

WORKDAY ACCESS USING OKTA

FIRST-TIME ACCESS: PASSWORD AND SECOND FACTOR SETUP USING OKTA

Step-1: Copy/paste the following URL into your browser: <https://howard.okta.com/>

Step-2: You will receive the Okta Login Screen as shown below. Enter your Username provided (beginning with HF) and **temporary password** provided by the Administrator.

HOWARD UNIVERSITY

This is the first time you are connecting to howard.oktapreview.com from this browser

Sign In

Username

HFB999999

Password

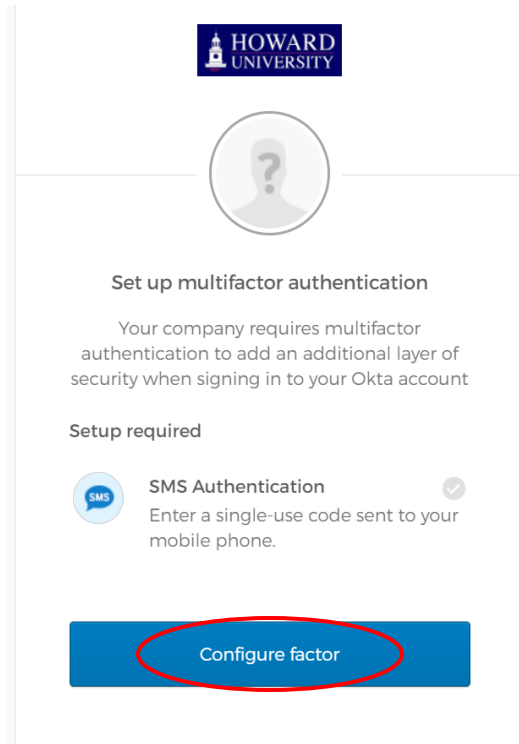
.....

Remember me

Sign In

Need help signing in?

Step-3: Set-up the Second-Factor SMS Authentication, click on “Configure factor” as shown below



HOWARD UNIVERSITY

Set up multifactor authentication

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

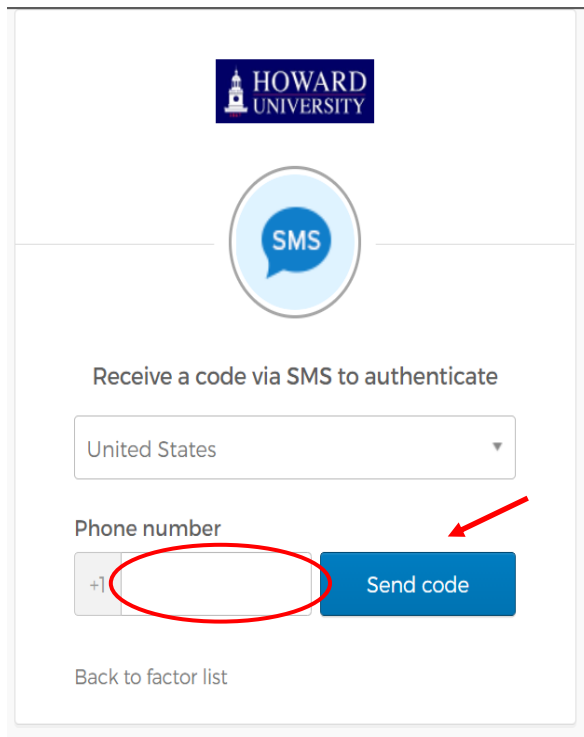
Setup required

SMS Authentication

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

Configure factor

Step-4: Provide the US mobile phone number on which you want to receive the SMS authentication, then click on “Send Code”. This phone number will be used by Okta for sending all future SMS codes.



