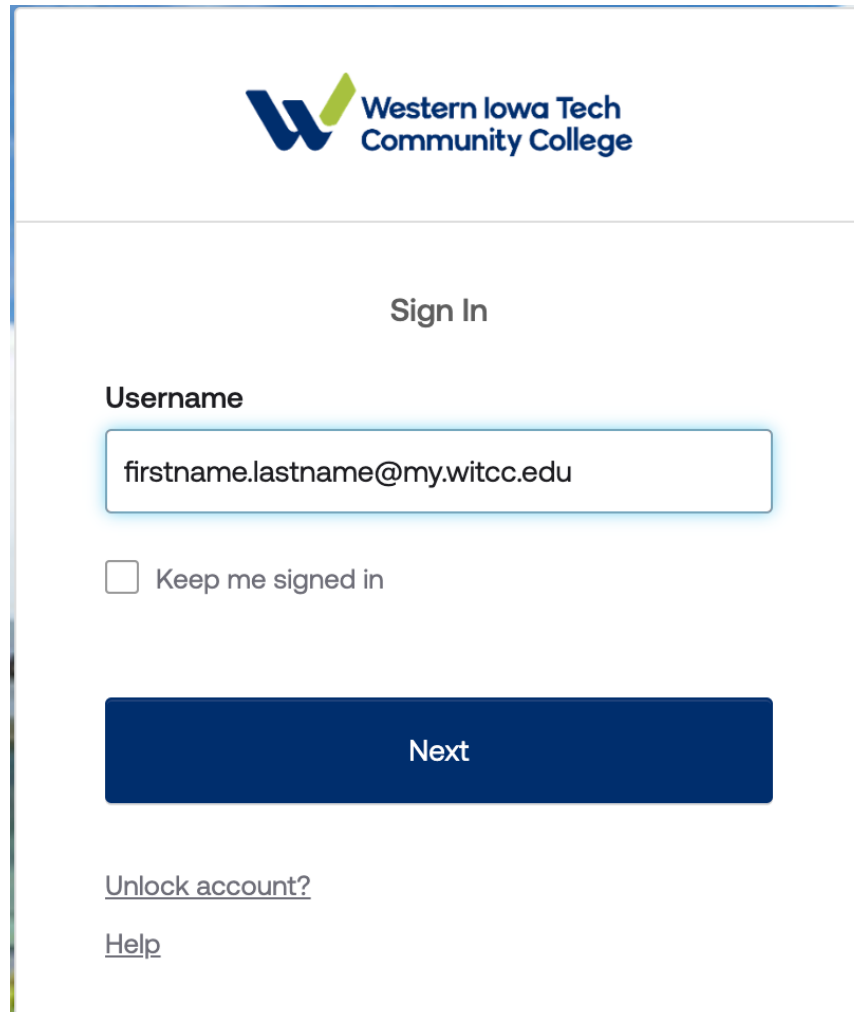



OKTA Verify Setup

1. When you try to access your email, 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@my.witcc.edu (for example, if your name is John Doe, your student email would be john.doe@my.witcc.edu). After this, click “Next.”





Sign In

Username

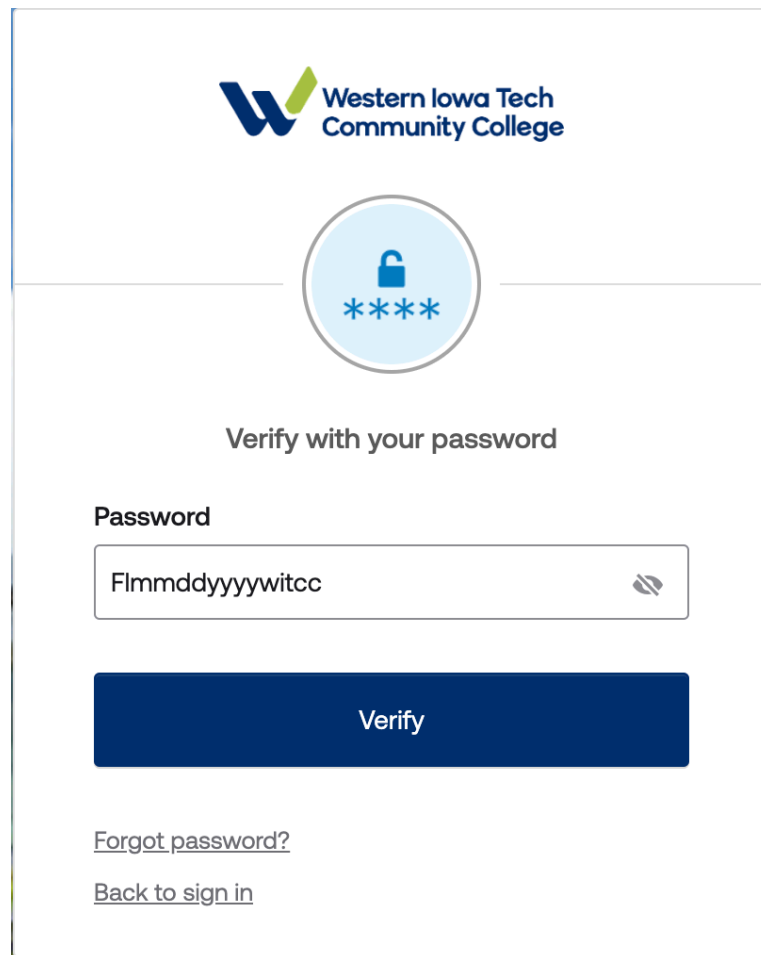
Keep me signed in

[Next](#)

