



## Okta Set up instructions

### Welcome to Okta

Okta provides RHD with a single sign on service to simplify access to applications at work.

### Getting started

Click on the link below to get started by setting up your account.

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

This will take you to the Login page

- 1) Sign into Okta with your **RHD username & RHD password**:
  - a. **RHD username** (the part before the @ in your email, usually firstname.lastname)
  - b. **RHD password** (same used for RHD email)
  - c. Not sure about your username, password, or email? Go to [password.rhd.org](https://password.rhd.org) to get your information.



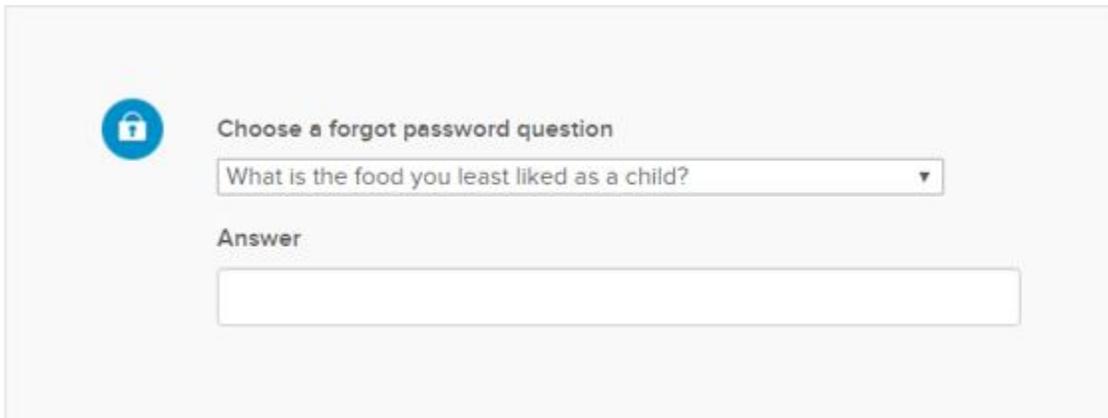
Sign In  
Username  
  
Password  
  
  
Your security image ?  
  
[Forgot password?](#) | [Unlock account?](#) | [Help](#)

- 2) Select a **secondary non-RHD e-mail** address for communications in the event that you cannot access your company e-mail. **(You do not have to provide a secondary non-RHD e-mail address, but if you do not, you will not be able to use Okta to reset your password if you are locked out. You will have to continue to contact the Helpdesk to reset your password).**

Welcome to Resources for Human Development, Michael!  
Create your Resources for Human Development account

