

### PREP NOTES

-  Setup time: Less than 5 minutes.
-  Be at your computer.
-  Have your Android or Apple device ready.

### SUMMARY STEPS

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**DETAILED STEPS**



## 1. On your mobile device, install the Okta Verify App

Scan the QR code for your device to initiate download of the MFA application.

 Apple



<https://itunes.apple.com/us/app/okta-verify/id490179405>

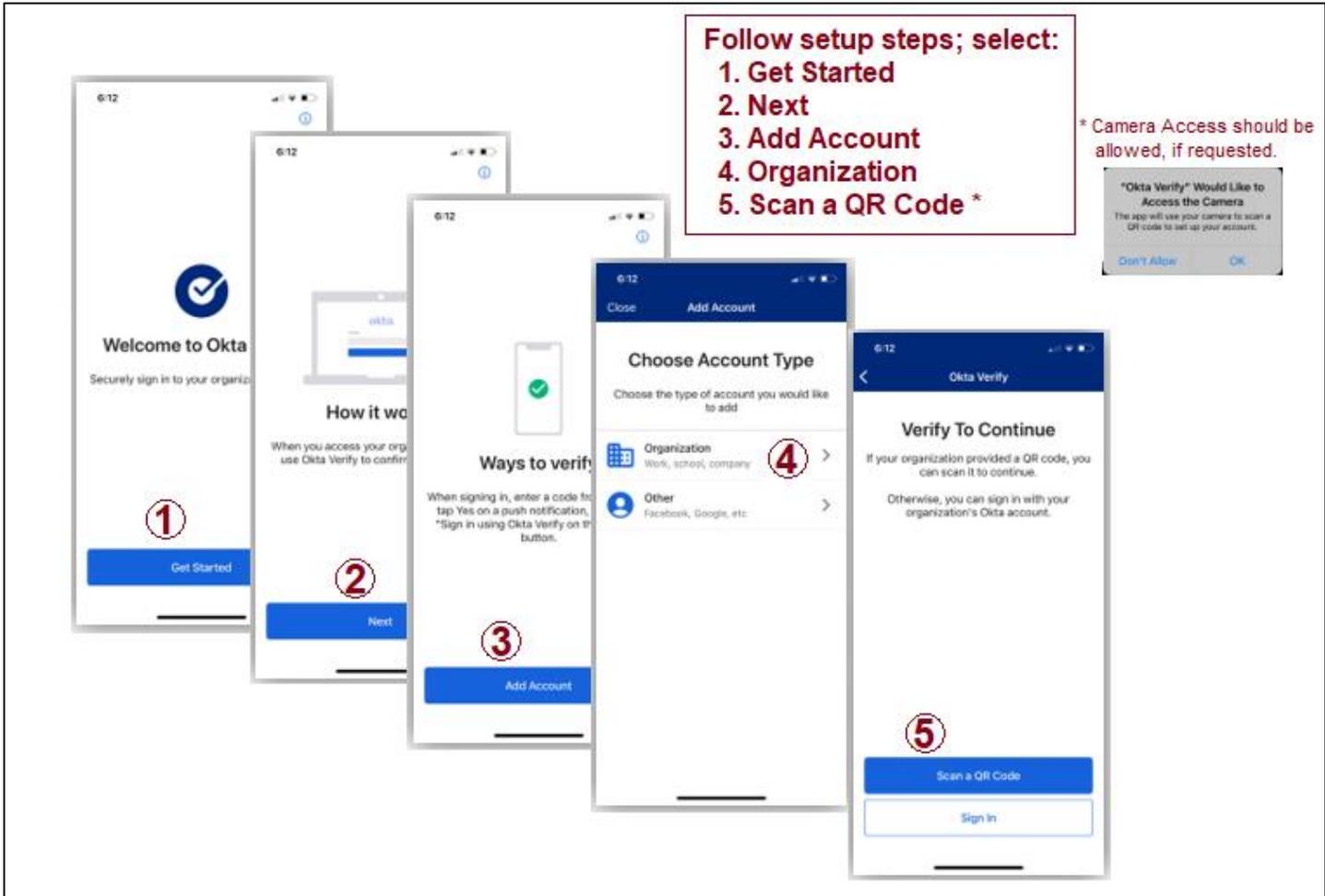
 Android



<https://play.google.com/store/apps/details?id=com.okta.android.auth>



## 2. Still on your mobile device, open and set up the Okta App



**Follow setup steps; select:**

1. Get Started
2. Next
3. Add Account
4. Organization
5. Scan a QR Code \*

\* Camera Access should be allowed, if requested.



## 3. Leave your mobile device at the QR Scan Frame until Step #6



## 4. On your computer, sign on your Okta Dashboard

On your computer's browser, go to <https://login.radpartners.com>.

