

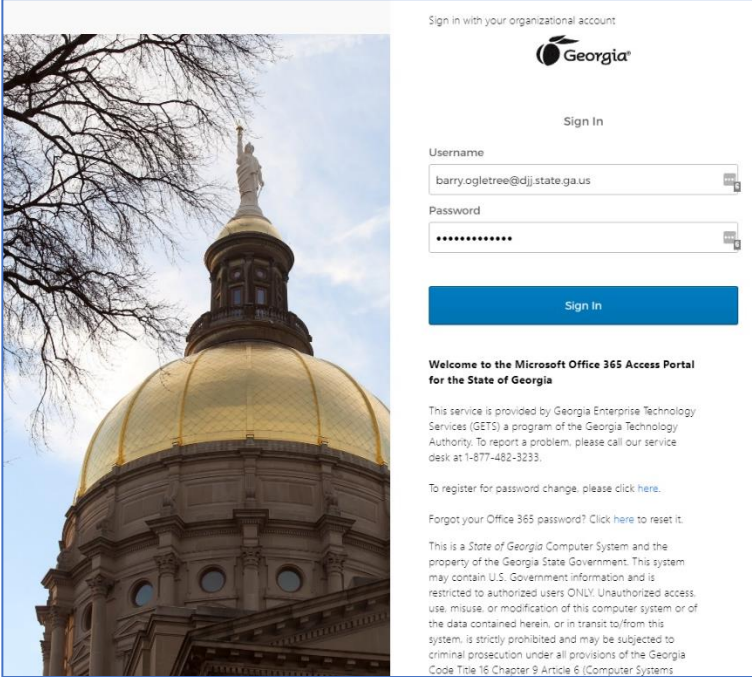
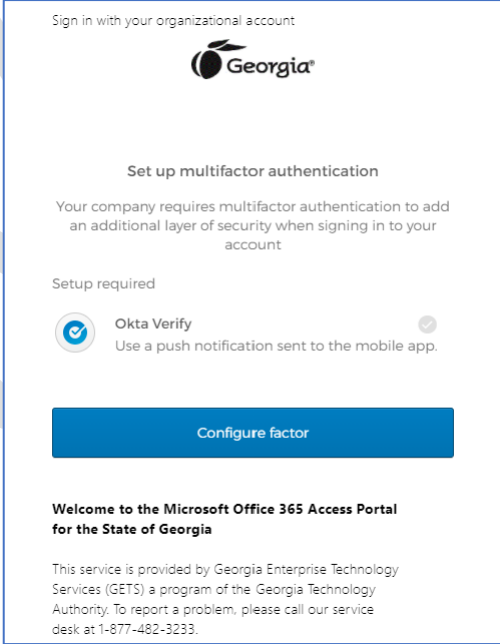
Multi-Factor Authentication (MFA)

Setup, Setting Management, and Authentication on Login

Introduction	<p>These instructions will guide you through the steps to set up two Multi-Factor Authentication (MFA) challenge methods.</p> <p>A challenge method is simply another way for an application to be sure you are really you when you log in. There are two challenge methods to set up:</p> <ol style="list-style-type: none">1 – Security question and answer2 – Special code pushed to your DJJ cell phone <p>You only need set up MFA one time. After your setup is complete, you will be prompted for this information when you login to Outlook, Teams, and O365 connected apps like Word, Excel, or OneDrive.</p> <p>If you experience issues during setup, please contact support.</p>
	<p>If you need assistance:</p> <p>Contact the GETS Helpdesk at 877-482-3233 Join the “DJJ OpenLine” on M-TH from 9:00am – 10:30am at 470-344-9228 pin: 737 838 357#</p>
BEFORE YOU BEGIN SETUP	<p>Step 0a:</p> <p>To save time in the setup process, go ahead and download the Okta Verify app from your device’s app store.</p> <p>Step 0b:</p> <ul style="list-style-type: none">• Go to https://connect.gets.ga.gov <p>If you DO get a login screen, you are ready to start the setup.</p> <ul style="list-style-type: none">• Proceed to Step 1 <p>If you go straight into the GETS portal:</p> <ul style="list-style-type: none">• Click on your name• Click Sign Out• Proceed to Step 1

