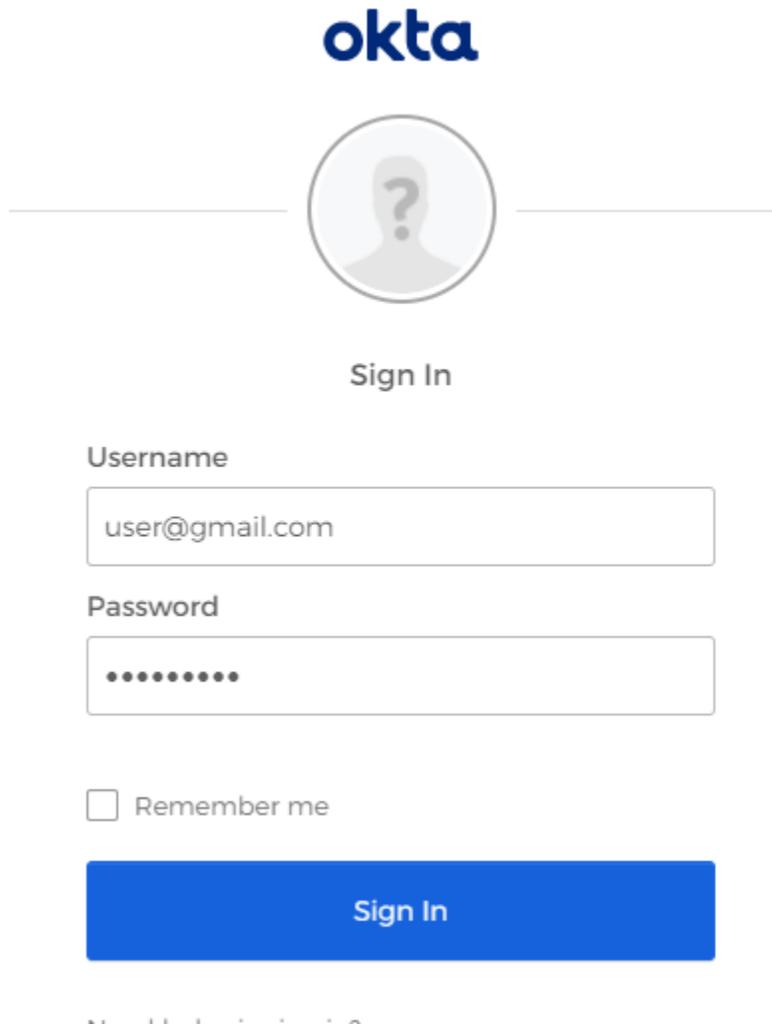


## Signing up for OKTA Multifactor Authentication

As an added layer of security Alliant Health Solutions will begin requiring Multifactor Authentication (MFA) for all CMA instructors. This means that in addition to entering a password, users will be required to enter a code before access is granted to the Certified Medication Aide application page. To be able to access the site, please sign up for Multifactor Authentication as follows:

1. Sign into <https://cmaallianthealth.okta.com>



The image shows the Okta login interface. At the top is the 'okta' logo in blue. Below it is a circular placeholder for a user profile picture containing a question mark. Underneath the profile picture is the text 'Sign In'. The form contains two input fields: 'Username' with the value 'user@gmail.com' and 'Password' with a masked password of ten dots. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button with the text 'Sign In'.

2. Enter one-time verification code that will be emailed to you and select Verify



## Email Authentication

(t...t@allianthealth.org)

Re-send email

207248|

Verify

Sign Out

3. On the OKTA page users will select their name at the top right of the screen and choose "Settings".

The image shows two screenshots of the Okta user interface. The top screenshot displays the 'My Apps' section with a search bar, a 'Sort' dropdown, and a card for 'Certified Medications Aide'. The bottom screenshot shows the 'Settings' page with sections for 'Security Image', 'Display Language', 'Forgotten Password Question', and 'Extra Verification'. A dropdown menu is open over the user profile 'Torina cmaallianthealth', with the 'Settings' option highlighted by a blue arrow.

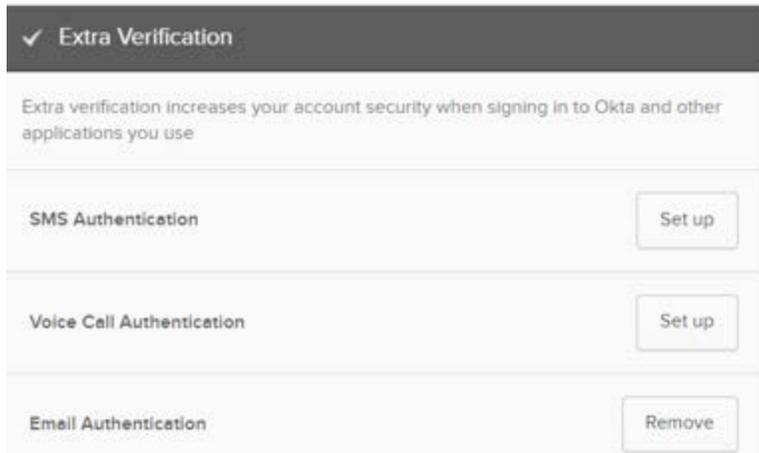
**Okta User Interface Screenshot 1: My Apps**

