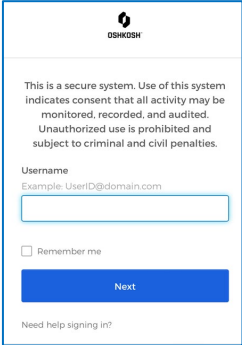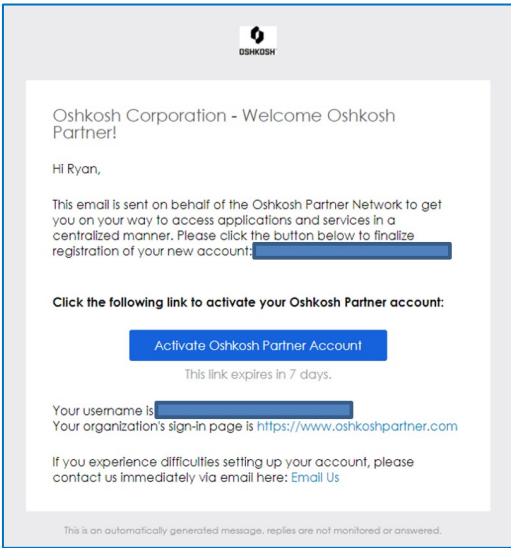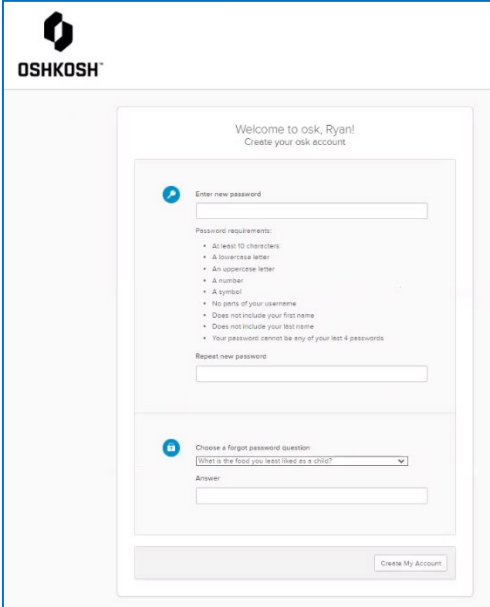**OSHKOSH**

Okta MFA – Multi-Factor Authentication

MFA – How to set up MFA the first time?
Work instructions for how to set up MFA for Reliance, MOVEit, and One Warranty using OKTA as of March 15, 2022

1. Start on step 5 if this is your first time logging into the applications.
2. Select login link from Oshkosh Supplier Network
3. www.oshkoshpartner.com
4. Login to Application to access applications – tiles will exist for what has been granted access

5. Activating emails for Reliance and MOVEit will be sent to you
6. Select "Activate Okta Account"

7. Enter new password
    a. At least 10 Characters
    b. A lowercase letter
    c. An upper case letter
    d. A number
    e. A symbol
    f. No parts of your username
    g. Does not include your first name
    h. Does not include your last name
    i. Your password cannot be any of your last 4 passwords
8. Repeat new password
9. Choose a forgot password question
10. Select create my account

