## Purpose

Okta is a cloud-based platform that provides single sign-on for all your Magellan applications. All HR systems such as Workday, Saba, VERN, and all communication platforms and collaboration tools such as MagellanNOW, Workplace, Zoom, and Box will be accessed through Okta.

This job aid walks you through the steps of logging in to Okta for the first time and authenticating your system access. Once you have Okta set up, you will not need to remember user names or passwords, and because it is accessed through the web, it is mobile-enabled as an app on your smartphone or tablet.
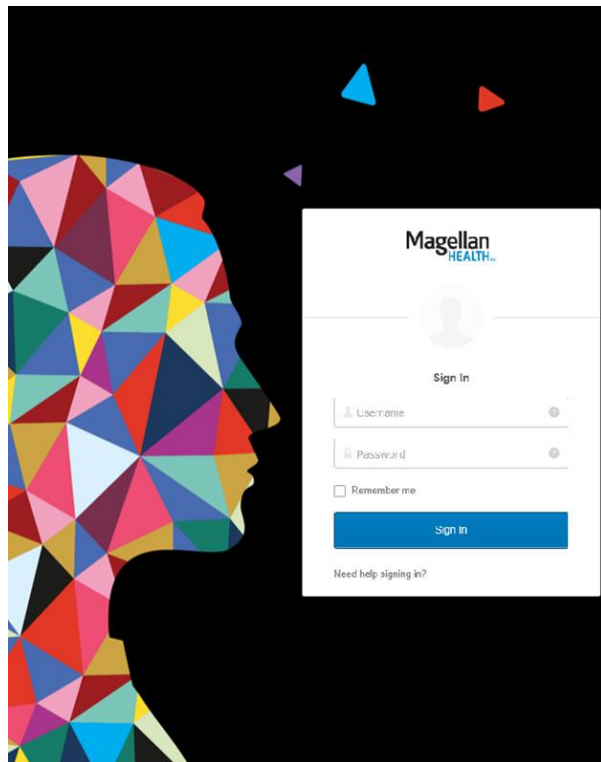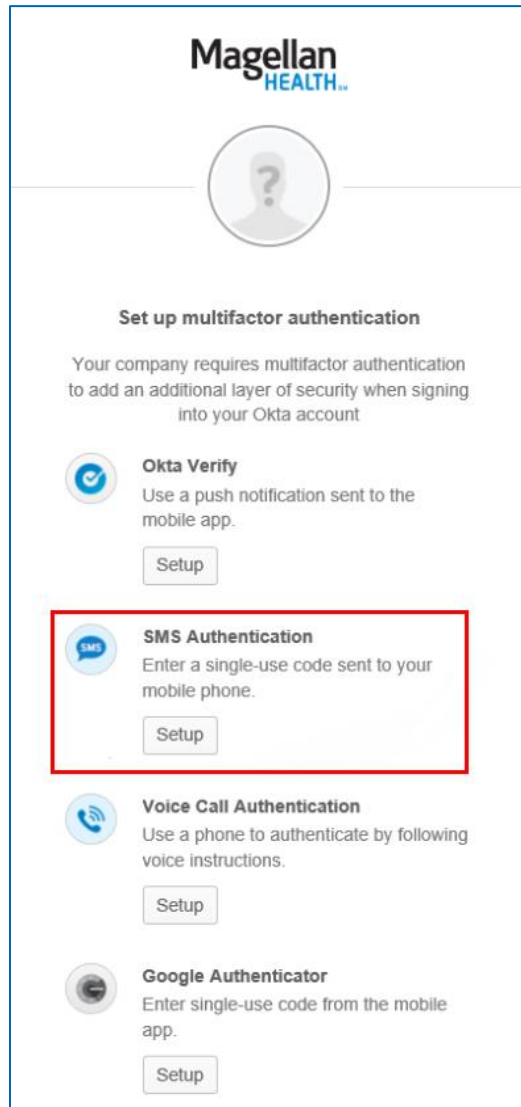

Logging in to Okta for the First Time

1. From your Internet Explorer browser, go to https://magellanhealth.okta.com

2. Enter the **Username** and **Password** provided to you by Magellan.

3. Click **Sign In**.
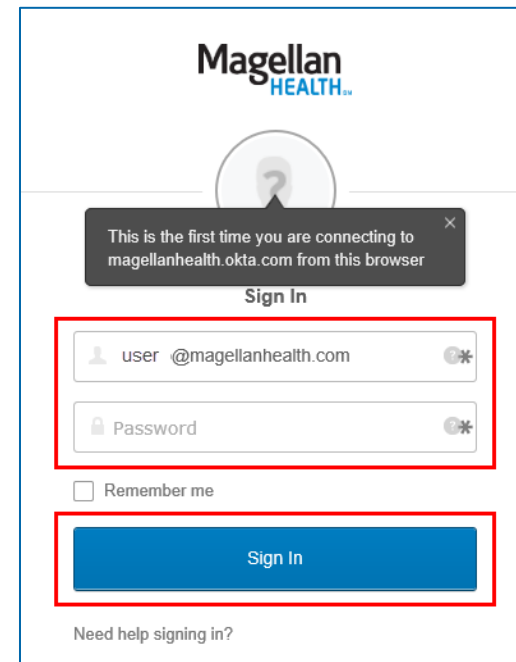
Note: Okta prompts you to **set up multifactor authentication**.

