



## Setting up Okta Verify for Smartphones

Okta verify is required for authentication to access the IWTSD BIDS system. Follow the steps below to set up the Okta Verify App for Smartphones. We recommend installing the Okta Verify App to your smartphone first, Before logging into BIDS. The App is available for downloading, free, through the Apple App Store or Google Play.

### Registering For Okta Verify

#### 1. Login to BIDS

From the homepage, click the **Login** button on [bids.iwtsd.gov](https://bids.iwtsd.gov).

#### 2. Enter BIDS username

Enter your BIDS username, then click **Next**.

#### 3. Enter six-digit code from BIDS email

Enter the six-digit login code you received via email followed by your IWTSD BIDS Password below it, then click **Login** to continue.

#### 4. Okta registration required

Click **Next** under Okta Registration Required.

- “We need you to verify your email to start the registration process with our multi-factor provider, Okta. Click **Next** to receive an email from Okta with a six digit code.”

#### 5. Email from Okta

Check the email associated with your IWTSD BIDS account for an email from Okta Verify. Enter the six-digit code from the welcome email into the “Passcode” field in IWTSD BIDS then click **Submit**.

#### 6. Continue forward

Click **Next** under Setup Okta Verify App for Smartphones.

#### 7. QR Code

You will be presented with a QR code in IWTSD BIDS to scan using the Okta Verify App from your smartphone.

*NOTE: Do not refresh this page, the QR Code displayed will be used with your Okta Verify App on your mobile device (See Step 7). Follow the steps below to complete the setup process for Okta Verify on your mobile device.*

### Adding Okta Verify To Your Mobile Device

#### 1. Download Okta Verify App

Download the Okta Verify App to your mobile device (if you don't already have it).

#### 2. Open Okta App

Open Okta Verify App on your mobile device.

#### 3. Adding your Account

Tap on the “+” sign at the top right.

#### 4. Selecting Account Type

Tap on “Organization” under Choose Account Type.

#### 5. Skip Add Account from Another Device

Tap “Skip” under Add Account from Another Device.

#### 6. “Yes, Ready to Scan”

Tap “Yes, Ready to Scan” under “Do you Have Your QR Code?”.

#### 7. Scan the QR Code

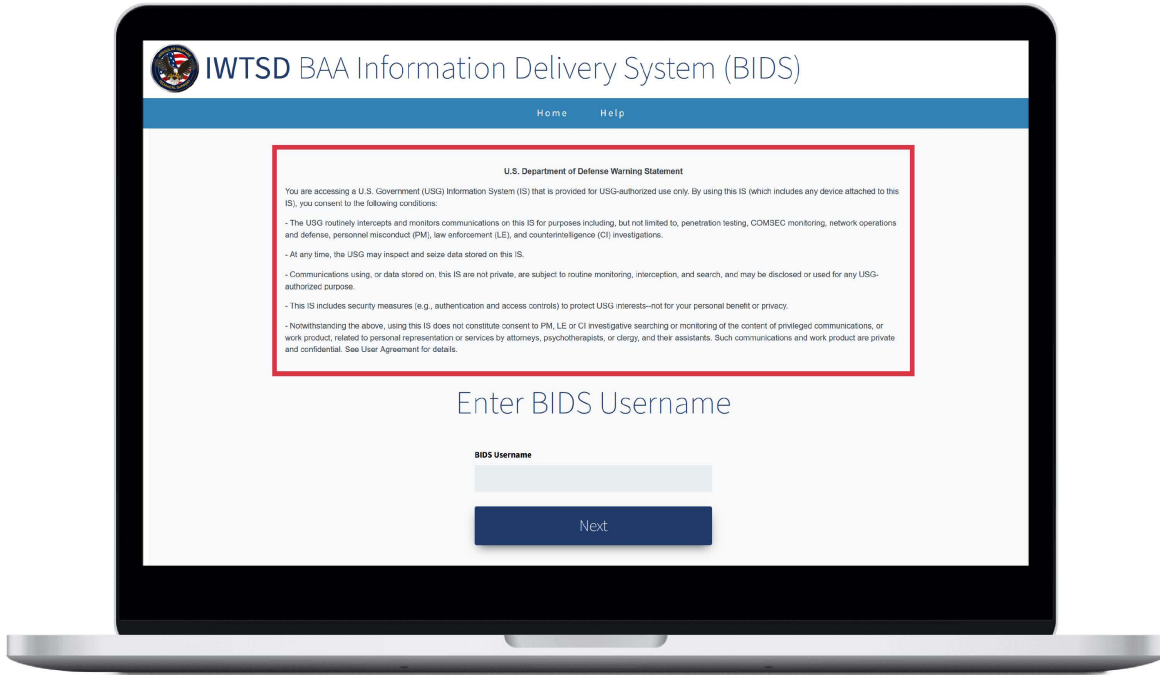
Scan the QR code in IWTSD BIDS with your mobile device camera to complete the registration for Okta Verify.

