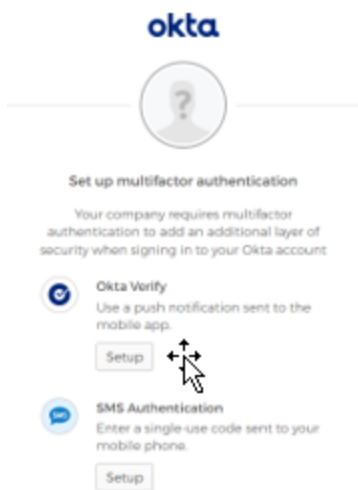


OKTA Portal Quick Reference 9-19-21

Start by visiting <https://go.nehsco.org/>

Login with your email credentials – yourusername@bridgewell.org and your email/Windows password

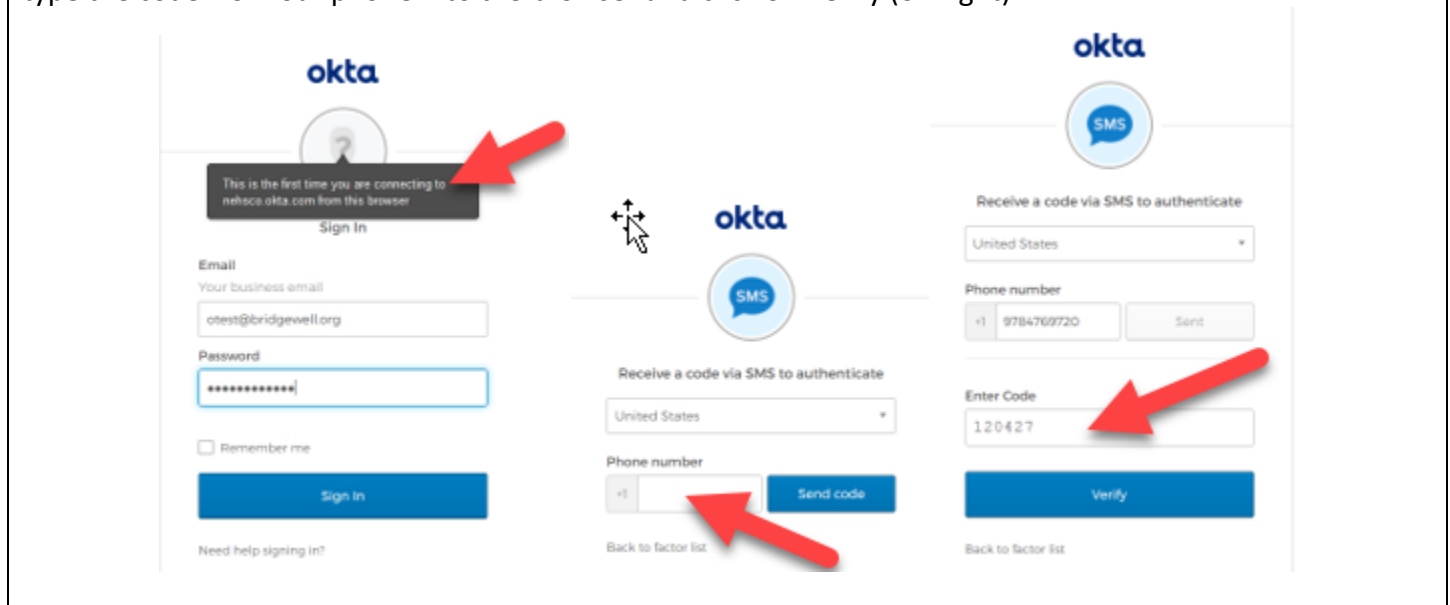
If this is your first time visiting the portal OKTA will recognize this and guide you through enrolling into using either a text message or the OKTA verify app as your multi-factor to prove your identity.



