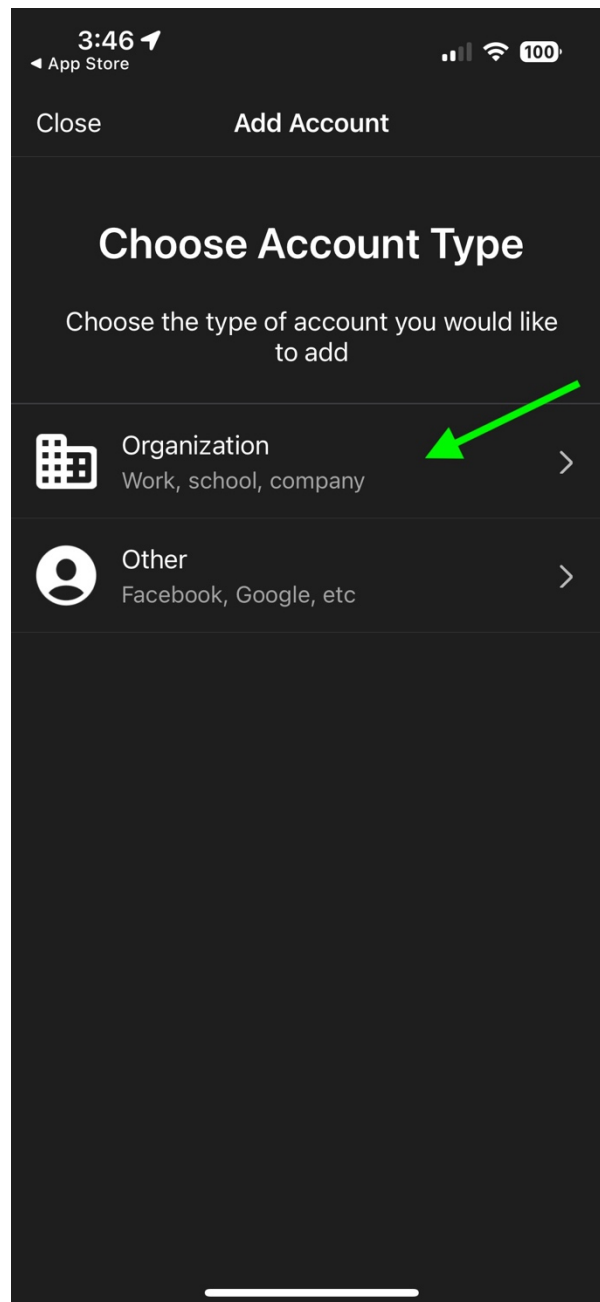
4. Next, you will be prompted to scan the QR code to set up your OKTA Verify app. Do note that you HAVE TO scan the QR code with the OKTA Verify app on your phone. To install the app, go to the Play Store (Android) or App Store (Apple) and search OKTA Verify and install it. The app should look like the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



