

## How to login to Okta for the first time

1. Access the authentication system Okta's URL.

<https://riken.okta.com/>

2. The Sign-in page is displayed.

Enter the following and click **Sign In**.

Username: Okta User ID (RIKEN ID 6 digits)

Password: Okta password

※If you don't remember the password for Okta, you will need to reset it. Click on **Need help signing in?** Click on **Forgot Password?** and follow the instructions. When you send a request for a password reset, an email will be sent to the specified address. For details, please check below.

[https://rbs-i-intra.riken.jp/en/server/okta/password\\_reset/](https://rbs-i-intra.riken.jp/en/server/okta/password_reset/)

3. Set up the multifactor authentication.

Select from the below and click **Setup**.

(※You can also setup both authentications.)

• Okta Verify (Go to Step 3-1)

You will need to install a dedicated application on your smartphone. A one-time passcode will be displayed and used for authentication.

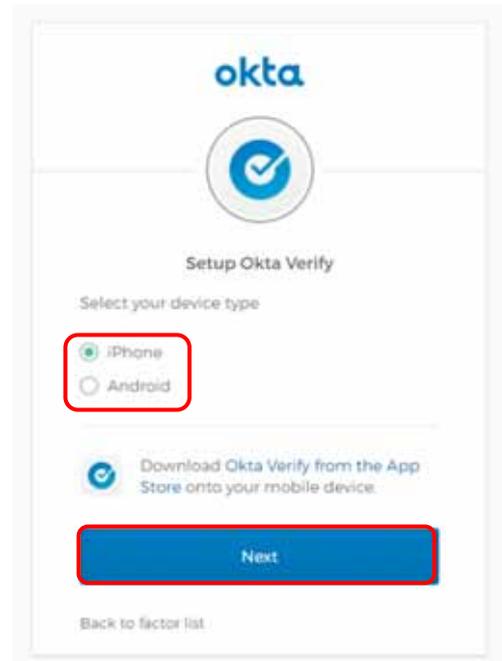
• Security Question (Go to Step 3-2)

You will need to set an answer for a specific question for authentication.

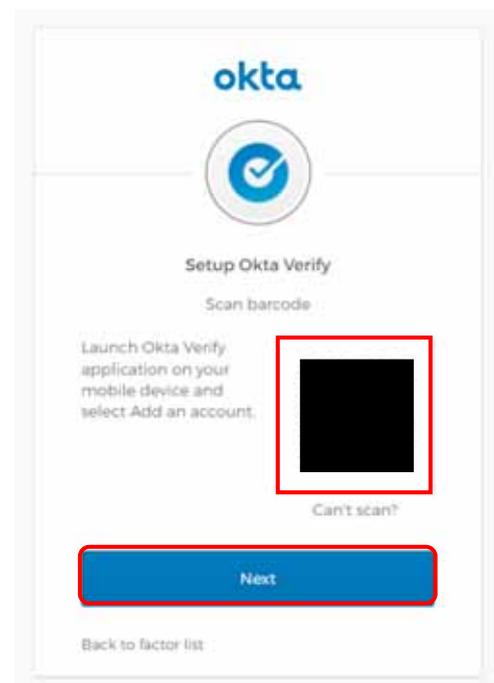
## How to login to Okta for the first time

### 3-1 How to setup Okta Verify

- ① Select your smartphone (iPhone/Android) and click **Next**.
- ② Open the App Store or the Google Play Store on your smartphone. Download Okta Verify.

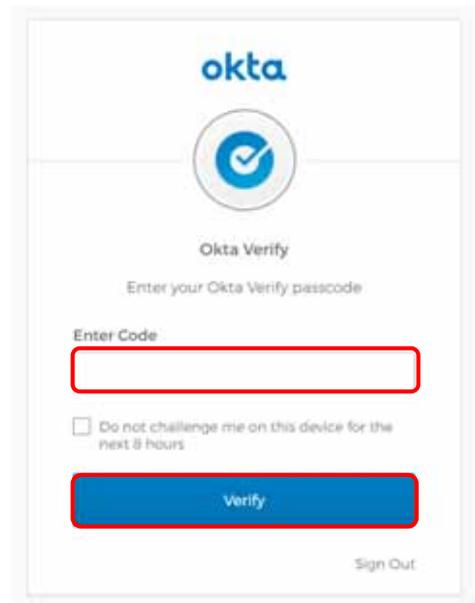


- ③ Launch Okta Verify on your smartphone. Follow the instructions and add your account. Once the barcode scanner appears, scan the QR code and check to see whether your account has been added. Click **Next**.