[Unlock account?](#)

[Help](#)

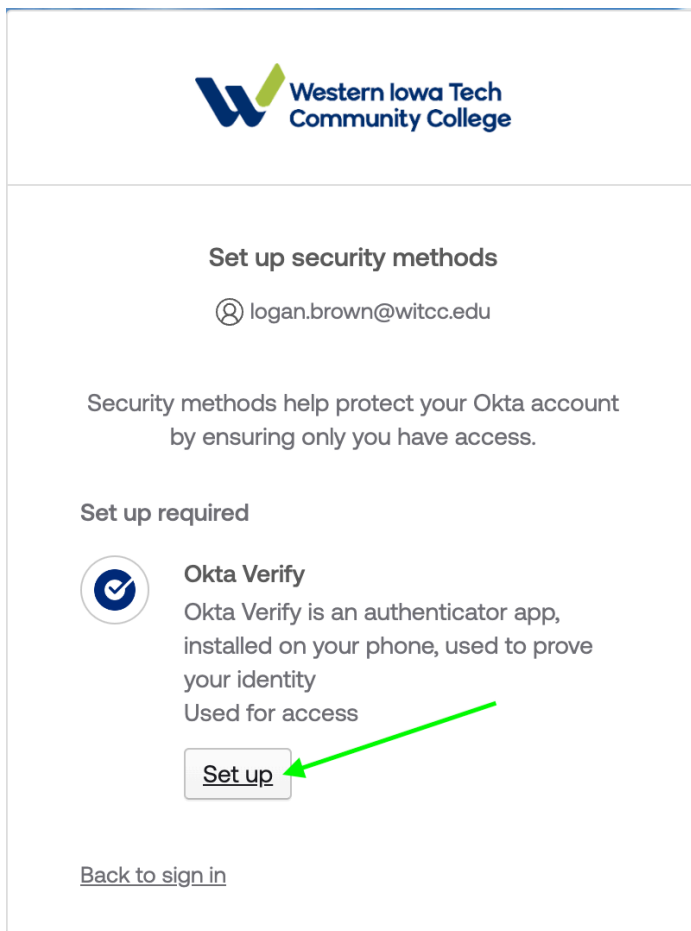
2. You will now be prompted for a password. Your password will be the same as your MyWit password. If you have not set up your own MyWit password, you will follow the template for your password: Flmmdyyywitcc (capital first letter of your firstname + lowercase first letter of your last name + mm(month)dd(day)yyyy(year) + witcc [for example, if your name is John Doe and your birthday is January 28th 2005, then your password would be Jd01282005witcc]) then click “Verify.”




The screenshot shows a web interface for password verification. At the top, the Western Iowa Tech Community College logo is displayed. Below the logo is a circular icon containing a padlock and the text '****'. The main heading is 'Verify with your password'. Underneath, there is a 'Password' label and a text input field containing 'Flmmdyyywitcc'. To the right of the input field is a small eye icon. Below the input field is a large blue button labeled 'Verify'. At the bottom, there are two links: 'Forgot password?' and '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

 logan.brown@witcc.edu

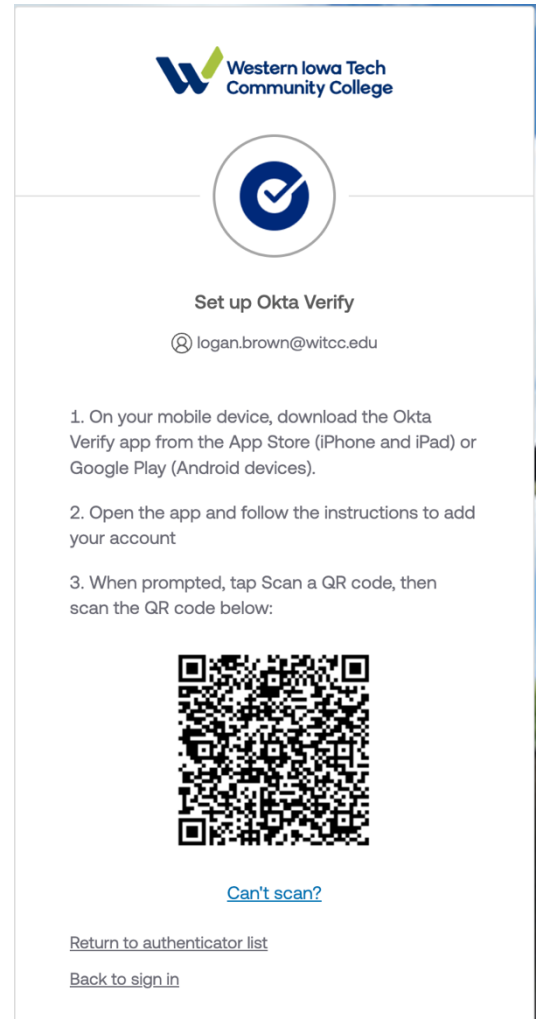
Security methods help protect your Okta account by ensuring only you have access.


