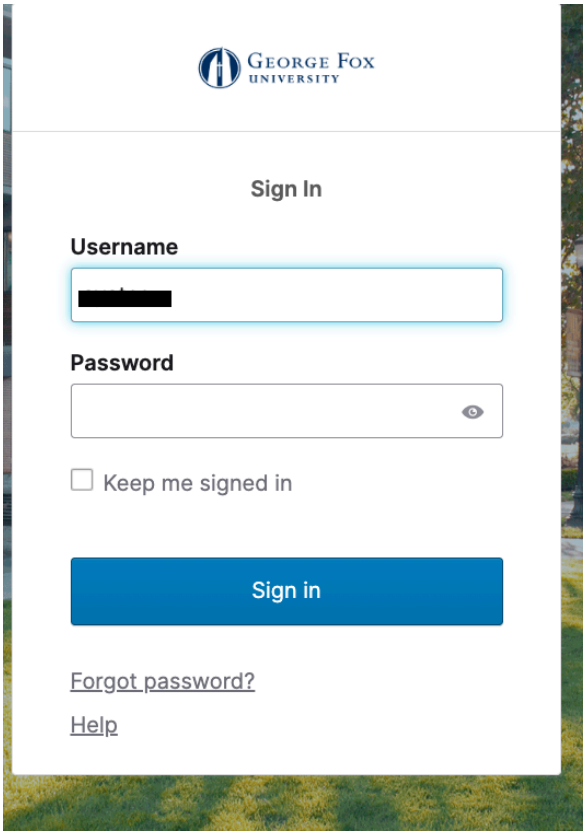
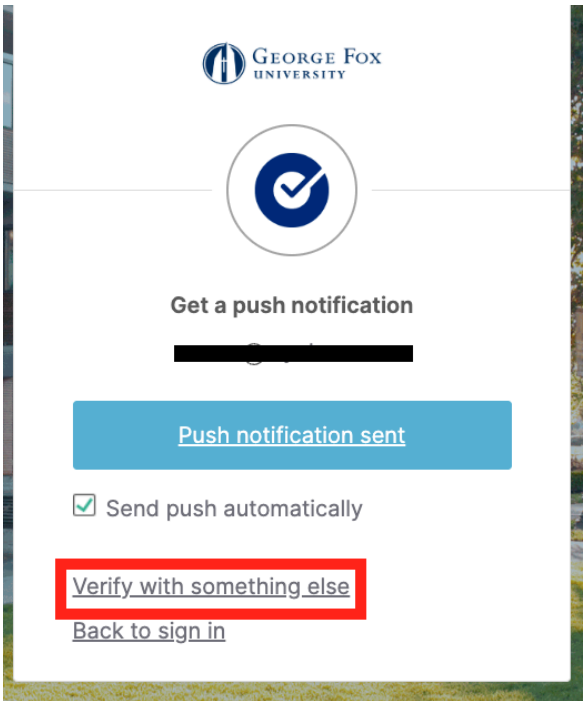
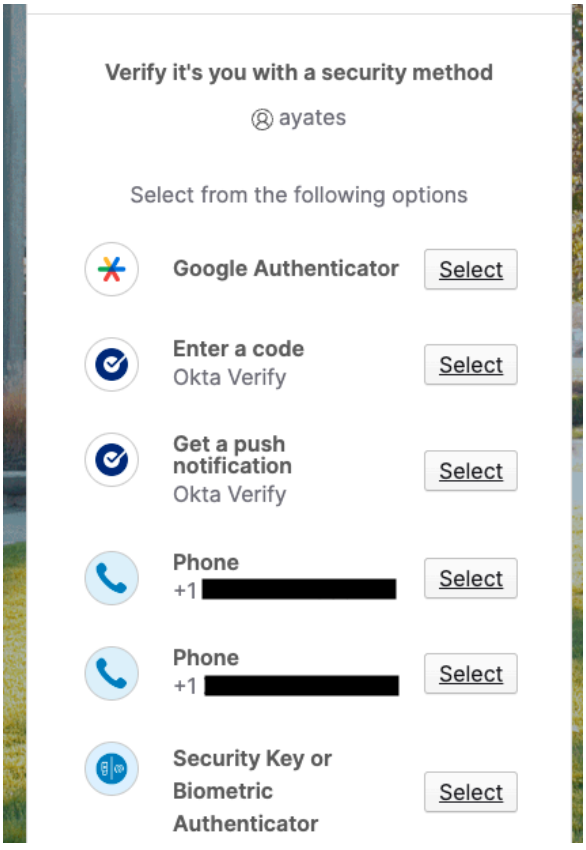
Multi-Factor Authentication (MFA): I Got a New Phone