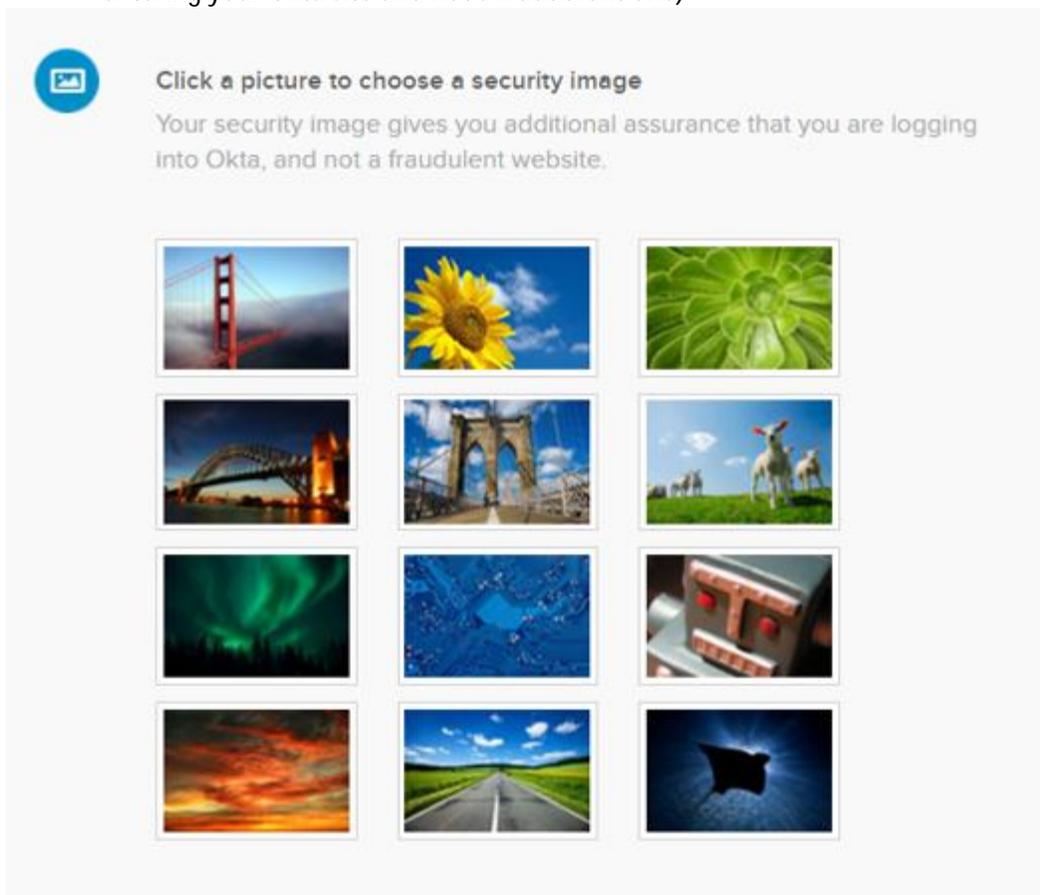
Secondary email  
  
 I don't have a secondary email

- 3) Select a **Question** and input an **Answer** as another method of recovering your forgotten password.



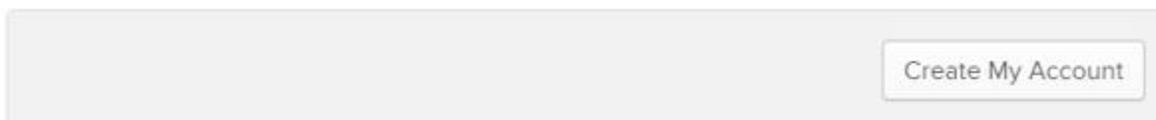
The screenshot shows a form titled "Choose a forgot password question" with a lock icon. It features a dropdown menu with the text "What is the food you least liked as a child?" and a corresponding "Answer" text input field.

- 4) Select one of the images shown by clicking on it (this image displays on the login screen to verify you are entering your Okta site and not a fraudulent one).



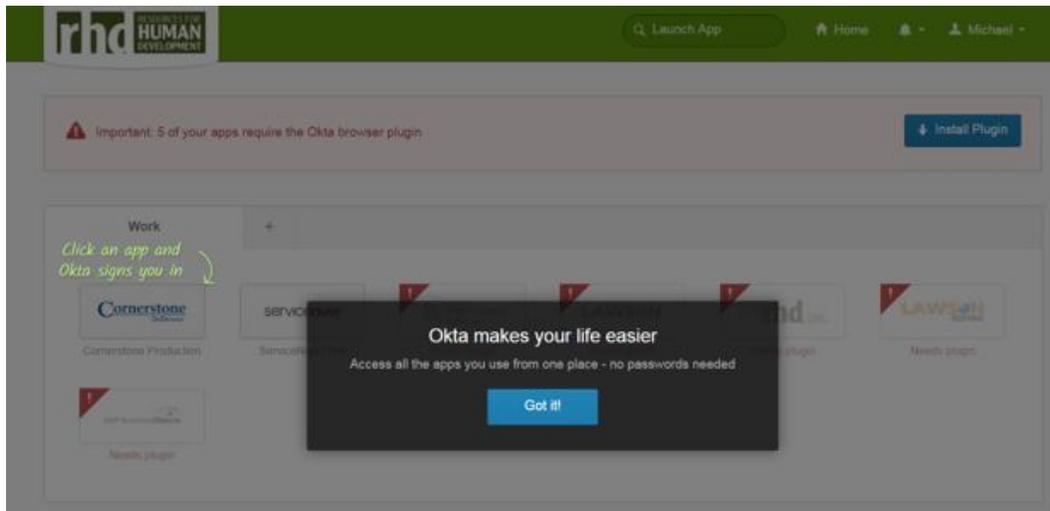
The screenshot shows a form titled "Click a picture to choose a security image" with a camera icon. Below the title is the text: "Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website." There is a 4x3 grid of 12 different images for selection, including the Golden Gate Bridge, a sunflower, a green leaf, a bridge at night, a stone archway, a cow, the aurora borealis, a blue abstract image, a robot head, a sunset, a road, and a dark hole in a blue sky.

- 5) Click on the **Create My Account** button, and you are ready to use Okta (any of these settings can be changed at a later time)