*NOTE: As noted at the beginning, we recommend downloading the Okta Verify App to your mobile device BEFORE logging into BIDS because there is a timeout limit on how long the QR code is valid. Should it expire, you will need to contact [bidshelp@iwtsd.gov](mailto:bidshelp@iwtsd.gov) to have the associated Okta Verify account reset.*

**Contact [bidshelp@iwtsd.gov](mailto:bidshelp@iwtsd.gov) for help or any issues encountered with this setup process.**

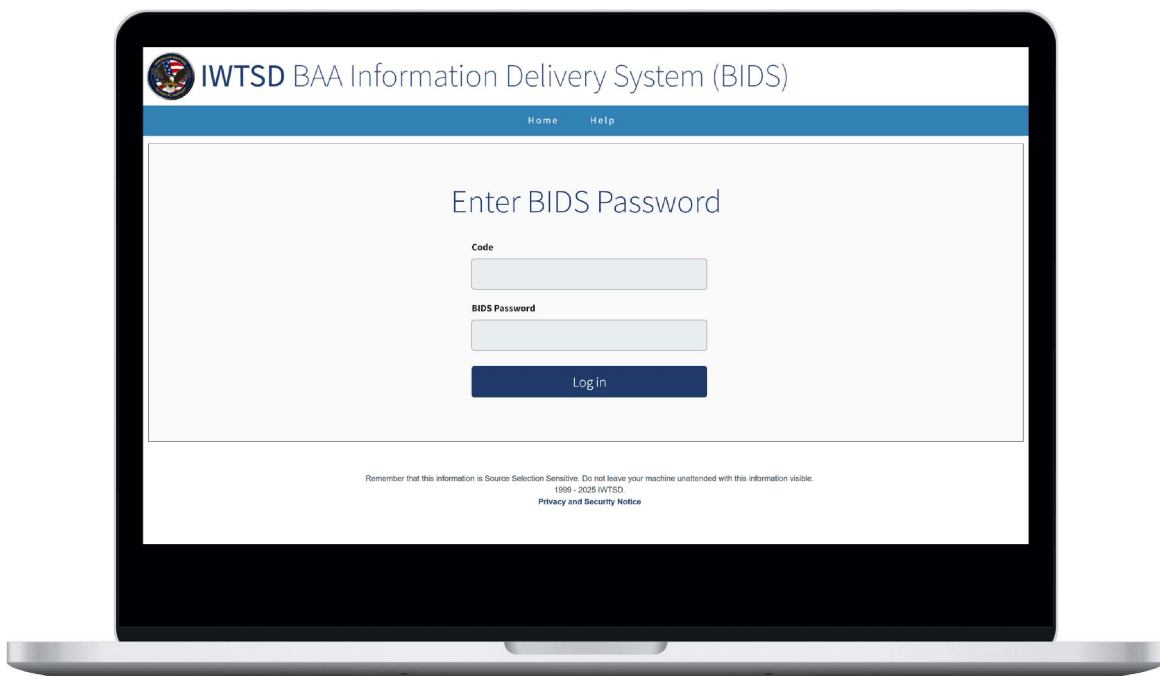
# Login To Your BIDS Account

Login to IWTSD BIDS with your BIDS Username.