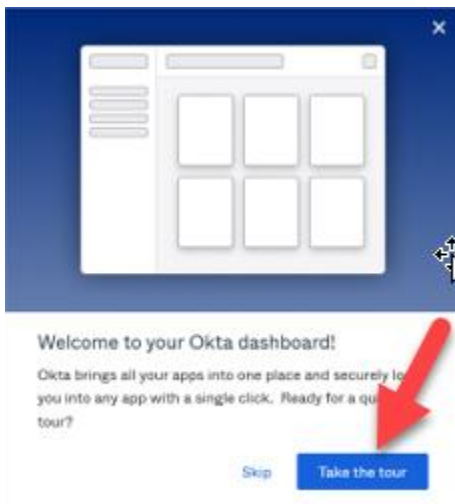
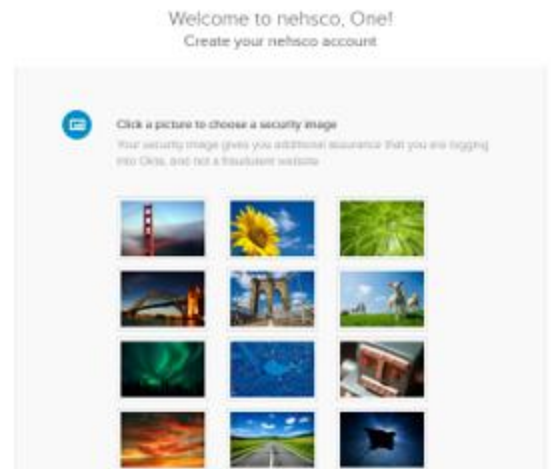
OKTA Verify is a free app you can download to your phone from either the Android or Apple store. Once installed OKTA will ask for your phone number and then connect you. This app allows you to more quickly verify your identity in the future.

SMS Authentication involves having OKTA text you a code which you then type into your browser to prove your identity. This is what most of us have seen with our banks and other online services. It's quick to setup (no app on your phone) but a little more work as you have to type in the code.

Below we first see OKTA recognizes this is the first visit and we login with our email credentials (on left), then we choose SMS text to receive a code on our cell phone to prove our identity (center) and finally we type the code from our phone into the browser and click on Verify (on right).

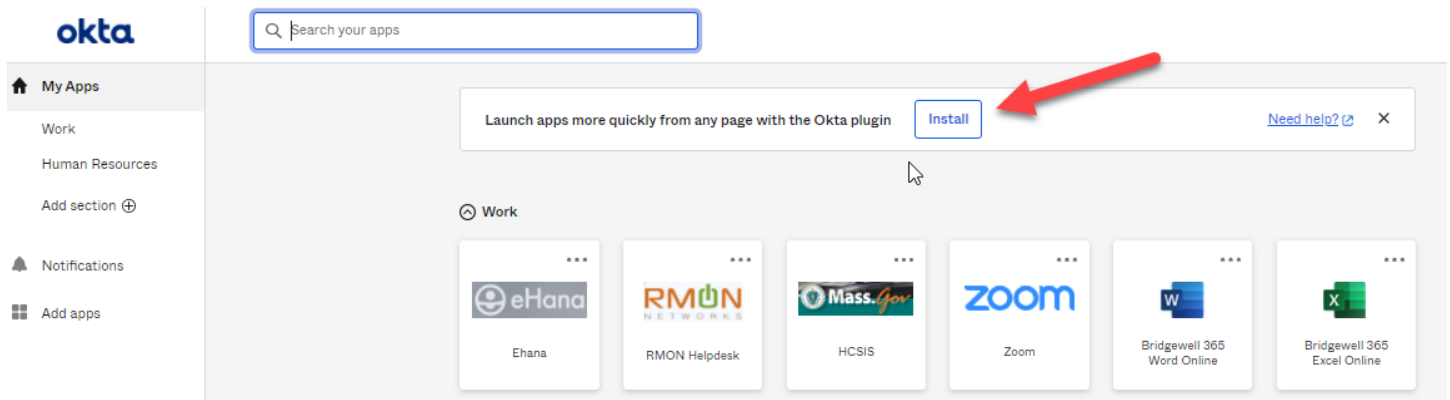


Next you are asked to choose a security image. Again, this is another feature most of us have already seen in online banking. Just pick a picture that will help you know in the future you are logging into OKTA and not a fake website.