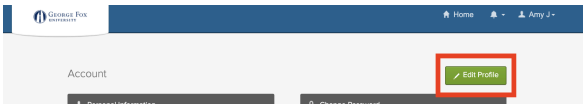
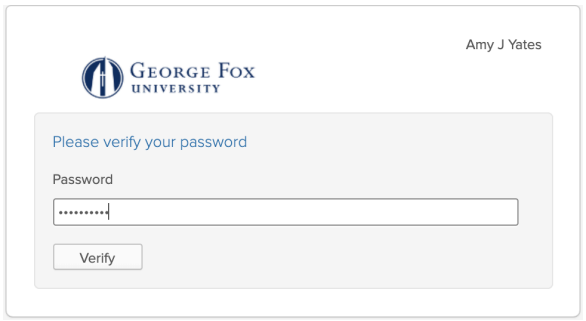
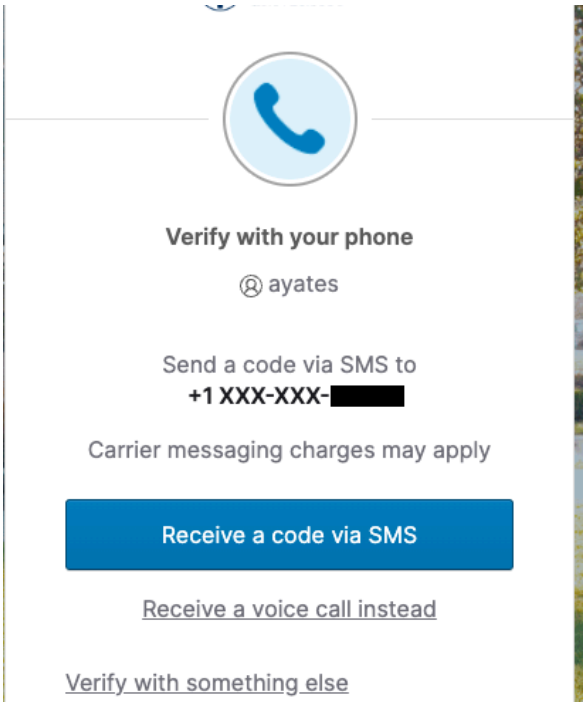
- These instructions are for those of you who are using one of the smartphone apps as your method of verification and have a second method of verification set up for use.
- Both Okta Verify and Google Authenticator apps will transfer to your new phone but the account settings will not transfer over.
- The below demonstrated example is for OKTA Verify but these instructions will work for Google Authenticator as well.
- **If you *do not have a second method* of authentication** set up prior to getting a new phone you will need to call the Service Desk for our assistance. 503-554-2569

