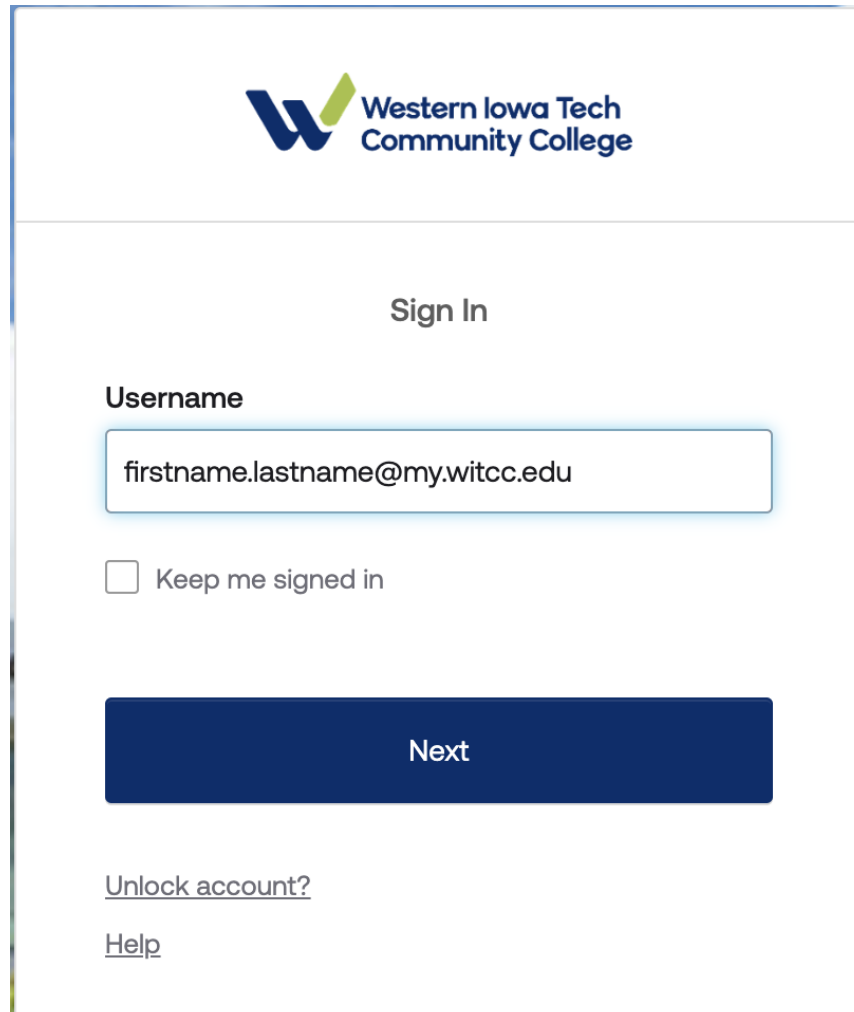



OKTA Verify Setup

1. 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.”




The screenshot shows a web interface for signing in. At the top left is the Western Iowa Tech Community College 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 labeled 'Keep me signed in'. Below the checkbox is a large, dark blue button with the text 'Next' in white. At the bottom of the form are two links: 'Unlock account?' and 'Help', both underlined.

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: Flmmdyyyywitcc (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.”



