
My IRT Portal

Setting up and using Okta Verify



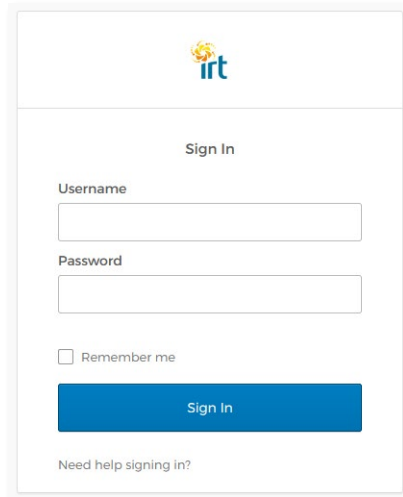
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Setting up Okta Verify

Step 1

Go to the My IRT Portal (<https://myirt.org.au>), or any IRT system that uses the My IRT Portal to authenticate (such as My Central or Workplace) and enter in your IRT username and password if prompted.



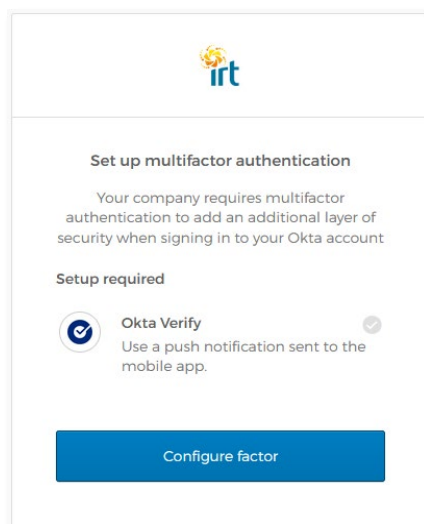
The screenshot shows the 'Sign In' page of the My IRT Portal. At the top center is the IRT logo. Below it, the text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue button labeled 'Sign In' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.

Note: if you are on the IRT network or in VMware you will not be prompted for your username and password.

Step 2

You will now be presented with a prompt to set up *Okta Verify*.

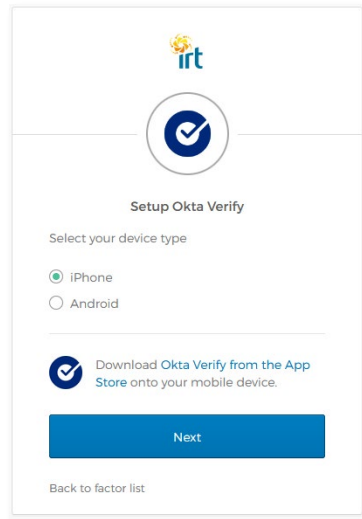
Click on the **Configure factor** button to continue.



The screenshot shows the 'Set up multifactor authentication' page. At the top center is the IRT logo. Below it, the text 'Set up multifactor authentication' is centered. Underneath, a message states: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. Below this is the heading 'Setup required'. There is a single option, 'Okta Verify', which is selected with a radio button. To the right of the option is a small grey checkmark icon. Below the description 'Use a push notification sent to the mobile app.' is a blue button labeled 'Configure factor'.

Step 3

Choose the model of the phone you will be installing *Okta Verify* on, iPhone or Android. You will now be prompted to go and download the *Okta Verify* app onto your phone.

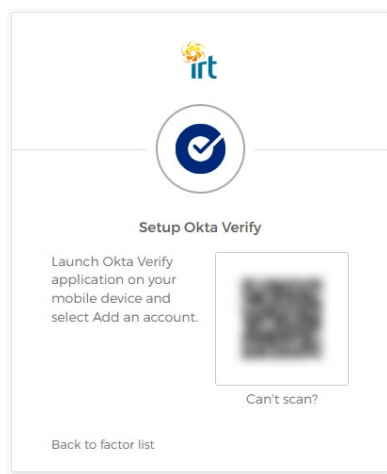


Download the *Okta Verify* app on your phone through the App Store for Apple devices, or the Google Play Store for Android devices.

Once you have successfully downloaded the *Okta Verify* app, click **Next**.

Step 4

You will now be presented with a QR code that you will need to scan with your *Okta Verify* app.



Linking your Okta Verify app

Note: Steps 5 through 9 are to be completed using your mobile phone and the *Okta Verify* app. When you reach Step 10, you can return to the My IRT Portal page.

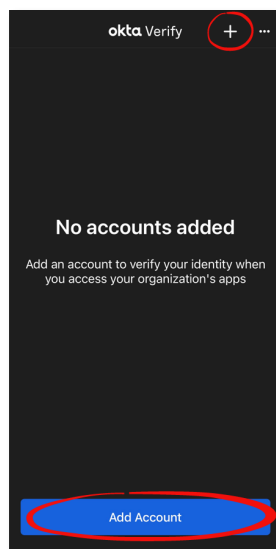
Step 5

Open the *Okta Verify* app on your phone.



