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	These instructions will guide you through the steps to set up Multi-Factor Authentication (MFA) challenge methods.			
	A challenge method is simply another way for an application to be sure you are really you when you log in. You will set up one challenge method: the Security question and answer (required).			
Introduction	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.			
ntro	If you experience issues during setup, please contact someone at support or the helpdesk.			
-	If you need assistance:			
	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#			
	Step 0:			
Go to <u>https://connect.gets.ga.gov</u>				
N SETUP	If you DO get a login screen, you are ready to start the setup.Proceed to Step 1			
BEFORE YOU BEGIN SETUP	If you go straight into the GETS portal: • Click on your name • Click Sign Out • Proceed to Step 1			

	Stop 1:			
	Step 1:	Sign in with your organizational account		
	George			
	If you are not already at this logon screen,	ANNE INTER		
	open a browser and go to	Sign In		
	https://connect.gets.ga.gov	Username		
		barry.ogletree@djj.state.ga.us		
	• Enter your username and password	Password		
	Click Sign In			
		Sign in		
L				
Log In		Welcome to the Microsoft Office 365 Access Portal		
		for the State of Georgia		
		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.		
		To register for password change, please click here.		
		Forgot your Office 365 password? Click here to reset it.		
		This is a State of Georgia Computer System and the		
		property of the Georgia State Government. This system may contain US. Government information and is restricted to suthorized users ONLY Unauthorized access.		
		use, misuse, or modification of this computer system or of		
		the data contained herein, or in transit to/from this system, is strictly prohibited and may be subjected to		
		criminal prosecution under all provisions of the Georgia Code Title 16 Chapter 9 Article 6 (Computer Systems		
	Step 2:	Sign in with your organizational account		
		*		
	Now that you are successfully logged in, you	(Georgia		
	need to set up your security question.			
en				
re	Click Setup under Security Question	Set up multifactor authentication		
Sc		Your company requires multifactor authentication to add		
d	You should not see the Okta Verify option, since	an additional layer of security when signing in to your account		
tu	you have not been configured to use that option.	account		
Se		Okta Verify		
Ξ		Use a push notification sent to the mobile app.		
tia		Setup		
Initial Setup Screen		Conjustion		
-		Security Question Use the answer to a security question to		
		authenticate		
		Setup		
1				

	Step 3:	
Question Setup Screen	 Select a question with an answer that you can easily remember even when you are tired or in a hurry. Enter your answer Click Save 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. 	Sign in with your organizational account Cecorgia Description Setup secret question authentication What is your favorite movie quote? Answer Answer Save Save
Initial Setup Screen	 Step 4: After setting up your security question, you will be automatically returned to the initial setup screen. You should see a checkmark beside security question. Click Finish You should not see the Okta Verify option, since you have not been configured to use that option. 	<image/> <text><image/><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>

	Step 5:	
MFA Setup Complete	You should have been automatically routed to the GETS portal. You are ready to sign out and begin using your security question to authenticate. To sign out: • Click on your name • Click Sign Out	
Login with MFA	 Step 6: You have already set up your security question. The next time you login to Outlook, Teams, and O365 connected apps like Word, Excel, or OneDrive, you should be prompted to answer your security question. Enter your answer Click Verify Your answer must exactly match the answer on file, including upper/lowercase letters, spaces, and special characters/punctuation. After authentication, you will be automatically routed to your application. 	Sign in with your organizational account

	Step 7:		
		🔯 Yahoo Finani x O Georgia Ente x 🔤 National anci x 👾 Login 🛛 x 🚺 DuckDuckGo x M Inbox (69,15 x -	+ - □ ×
	You can view and manage your MFA	← → C △	🖈 🍖 🌄 🎘 🥥 :
	settings from the GETS portal.	🏶 GADIJAET 🧧 DIJ IT 🧧 STOCK API 📑 IT Budget 🧧 Wool Rugs 📧 (2) How To Fix 2016 🔇 MacBook Pro 15' T 🧧 Azure	e 👐 📕 🧾 Other bookmarks
S		Georgia	Add Apps Admin
ng	Go to <u>https://connect.gets.ga.gov</u> and login.	Settings	
Ę		Work +	
Se	You may be prompted for MFA if you are not		
A	already logged in.	Office 365	
ЧЧ		GETS 0365 Office GETS 0365 Mail GETS Home Portal	
ے ہ	To manage your MFA settings:	1 V100	
View / Manage MFA Settings	Click on your name		
ů	Click Settings		
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		③ Last sign in: 3 minutes ago ④ Help: sgaservicedesk nar@capgemini.com	Get the Mobile App
			© 2020 Okta, Inc. Privacy g 938 AM
	Stop 9:		
S	Step 8:		
in.	On the bottom right of the portal screen,	✓ Extra Verification	
ţţ	you will find your MFA settings in a box		
ew / Manage MFA Settings	titled Extra Verification.		
Ā		Extra verification increases your account security when	signing in to
Ī	You can remove your current security	Okta and other applications you use	
e	question and set up a new one.		
ag			Cotup
an	You should not see the Okta Verify option, since	Okta Verify	Set up
Σ̈́	you have not been configured to use that option.		
S S		Security Question	Remove
/ie			
_			
	At this point:		
	- Your MFA settings are complete		
	- You know how to login with an MFA secu		
	- You know how to use the GETS portal to r	manage your MFA settings	
Q			
D	Remember:		
de		getes.ga.gov to manage your MFA settings	
Wrap Up	- Login to O365 at <u>https://login.microsofto</u>	nine.com	
5	If you need assistance:		
	in you need assistance.		
	Contact the GETS Helpdesk at 877-482-3233		
		n – 10:30am at 470-344-9228 pin: 737 838 357#	
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