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

 logan.brown@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:

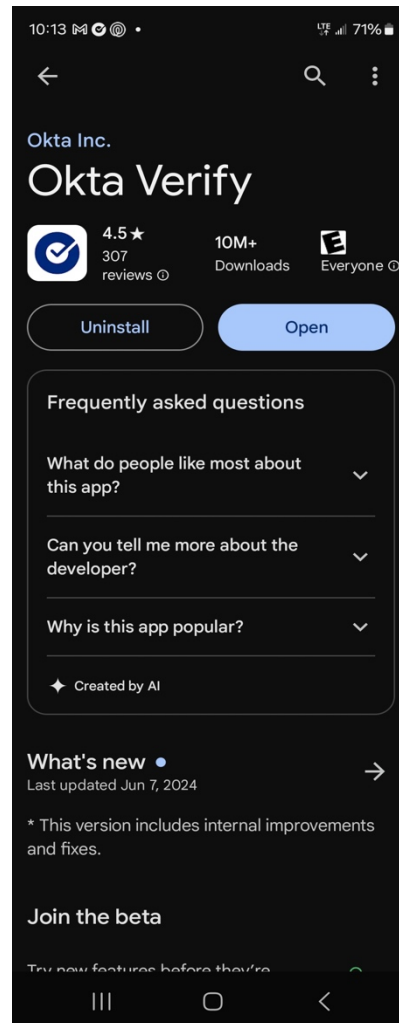
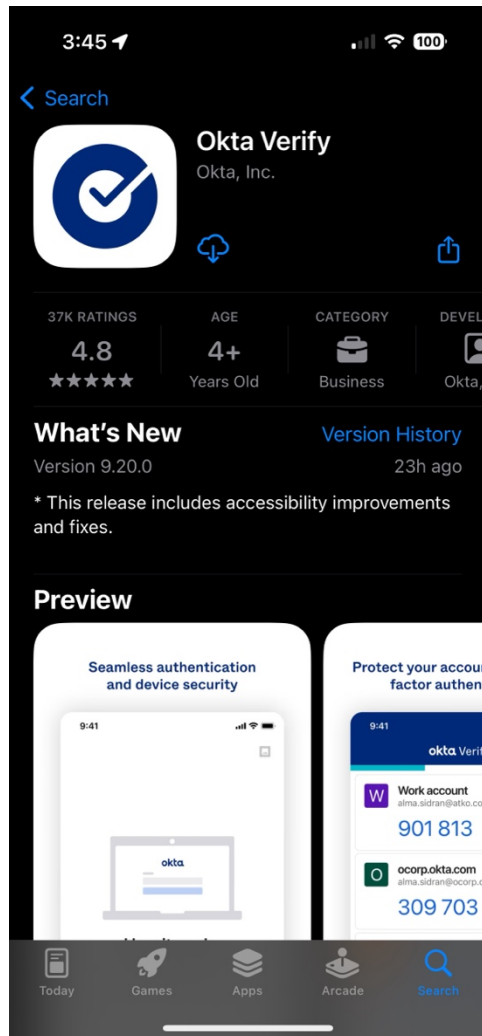


[Can't scan?](#)

