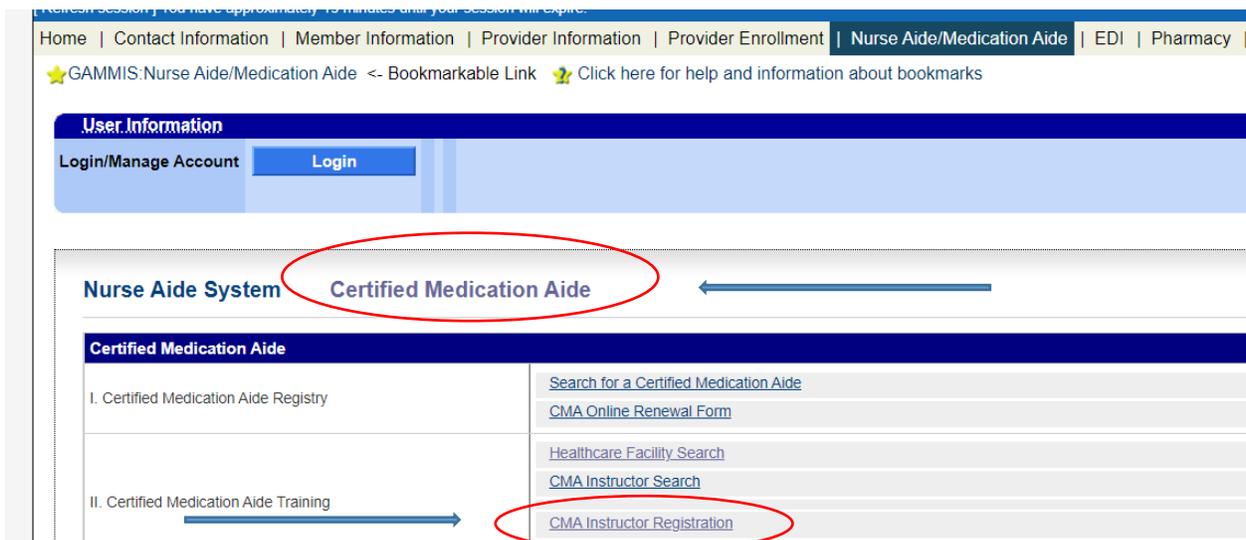


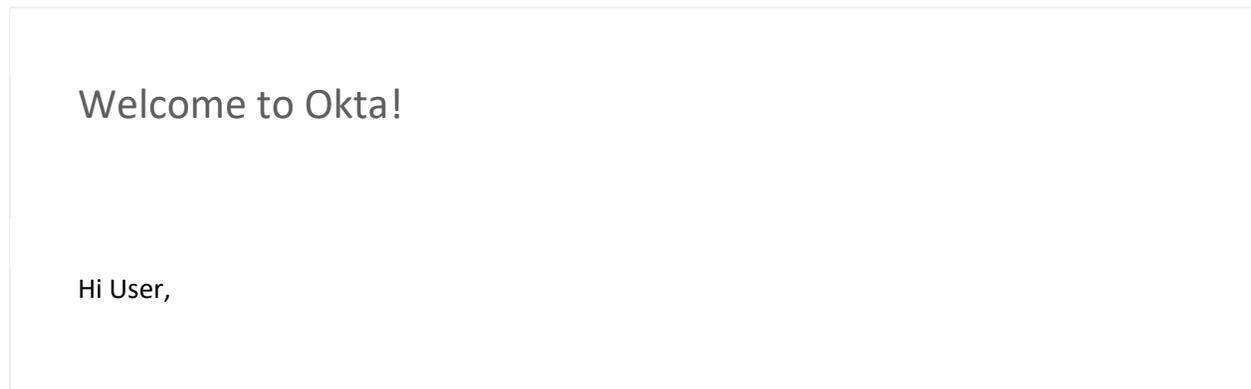
For CMA Instructors:
How to Access Alliant Health's Application in OKTA

As an added layer of security, Alliant Health Solutions will require Multifactor Authentication (MFA) for all CMA instructors. In addition to entering a password, **active** CMA instructors will be required to enter a code before access is granted to the CMA instructor registration site. There will be no change to the request process of those applying to become active certified medication aide instructors. Users will continue to register on the **mmis.georgia.gov** website under the NURSE AIDE/MEDICATION AIDE module, then select CERTIFIED MEDICATION AIDE, and finally select the CMA INSTRUCTOR registration link.



After a CMA instructor becomes active in our system, the user will receive an email with instructions to activate their account within 7 days of receiving the email. The user must select the ACTIVATE OKTA ACCOUNT button provided in the email received.