Western Iowa Tech
Community College



Verify with your password

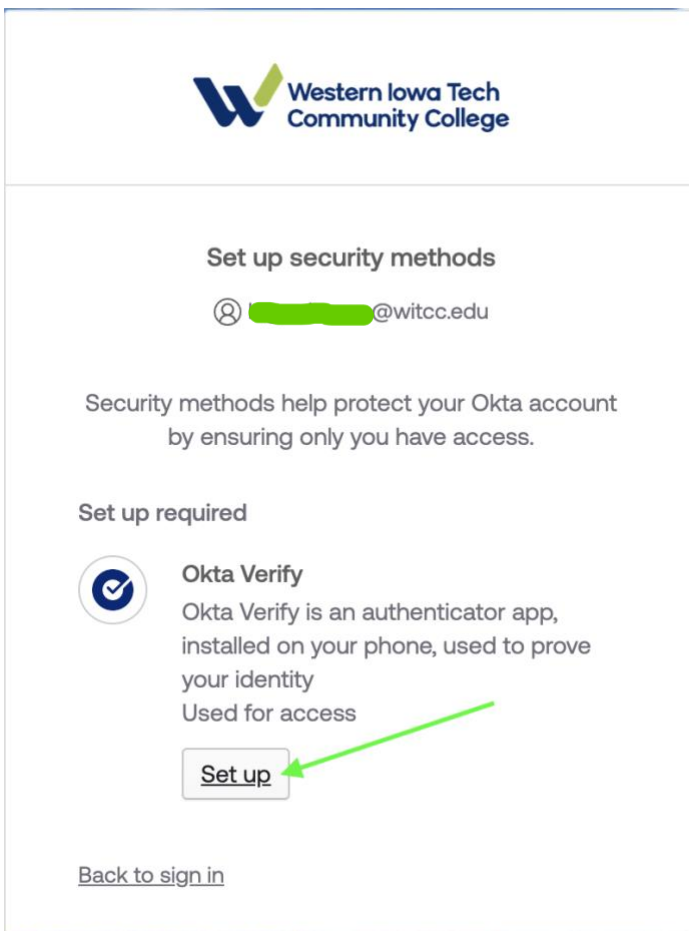
Password

Verify

[Forgot password?](#)

[Back to sign in](#)

3. Once you click “Verify,” you should be prompted to set up your Multi-Factor Authentication (MFA) 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

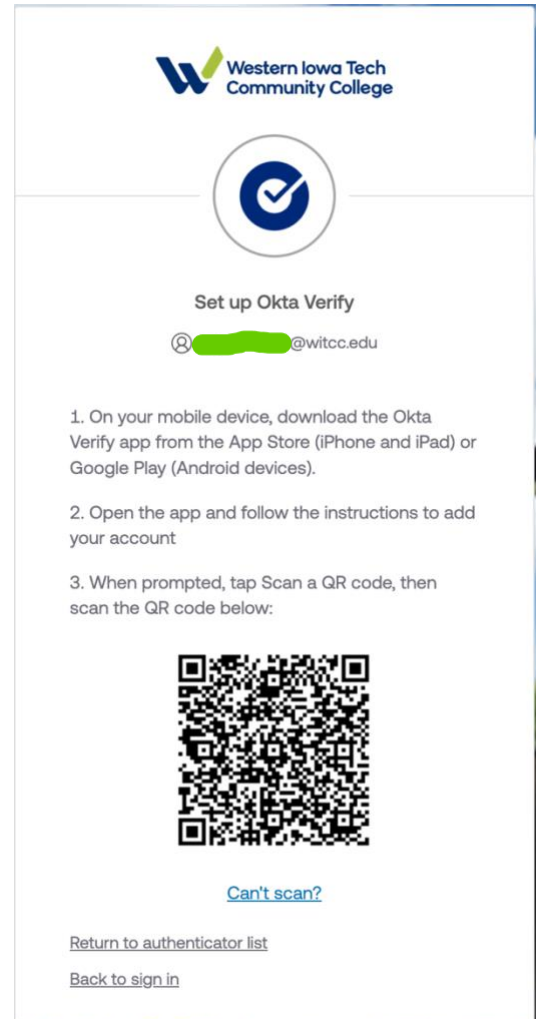
Security methods help protect your Okta account by ensuring only you have access.

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:



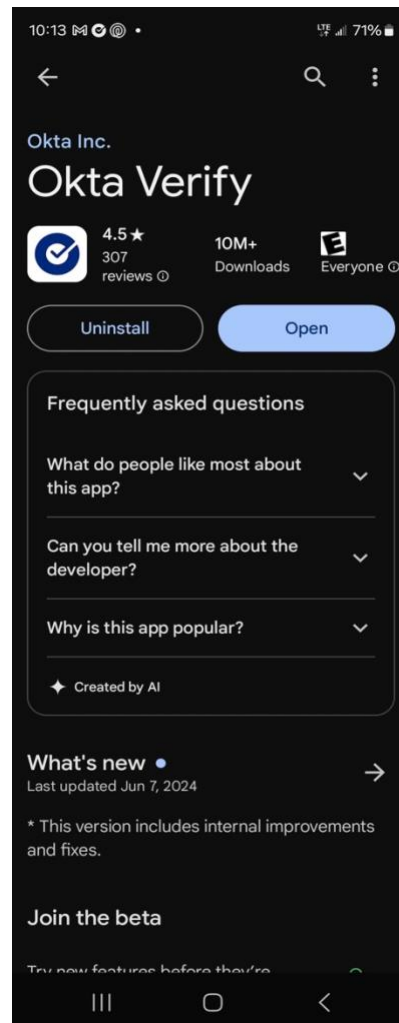
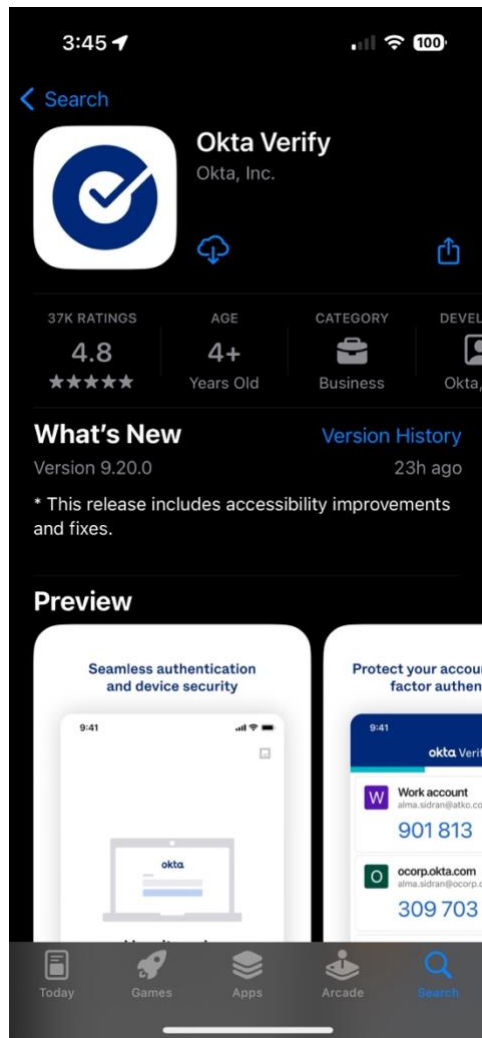
[Can't scan?](#)

[Return to authenticator list](#)

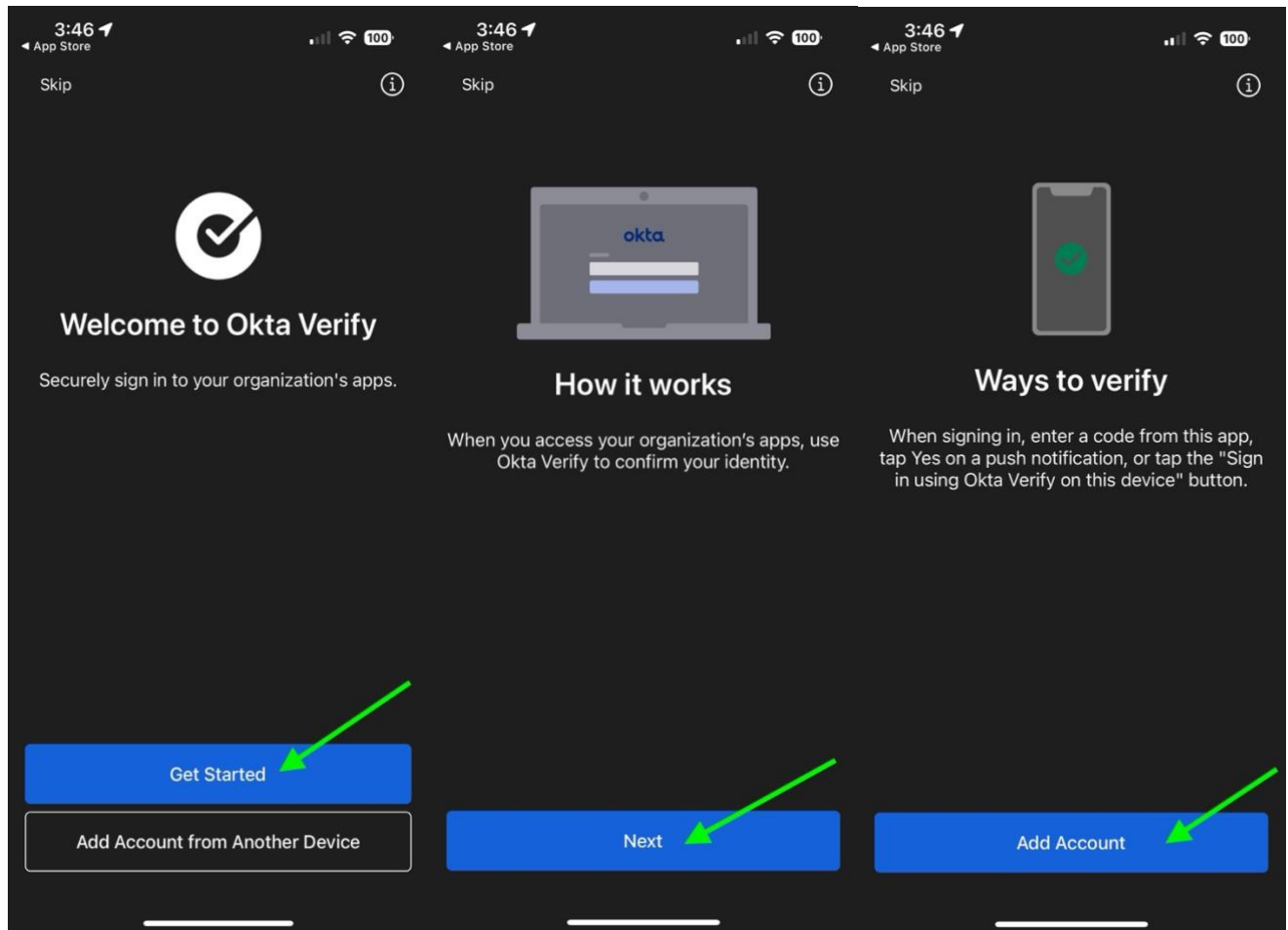
[Back to sign in](#)