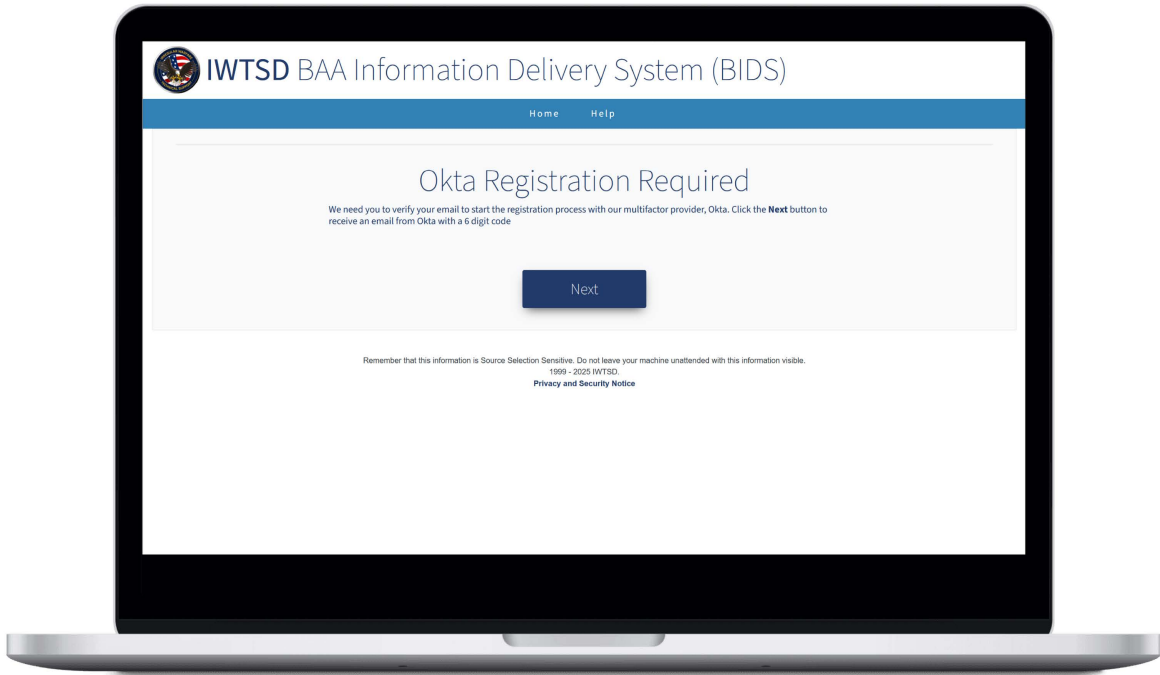
# Enter 6-Digit BIDS Code

Enter in the 6-digit BIDS code sent to your email from BIDS along with your BIDS Password.