Example of Email below:

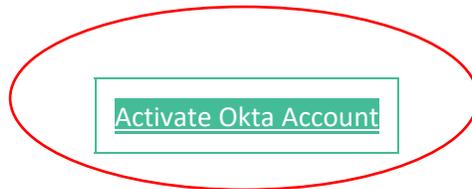


Effective May 2022, Alliant Health Solutions is using Okta to manage the Certified Medication Instructor web application. All applications will now be conveniently accessible through a single, secure home page. Watch this short video to learn more:

<https://www.okta.com/intro-to-okta/>

Your system administrator has created an Okta user account for you.

Click the following link to activate your Okta account:



This link expires in 7 days.

After selecting the ACTIVATE OKTA ACCOUNT link, create a new password, select a security question from the drop-down menu, provide an answer and then select a security image. Then select the CREATE MY ACCOUNT PASSWORD button.



Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password



Choose a forgot password question

Answer



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Create My Account

After you select CREATE MY ACCOUNT, you will be sent to the CMA site to enter your username and password.

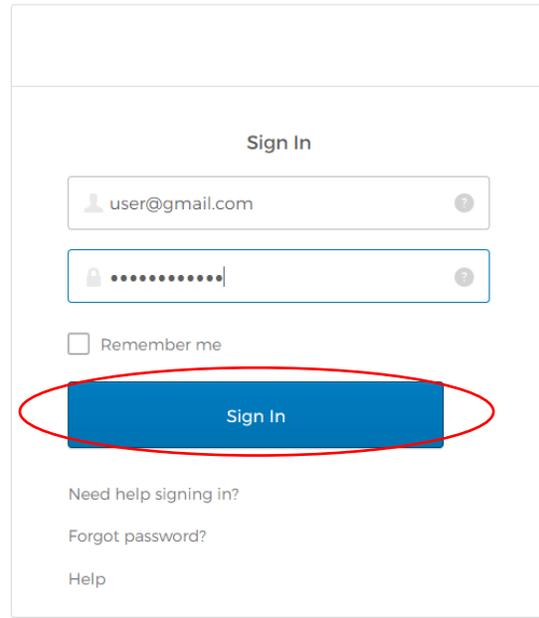
[Instructor Registration](#)

[Login](#)

[Multifactor Authentication \(MFA\) Sign-up Instructions](#)

[Password Reset Instructions](#)

[How to Change \(MF](#)



The screenshot shows a 'Sign In' form with the following elements:

- Title: Sign In
- Username field: user@gmail.com
- Password field: masked with dots
- Remember me checkbox: unchecked
- Sign In button: highlighted with a red oval
- Need help signing in?
- Forgot password?
- Help

Select the SIGN IN button, then select SEND EMAIL for the 2nd authentication factor in which you will receive an email with a six-digit code. You must enter the six-digit code to verify your account access.



Email Authentication

(t...t@allianthealth.org)

Send email	Enter Code
------------	------------

Verify

Sign Out

Example of authentication email

CMA Application Action Required: One-time verification code

Hi Torina,

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

408338

If you believe you have received this email in error, please reach out to your system administrator.

This is an automatically generated message by Okta. Replies are not monitored or answered.

Enter the code that was emailed to you and select VERIFY.



Email Authentication

(t...t@allianthealth.org)

Re-send email

408338

Verify

Sign Out

Select Configure Next Factor to add the 2nd multifactor authentication

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required

2 of 2



SMS Authentication



Enter a single-use code sent to your mobile phone.



Email Authentication



Configure next factor

Enter your cell phone number then select Send Code



Receive a code via SMS to authenticate

[Back to factor list](#)

Check your cell phone, enter the Code, and select Verify.



Receive a code via SMS to authenticate

United States ▼

+1 123456789 | **Send code**

576906 ?

Verify

[Back to factor list](#)

After you select VERIFY, the CMA application will populate.



Certified Medication Aide

Instructor Registration	Search for a Nurse Aide							
Search for CMA								
Logout								
Select your search criteria below								
First Name :	<input type="text"/>	Last Name :	<input type="text"/>	Social Security # :	<input type="text" value="999-99-9999"/>	Birth Date :	<input type="text" value="mm/dd/yyyy"/>	
Certification # :	<input type="text"/>	Status :	Active ▼	Expires Between :	<input type="text" value="mm/dd/yyyy"/>	And :	<input type="text" value="mm/dd/yyyy"/>	
Address Line :	<input type="text"/>			City/State/Zip/County :	<input type="text"/>	▼	<input type="text"/>	▼
CMA ?	<input type="radio"/> Yes <input type="radio"/> No			Test Passed ?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All			
Search		Clear						