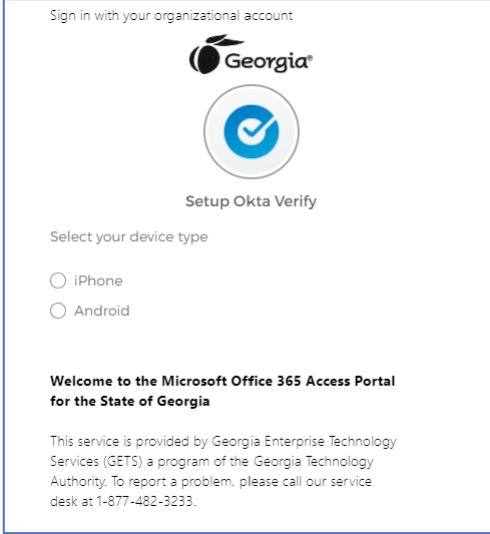
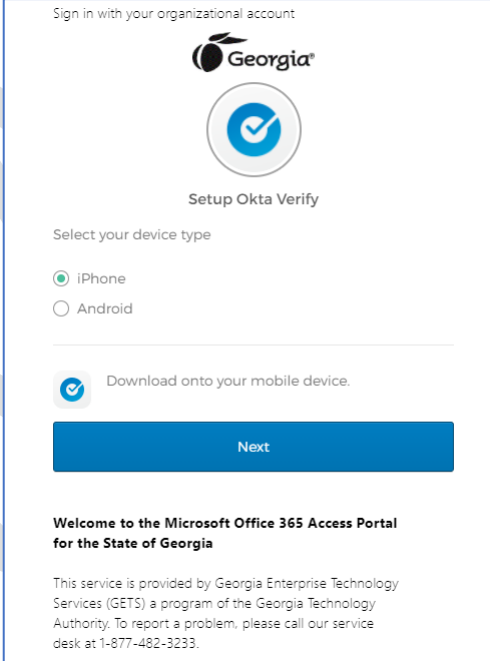
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Login	<p>Step 1:</p> <p>If you are not already at this logon screen, open a browser and go to https://connect.gets.ga.gov</p> <ul style="list-style-type: none"> • Enter your username and password • Click Sign In 	
Set up Okta Verify	<p>Step 2:</p> <p>Now that you are successfully logged in, you need to set up your Okta Verify.</p> <ul style="list-style-type: none"> • Click on Configure factor 	

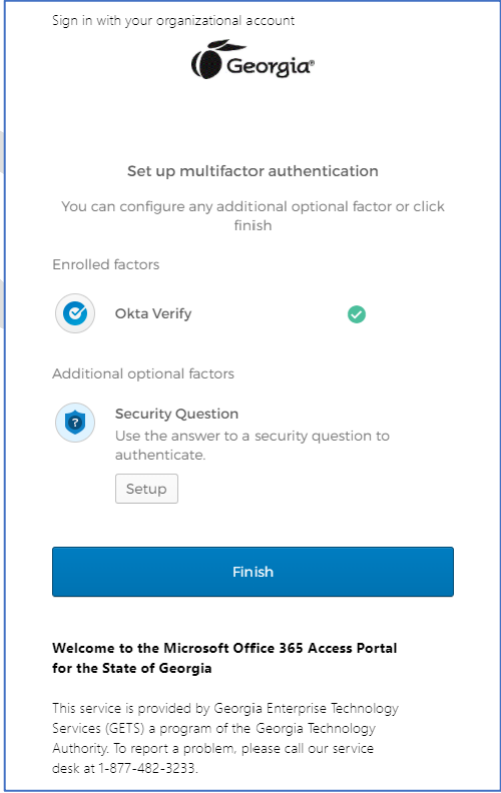
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<p>Set up Okta Verify</p>	<p>Step 3:</p> <ul style="list-style-type: none">Select your phone type	 <p>Sign in with your organizational account</p> <p>Georgia</p> <p>Setup Okta Verify</p> <p>Select your device type</p> <p><input type="radio"/> iPhone</p> <p><input type="radio"/> Android</p> <p>Welcome to the Microsoft Office 365 Access Portal for the State of Georgia</p> <p>This service is provided by Georgia Enterprise Technology Services (GETS) a program of the Georgia Technology Authority. To report a problem, please call our service desk at 1-877-482-3233.</p>
<p>Set up Okta Verify</p>	<p>Step 4:</p> <ul style="list-style-type: none">Click Next	 <p>Sign in with your organizational account</p> <p>Georgia</p> <p>Setup Okta Verify</p> <p>Select your device type</p> <p><input checked="" type="radio"/> iPhone</p> <p><input type="radio"/> Android</p> <p><input checked="" type="checkbox"/> Download onto your mobile device.</p> <p>Next</p> <p>Welcome to the Microsoft Office 365 Access Portal for the State of Georgia</p> <p>This service is provided by Georgia Enterprise Technology Services (GETS) a program of the Georgia Technology Authority. To report a problem, please call our service desk at 1-877-482-3233.</p>

