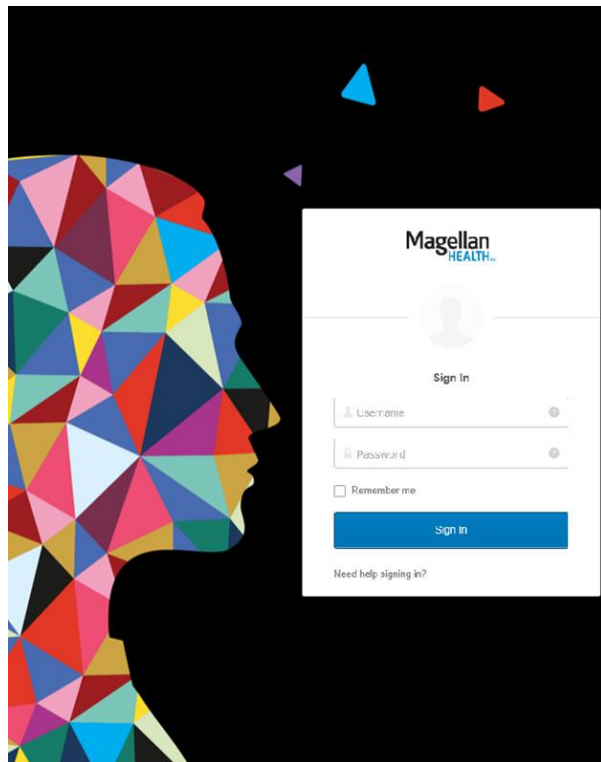


## Purpose

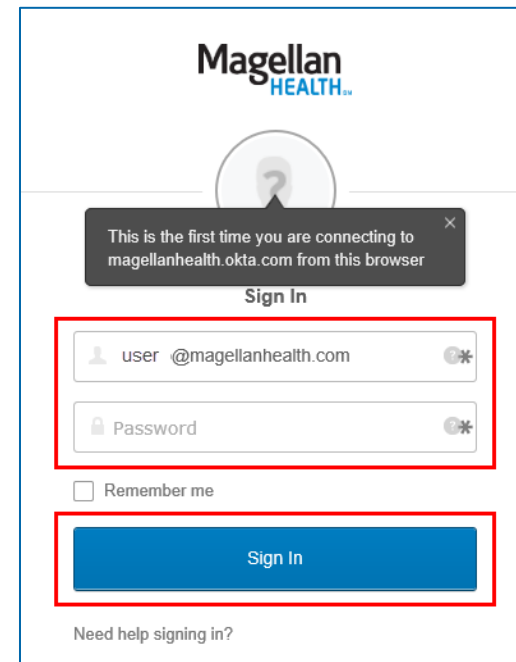
**Okta** is a cloud-based platform that provides single sign-on for all your Magellan applications. All HR systems such as Workday, Saba, VERN, and all communication platforms and collaboration tools such as MagellanNOW, Workplace, Zoom, and Box will be accessed through Okta.

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.



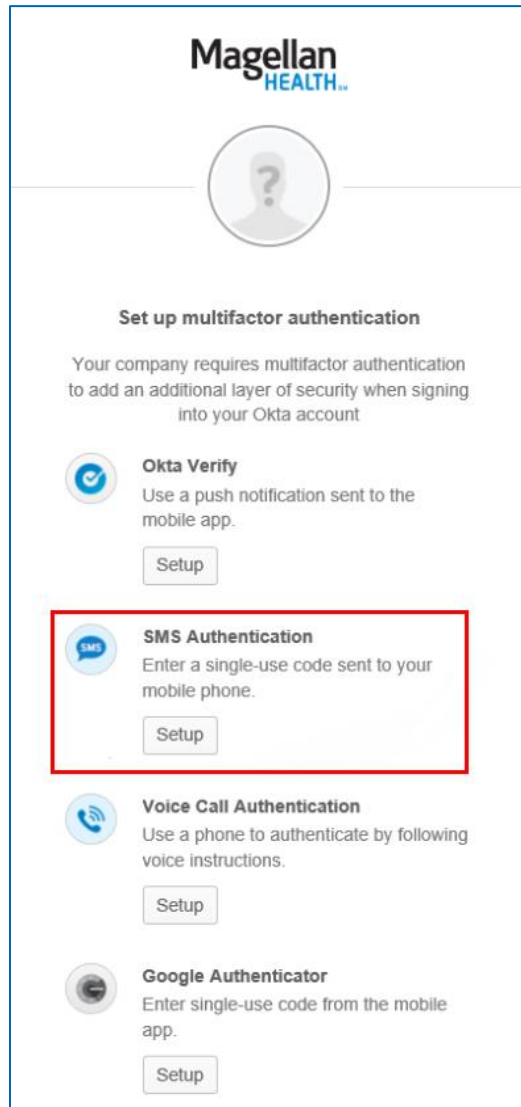
## Logging in to Okta for the First Time

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**.