- Search bar: Search your apps
- User profile: Torina cmaallianthealth
- Section: My Apps (Sort)
- Work section: Certified Medications Aide
- Buttons: Add section, Support (Help: services@allianthealth.org)

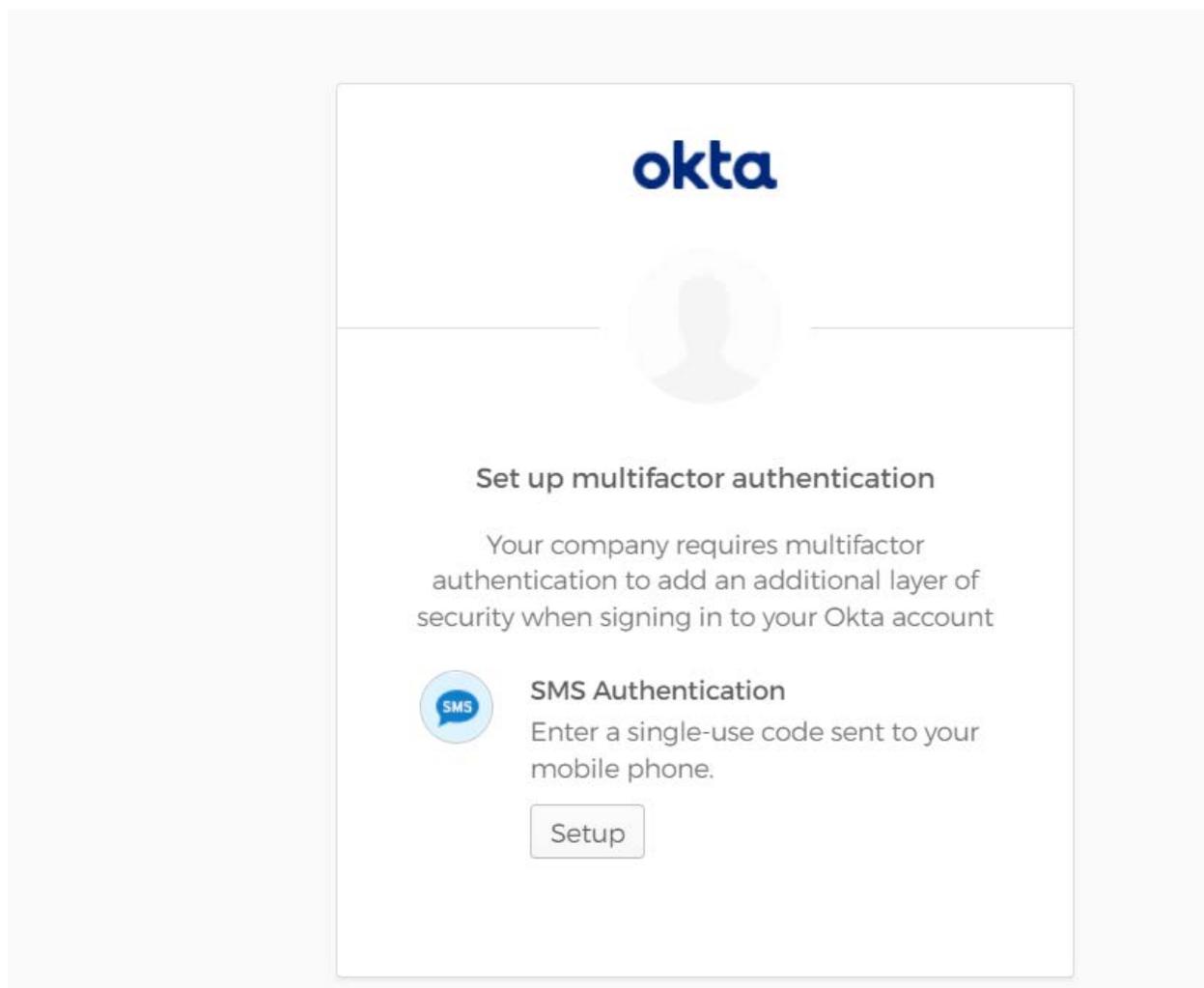
**Okta User Interface Screenshot 2: Settings**

- Search bar: Search your apps
- User profile: Torina cmaallianthealth
- Settings menu: Settings, Preferences, Sign out
- Security Image: Edit, Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
- Display Language: Edit, Language: English, Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.
- Forgotten Password Question: Select a forgotten password question so you can reset y have trouble signing in to your Okta account. Question: What was the mascot of the first sports team you played on?
- Extra Verification: Extra verification increases your account security when signing in to Okta and other applications you use.
- Authentication Options: SMS Authentication (Set up), Voice Call Authentication (Set up), Email Authentication (Remove)

4. Select "Set up" for SMS, Voice Call or Email authentication.



5. Choose "Set up" from the next screen:



6. For Voice or SMS, you will be prompted to enter a phone number to receive a code. Enter the phone number where you would like to receive the text or voice call and click "Send Code".