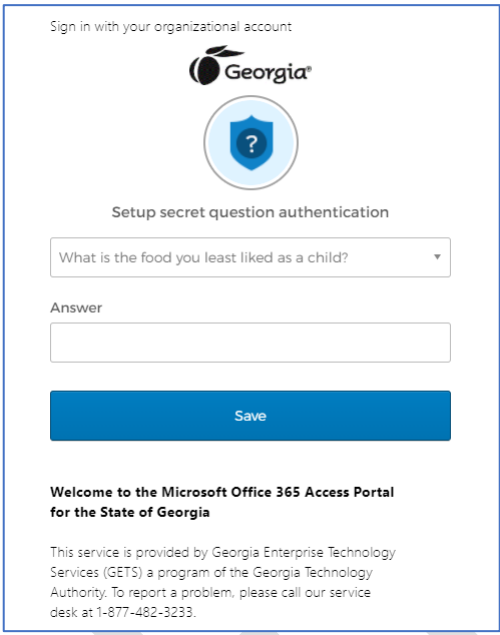
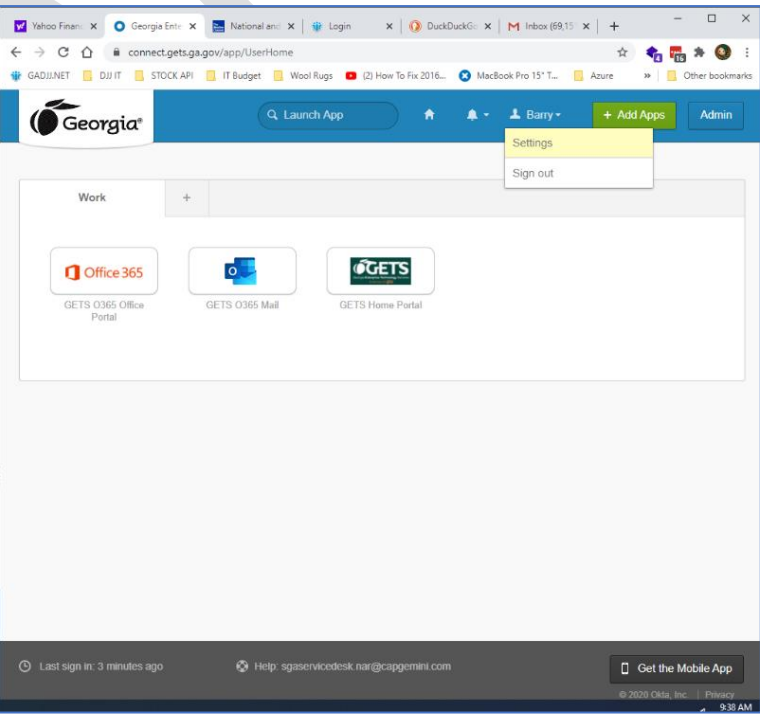
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<p>Set up Okta Verify</p>	<p>Step 5:</p> <ul style="list-style-type: none">• If you haven't already, download the Okta Verify app from your device app store• Launch the app• Click Add Account• If prompted, select Organization• Select Scan a QR Code• Hold the camera over the barcode in the Okta Verify screen on your computer <p><i>When the barcode is recognized, the app will automatically progress to the next step.</i></p> <ul style="list-style-type: none">• Follow any additional prompts in your phone app to complete setup	
<p>Set up Security Question</p>	<p>Step 6:</p> <p>Now, set up your security question and answer.</p> <ul style="list-style-type: none">• Click Setup under Security Question	