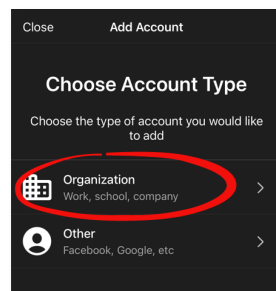
Step 6

Touch the **Add Account** button at the bottom of the screen, or the + button in the top-right of the screen.



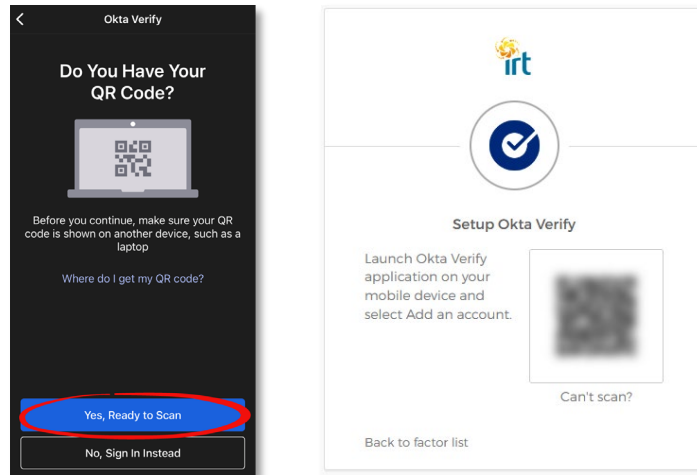
Step 7

Touch the Organization option



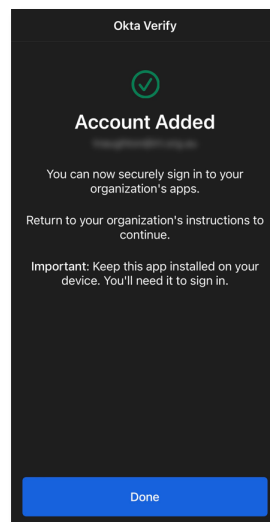
Step 8

Touch the **Yes, Ready to Scan** button and scan the QR code that was presented to you in Step 4.

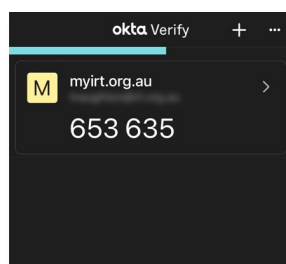


Step 9

Your *Okta Verify* app will now be linked to your My IRT Portal logon.