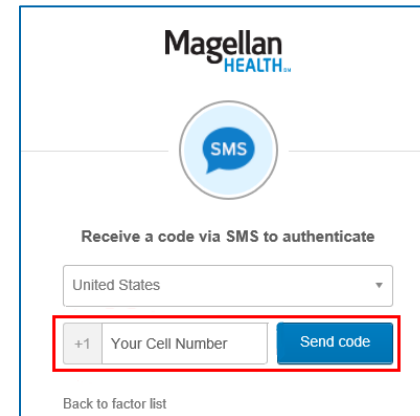


**Note:** Okta prompts you to **set up multifactor authentication**.

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

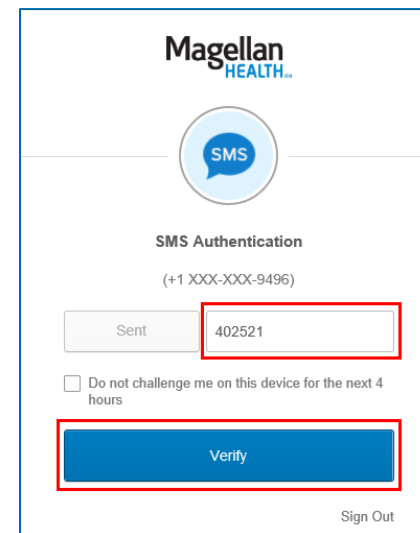


5. Enter a **cell phone number** that can receive text messages, then click **Send Code**.



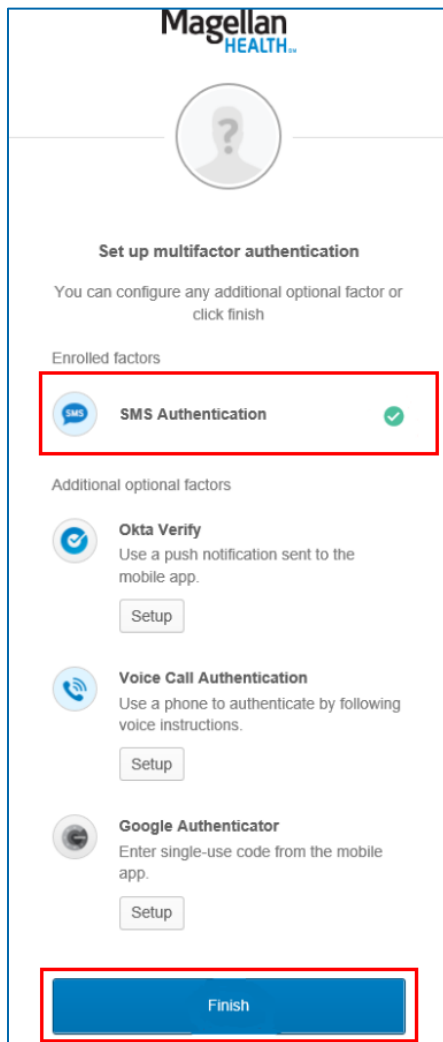
**Note:** Okta sends you a text message with the code.

6. Enter the code in the **SMS Authentication** screen and click **Verify**.

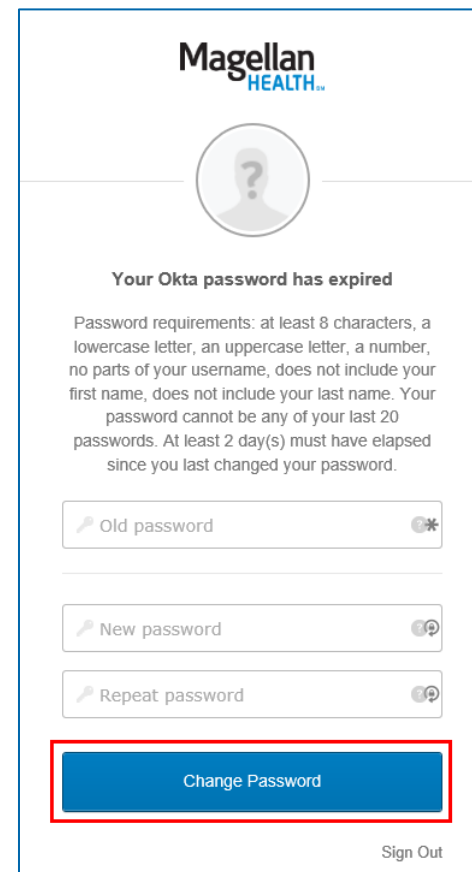


**Note:** if the setup was successful, the **Set up multifactor authentication** screen displays again, this time with a green checkmark next to **SMS Authentication**.