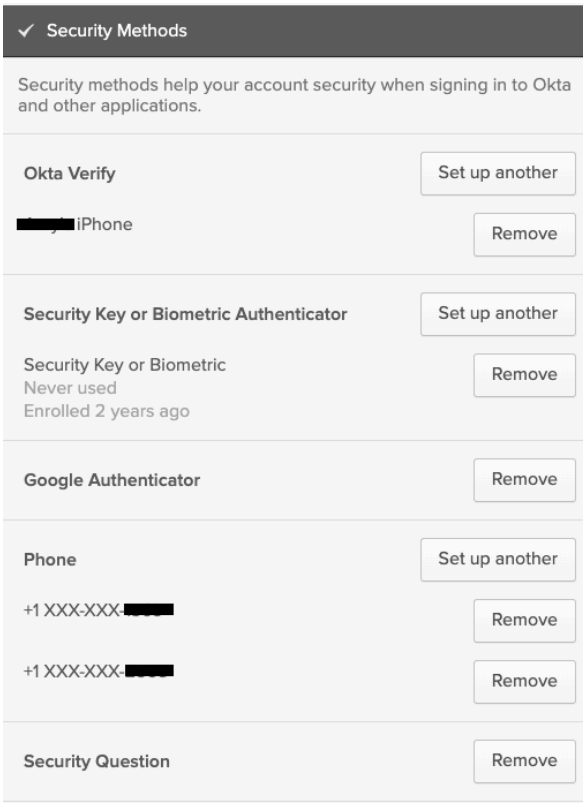
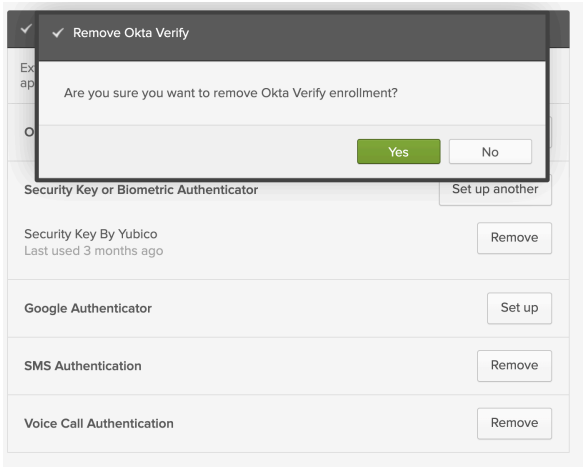
Setting up OKTA Verify with your new phone

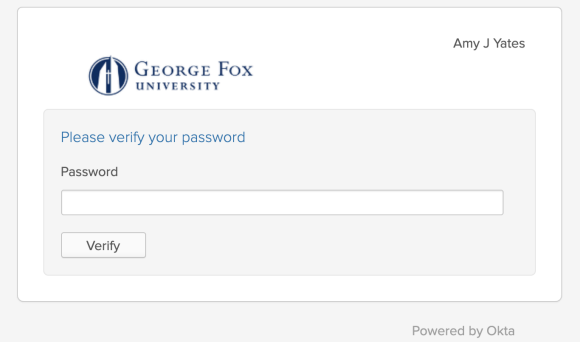
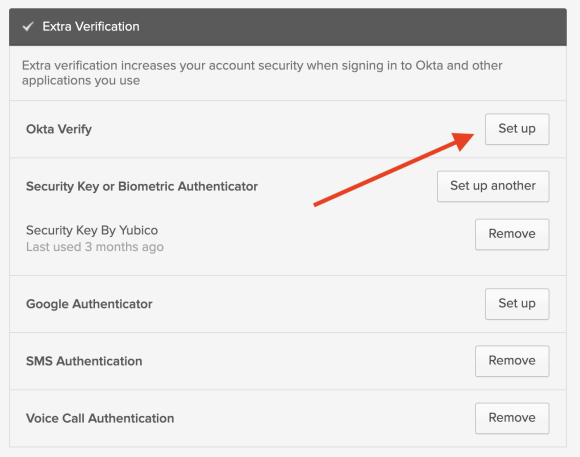
Go to login.georgefox.edu, enter your GFU credentials and sign into your account.

