

What is Okta?

Okta is a Single Sign-On solution that provides users access to multiple applications using one set of credentials.

Setup OKTA Account

Step 1 – Activation email

You will receive a welcome email (similar to the one below) that contains instructions on how to set up your Okta account along with an activation link. Read the welcome email in its entirety before proceeding. When ready to proceed, click on the activation link.

From: Okta [mailto:noreply@okta.com]
Sent: Friday, January 18, 2019 11:34 AM
To: Firstname.MI.Lastname.PersonnelType@msc.ndu.edu
Subject: Welcome to NDU - please set up your login credentials!

Hi Firstname,

NDU uses Okta, a single sign on service, to manage your access to Blackboard and Office365. Okta provides convenient access to both applications through a secure home page. You are required to set up your Okta credentials prior to accessing NDU apps.

*****PLEASE READ THESE INSTRUCTIONS THOROUGHLY BEFORE SETTING UP YOUR OKTA LOGIN CREDENTIALS*****

This process only needs to be completed once.

Have your cellphone or mobile device available prior to clicking the following link to set up your Okta account. Once you click on the link you must complete the set up process, otherwise you may be required to contact the NDU Service Desk for assistance at (202) 685-3824. Assistance is available Monday through Friday from 0600 -1800 Eastern Time.

<https://ndu.okta.com/welcome/eLeSQXUZ3BkdxmmKRqdQ>

This link expires in 30 days and can only be used once. Clicking it a second time will result in an error.

Once you finish setting up your Okta account, please go to <https://ndu.okta.com> to sign in.

Your username is Firstname.MI.Lastname.PersonnelType@msc.ndu.edu

[Click here to review Okta tutorial.](#)

Please do not reply to this email. We cannot accept electronic replies to this email address. If you encounter problems with accessing your account submit a service request at <https://ndu.okta.com/help/login>

Step 2 – Create Account

Complete the NDU account creation form then click **Create My Account.**

Welcome to National Defense University, FirstnameI
Create your National Defense University account

Enter new password

Password requirements: at least 8 characters, no parts of your username. Your password cannot be any of your last 4 passwords. At least 2 day(s) must have elapsed since you last changed your password.
Repeat new password

Choose a forgot password question

What is the food you least liked as a child?


Answer

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Step 3 – Setup Multifactor Authentication

Access to NDU's Blackboard and Office 365 applications requires 2 Factor Authentication. NDU uses **SMS Authentication** method which sends a text message with a one-use code.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required 1 of 1

SMS Authentication
Enter a single-use code sent to your mobile phone.

Configure factor

1. Click **Configure factor**.

Receive a code via SMS to authenticate

United States

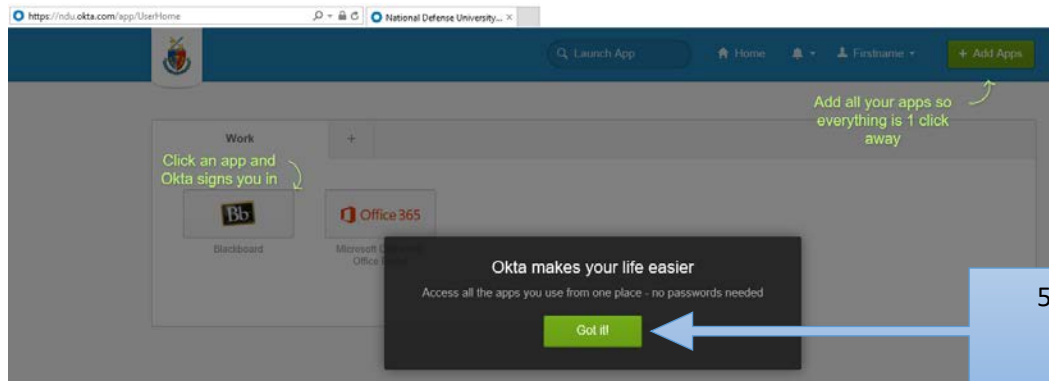
+1 Phone number **Send code**

Back to factor list

2. Enter your mobile phone number and then click **Send code**.

3. Enter the code that was sent to your mobile phone.

4. Click **Verify**.



5. Click **Got it** to access your Okta homepage.

If you experience an issue setting up your Okta account please contact the NDU Service Desk for assistance at (202) 685-3824. Assistance is available Monday through Friday from 0600 -1800 Eastern Time.

Access Okta Account

1. Go to the Okta Sign In Page (<https://ndu.okta.com>).
2. Enter your username and password (as established in Step 2 above).
3. Follow the SMS prompts to complete the login process.
4. Select desired app from your homepage. Please note that your homepage may differ from the illustration below.