Okta MFA – Multi-Factor Authentication

11. Set up multifactor authentication (MFA)
 	
    a. Okta verify
 	
    b. Security Key or Biometric Authenticator
 	
    c. Google Authenticator
 	
    d. Voice Call Authentication
 	
12. NOTE: Oshkosh recommends using Okta Verify in combination with Voice Call Authentication or any combination
 	
    a. When setting up both authentication methods - users will be able to reset their MFA in event of phone loss and or getting a replacement phone	
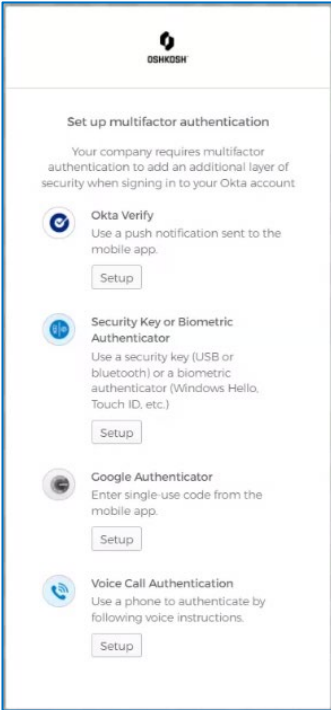
13. Download Okta Verify from Apple or Android stores	
14. Download Okta Verify from Apple or Android stores	
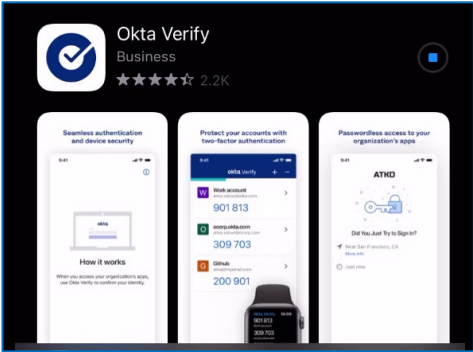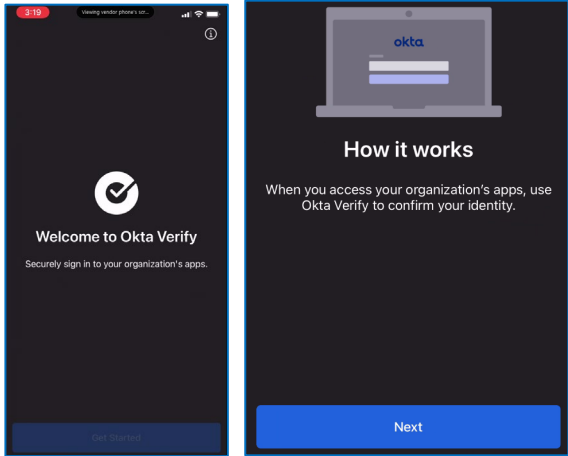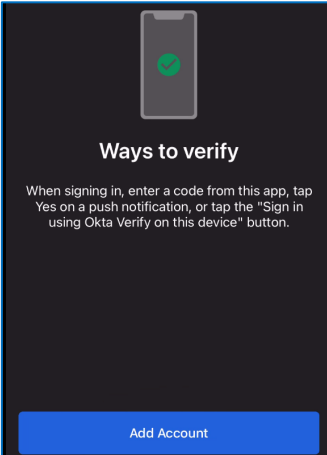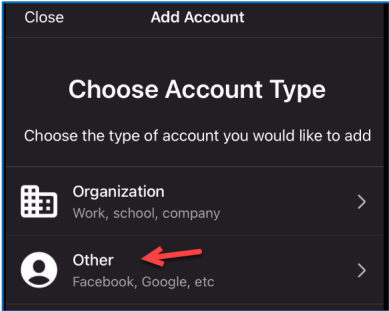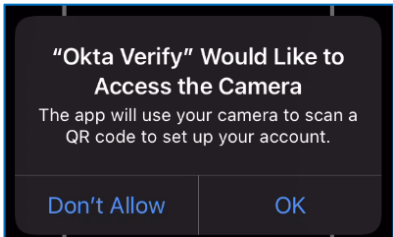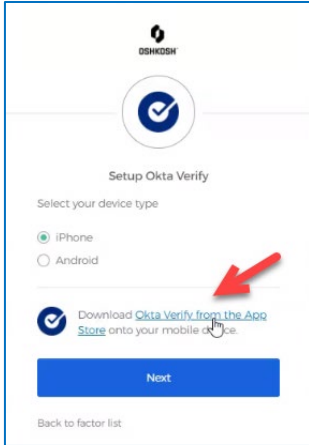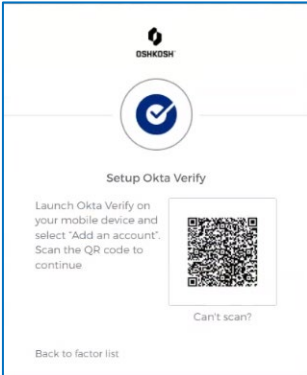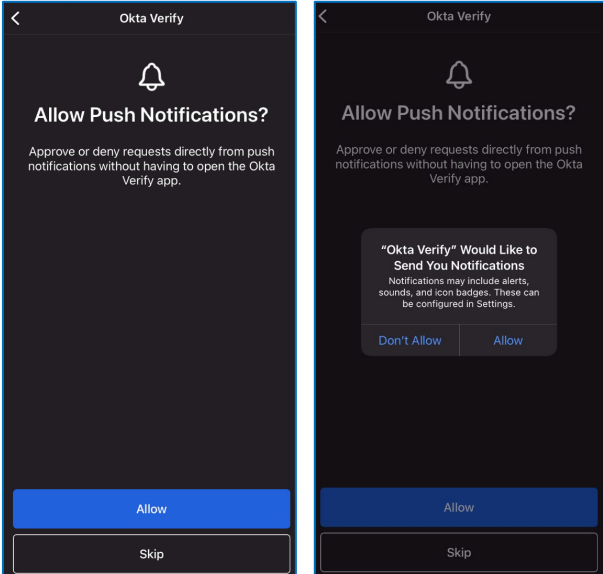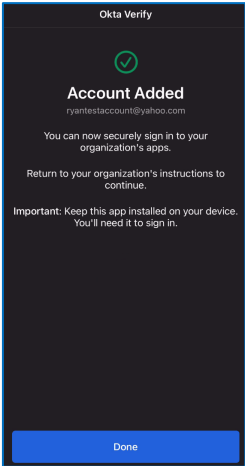
Okta MFA – Multi-Factor Authentication