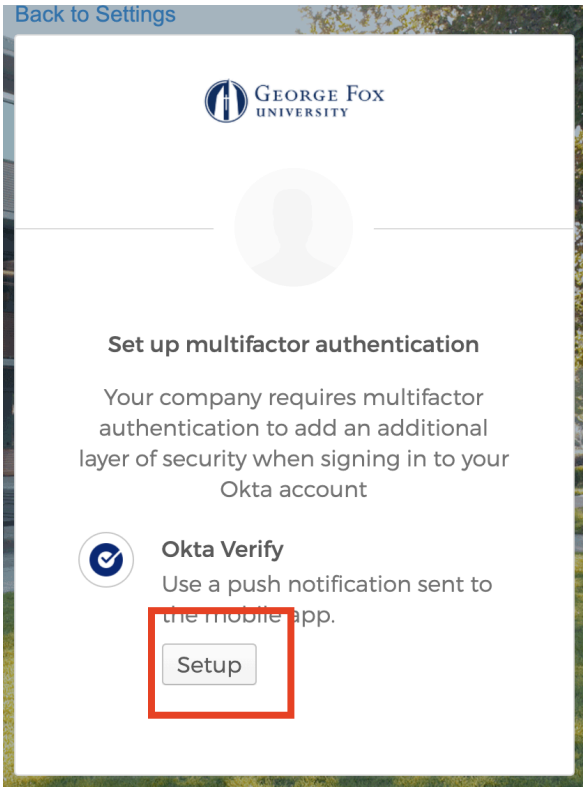


You may be asked for your authentication method you have currently set up. Click ‘Verify with something else’ to switch the chosen method to authenticate.	
Choose your method from the menu. Note: the methods listed are the ones you have set up.	

After signing in, click on your name in the upper right hand corner. Choose Settings in the drop down menu.	
In Settings, click the green "Edit Profile" button near your name.	
Verify your password.	
You will be asked to use your Multi-factor authentication method to finish verification.	

You will be taken back to the settings page. Scroll down to Extra Verification. You will need to REMOVE your OKTA Verify or Google Authenicator.	
Confirm the removal.	

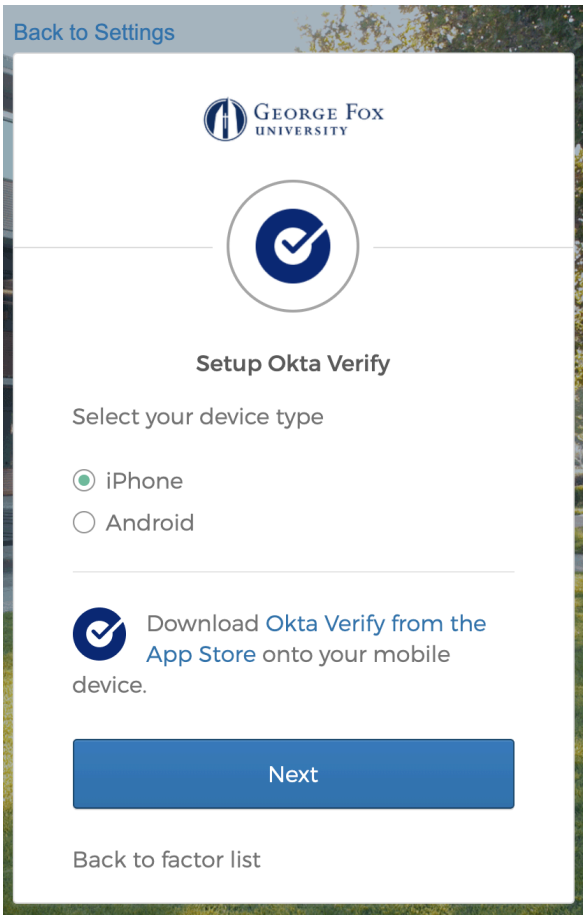
Verify your password again.	
You will be taken back to the settings page. Scroll down to Extra Verification. Click Set up next to OKTA.	

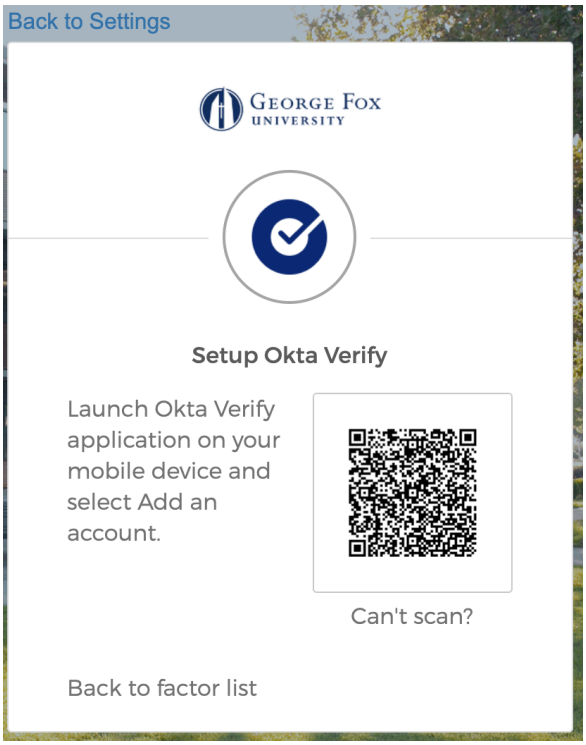
You will be directed to choose Setup again.	

