1. Go to SMARTWeb and select Okta SSO from the Student drop-down menu in the green bar or select Okta Single Sign-On from the Tools and Resources link list on the left side of the page.

2. Enter your Augusta Tech email (i.e. – jdoe1@smartweb.augustatech.edu) and click the next button. Enter your password on the next screen then click the Verify button.
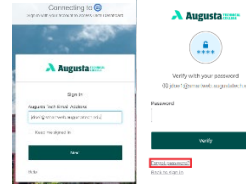
3. If this is your first time signing in, you will be prompted to set up your multi-factor authentication. You have three options:
   - Okta Verify
   - Phone (SMS/Voice Call)
   - Yubi Key Authenticator

   We recommend you set up Okta Verify and one phone option in case you lose access to your primary method.

4. **Okta Verify**
   a. Select either iPhone or Android depending on your phone type. This will take you to a screen with instructions to download the app and a QR Code.
   b. After downloading the app, select the plus sign in the upper right corner on Okta Verify to add an account and select Scan QR Code to scan the provided QR Code.
   c. Use the Can't Scan? Link below the QR Code to receive a link via text message to add your account if completing setup on a mobile device.
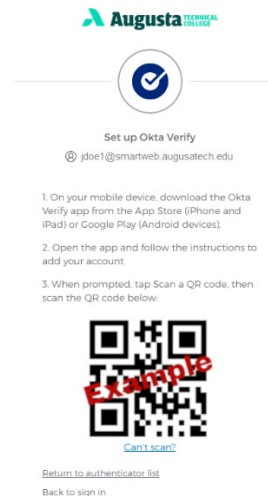
   **The QR Codes are account specific, DO NOT share it with anyone!**

5. **SMS/Voice Call**
   a. Select either SMS/Voice Call, the country to add the correct country code (i.e. – United States is +1 at the beginning of the number) and enter your phone number in the space provided.
   b. Click the Receive a code button and enter the code in the provided field.

6. Upon completion of the final authentication method, it will automatically direct you to the Okta home page.
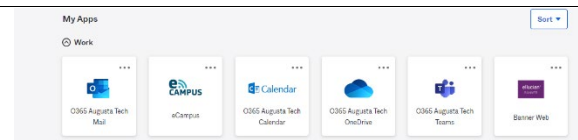
7. To add additional multi-factor authentication methods after initial setup or to modify existing methods, click your name in the upper-right corner of the Okta Dashboard and select Settings from the menu.
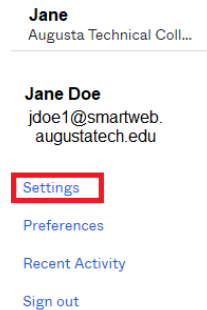
8. Clicking Settings will take you to the Okta Account page.

   - Select Setup Another by the relevant method to add an additional option for that type.
   - Select Remove by the relevant method to change the current options.
   - Select Set up by the relevant method to add a method that has not been setup.

Need to reset your password? Go to the Okta Forgot Password? Reset Guide.