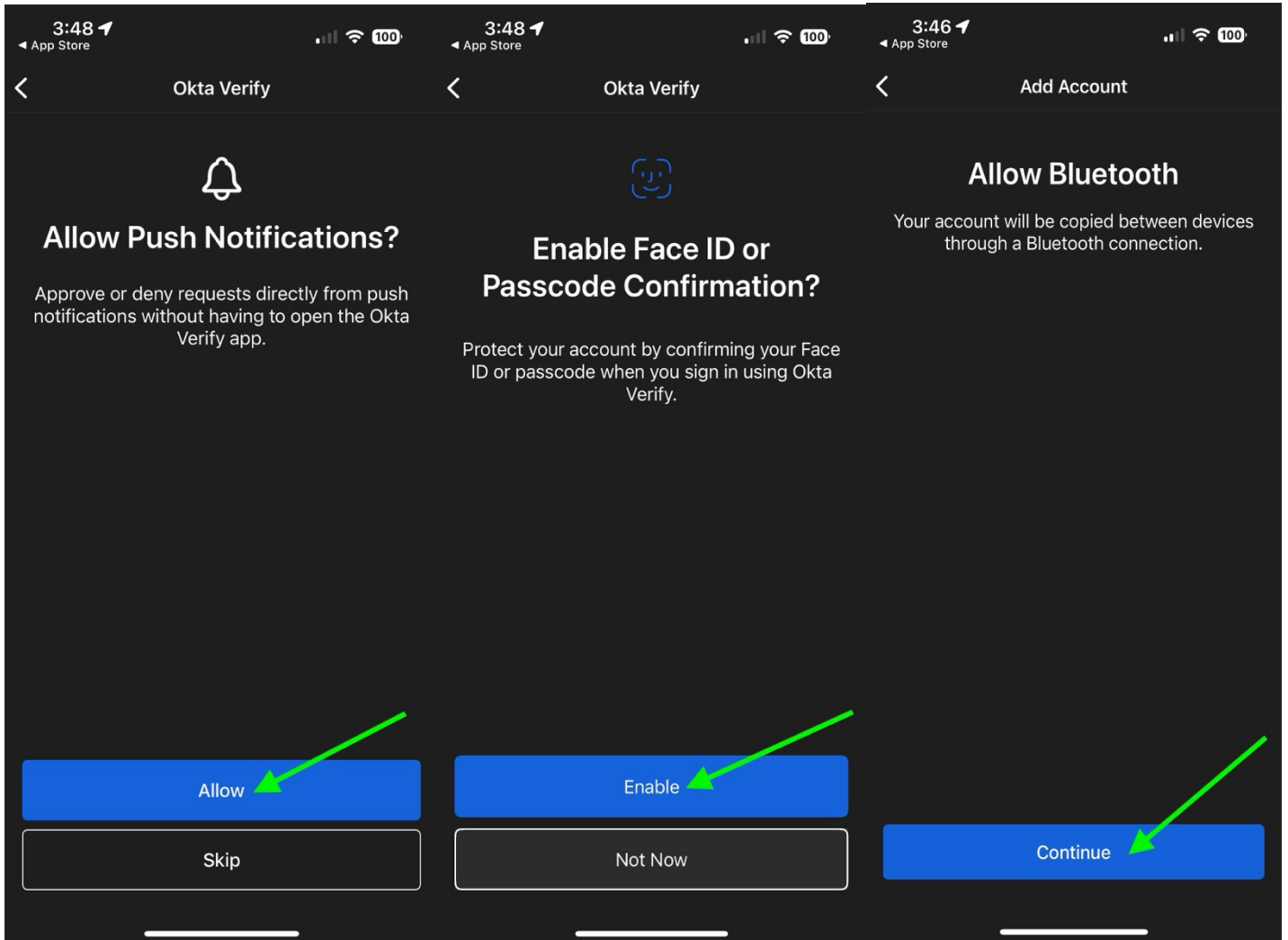
5. Once it is installed, go ahead and open the app, then click “Get Started,” “Next,” then “Add Account.”



6. After this you will need to choose an account type. Select “Organization”, then click “Skip” on the next option. After this, it will ask if you have your QR Code ready. Click “Yes, Ready to Scan” and scan the QR code that is showing on your computer. Hold your phone so that the QR code on your computer is inside the small box on your phone.





7. Once it has scanned, it will ask you to allow push notifications. Select “Allow” and 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 as seen below.