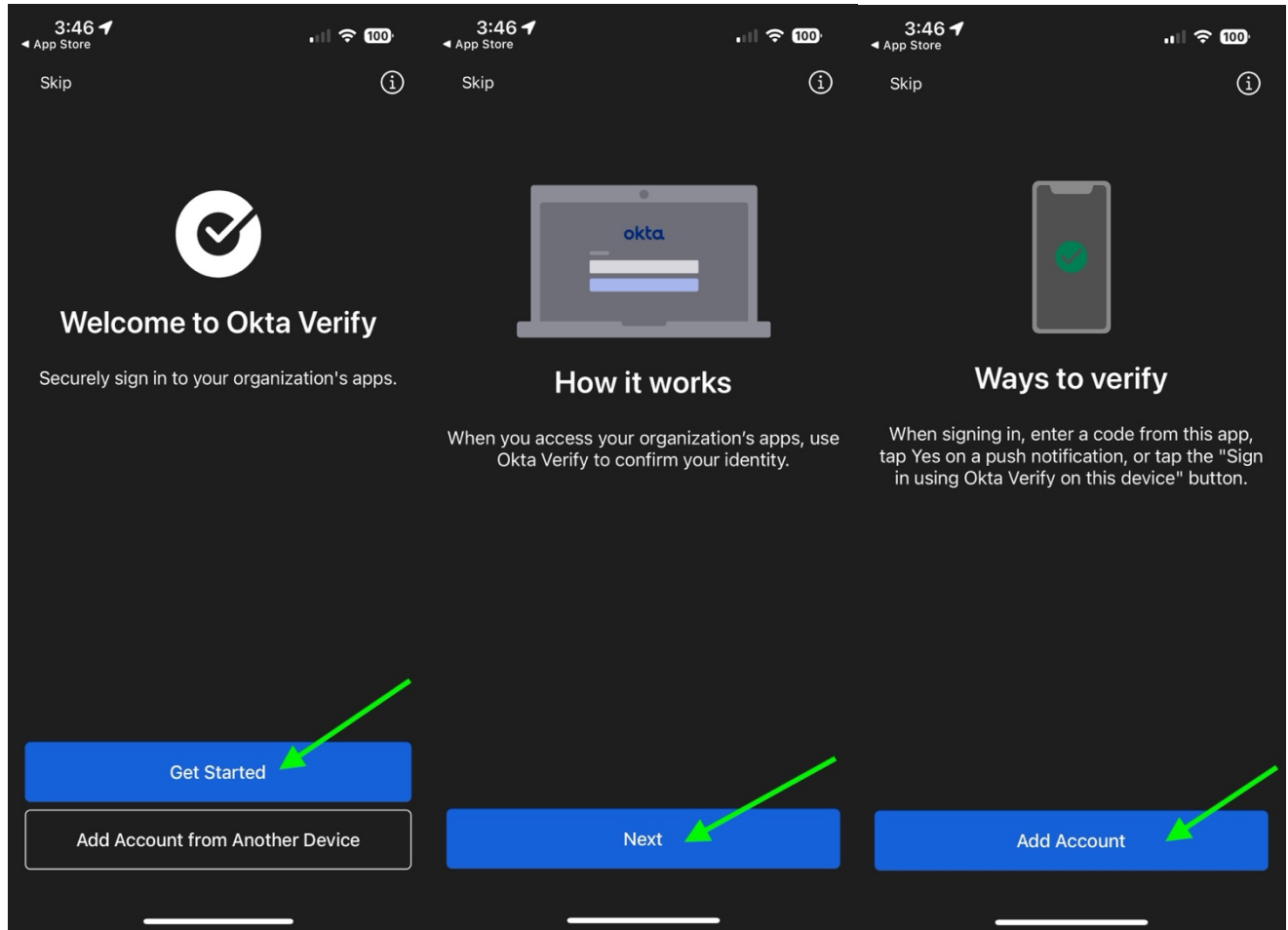
[Return to authenticator list](#)

[Back to sign in](#)

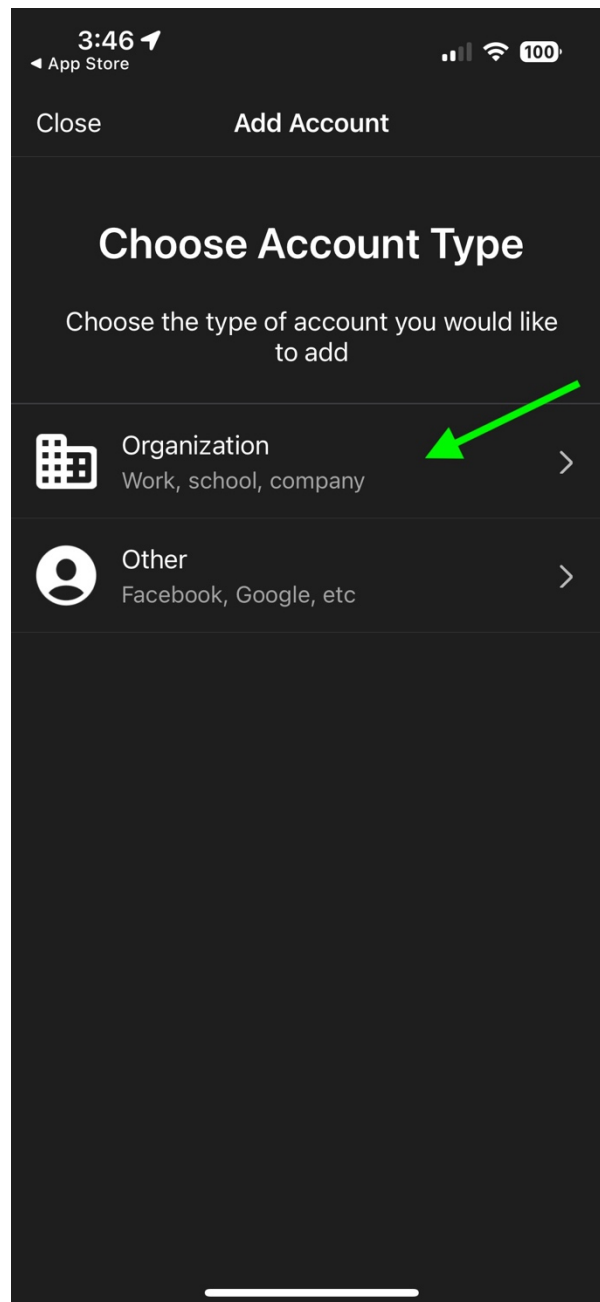
4. Next, you will be prompted to scan the QR code to set up your OKTA Verify app. Do note that you HAVE TO scan the QR code with the OKTA Verify app on your phone. To install the app, go to the Play Store (Android) or App Store (Apple) and search OKTA Verify and install it. The app should look like the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



