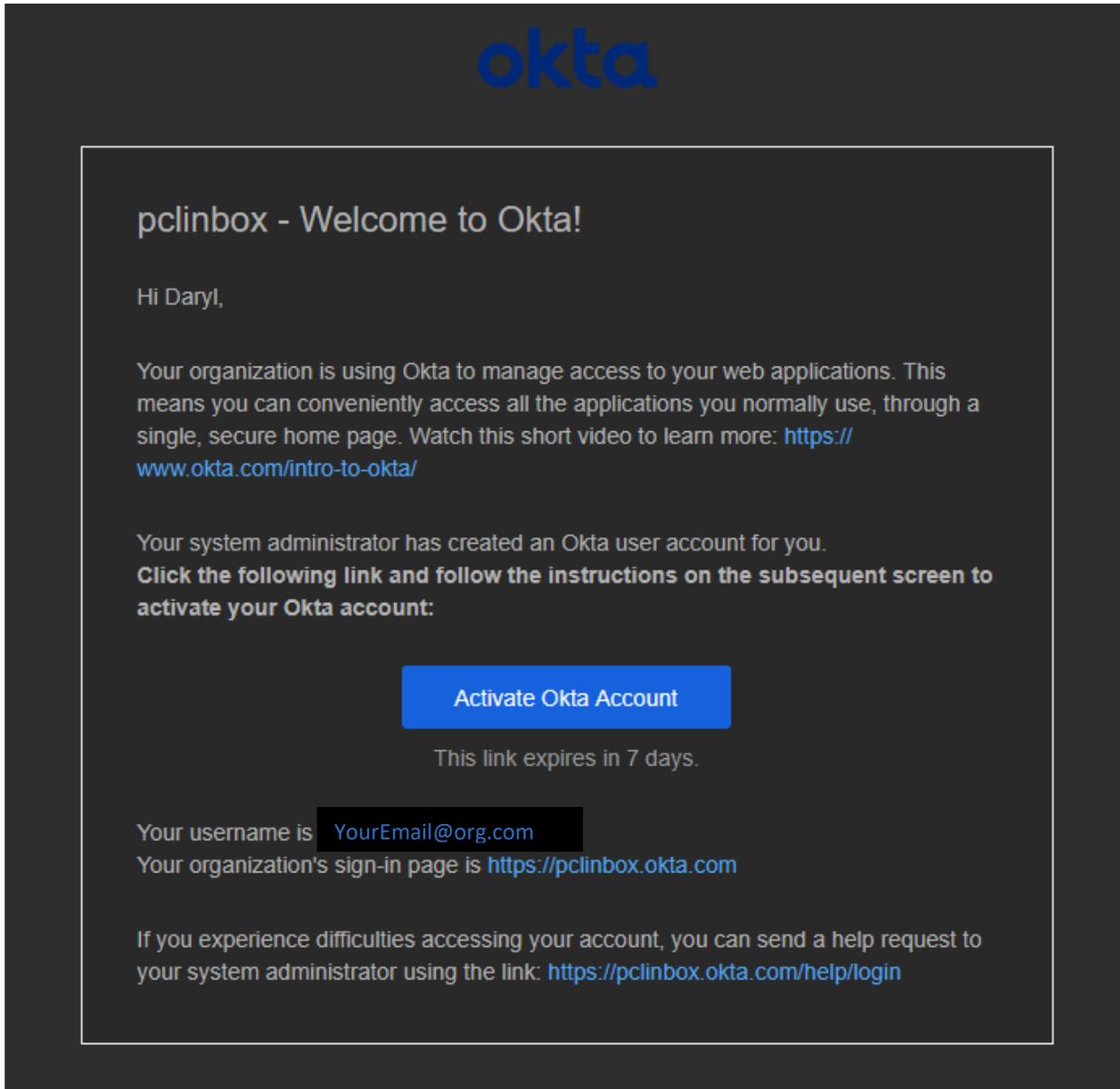


OKTA Multi-Factor Authentication (Security) Instructions

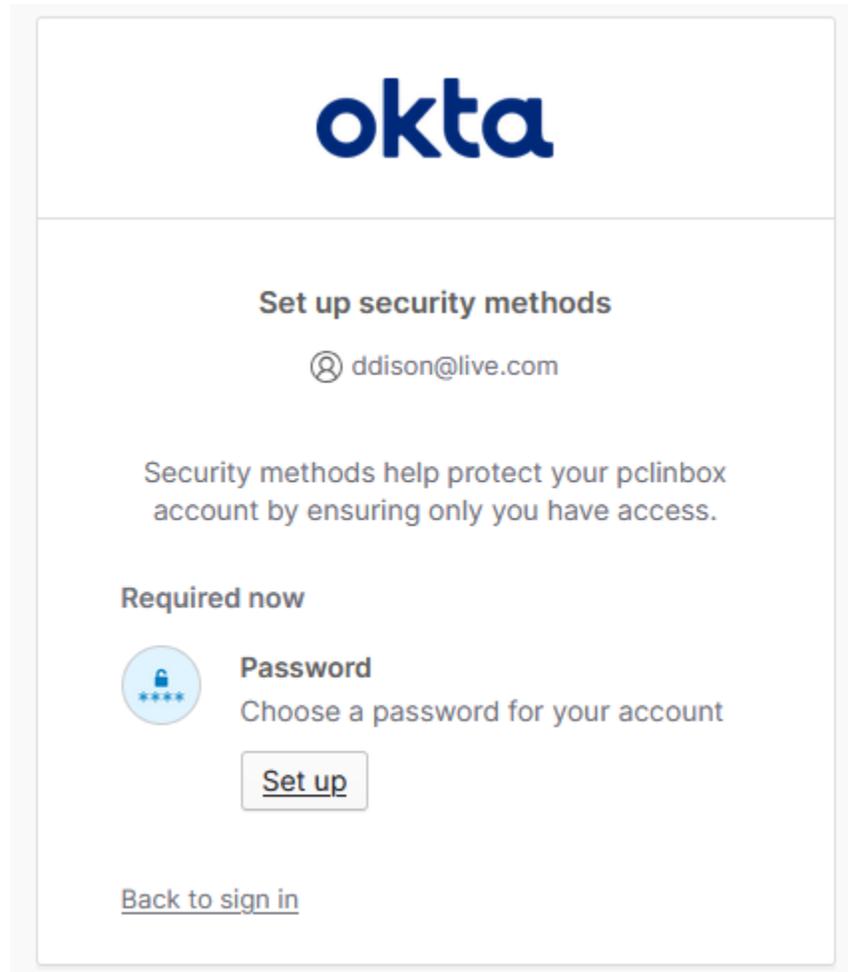
Step 1: Activate your Okta Account

Users will receive an email like the one below. Click on the blue **Activate Okta Account** button to activate your new account.



Step 2: Create Password

Users will receive an email like the one below. Click on the **Set up** button to create Password.



*Passwords must meet the requirements shown below:

okta



Set up password

 ddison@live.com

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 4 passwords

Enter password

Re-enter password

Next

[Return to authenticator list](#)

[Back to sign in](#)

Step 3: Set Up Multi-Factor Authentication (MFA)

After setting your password, you will be prompted to configure MFA. Click **Set up** to begin.



Set up security methods

 ddison@live.com

Security methods help protect your pclinbox account by ensuring only you have access.

Required now



Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up](#)

[Back to sign in](#)

Follow the on-screen instructions:

1. Open the **Okta Verify** app on your mobile device.
 - If you already use Okta Verify for another account, tap the “+” icon in the top-right corner to add a new one.
2. When prompted, select **Organization** in the app.
3. If necessary, tap **Skip** in the app to bypass optional steps.
4. Tap **Yes, Ready to Scan**.
 - If prompted, grant the app permission to use your camera.
5. Use your phone to scan the QR code displayed on your computer screen.
6. Choose your authentication type (e.g., **Face ID** for Apple devices).
7. Tap **Skip** again in the app if prompted.
8. Tap **Done** to complete the setup.

*You should now see an entry in the Okta Verify app labeled pclinbox.okta.com, with your email address displayed underneath.

To access the PCL Portal, open a web browser and navigate to pclinbox.okta.com.