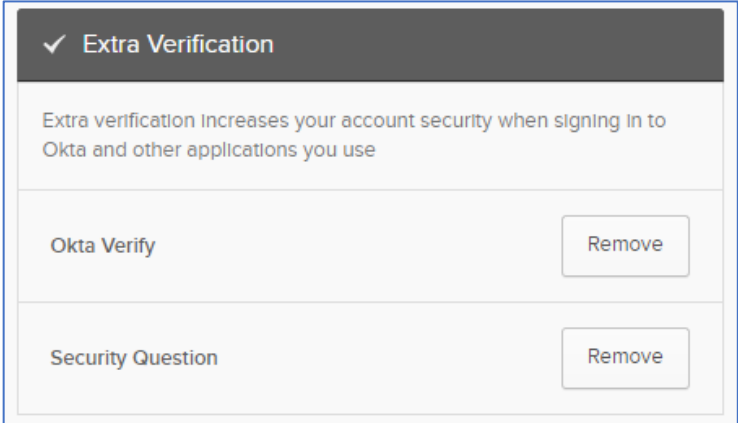
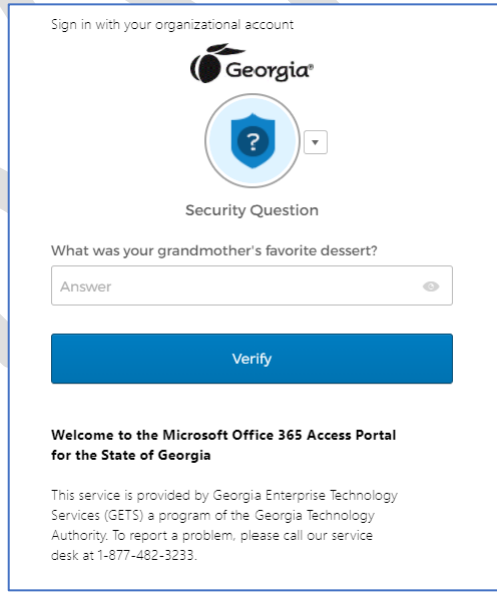
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Set up Security Question</p>	<p>Step 7:</p> <ul style="list-style-type: none"> • Select a security question • Enter your answer • Click Save <p>Be sure to select a question with an answer that you can easily remember even when you are tired or in a hurry.</p> <p><i>Answers are case sensitive and must be an exact match at authentication time. When you create your answer, pay attention to upper/lowercase as well as spaces and special characters/punctuation.</i></p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Confirm Setup</p>	<p>Step 8:</p> <p>After you have set up both the Security Question and Okta Verify, you will be routed to the GETS Portal.</p> <p>Let's verify that both are set up.</p> <ul style="list-style-type: none"> • Click on your name • Click on Settings 	