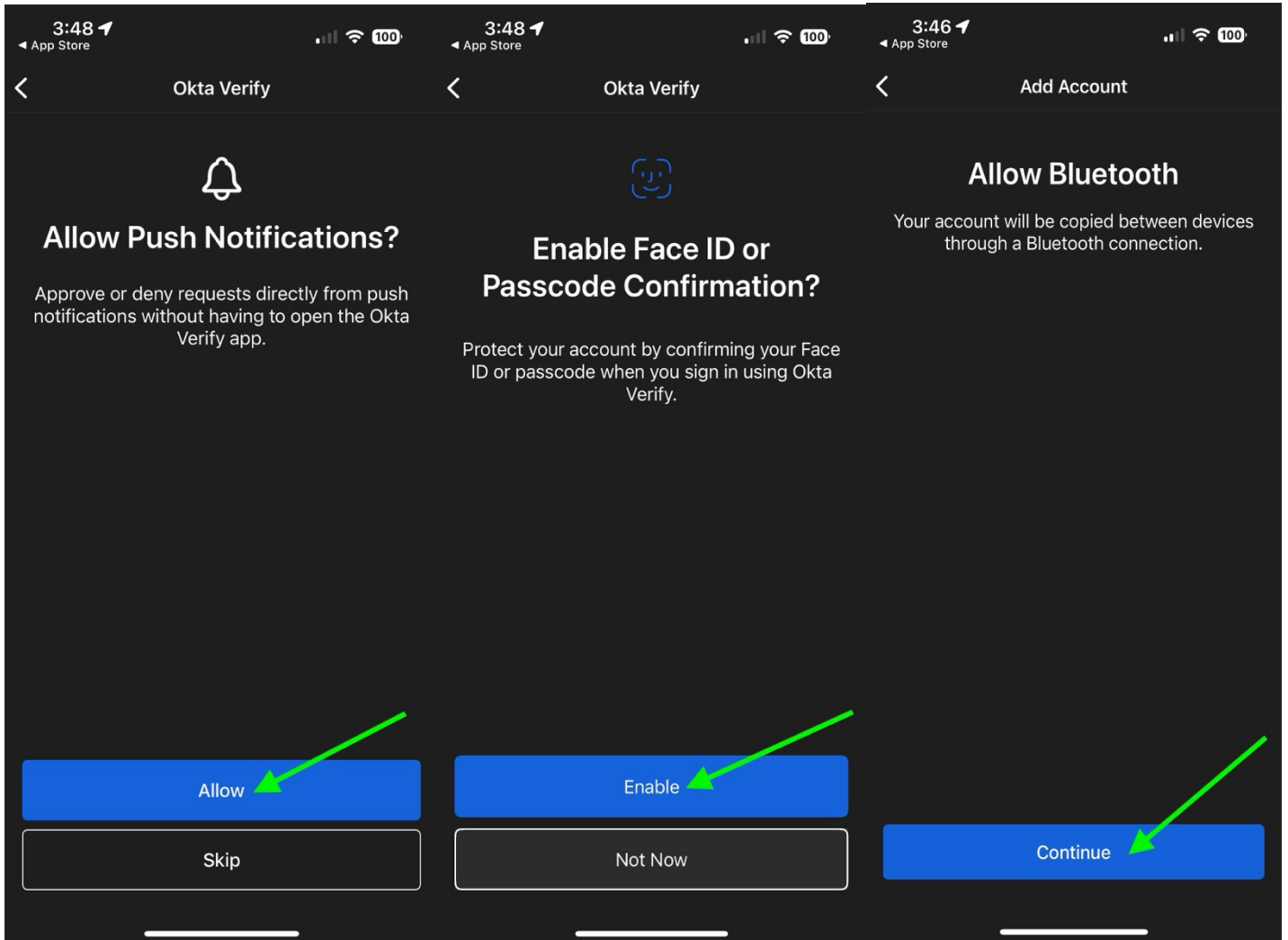
5. Once it is installed, go ahead and open the app, then click “Get Started,” “Next,” then “Add Account.”



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.





- 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.