HOWARD UNIVERSITY

Receive a code via SMS to authenticate

United States

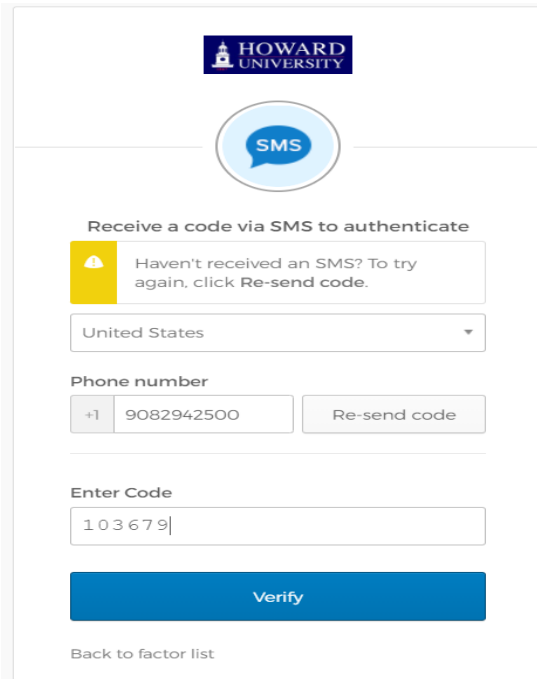
Phone number

+1

Send code

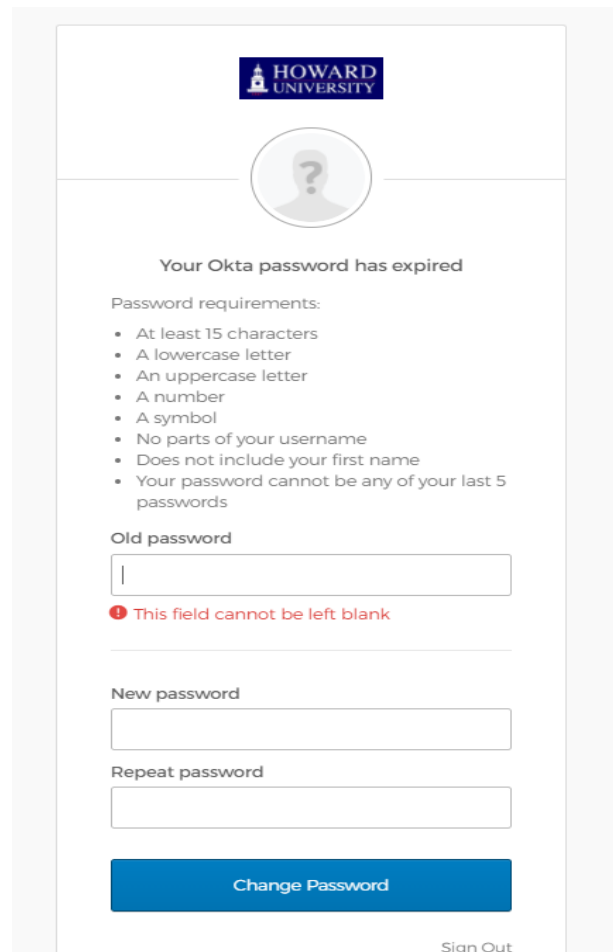
Back to factor list

Step-5: Confirm the mobile phone number by entering the code from Okta verification text message received on your mobile phone. Then click on "Verify".



The screenshot shows the Okta SMS verification interface for Howard University. At the top is the Howard University logo. Below it is a blue circular icon with "SMS" inside. The main heading is "Receive a code via SMS to authenticate". A yellow warning box contains the text: "Haven't received an SMS? To try again, click Re-send code." Below this is a dropdown menu set to "United States". Under the heading "Phone number", there is a field with "+1 9082942500" and a "Re-send code" button. The "Enter Code" section has a text input field containing "1 0 3 6 7 9". A large blue "Verify" button is at the bottom, with a "Back to factor list" link below it.