workday. **E D U C A T I O N**

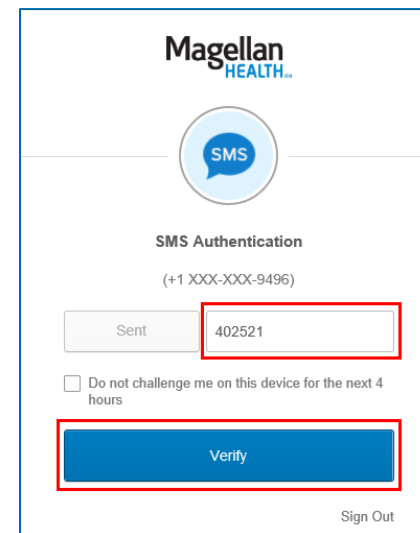**4.** Under **SMS Authentication**, click **Setup**.

5. Enter a **cell phone number** that can receive text messages, then click **Send Code**.
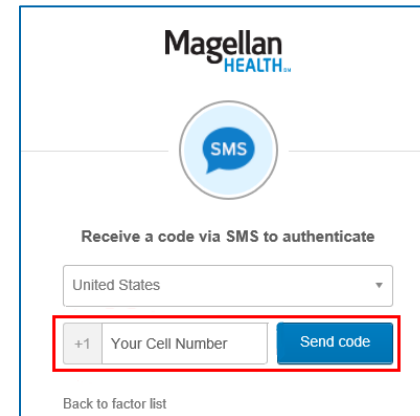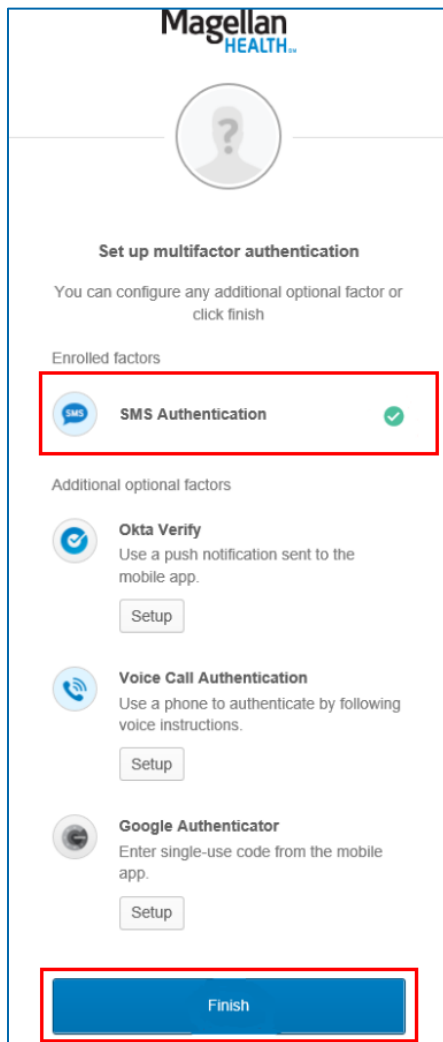

Note: Okta sends you a text message with the code.

6. Enter the code in the **SMS Authentication** screen and click **Verify**.
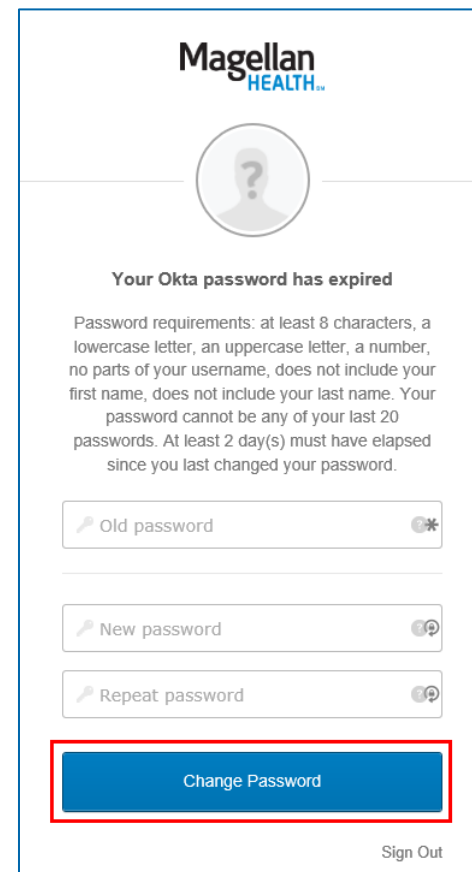
Note: if the setup was successful, the **Set up multifactor authentication** screen displays again, this time with a green checkmark next to **SMS Authentication**.