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**.

Welcome to Magellan Health, John!  
Create your Magellan Health account

Secondary email  
  
 I don't have a secondary email

Choose a forgot password question  
What is the food you least liked as a child?  
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.

Create My Account

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

Please update your profile

Add a phone number for resetting your password or unlocking your account using Voice Call (optional)  
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

Remind me later

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**.

Set Up Voice Call Verification

Enter the phone number you'll use to receive codes via phone call, then click Call to verify that it works.

Country: United States  
Select the country where your phone is registered.

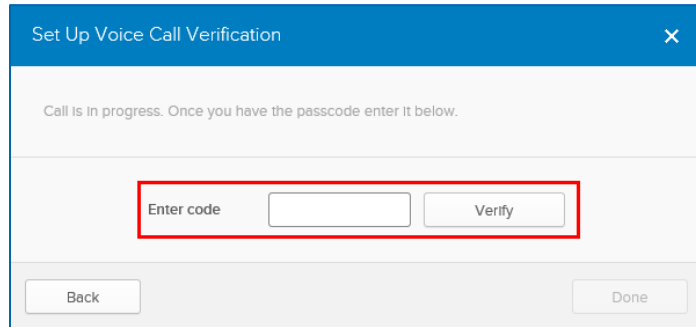
Phone number:

Extension:

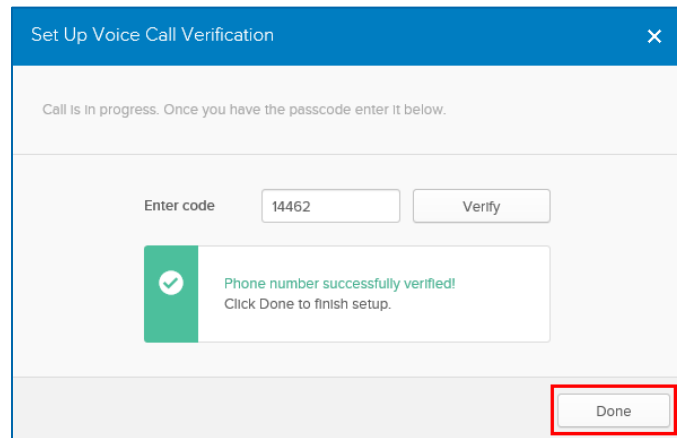
Call

**Note:** you will now receive a phone call, to the number you entered, with a verification code.

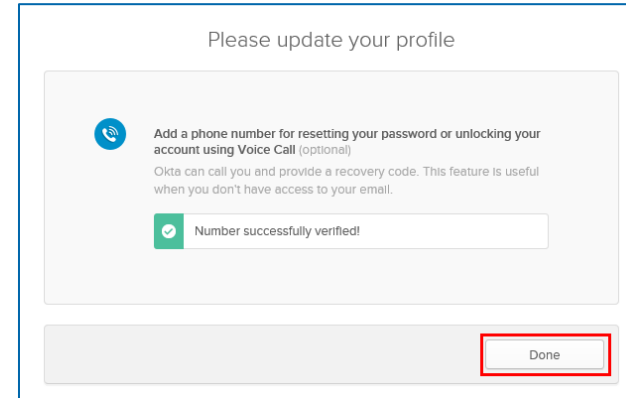
16. Enter the **code**, then click **Verify**.



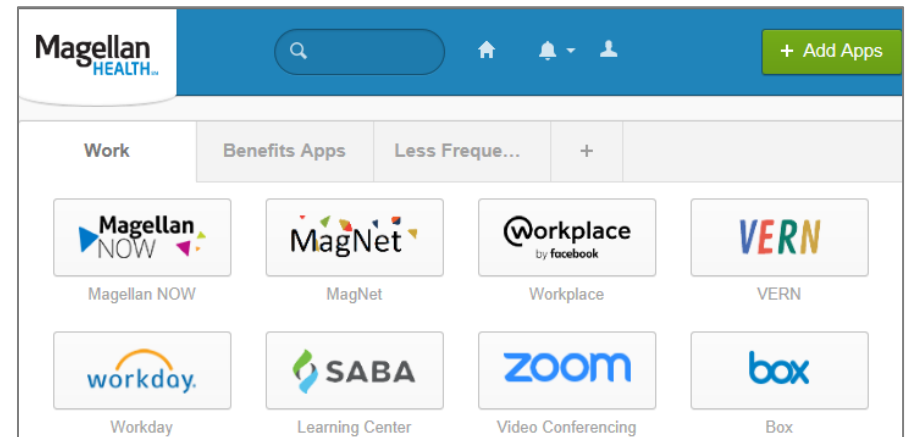
17. Once your phone number has been verified, click **Done**.



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.