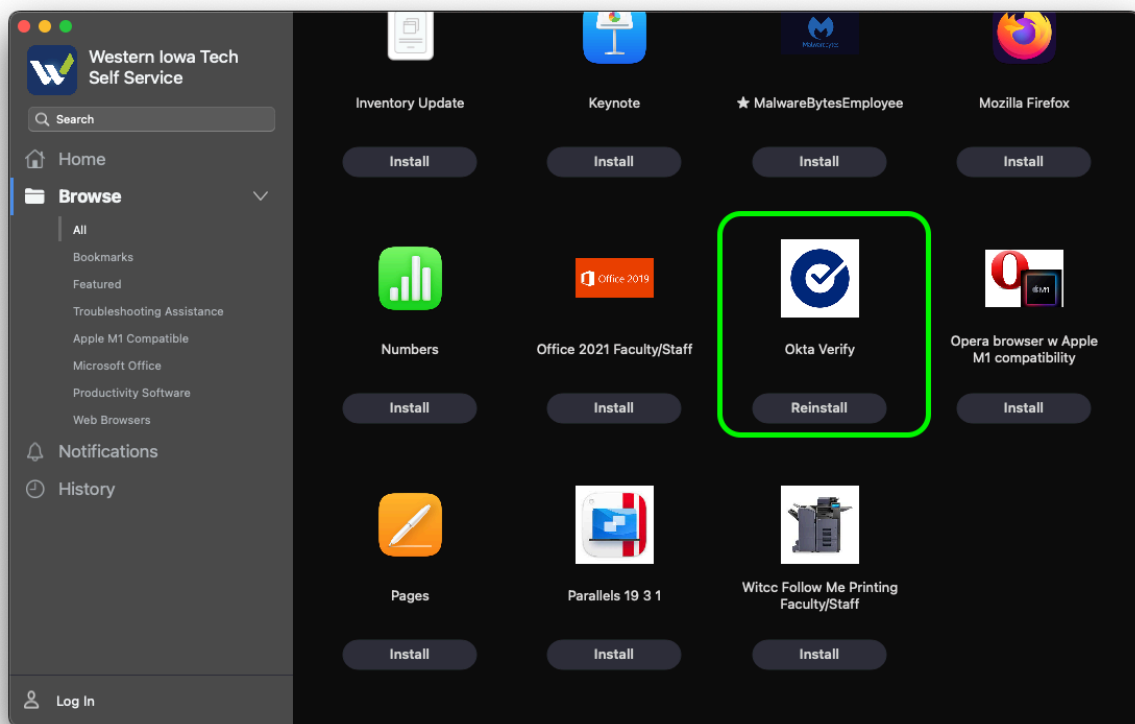


8. You are all set! If you need any additional help or have questions about this, please contact the IT Help Desk at 712-314-2727 OR email us at [helpdesk@witcc.edu](mailto:helpdesk@witcc.edu).

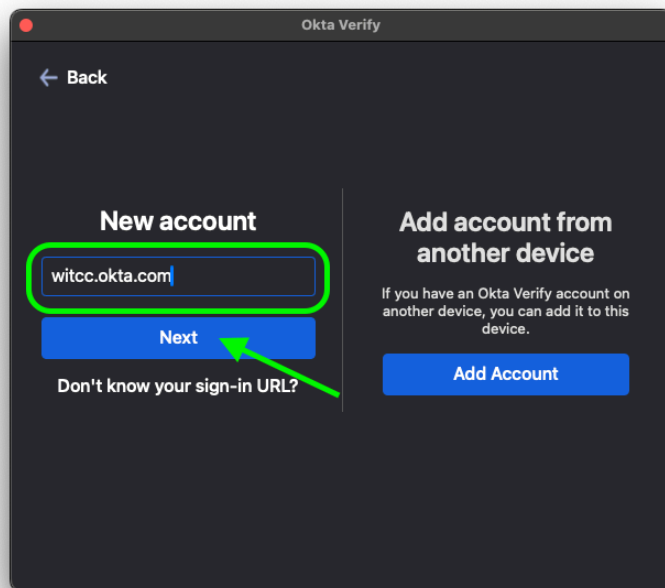
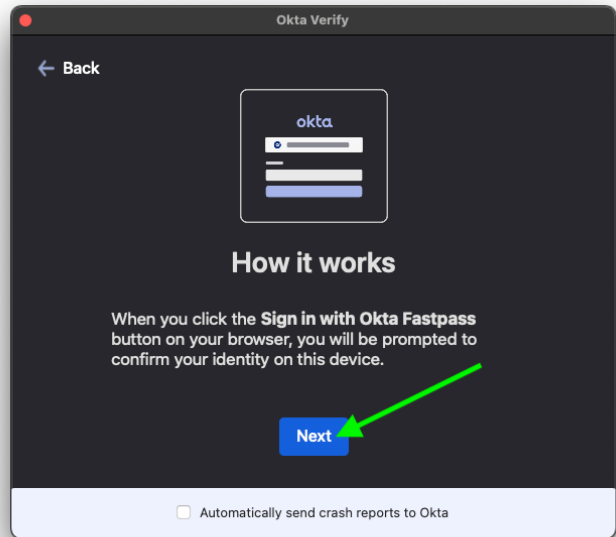
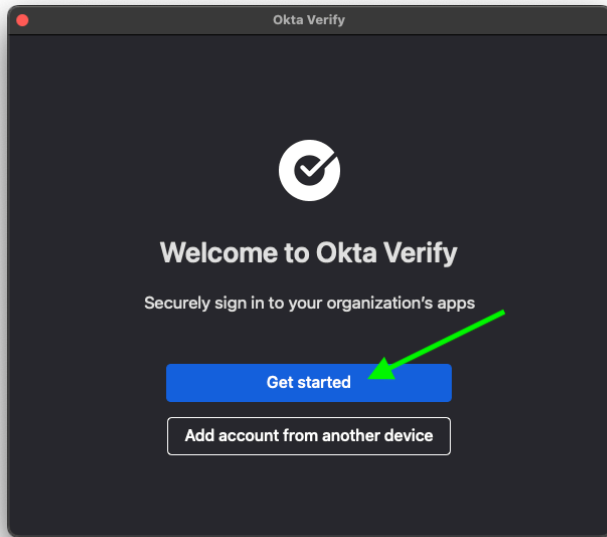
Thanks!