15. Select Add Account 16. Select Other	
17. Select scan the QR code or enter the key manually a. Select OK to allow access to camera	
18. Select your device type a. iPhone or Android	

Okta MFA – Multi-Factor Authentication

19. Scan QR Code on Computer	
20. Select allow for push notifications 21. Pop up will ask again	
22. Okta account has been added 23. Select Done	

Okta MFA – Multi-Factor Authentication

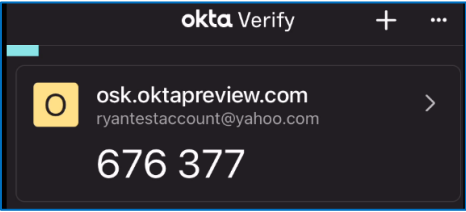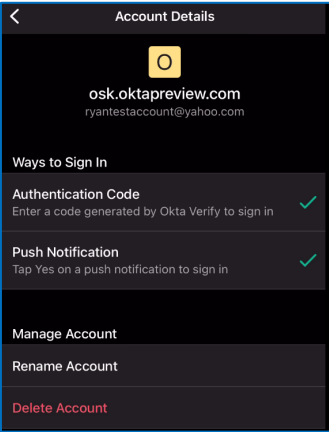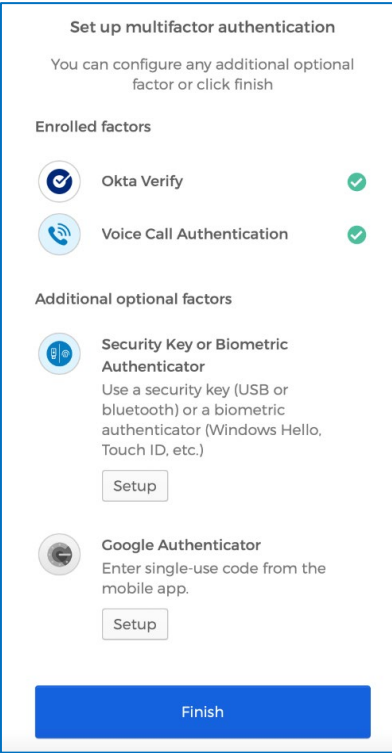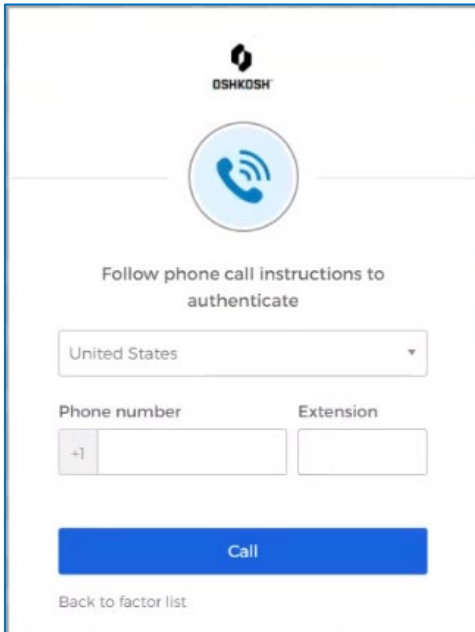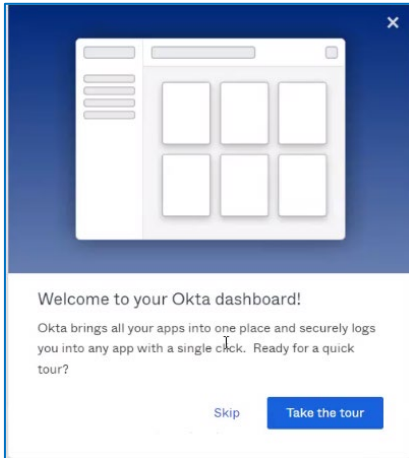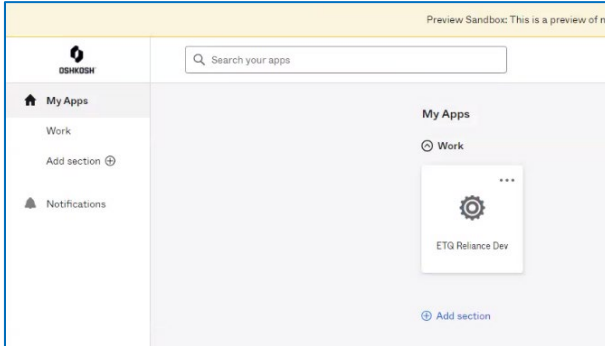|	
24. Phone screenshot – numbers will rotate automatically	**okta** Verify + ⋯ O osk.oktapreview.com › ryantestaccount@yahoo.com **676 377**
25. Phone screenshot	‹ **Account Details** O osk.oktapreview.com ryantestaccount@yahoo.com Ways to Sign In **Authentication Code** ✓ Enter a code generated by Okta Verify to sign in **Push Notification** ✓ Tap Yes on a push notification to sign in Manage Account Rename Account Delete Account
26. Set up 2nd form of Multi Factor Authentication – MFA 27. NOTE: Oshkosh recommends using Okta Verify in combination with Voice Call Authentication or any combination a. When setting up both authentication methods - users will be able to reset their MFA in event of phone loss and or getting a replacement phone	**Set up multifactor authentication** You can configure any additional optional factor or click finish **Enrolled factors** Okta Verify ✓ Voice Call Authentication ✓ **Additional optional factors** **Security Key or Biometric Authenticator** Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.) Setup **Google Authenticator** Enter single-use code from the mobile app. Setup Finish