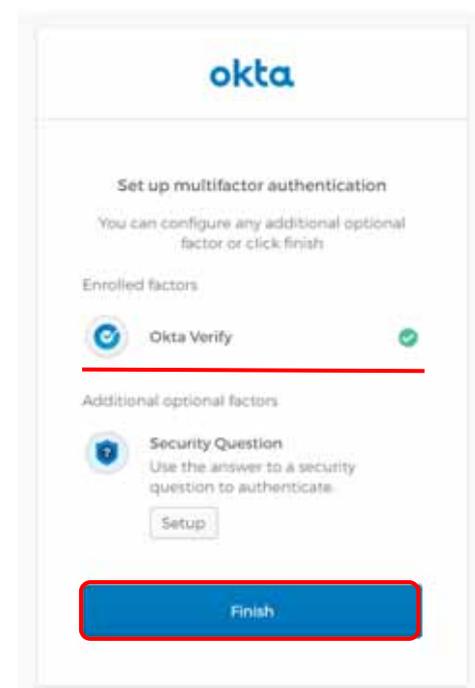


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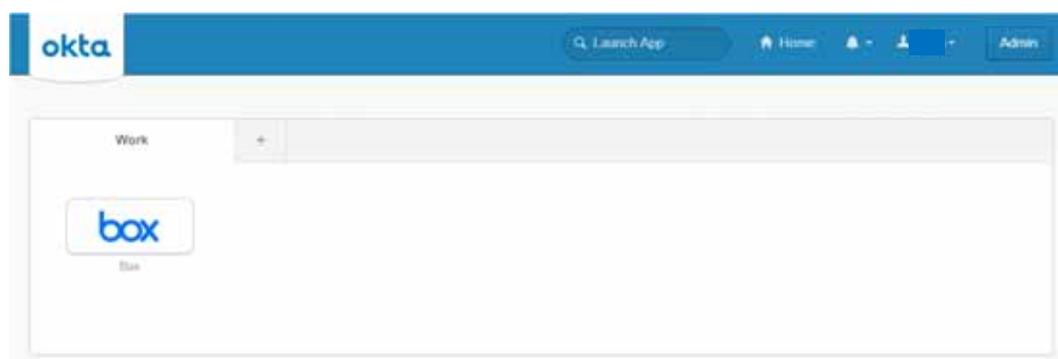
- ④ Fill in the passcode shown on your smartphone and click **Verify**.



- ⑤ **Okta Verify** will show under Enrolled factors. Either continue to setup the security question (3-2) or click **Finish**.



The below window will appear. Services using the Okta authentication will show under the **Work** tab.

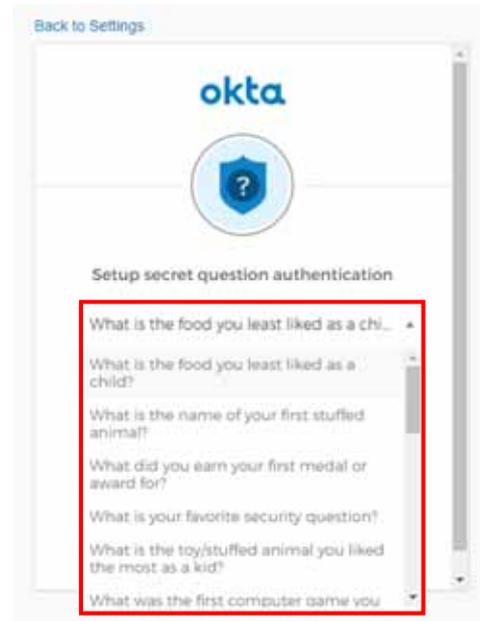


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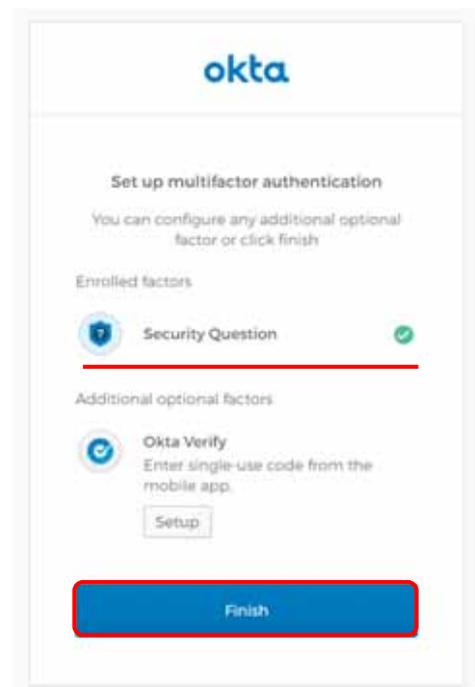
### 3-2 How to setup secret question

- ① Click on the pull-down menu that shows What is the food... and select the question of your choice. Enter the answer and click **Save**.

※Please use half-width characters.



- ② **Security Question** will show under enrolled factors. Either continue to setup Okta Verify (3-1) or click **Finish**.



The below window will appear. Services using the Okta authentication will show under the **Work** tab.