## OKTA Verify Desktop Setup

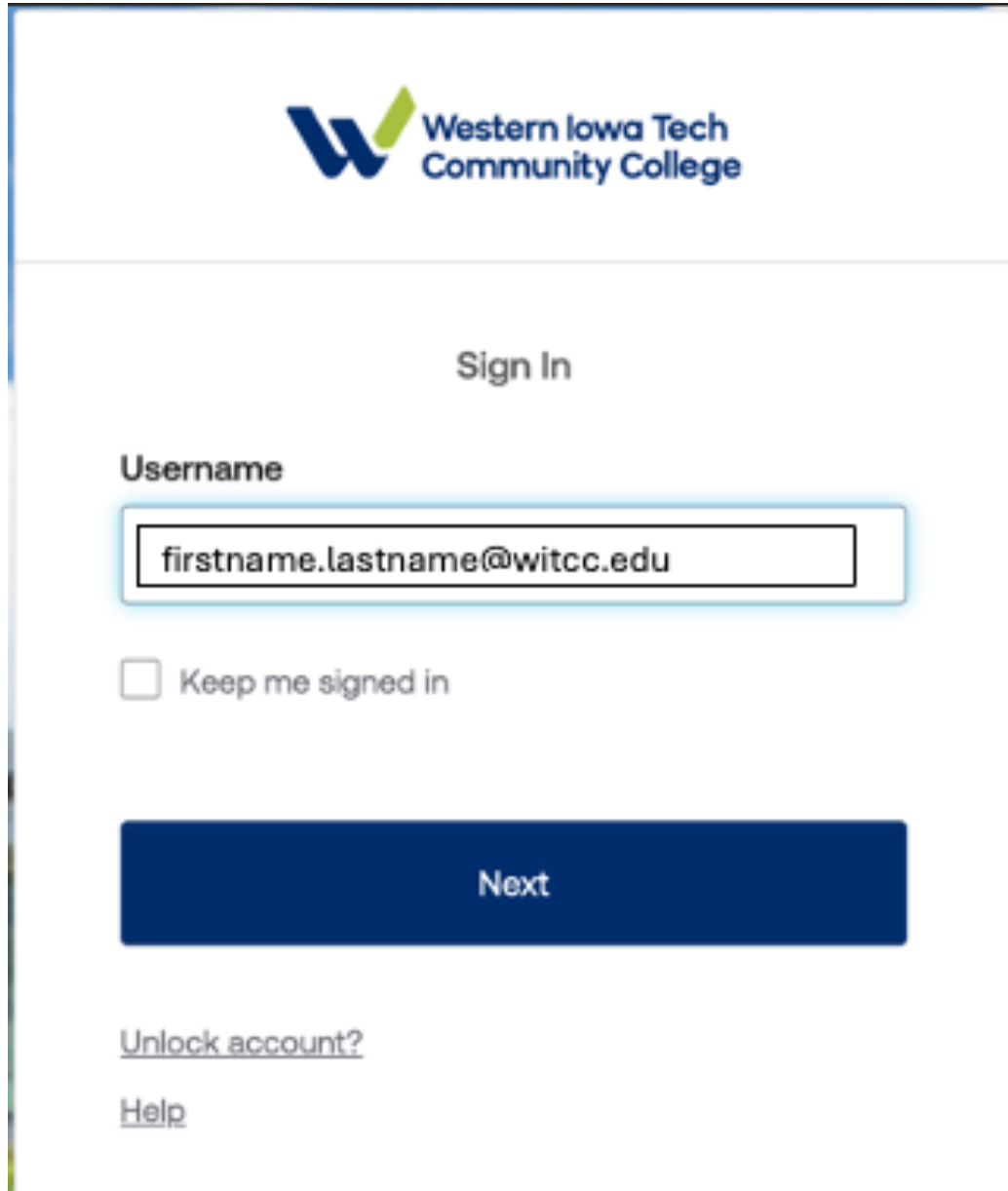
1. If you do not own a smartphone or tablet and need to set up your OKTA Verify app, you can use the Desktop app as an alternative directly on your computer. Do note that if you get a new OR different computer, you will need to set this up again by contacting the IT Help Desk. First, install the app through the pre-installed “Self Service” app on your computer. You can find this by clicking “Launchpad”  in your Dock, then click on the “Self Service”  app from there. Install “OKTA Verify” from the list of items as seen below. Do note that you may need to scroll down to find it.