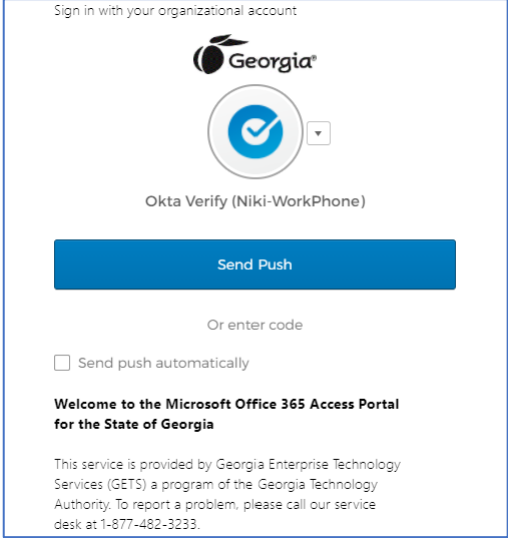
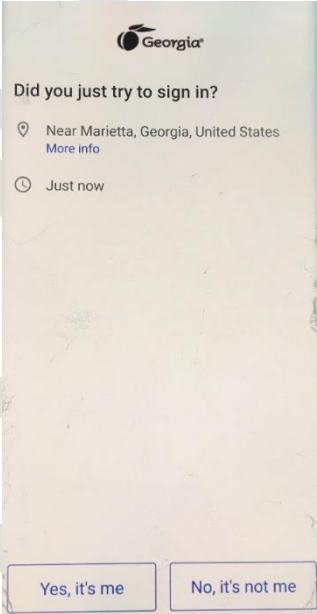
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Confirm Setup</p>	<p>Step 9:</p> <p>On the bottom right of the portal screen, you will see the Extra Verification box containing the two MFA settings.</p> <p>If both settings have a Remove button, then your set up is complete and you can sign out.</p> <ul style="list-style-type: none"> Click on your name Click Sign Out Proceed to Step 10 <p><i>Instructions for managing your MFA settings can be found in a later section in this guide.</i></p> <p>If Security Question has a Set up button, then you need to complete more configuration steps.</p> <ul style="list-style-type: none"> Click Set up beside Security Question Go back to Step 7 	<p>Settings are complete</p> 
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Login with MFA</p>	<p>Step 10:</p> <p>Your MFA setup is complete.</p> <p>Click the down arrow beside the logo and select the desired authentication method.</p> <p>If you select security question:</p> <ul style="list-style-type: none"> Enter your answer Click Verify <p><i>Your answer must exactly match the answer on file, including upper/lowercase letters, spaces, and special characters/punctuation.</i></p> <p>If you select Okta Verify:</p> <ul style="list-style-type: none"> Proceed to Step 11 <p>After authentication, you will be automatically routed to your application.</p>	

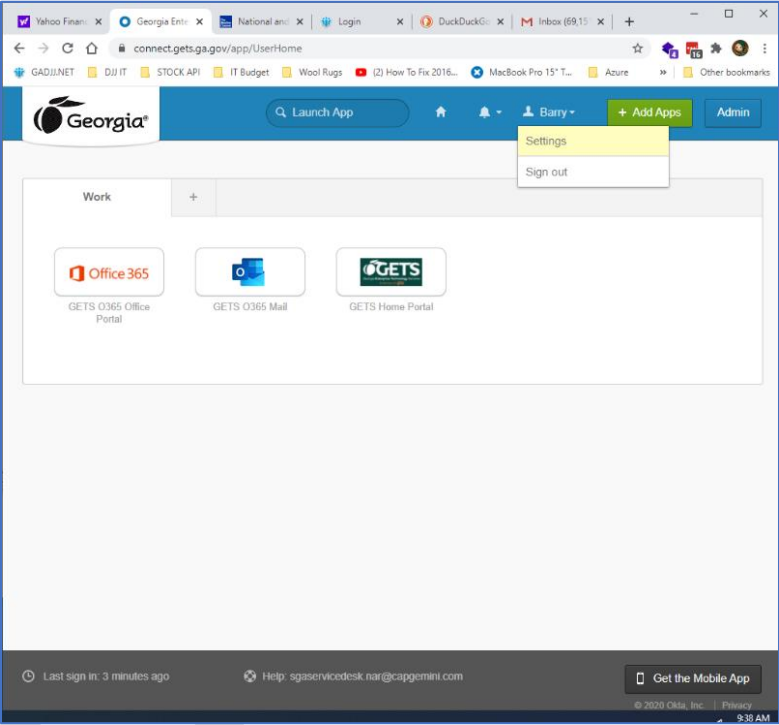
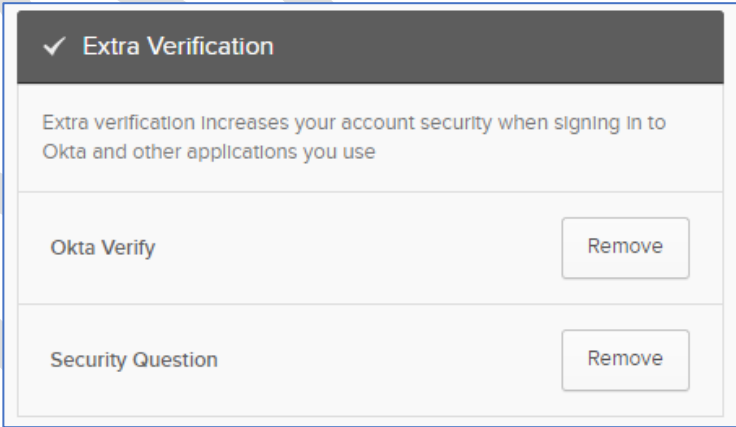
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<p>Login with MFA</p>	<p>Step 11:</p> <p>To authenticate with Okta Verify:</p> <ul style="list-style-type: none">• Click Send Push	
<p>Login with MFA</p>	<p>Step 12:</p> <ul style="list-style-type: none">• Open the Okta Verify app on your phone <p><i>You should see this prompt, but with your current location.</i></p> <ul style="list-style-type: none">• Select Yes, it's me <p>Your phone will communicate back to the login window and you will be automatically routed to your application.</p>	