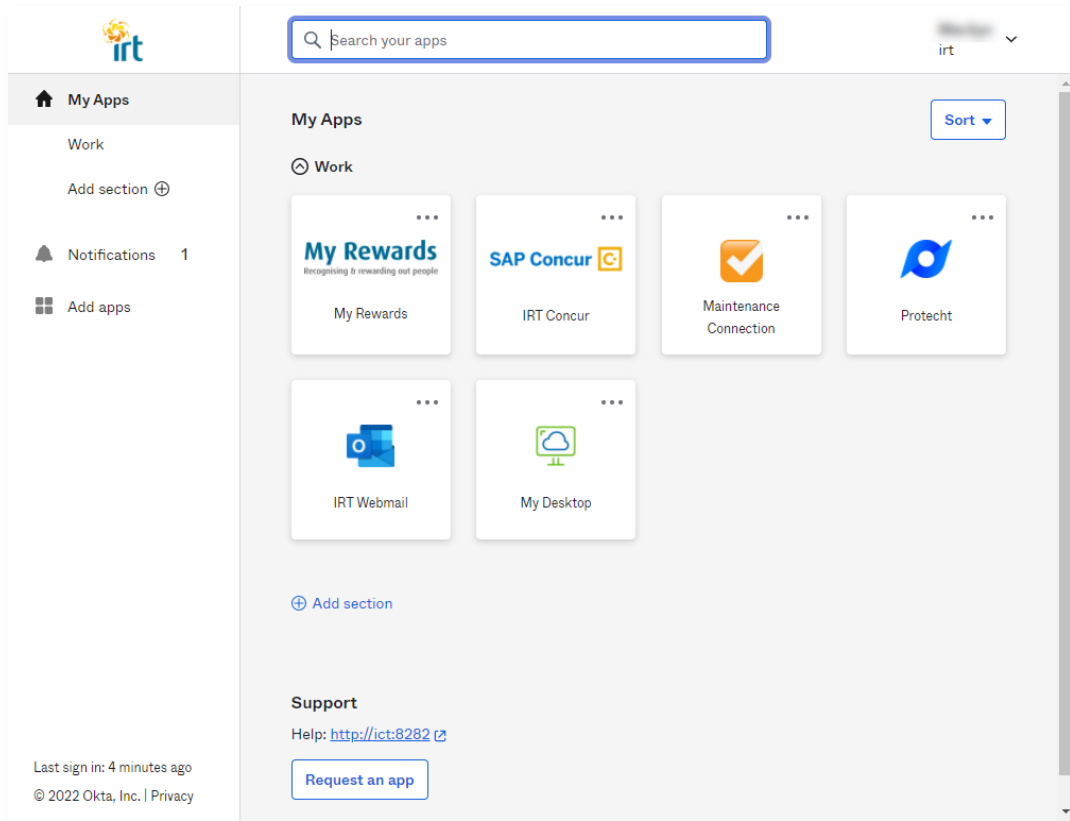


Touch **Done** to continue. You will now be presented with a screen containing your email address and a number that cycles every 30 seconds. You can now return to the My IRT Portal page from Step 4.



Step 10

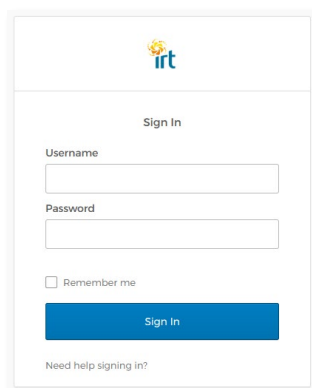
Returning to the My IRT Portal page, you will now receive a brief notice that you have completed the *Okta Verify* authentication method and you should now be directed to your My IRT Portal home page.



Using Okta Verify to log in

Step 1

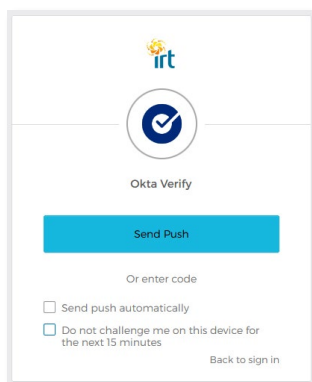
Go to the My IRT Portal (<https://myirt.org.au>), or any IRT system that uses the My IRT Portal to authenticate (such as My Central or Workplace) and enter in your IRT username and password if prompted (you won't be prompted if accessing from within IRT).



The screenshot shows the 'Sign In' page of the My IRT Portal. At the top is the 'irt' logo. Below it is the text 'Sign In'. There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue 'Sign In' button is at the bottom. At the very bottom, there is a link that says 'Need help signing in?'.

Step 2

You will be presented with the *Okta Verify* screen. Click the **Send Push** button to send a notification to the *Okta Verify* app on your mobile phone.



The screenshot shows the 'Okta Verify' screen. At the top is the 'irt' logo. Below it is a circular icon with a checkmark. The text 'Okta Verify' is centered. A blue 'Send Push' button is prominent. Below it is the text 'Or enter code'. There are two checkboxes: 'Send push automatically' and 'Do not challenge me on this device for the next 15 minutes'. At the bottom right, there is a link that says 'Back to sign in'.

On this screen, you also have the ability to:

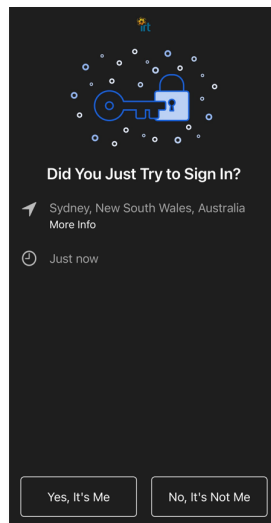
- **Send push automatically** – checking this box will automatically send a notification to your mobile phone on subsequent visits to this site without needing to manually click on the Send Push button.
- **Do not challenge me on this device for the next 15 minutes** – checking this box will automatically log you into this site without needing to re-authenticate, should you log out and choose to log back in with 15 minutes of first logging in.

Please note that these settings are site dependant and will need to be applied to each IRT system that uses the My IRT Portal for authentication.

Step 3

After pressing the *Send Push* button, your mobile phone will receive an alert from the *Okta Verify* app advising that someone has tried to just sign in.

If you open the *Okta Verify* app you will see the details of the connection, including the (approximate) location and the time the access request was made.



If you're confident that was initiated by you, touch the **Yes, It's Me** button to continue.

If you did not initiate any Okta related authentication, please touch the **No, It's Not Me** button and advise IT Support.

Step 4

Once you have confirmed that it was you in the *Okta Verify* app on your phone, the My IRT Portal page will receive the response and after a few seconds will automatically continue to load the page and log you in to the IRT system you are trying to access.

