# **Mentor On-Boarding**

Hello Mentors! Once we receive confirmation from Vanderbilt that your background check has cleared, you will be contacted by EMPOWER VI staff to gather some additional information. We will need to gather the following information from you to get you set up with a VUnetID, Vanderbilt email address, and access to the EMPOWER VI Mentoring Hub Microsoft Teams:

* Social Security Number (please do not email, we will need to schedule a call)
* Full Mailing Address
* US citizen status (U.S. Citizen or permanent resident)
* Your date of birth
* Gender

## VUnetID and Vanderbilt email

Once you are assigned a VUnetID and Vanderbilt email address from Vanderbilt HR, you will be contacted via email by EMPOWER VI staff and provided this information. Your next step is to activate these accounts by setting up a password (you will use the same password when using both your VUnetID and Vanderbilt email). Please make note of this password as this will be needed to access your email, Microsoft Teams, and single sign on (SSO).

1. Go to [**Welcome to Employee Claim (vanderbilt.edu)**](https://claim-identity.app.vanderbilt.edu/employeeclaim/) and follow the prompts. Please reach out if there are any issues.
2. You can test your login by trying to login to your email: <https://outlook.office.com/vanderbilt.edu>. Please note this will initiate you setting up two-factor authentication.

## Duo Mobile (requires smart device and laptop)

Please note that Vanderbilt University is transitioning from using Duo Mobile to using Okta Verify (both are two factor authentication software). During this transition, you may be prompted to download both options on your smart device. You can activate setting up Duo Mobile by attempting to login to your email your first time or by visiting this link: <https://vanderbilt.login.duosecurity.com/devices>. Please follow these steps:

1. Go to the app store on your smart device and download Duo Mobile
2. After ensuring DUO Mobile is installed on your mobile device, you'll want to open a web browser on a computer and navigate to <https://vanderbilt.login.duosecurity.com/devices>
3. After signing in using your VUNetID and password, keep selecting 'Next' until you reach the 'Choose an Option' screen. Once there, select "DUO Mobile".
4. Follow the on-screen prompts until you are presented with a QR code. (You can also select other options to receive a text or an email with a passcode).
5. Open the DUO Mobile app on your mobile device and set up the account, selecting the option to scan a QR code (or enter passcode). Then, scan the code and you should be all set.

# **Okta Verify Training (requires smart device and laptop)**

You are welcome to review this Okta onboarding video: [http://vu.edu/onevuonboarding](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ft.e2ma.net%2Fclick%2Fh4oaho%2F52buybcb%2Fpeezjpb&data=05%7C02%7Ckatrina.g.dubree%40vanderbilt.edu%7C26ed1962ba9b420988ae08dd7c4048ae%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638803337709745953%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=DNlgVgyislBKdJhT99Z7yt2fKbi0cSSW1dja5AUwrNg%3D&reserved=0), however, please note that this version references using a QR code, does not include closed captioning, nor audio description. The steps below will outline how to onboard with Okta Verify without using a QR code. Please note the steps focus on the actions steps and does not include full content information.

1.   On a smartphone, go to your Apps store and search for “Okta Verify”

2.   Download this app, and when ready, select open.

3.   Select “get started” and then “next”

4.   Select “add account” and choose “organization.” It will ask you about adding another account. Choose the “skip” link.

5.   Put your smartphone down for now and switch to your laptop. Go to [onevu.vanderbilt.edu](https://onevu.vanderbilt.edu/oauth2/v1/authorize?client_id=okta.2b1959c8-bcc0-56eb-a589-cfcfb7422f26&code_challenge=TPUWBogGdNR2L5XELhgE7QjPvIjiqx2MRF7VkurXXbM&code_challenge_method=S256&nonce=bxXDku57g3ytoZ5BNjoiMYJQrGSxAHL1cJWhvZXgAAjlCAMcEDHIszlqEw6UP2R8&redirect_uri=https%3A%2F%2Fonevu.vanderbilt.edu%2Fenduser%2Fcallback&response_type=code&state=21WlW5I2AUGXdj85i5QYARA7HlubQuA2kCtwIWQygMz7BR8ushJu8xtEUteU8WBM&scope=openid%20profile%20email%20okta.users.read.self%20okta.users.manage.self%20okta.internal.enduser.read%20okta.internal.enduser.manage%20okta.enduser.dashboard.read%20okta.enduser.dashboard.manage%20okta.myAccount.sessions.manage)

6.   Sign in with your Vanderbilt email address and your Vanderbilt email address password.

7.   On the message pop up, you’ll select the link that says “set up”

8.   A message pops up with a QR code, however you are going to navigate to “can’t scan” (JAWS reads: set up without scanning a QR code).

9.   You will be asked if you’d like to set this up using a personal email address or text message. Select the radio button of the choice that is best for you.

10.  After choosing whether you want an email or text, tab to the “send me the setup link” and then hit enter.

11.  You will receive a text or an email. For the text option, the text message will say “open this page in Okta verify on your smartphone”, and you select “open.” This should activate the Okta verify app.

12. Allow push notifications and decide if you want to allow them to send verifications and if you’d like to allow face ID. You should get a message that says your account has been added.

13.  The message on your laptop will change to set up security methods. You can select set up or continue. (If this was set up on your phone, you can continue).

14.  In the pop-up screen, you will be asked to add a secondary email address. Enter the email and then select “finish”. You can check your personal email for any further notifications. After selecting finish, you’ll be taken to your One VU account.

15.  If you want to test if it worked, on your laptop, navigate to your profile name on the OneVU page with tab and select to sign out. Then go to [onevu.vanderbilt.edu](https://onevu.vanderbilt.edu/oauth2/v1/authorize?client_id=okta.2b1959c8-bcc0-56eb-a589-cfcfb7422f26&code_challenge=TPUWBogGdNR2L5XELhgE7QjPvIjiqx2MRF7VkurXXbM&code_challenge_method=S256&nonce=bxXDku57g3ytoZ5BNjoiMYJQrGSxAHL1cJWhvZXgAAjlCAMcEDHIszlqEw6UP2R8&redirect_uri=https%3A%2F%2Fonevu.vanderbilt.edu%2Fenduser%2Fcallback&response_type=code&state=21WlW5I2AUGXdj85i5QYARA7HlubQuA2kCtwIWQygMz7BR8ushJu8xtEUteU8WBM&scope=openid%20profile%20email%20okta.users.read.self%20okta.users.manage.self%20okta.internal.enduser.read%20okta.internal.enduser.manage%20okta.enduser.dashboard.read%20okta.enduser.dashboard.manage%20okta.myAccount.sessions.manage)and sign in with your Vanderbilt email and password. Select “next.” Choose the second link that says “select” after “get a push notification.” Okta verify will send a push on your smartphone. It will give a location and a button that says, “yes it’s me”, select that button. You are now logged into your One VU account on your laptop.

After following the steps above you should be all set. You are now able to move forward through your on-boarding and training activities: [Mentor Training and Resources](https://www.empowervi.org/mentoring-programs/mentor-training-and-resources)