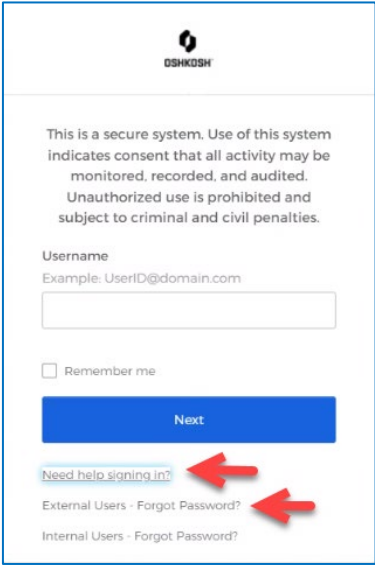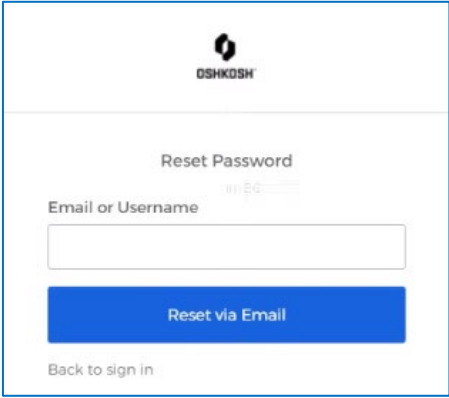
OSHKOSH

Okta MFA – Multi-Factor Authentication

28. Setting up voice call
      a. Enter country – default is U.S.
      b. Enter Phone number
      c. Select Call	

29. Take a tour or skip screen	
30. Okta screen will have icons for what users have access to within Oshkosh Corporation apps 31. Select available apps and you will automatically be logged into the applications 32. Feel free to navigate around in Okta screens for additional functionality	
33. End Multi-Factor Authentication Set-Up 34. www.oshkoshpartner.com	

OSHKOSH™

Okta MFA – Multi-Factor Authentication

35. Need help resting password after initial registration? 36. Select "Need Help Signing In" 37. Select "External Users – Forgot Password"	**OSHKOSH®** This is a secure system. Use of this system indicates consent that all activity may be monitored, recorded, and audited. Unauthorized use is prohibited and subject to criminal and civil penalties. Username Example: UserID@domain.com ☐ Remember me **Next** Need help signing in? External Users - Forgot Password? Internal Users - Forgot Password?
38. Key in email address Oshkosh has you set up under 39. Email will be sent with link to reset 40. Reset password	**OSHKOSH®** Reset Password Email or Username **Reset via Email** Back to sign in