At this point you will be in the OKTA portal with the welcome popup in front of you. Click on "Take the tour" to get a very quick overview of the three key features in OKTA.

If the browser you are using does not have the OKTA plugin installed you will be asked to install it (shown below)



IT has pushed out this plugin automatically to Chrome and Firefox browsers on our desktop computers. Laptops may not all be updated as quickly.

If you see this message please click on the Install button and you will be all set.

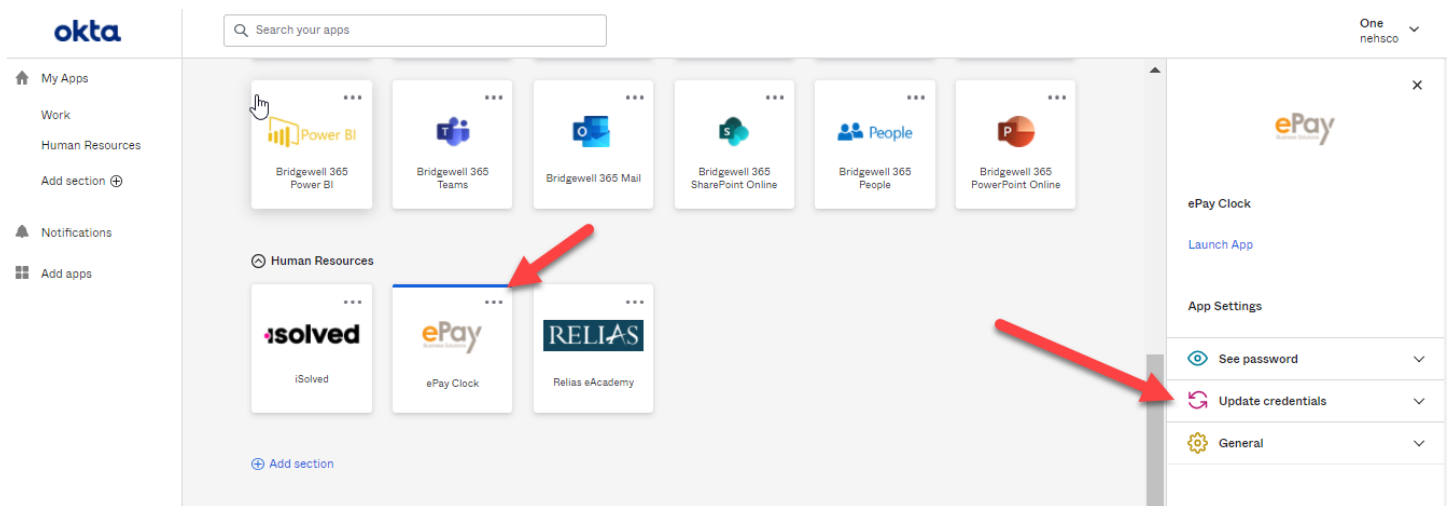
The OKTA dashboard

There are two groups of applications available to you

- Work – starts with eHana, RMON Helpdesk, and HCSIS and then lists the many Microsoft 365 applications that are available to you
- Human Resources – you will find below Work and contains iSolved, ePay Clock and Relias eAcademy

Update your credentials for an Application

- Notice the top right corner of every app has three dots. Click on these dots and you can view and change your username and password saved for this application
- See below where we click on the three dots on the ePay button and a new sidebar appears on the right where we can update our credentials to login to this app



Add your own applications

- Now that have OKTA and are logged in the system will ask you if you want to store logins and passwords as you visit other websites you use
- You can say yes and OKTA will start building a new “My Apps” section in your portal storing any websites you wish and allowing you to single sign-on into them in the future!