2. Once the app is installed, open it, then click “Get Started.” The next page will explain how the app will work. Once you have read it, click “Next.” The next page will have two options. “New Account” and “Add account from another device.” Under “New account,” there will be a text box. Type “witcc.okta.com” then click “Next.”



3. Next, you will be prompted to set up your OKTA Verification. It will ask you for your email. Your email will follow the following template: [firstname.lastname@witcc.edu](mailto:firstname.lastname@witcc.edu)



The image shows a sign-in page for Western Iowa Tech Community College. At the top, there is a logo consisting of a stylized 'W' in blue and green, followed by the text 'Western Iowa Tech Community College'. Below the logo, the text 'Sign In' is centered. Underneath, there is a label 'Username' followed by a text input field containing the placeholder text 'firstname.lastname@witcc.edu'. Below the input field, there is a checkbox labeled 'Keep me signed in'. A large blue button with the text 'Next' is positioned below the checkbox. At the bottom of the page, there are two links: 'Unlock account?' and 'Help'.

Western Iowa Tech  
Community College

Sign In

Username

firstname.lastname@witcc.edu


Keep me signed in

Next


[Unlock account?](#)

[Help](#)

4. You will now be prompted for a password. Your password will be the same as your network password (the long one).



Western Iowa Tech  
Community College



Verify with your password

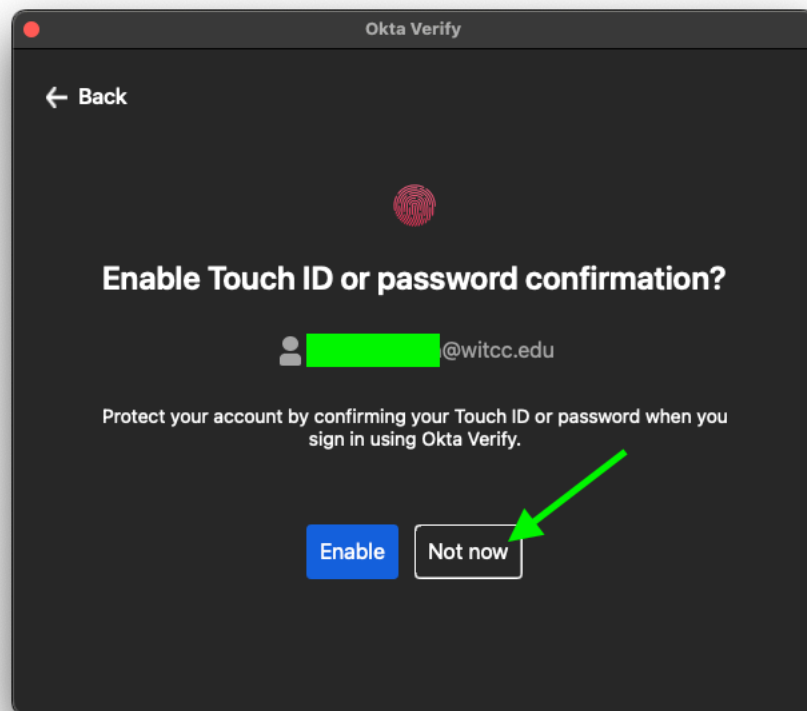
Password

Verify

[Forgot password?](#)

[Back to sign in](#)

5. Once you select “Verify,” it will redirect you back to your “OKTA Verify” app. It will then ask you if you want to enable Touch ID or password confirmation on the laptop. You can enable this setting if you want and have already set up Touch ID. Otherwise, select “Not Now.”



6. Once this is done, the Desktop app should be set up and good to go. You will use OKTA to access both your WITCC email, as well as your Canvas using this verification method. If you continue to experience issues setting this up or have questions, please contact the IT Help Desk at 712-314-2727 or email us at [helpdesk@witcc.edu](mailto:helpdesk@witcc.edu). Thanks!