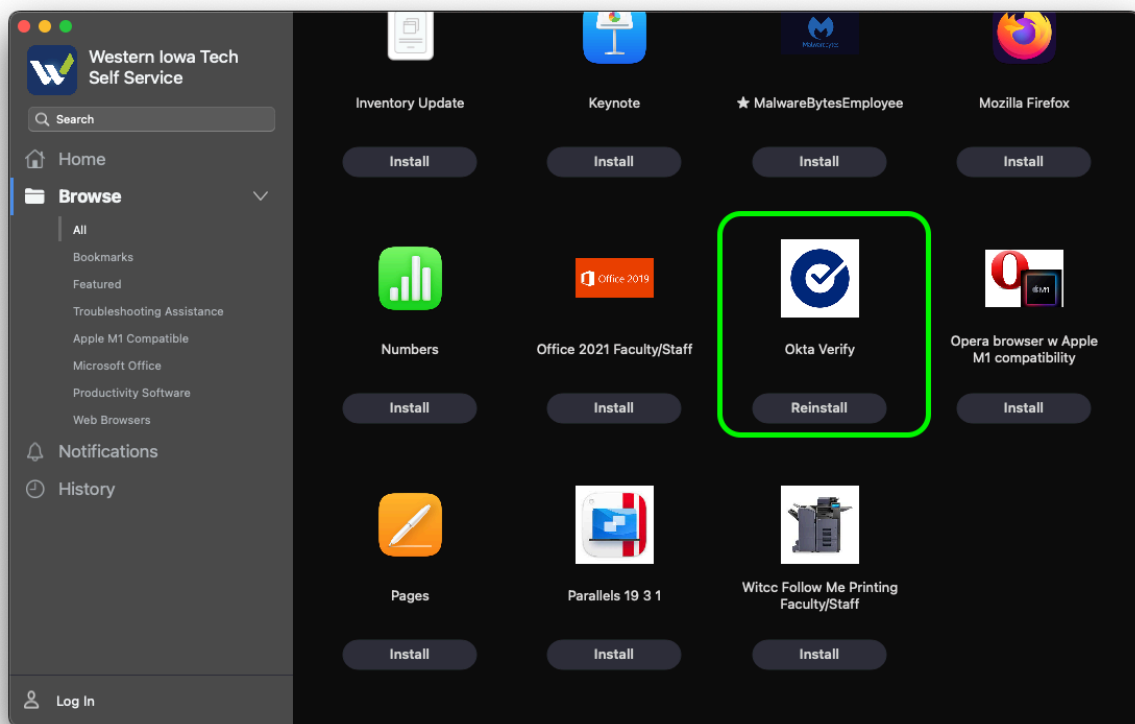


- You are all set! If you need any additional help or have questions about this, please contact the IT Help Desk at 712-314-2727 OR email us at helpdesk@witcc.edu.

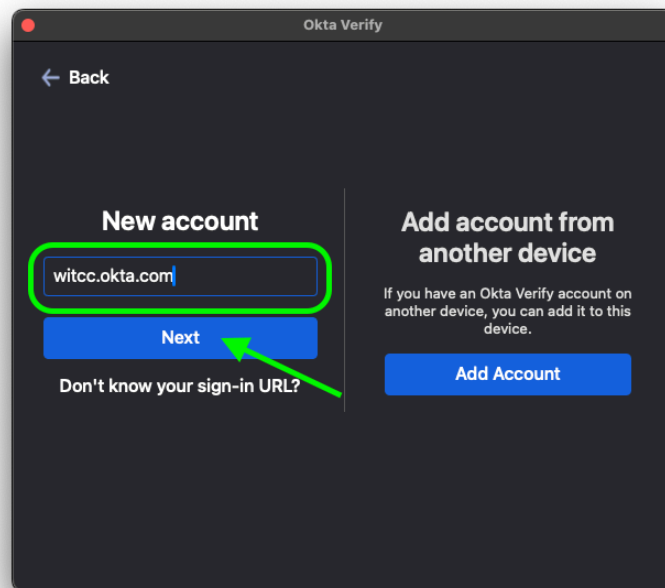
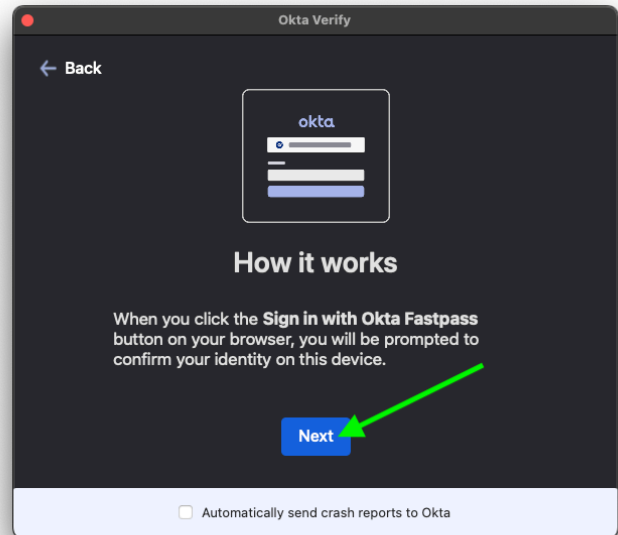
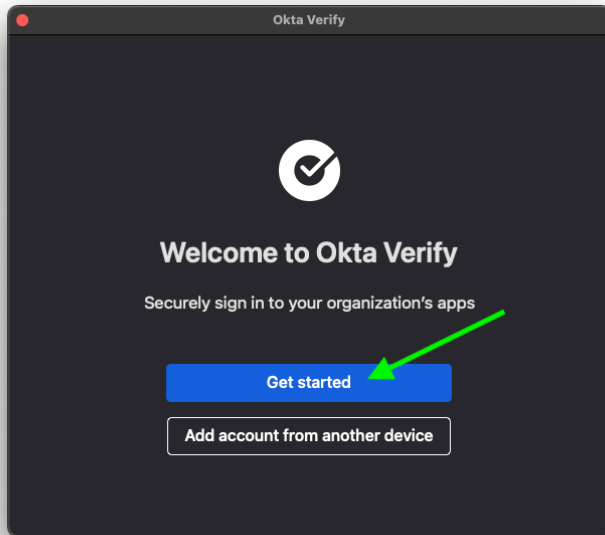
Thanks!