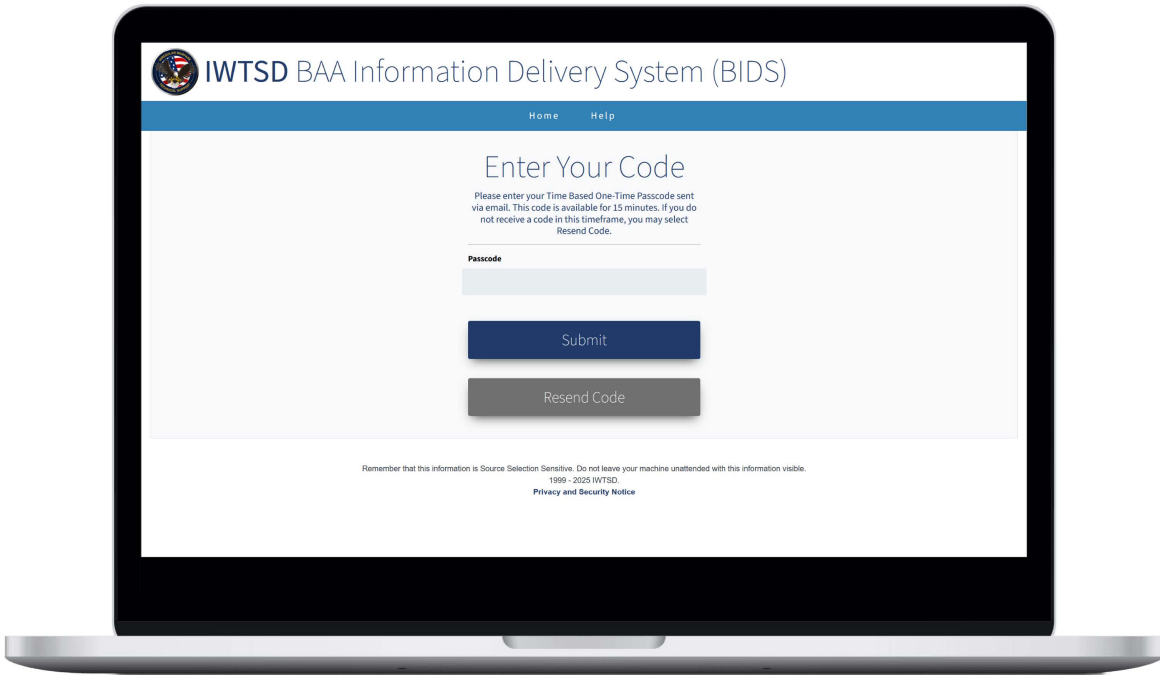
# Okta Registration Required

IWTSD now requires a multi-factor authentication to log in. Please click “Next” to begin the setup.



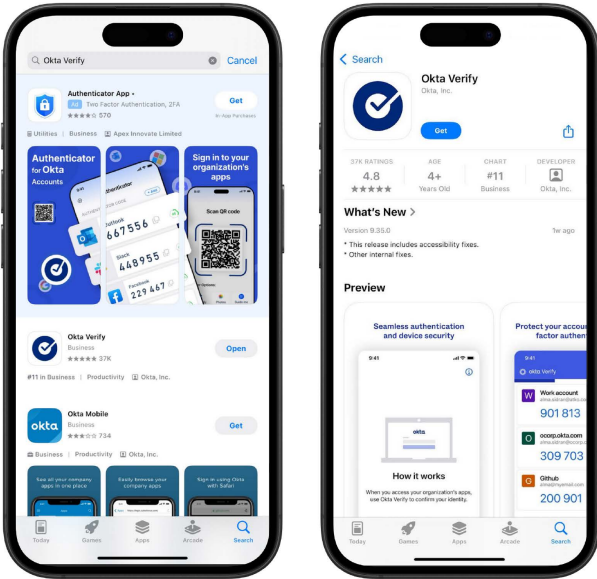
# Enter Okta Code

Next, enter the code from the Okta Verify welcome email into the “Passcode” field, then click the “Submit” button. It could take up to 15 minutes for your Okta welcome email to arrive. If it doesn’t arrive within 15 minutes, click the “Resend Code” button.



