



- 1) Go to <https://sso.averett.edu>
- 2) For your username, enter your Averett Email Address
- 3) Click Next

Connecting to 

Sign in with your account to access Okta Dashboard



AVERETT
UNIVERSITY
SINCE 1859

Sign In

Username


Keep me signed in

Next


[Unlock account?](#)

[Help](#)

- 4) Enter your Averett password.
- 5) Click on Verify

Connecting to 

Sign in with your account to access Okta Dashboard



Verify with your password

Password

[Forgot password?](#)


[Back to sign in](#)

Verify

- 6) Select your MFA options.
- 7) Preferably, you can download and configure Okta Verify on your mobile device.
- 8) Select Setup for your **PHONE** option.


Connecting to

Sign in with your account to access Okta Dashboard




AVERETT
UNIVERSITY
SINCE 1859

Set up security methods

 oktauser1@averett.edu


Security methods help protect your Okta account by ensuring only you have access.

Set up required



Okta Verify
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access or recovery

[Set up](#)





Phone
Verify with a code sent to your phone
Used for access or recovery


[Set up](#)

[Back to sign in](#)

- 9) If you chose to install Okta Verify, open the application, and follow the prompt to scan the QR code to add your account.


Connecting to 
Sign in with your account to access Okta Dashboard


AVERETT
UNIVERSITY
SINCE 1859



Set up Okta Verify
@ oktauser1@averett.edu

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account
3. When prompted, tap Scan a QR code, then scan the QR code below:




[Can't scan?](#)


[Return to authenticator list](#)

[Back to sign in](#)

10) Optionally, if you did not select Okta Verify for MFA, you can click on Set up later to continue.


Connecting to 

Sign in with your account to access Okta Dashboard




AVERETT
UNIVERSITY
SINCE 1859

Set up security methods

 oktauser1@averett.edu

Security methods help protect your Okta account by ensuring only you have access.

Set up optional



Okta Verify

Okta Verify is an authenticator app, installed on your phone, used to prove your identity


Used for access or recovery

[Set up](#)


[Set up later](#)

[Back to sign in](#)

- 11) Optionally, enter your personal email address in case you need it to recover your account.
- 12) Click finish when completed.


Connecting to 

Sign in with your account to access Okta Dashboard



AVERETT
UNIVERSITY
SINCE 1859

Additional Profile information

 oktauser1@averett.edu


Secondary email Optional

Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.


Finish

[Back to sign in](#)[Skip Profile](#)


13) Depending on your MFA selections, you will be prompted to select a method during the authenticating process to OKTA.

Connecting to 



Sign in with your account to access Okta Dashboard

 **AVERETT**
UNIVERSITY
SINCE 1859

Verify it's you with a security method


 oktauser1@averett.edu


Select from the following options


	Password	<input type="button" value="Select"/>
	Phone +1 XXX-XXX-3883	<input type="button" value="Select"/>

[Back to sign in](#)


14) Enter your code from the selected method or check your phone for Okta Push Verification.

Connecting to 
Sign in with your account to access Okta Dashboard

 **AVERETT**
UNIVERSITY
SINCE 1859



Verify with your phone

 oktauser1@averett.edu

A code was sent to +1 XXX-XXX-3883. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code


Verify

[Verify with something else](#)


[Back to sign in](#)

Note 1: With the implementation of OKTA, you will be able to reset your network password via the OKTA portal.


- 1) Enter your username and select the “Forgot Password” link at the bottom of the screen.
- 2) You will be prompted to verify your credentials with the enrolled factors.

Connecting to 



Sign in with your account to access Okta Dashboard


AVERETT
UNIVERSITY
SINCE 1859

Reset your password

 oktauser1@averett.edu


Verify with one of the following security methods to reset your password.


	Email	<input type="button" value="Select"/>
	Phone +1 XXX-XXX-3883	<input type="button" value="Select"/>

[Back to sign in](#)

Note 2: Similarly, you can also unlock your account.


- 1) From the main authentication screen, click the link to “Unlock Account” at the bottom of the screen.
- 2) You will be prompted to enter your MFA verification credentials.


Connecting to 
Sign in with your account to access Okta Dashboard


 **AVERETT**
UNIVERSITY
SINCE 1859

Unlock account?

Username

 Email

 Get a push notification
Okta Verify

 Phone

[Back to sign in](#)