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.

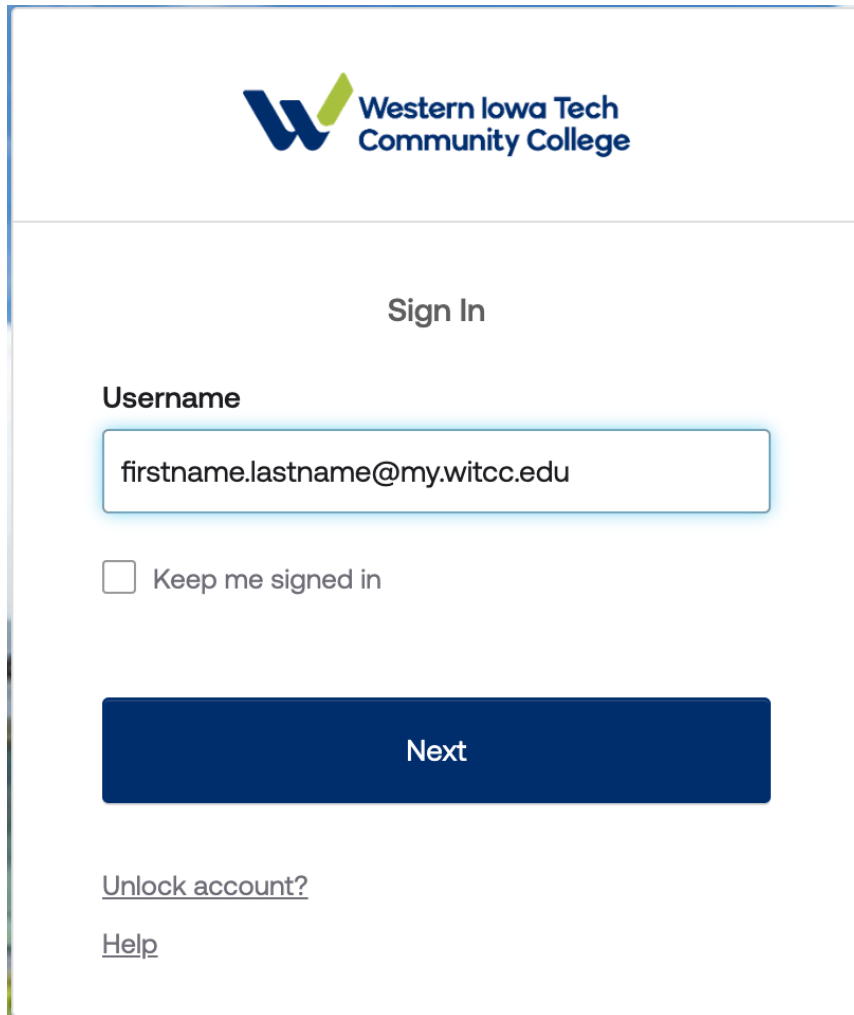


2. Once the app is installed, open it, then click “Get Started.” The next page will explain how the app will work. Once you have read it, click “Next.” The next page will have two options. “New Account” and “Add account from another device.” Under “New account,” there will be a text box. Type “witcc.okta.com”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