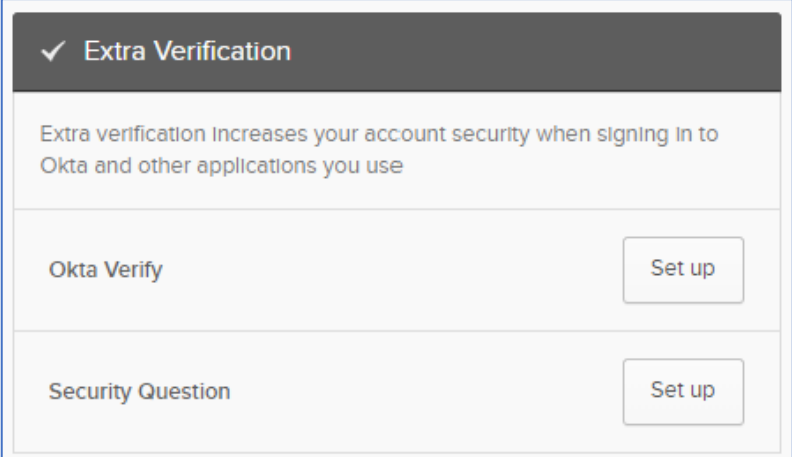
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">View / Manage MFA Setting</p>	<p>Step 13:</p> <p>You can view and manage your MFA settings from the GETS portal.</p> <p>Go to https://connect.gets.ga.gov and login.</p> <p><i>You may be prompted for MFA if you are not already authenticated.</i></p> <p>To access MFA settings:</p> <ul style="list-style-type: none"> • Click on your name • Click Settings 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">View / Manage MFA Settings</p>	<p>Step 14:</p> <p>On the bottom right of the portal screen, you will find your MFA settings in a box titled Extra Verification.</p> <p>You can remove and/or set up either MFA setting from here.</p> <p>If both settings show a Remove button, then your MFA setup is complete.</p> <ul style="list-style-type: none"> • Click on your name • Click Sign Out • Jump to WRAP UP at the end of the document <p>If either setting shows a Set up button, you need to take further action.</p> <ul style="list-style-type: none"> • Proceed to Step 15 	

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	<p>Step 15:</p> <p>To set up the Security Question:</p> <ul style="list-style-type: none">• Click Set up beside Security Question• Go back to Step 7 <p>To set up Okta Verify:</p> <ul style="list-style-type: none">• Click Set up beside Okta Verify• Go back to Step 2	
WRAP UP	<p>At this point:</p> <ul style="list-style-type: none">- Your MFA settings are complete- You know how to login with MFA- You know how to use the GETS portal to manage your MFA settings <p>Remember:</p> <ul style="list-style-type: none">- Go to the GETS Portal at https://connect.getes.ga.gov to manage your MFA settings- Login to O365 at https://login.microsoftonline.com <p>If you need assistance:</p> <p>Contact the GETS Helpdesk at 877-482-3233 Join the "DJJ OpenLine" on M-TH from 9:00am – 10:30am at 470-344-9228 pin: 737 838 357#</p>	