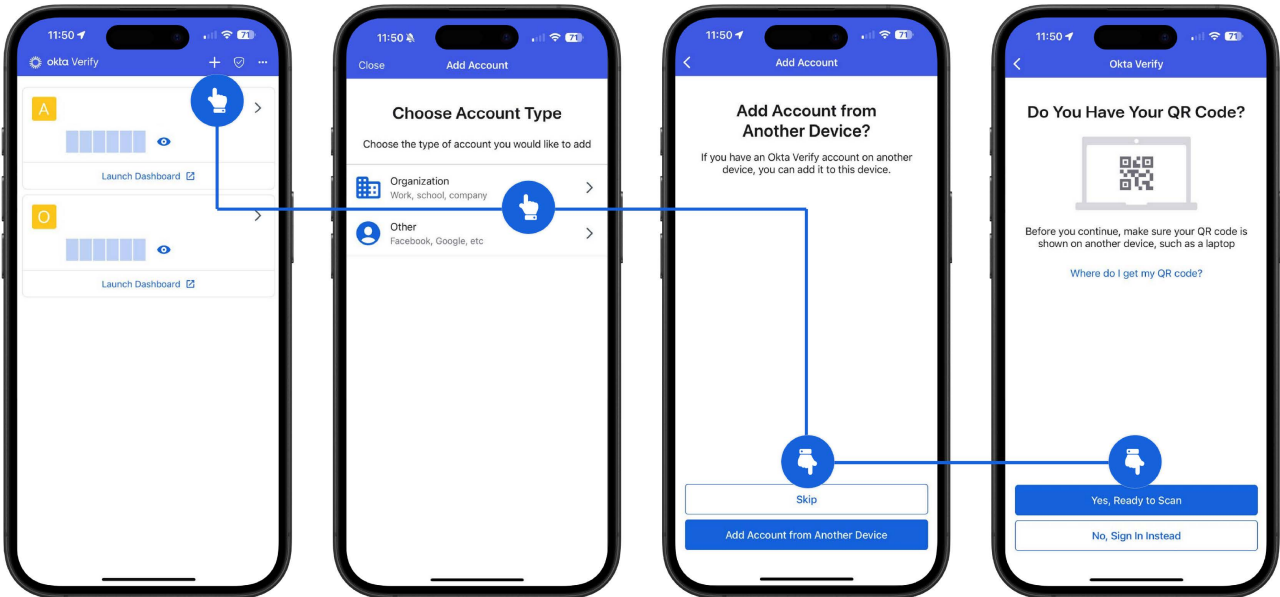
# Switch To Mobile Device

In order to complete the rest of the Okta Registration process, you must download the Okta Verify App. First, search “Okta Verify” in your mobile app store. Select the appropriate Okta Verify App listed below.



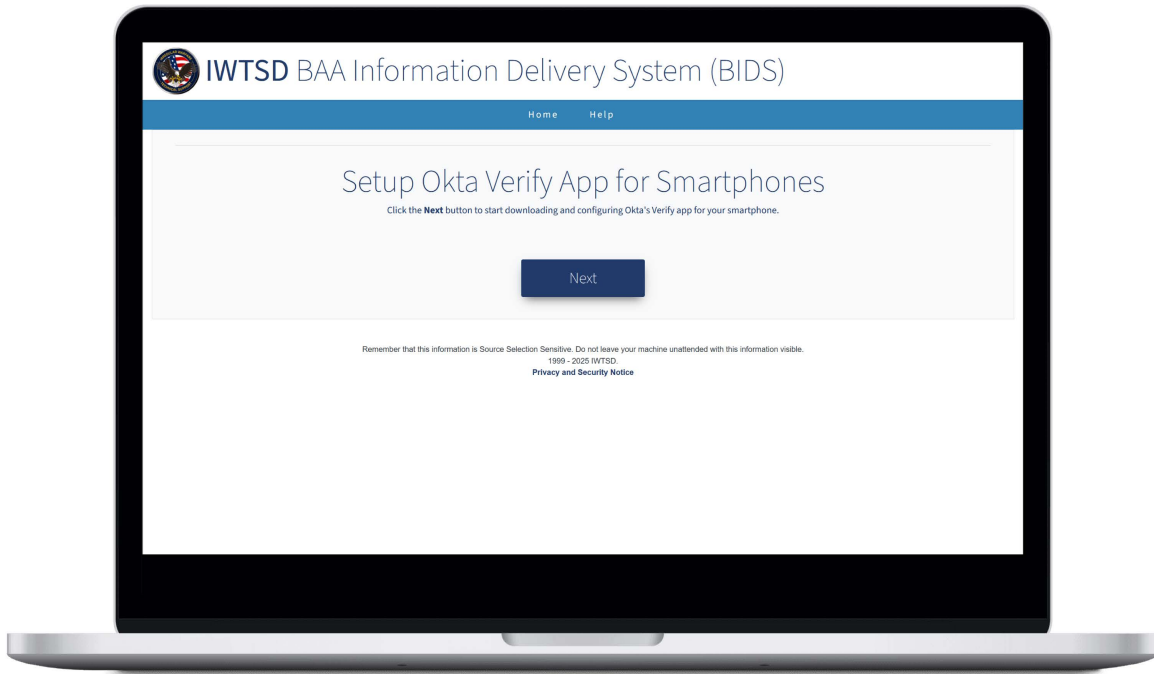
# Adding Your Okta Account

To add your IWTSD BIDS Account to your Okta App, first start by tapping on the “+” icon in the right hand corner. Next, tap “Organization” as your Account Type. Then, tap the “Skip” button. Finally, tap the “Yes, Ready to Scan”.



# Switch Back to Computer

Once you have tapped the “Yes, Ready to Scan” button on your Mobile Device, you are now ready to view your Okta QR Code on your computer. Click the “Next” button to view your Okta QR Code.



# Scan QR Code

You will now see a QR Code displayed on your computer. With your mobile device, if you clicked “Yes, Ready to Scan”, the Okta Verify App will open your camera prompting you to scan the QR Code displayed on your computer.