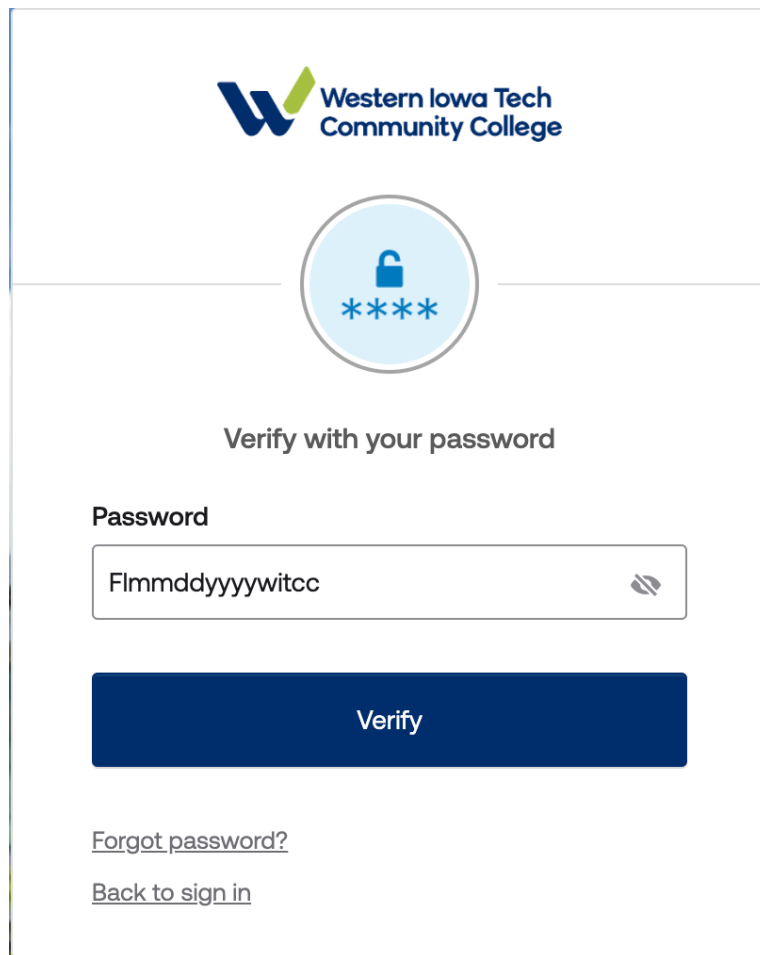
- Next, you will be prompted to set up your OKTA Verification. It will ask you for your email. Your email will follow the following template:

[firstname.lastname@my.witcc.edu](#) (for example, if your name is John Doe, your email would be john.doe@my.witcc.edu). After this, click “Next.”



The screenshot shows a web page 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. Underneath the line, the text 'Sign In' is centered. Below 'Sign In' is the label 'Username' followed by a text input field containing the placeholder text 'firstname.lastname@my.witcc.edu'. Below the input field is a checkbox with the text 'Keep me signed in'. Below the checkbox is a large, dark blue button with the text 'Next' in white. At the bottom left of the page are two links: 'Unlock account?' and 'Help'.

4. You will now be prompted for a password. Your password will be the same as your MyWit password. If you have not set up your own MyWit password, you will follow the template for your password: Flmmdyyywitcc (capital first letter of your firstname + lowercase first letter of your last name + mm(month)dd(day)yyyy(year) + witcc [for example, if your name is John Doe and your birthday is January 28th 2005, then your password would be Jd01282005witcc]) then click “Verify.”



The screenshot shows a web interface for password verification. At the top is the Western Iowa Tech Community College logo. Below it is a circular icon with a padlock and four asterisks. The text "Verify with your password" is centered. A "Password" label is above a text input field containing "Flmmdyyywitcc". A dark blue "Verify" button is below the input field. At the bottom are two links: "Forgot password?" and "Back to sign in".

Western Iowa Tech
Community College

Verify with your password

Password

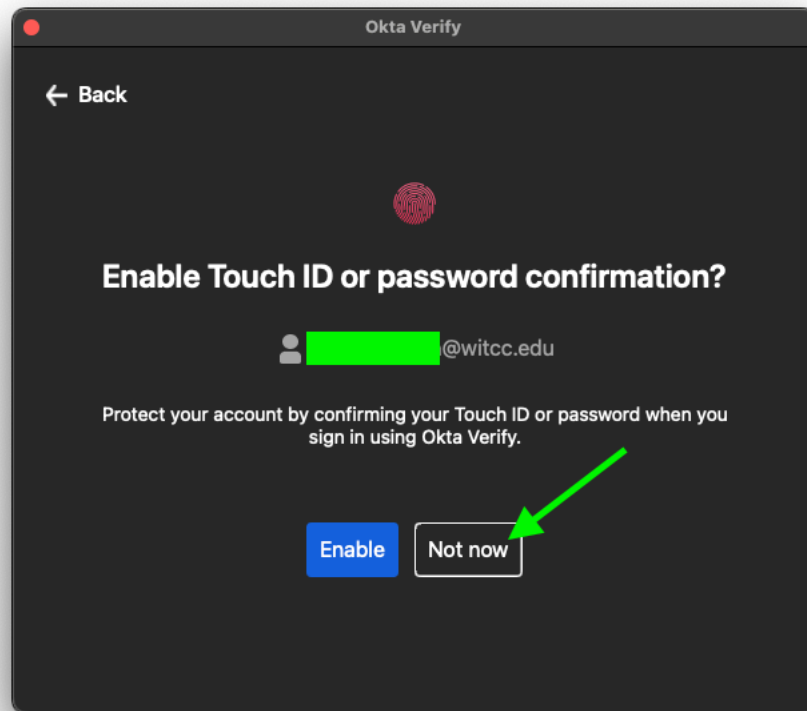
Flmmdyyywitcc

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. Thanks!