Choose your phone type.

*Note where you can download the app from based on your phone type.

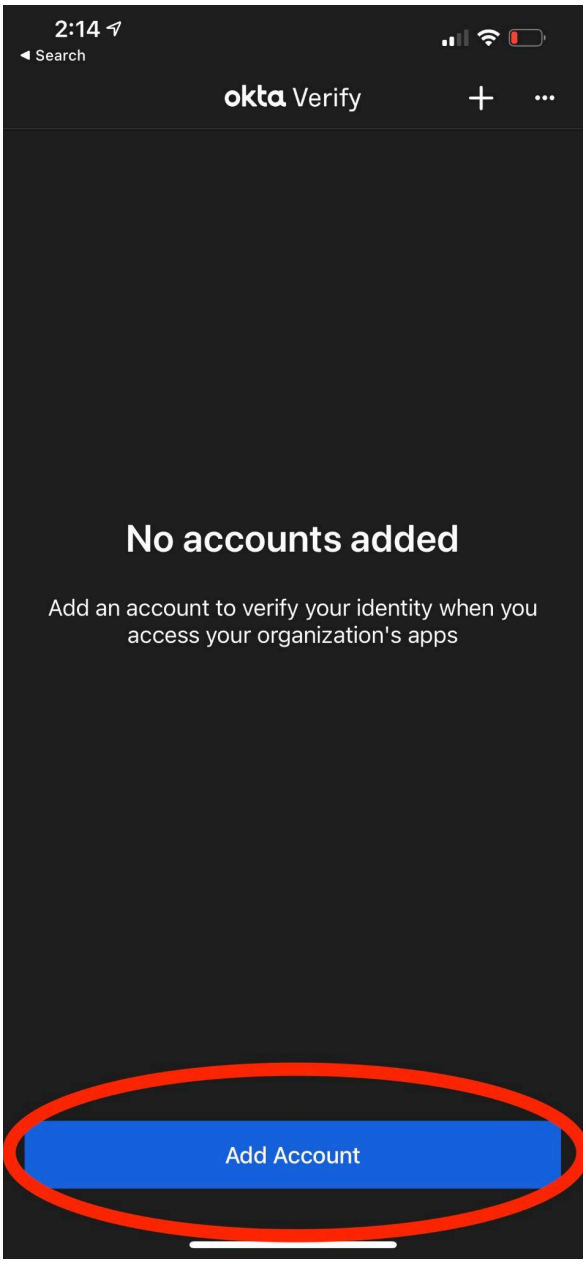
Click Next.