Step-6 Update the password with Howard compliant password. In the "Old password" field, enter the temporary password provided by your Administrator. Enter a new password using password policy displayed on screen (as shown below) and then click on "Change Password":



The screenshot shows the Okta password change interface for Howard University. At the top is the Howard University logo. Below it is a circular icon with a question mark. The main heading is "Your Okta password has expired". Under "Password requirements:", there is a list of rules: "At least 15 characters", "A lowercase letter", "An uppercase letter", "A number", "A symbol", "No parts of your username", "Does not include your first name", and "Your password cannot be any of your last 5 passwords". Below this are three input fields: "Old password" (with a red error message "This field cannot be left blank"), "New password", and "Repeat password". A large blue "Change Password" button is at the bottom, with a "Sign Out" link below it.

Step-7: Complete Okta user registration by selecting the account recovery security question answers and select the log-in screen image (only if displayed – Okta may not ask you to elect an image during the first-time login). Click on “Create My Account” to complete the first time user setup.

Welcome to howardpreview, John!
Create your howardpreview account













 Choose a forgot password question

What is the food you least liked as a child?

Answer

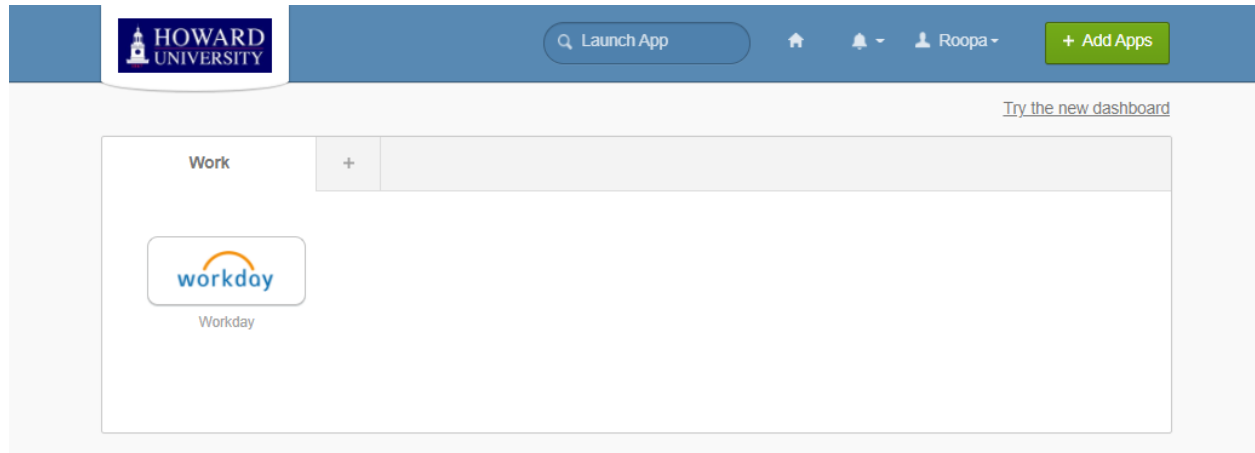
[Create My Account](#)

Select a security image

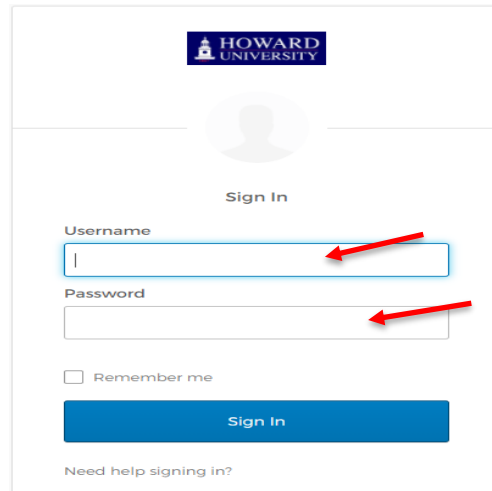
[Save](#)

Step-8: Users should see “Workday” application icon in the Application section if you are setup with access to Workday. **This is the Okta Landing page.** Click on the Workday application icon to get seamless access to Workday application, without entering any more credentials.