(DO NOT SCAN THE QR CODE WITH YOUR CAMERA) see below.

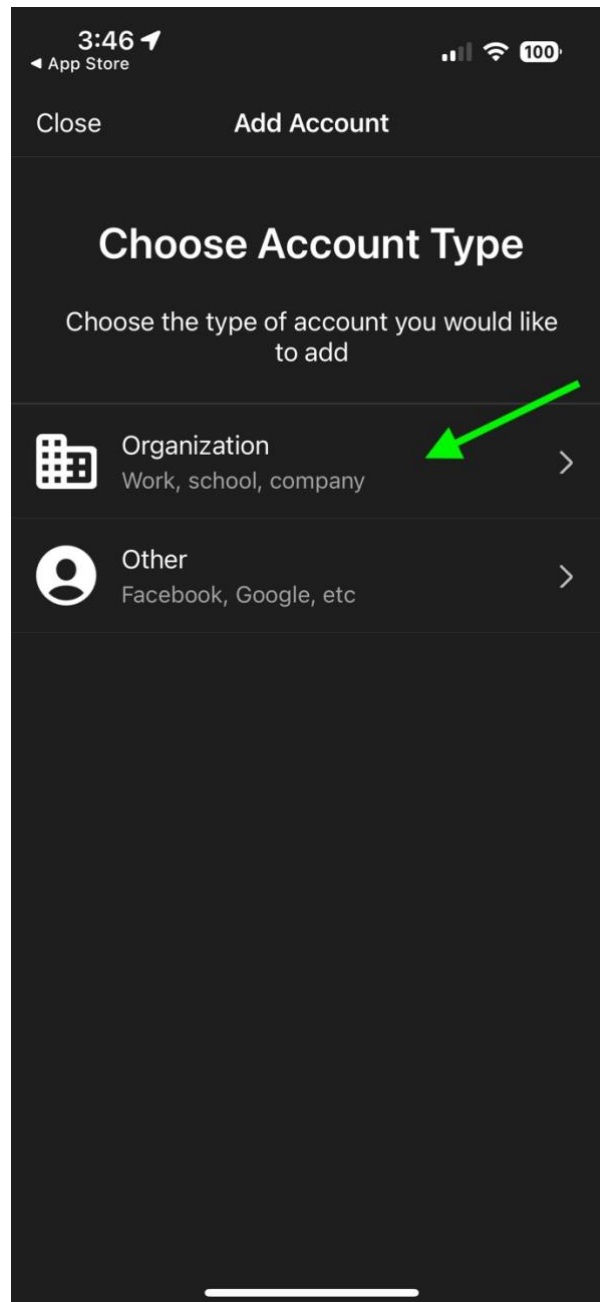
4. Do note that you HAVE TO scan the QR code with the OKTA Verify app on your phone.
- To install the app, go to the Play Store (Android) or App Store (Apple) and search OKTA Verify and install it. The app should look like the example below:



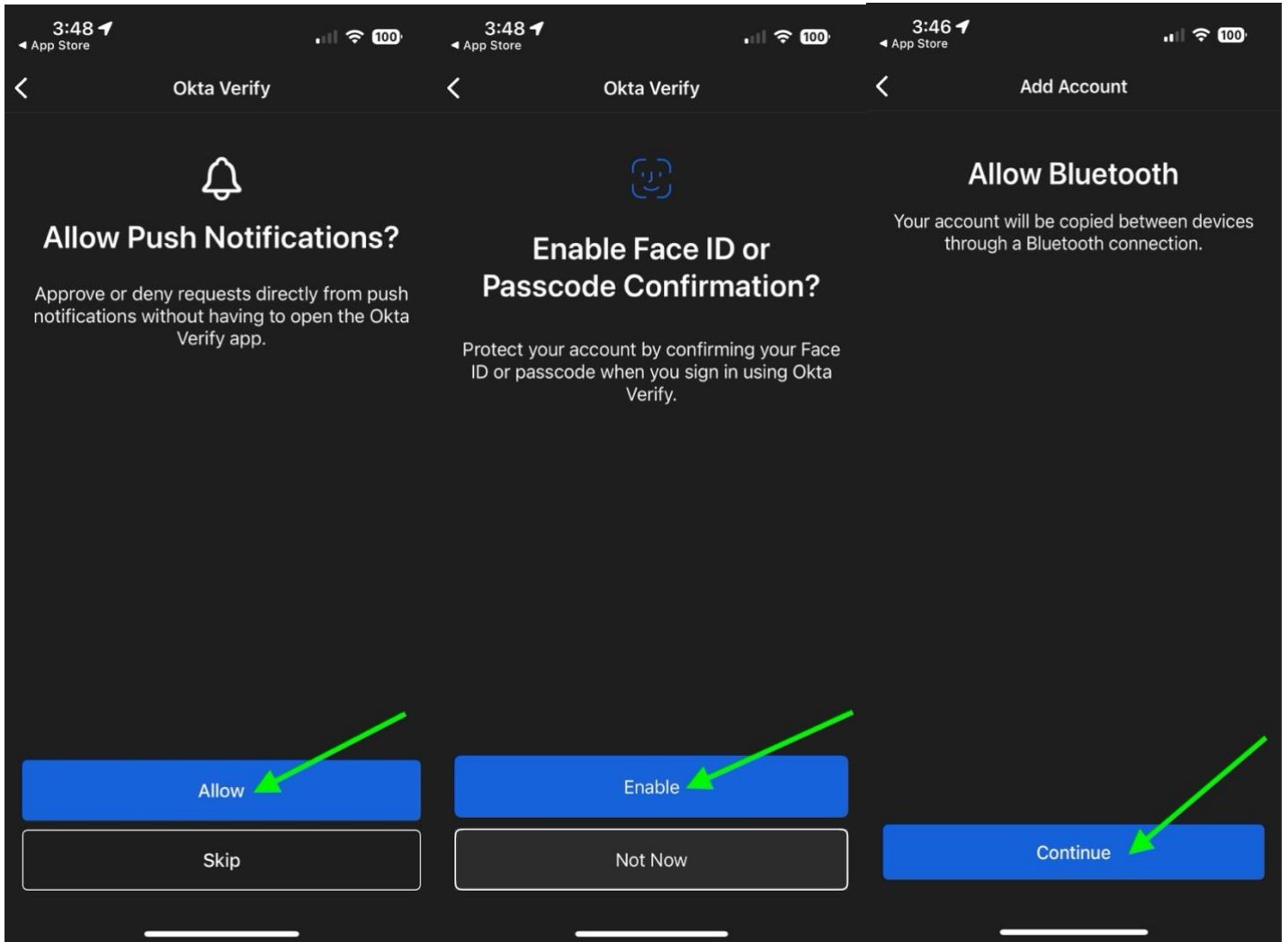
5. Once it is installed, go ahead and open the app, then click “Get Started,” “Next,” then “Add Account.”



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 now. You will need to have your phone each time you log into your course.

9. PLEASE NOTE THIS IS DEVICE SPECIFIC, IF YOU GET A NEW PHONE OR TRY TO USE SOMEONE ELSE'S, IT WILL NOT WORK.

a. You will need to contact our office to get this reset if you get a new device.