7. Click **Finish**.

8. Change your **Okta password**. Make sure it meets the requirements described. then, click **Change Password**.

Note: the next screen is for password recovery.

9. Enter a **Secondary email** address, if you wish. This is optional. If you do not want to add a secondary email, click the radio button for **I don't have a secondary email**.

10. Choose your **forgot password question** and enter the **Answer**.

11. Choose a **security image**.

12. Click **Create My Account**.

13. In the next screen, click **Add Phone Number**.

14. In the **Set Up Voice Call Verification** screen, enter a **Phone Number** where you can be contacted to receive a security code if you need to reset your Okta password.

15. Click **Call**.
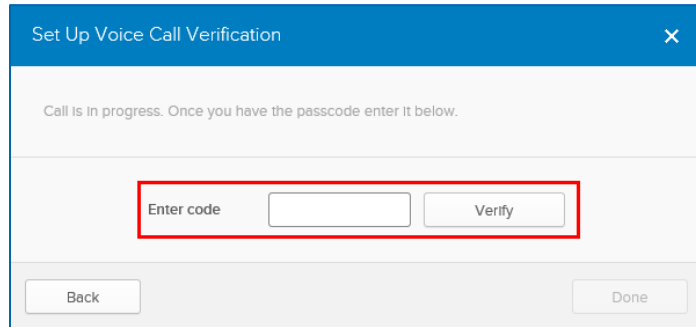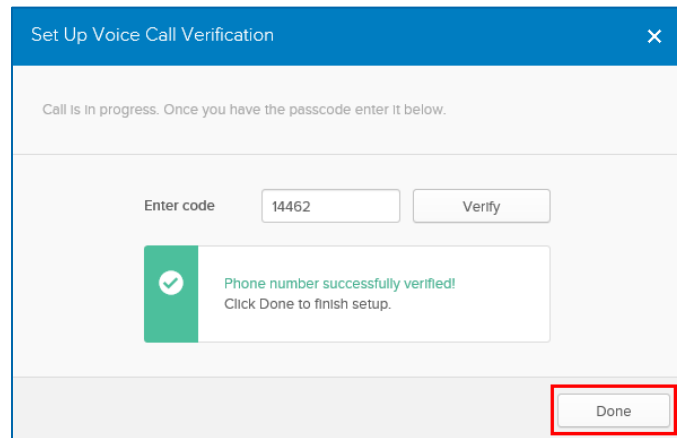

Note: you will now receive a phone call, to the number you entered, with a verification code.
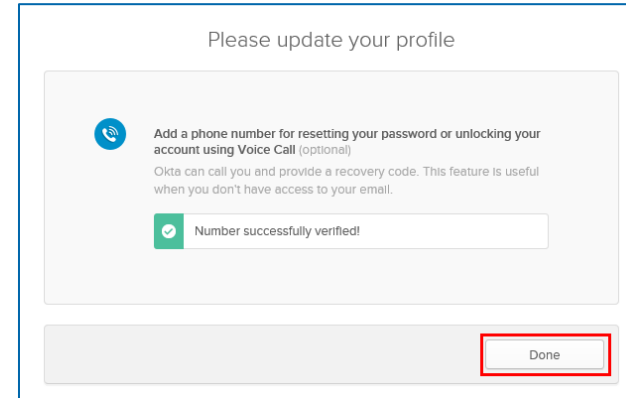
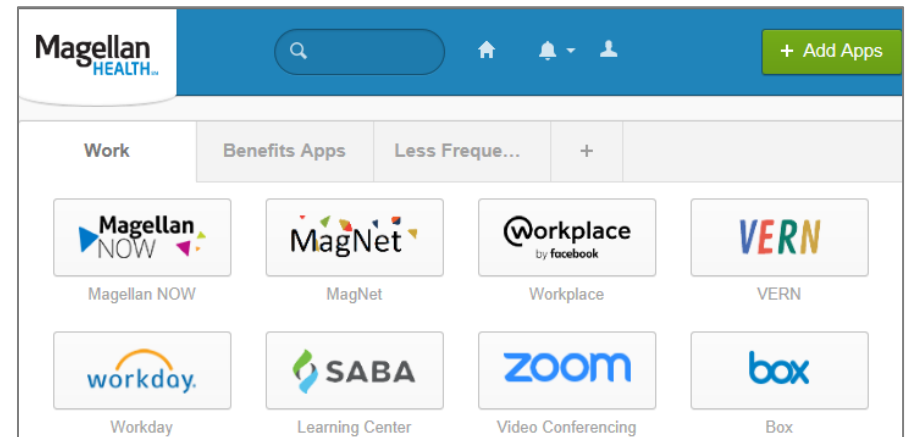**16.** Enter the **code**, then click **Verify**.

17. Once your phone number has been verified, click **Done**.

18. Okta confirms that your phone number has been successfully verified. Your setup is now complete. Click **Done**.

Going forward, the Okta home page will open and you will have access to a number of applications represented by the "tiles" in the screen below.

TIP: You can manage your view by clicking and dragging tiles around on your home tab, or by creating additional tabs and moving tiles to them.