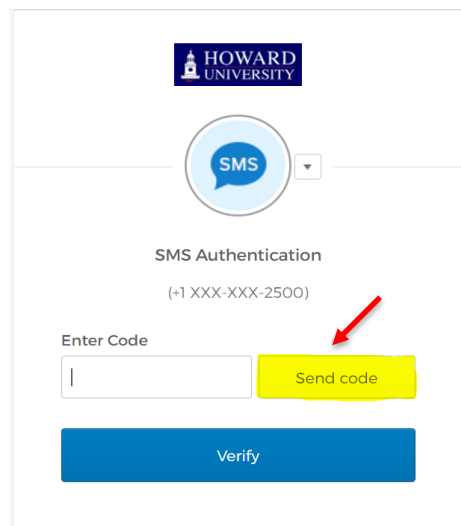
ONGOING LOGIN STEPS:

Copy/paste the following URL into your browser: <https://howard.okta.com/> to receive the Okta login screen below:



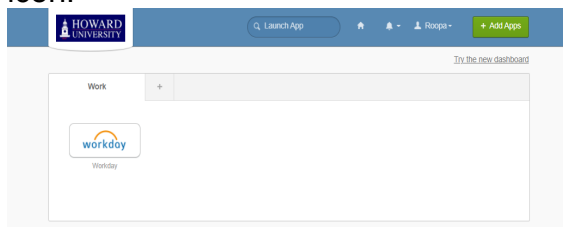
The image shows the Okta Sign In screen for Howard University. At the top is the Howard University logo. Below it is a "Sign In" heading. There are two input fields: "Username" and "Password". Red arrows point to the right side of both input fields. Below the password field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. Below the button is a link that says "Need help signing in?"

Click on the "Send Code" on the Multi-factor SMS screen.

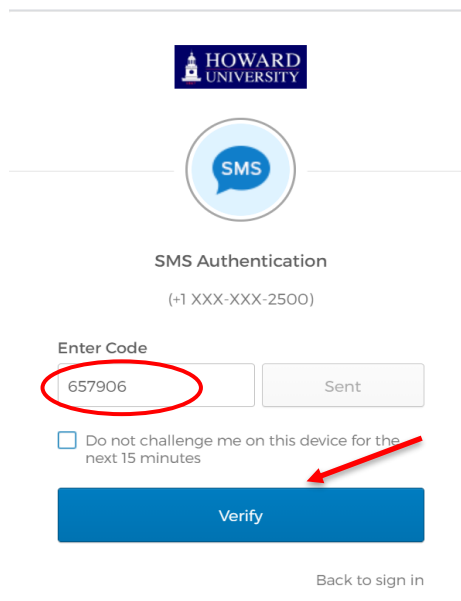


The image shows the Okta SMS Authentication screen. At the top is the Howard University logo. Below it is a circular icon with "SMS" and a dropdown arrow. The text "SMS Authentication" is followed by the phone number "(+1 XXX-XXX-2500)". There is an "Enter Code" input field and a yellow "Send code" button. A red arrow points to the "Send code" button. At the bottom is a blue "Verify" button.

Click on the SMS Code received from Okta and Click on "Verify". You will be authenticated into Okta and taken to the Landing Page with Workday application icon.



Click on the Workday application icon to access the Workday application.



The image shows the Okta SMS Authentication screen. At the top is the Howard University logo. Below it is a circular icon with "SMS" and a dropdown arrow. The text "SMS Authentication" is followed by the phone number "(+1 XXX-XXX-2500)". There is an "Enter Code" input field with the code "657906" entered and circled in red. To the right of the input field is a "Sent" button. Below the input field is a checkbox labeled "Do not challenge me on this device for the next 15 minutes". A red arrow points to the "Verify" button. At the bottom is a blue "Verify" button. Below the button is a link that says "Back to sign in".