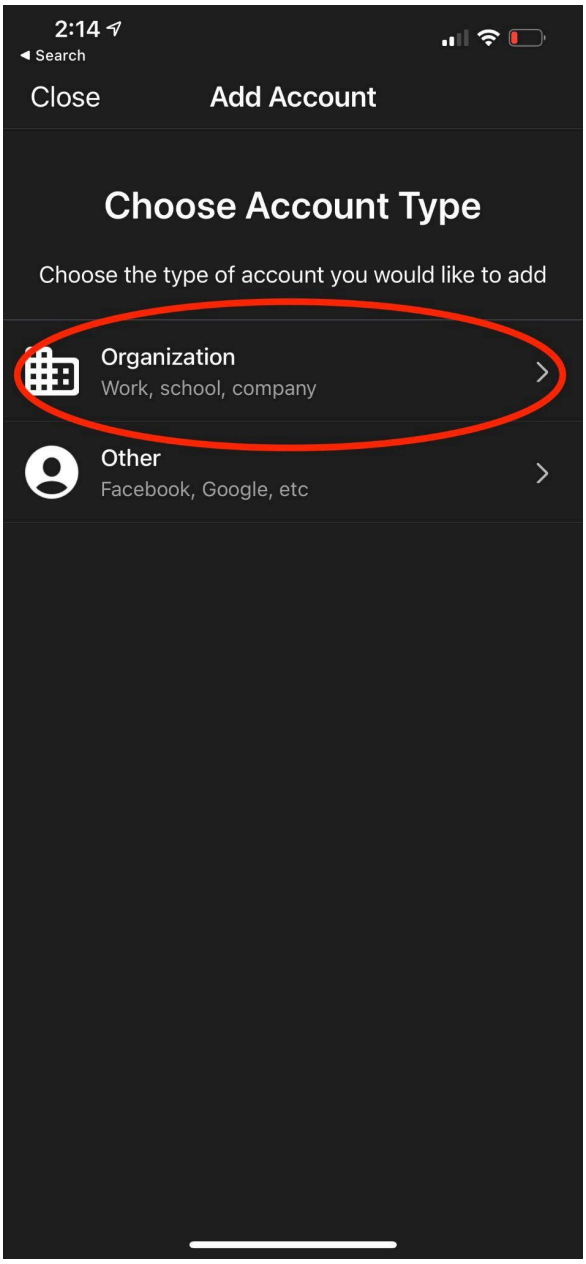


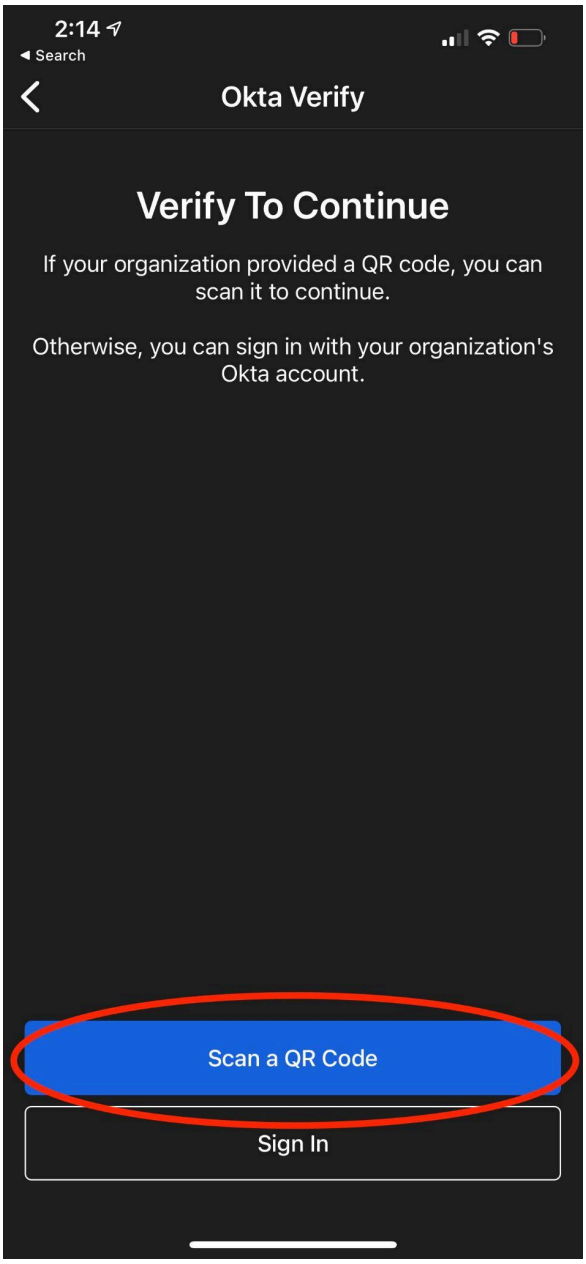
You will be presented with a QR code to scan from the app on your phone.	

After having downloaded the app to your phone, open the OKTA Verify app.

Tap add an account.



Choose to add an Organization type account.	

You will tap ‘scan a QR code’ and your camera will open.	
Point your phone at the computer scan and center the QR code within the presented box. You will be presented with confirmation of the setup. You are all ready to go!	