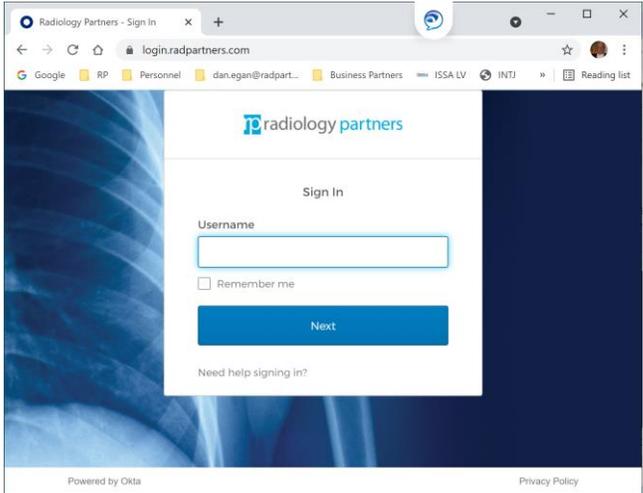
This step might not display a screen. However, if one displays follow the steps here:

**\*\* IF \*\*** any "kerberos" screen displays, select 'Cancel'.

This screen is not applicable.



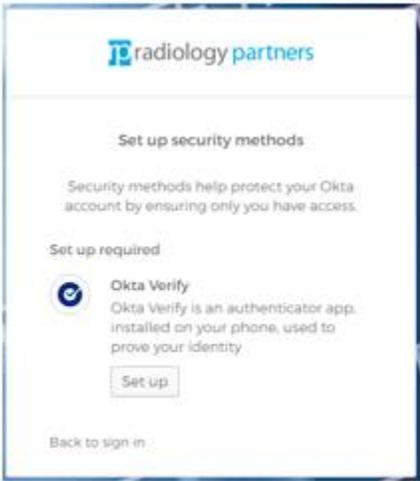
**\*\* IF \*\*** an email & password screen displays, input your RP credentials.





## 5. Still on your computer, setup your Multifactor

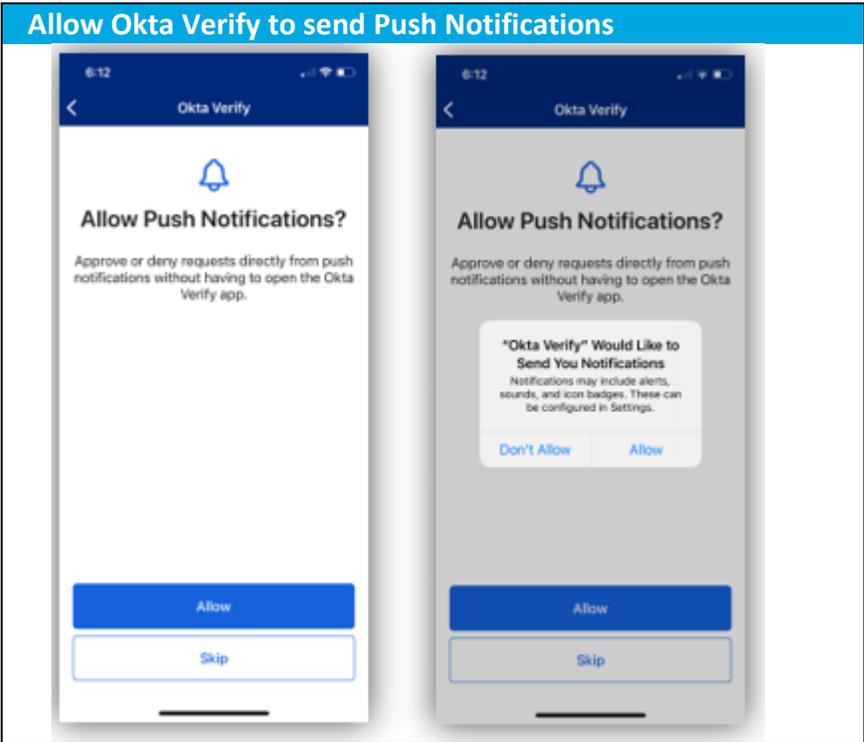
Select then “Next” to display a QR Code.



**Do NOT Scan this page.**  
Your QR Code will be generated on your Computer screen.



## 6. From your mobile device, complete linking the Okta App



## Using the Okta App

You have now completed the set up. When signing into an RP application on your computer that is protected with Okta MFA, you will be presented with two verification options:

- “Enter a code”
- “Get a push notification”

If you select the “Enter a code” option, use the six-digit code that is listed in the Okta Verify app on your mobile device to input into your login.radpartners.com account.

If you select the “Get a push notification” option, you’ll receive a push notification from Okta Verify prompting you to confirm your logon. NOTE: This application is to protect you. If you receive an unexpected push notification, do **not** assume all is well. For unexpected push notifications, always select **“No, it’s not me!”**