Receive a code via SMS to authenticate

United States

Phone number

+1

Send code

[Back to factor list](#)

7. When you receive the code, enter it in the "Enter Code" field and click the Verify button.



Receive a code via SMS to authenticate

United States ▼

Phone number

+1 7701234567 Send code

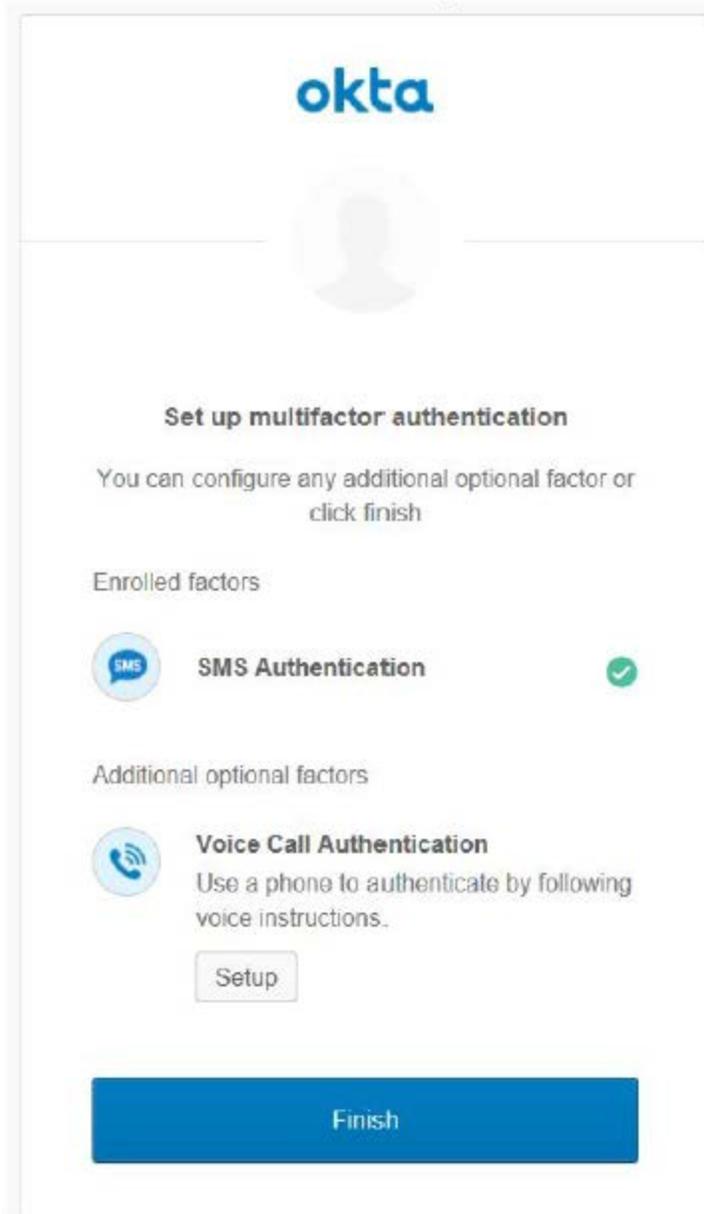
Enter Code

1234567

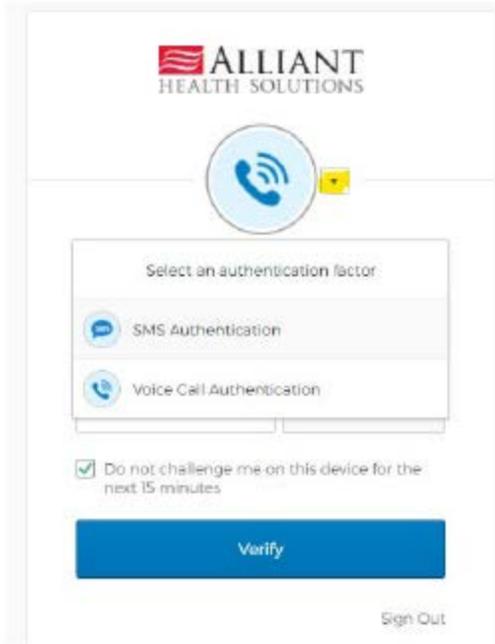
Verify

[Back to factor list](#)

- Once the code has been verified, click "Finish" to complete the process.



9. Going forward, each time you logon to <https://cmaallianthealth.okta.com> you will be required to enter a verification code. If you have chosen multiple factors, you can change your active factor by choosing from the drop-down on the login screen.



If you have questions, please send an email to [cmaportal@allianthealth.org](mailto:cmaportal@allianthealth.org).

Thanks,

Alliant Health Solutions support