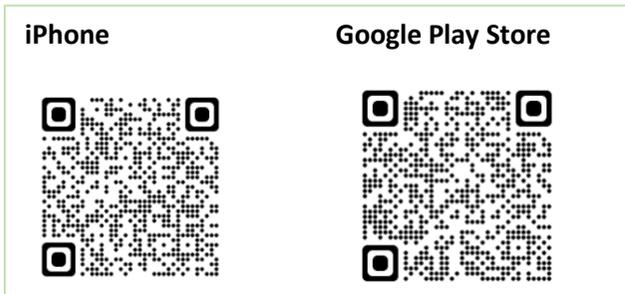


This guide steps you through a onetime registration of your Western Health account for Okta Single Sign On as set up of **MFA (Multi Factor Authentication)**

for added security. You will need a Smartphone  & WH computer  . Once completed you will be able to access a suite of applications without needing your username & Password.

Pre requisite – Okta Verify install



1. Download the Okta Verify Application on to your phone. This will be needed later when we set up MFA

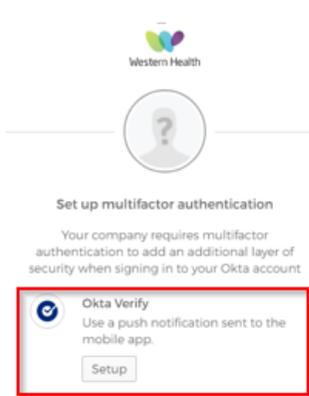
Okta Registration – MFA Setup

1. Open the Edge web browser on your computer and navigate to **Apps.wh.org.au**

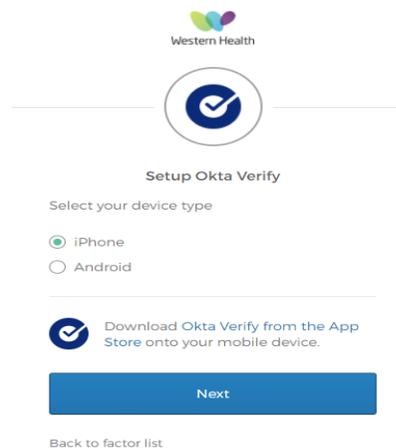


Note: If you are *not on the network* you will need to *log in using your Hospital Email & Password.*

2. Click on **Setup** under **Okta Verify**

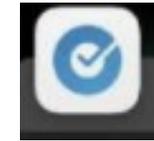


3. Select your device type & Click Next.

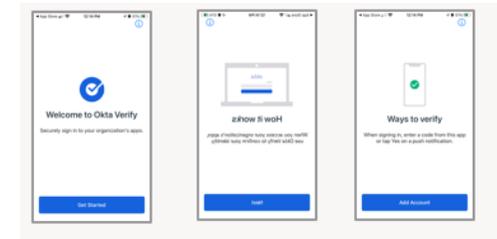


On your Phone

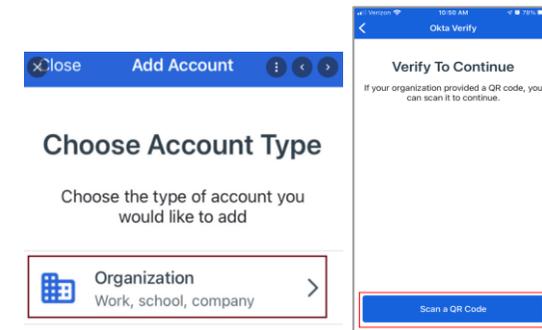
4. Open the Okta Verify App on your phone.



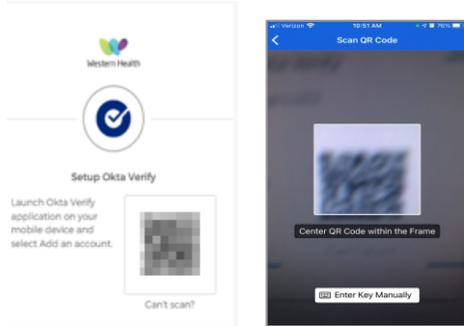
5. Follow the prompts on your phone to **accept any permission & notifications.**



6. Click on **ORGANISATION** & Scan QR Code

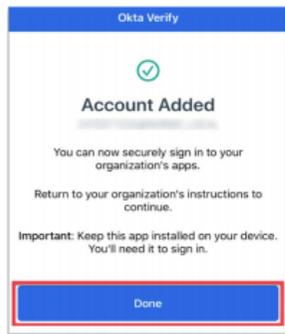


7.  **SCAN** the **QR Code** on your computer screen using the Okta Verify App on your phone. *(Point your phone to the screen)*



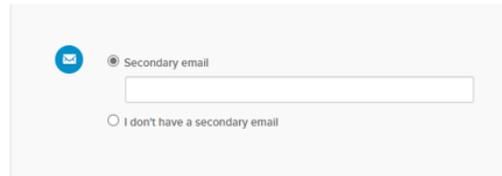
8.  If you are presented with any push notifications, **Click allow to confirm**

9. **Click done** to confirm the account has been added.
10. **You can now close the Okta Verify App.**



 **Registration Form -Security**

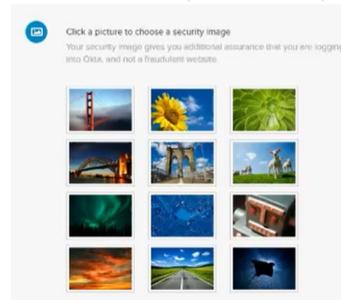
1. You will be presented with the **secondary email** screen to list another email to assist in account recovery / password reset. **This is optional**



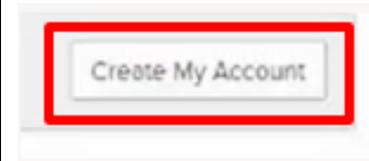
2. You will now be prompted to fill out a **forgot password security question**



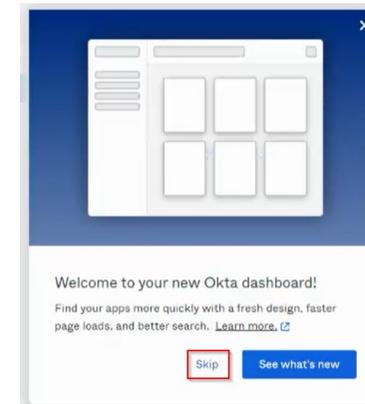
3. **Select** a picture for your profile



4. **Click** "Create my account"



5. **Click on skip**, to close the below window



 **Registration Complete**

Congratulations, you have now successfully registered for Single sign on.

1. **Click** the down arrow in the top right next to your name to log out.

