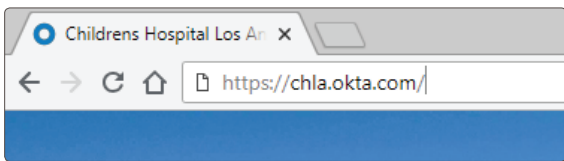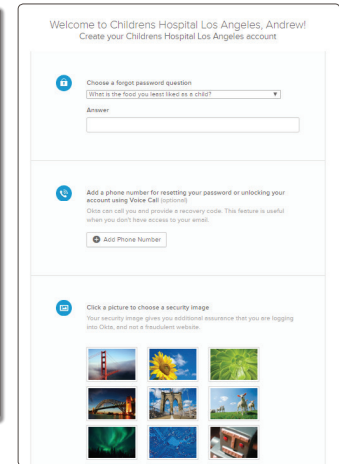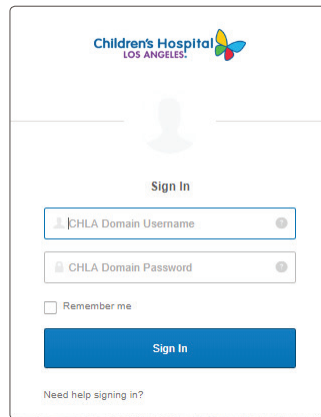# OKTA ENROLLMENT PROCESS

LOG INTO OKTA

1. Open a **web browser**.

2. In the *Address* bar, type **chla.okta.com**.

3. Enter your *CHLA Domain Username and Password,* then click **Sign In.**

> **NOTE:** *If this is your first time accessing OKTA, you may be prompted to select a Password Question, Add Phone Number, and select a Security Image.*

AUTHENTICATING TO OKTA USING OKTA VERIFY

Install the Okta Verify App

1. Click the **Setup** button under *Okta Verify.*

2. Select your **device type** and download the **Okta Verify app** via your device App Store or the CHLA App Store.
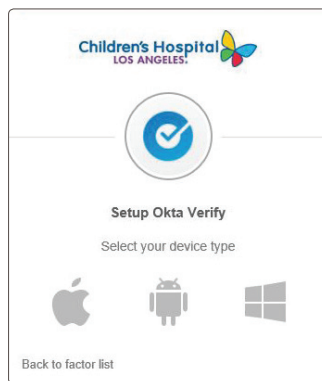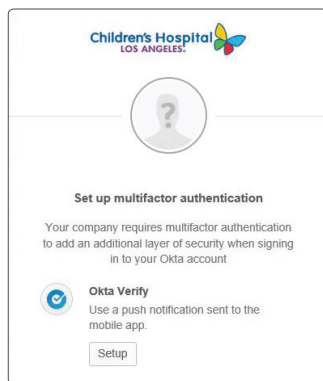

> **NOTE:** *You must be enrolled in AirWatch Mobile Device Management and have AirWatch installed on your device to access the CHLA App Store*

3. After you download the app, click **NEXT** under the *Setup Okta Verify* window.
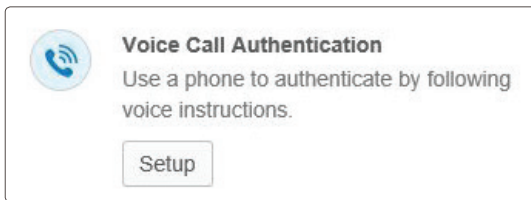
4. Launch **Okta Verify app** on your mobile device and select **Add an account**. Scan **barcode**. After you scan the barcode, press the **Add Account** button in the app.

   NOTE: *When you see a check mark next to Okta Verify in your browser, it means that it is completed.*
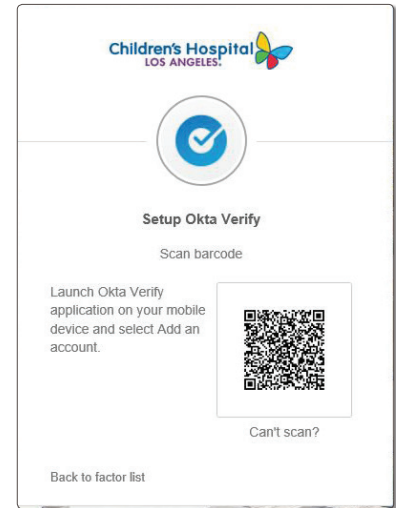
AUTHENTICATING TO OKTA VOICE CALL AUTHENTICATION

1. Click on **Setup** button under *Voice Call Authentication.*

2. Type in **your phone number** in the phone number field and click the **Call** button. You will receive an automatic message with a 5 digit code.

3. Enter the **5-digit code** in Enter Code field and click the **Verify** button.

After you click on the Verify button, you will be logged in and taken into your CHLA user home page.

Congratulations, you are now enrolled in Okta.