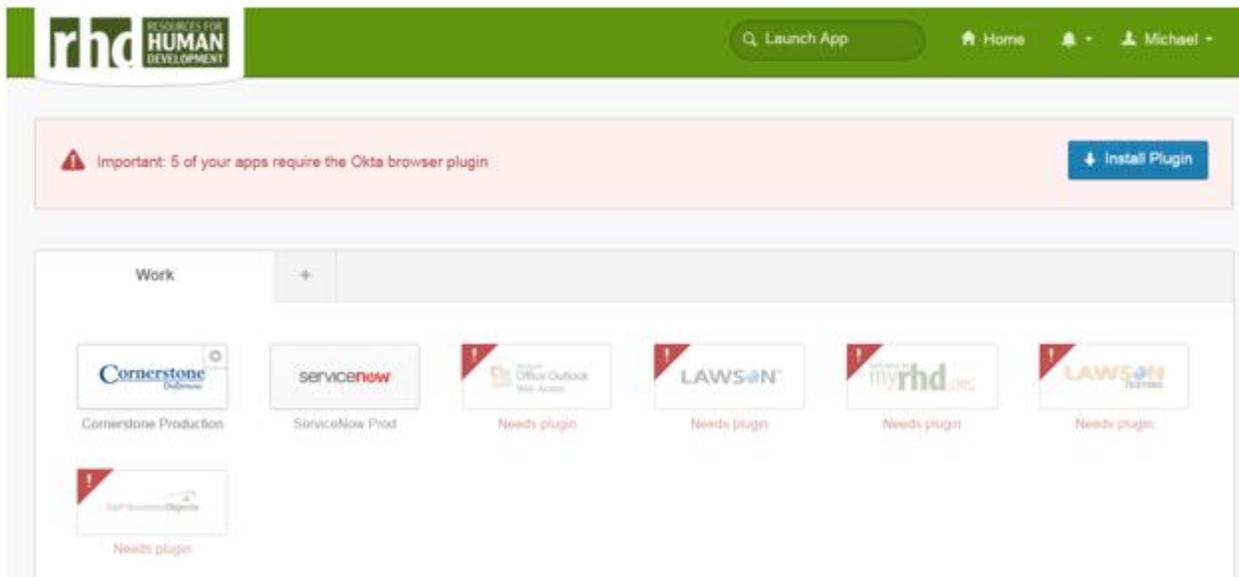


The screenshot shows a single button labeled "Create My Account" on a light gray background.

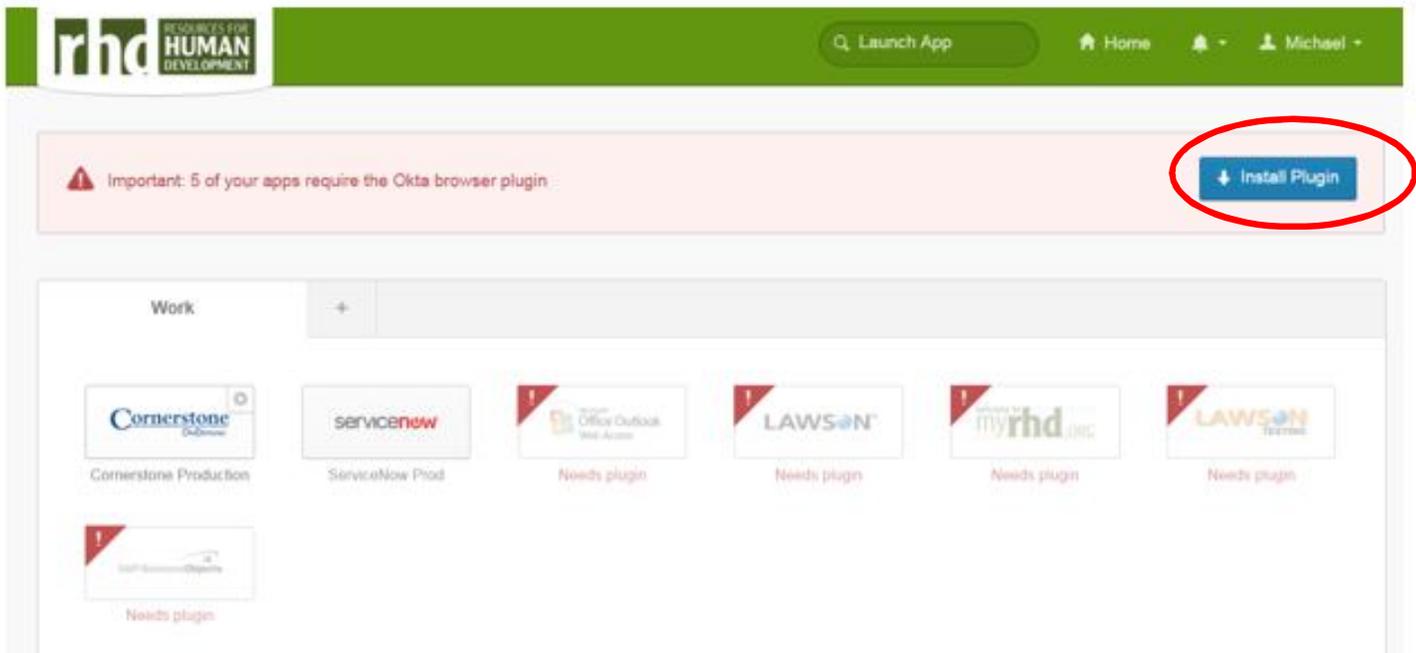
- 6) Before you reach the main Okta page, you will need to click Got it! Button to continue.



- 7) When you reach Okta's main page, you may notice your chiclets (each program available to you) are shaded with an exclamation point in the red corner. Please keep in mind you can still click on the chiclet you want to use without installing the Plugin. It is recommended that you install the Plugins at some point.

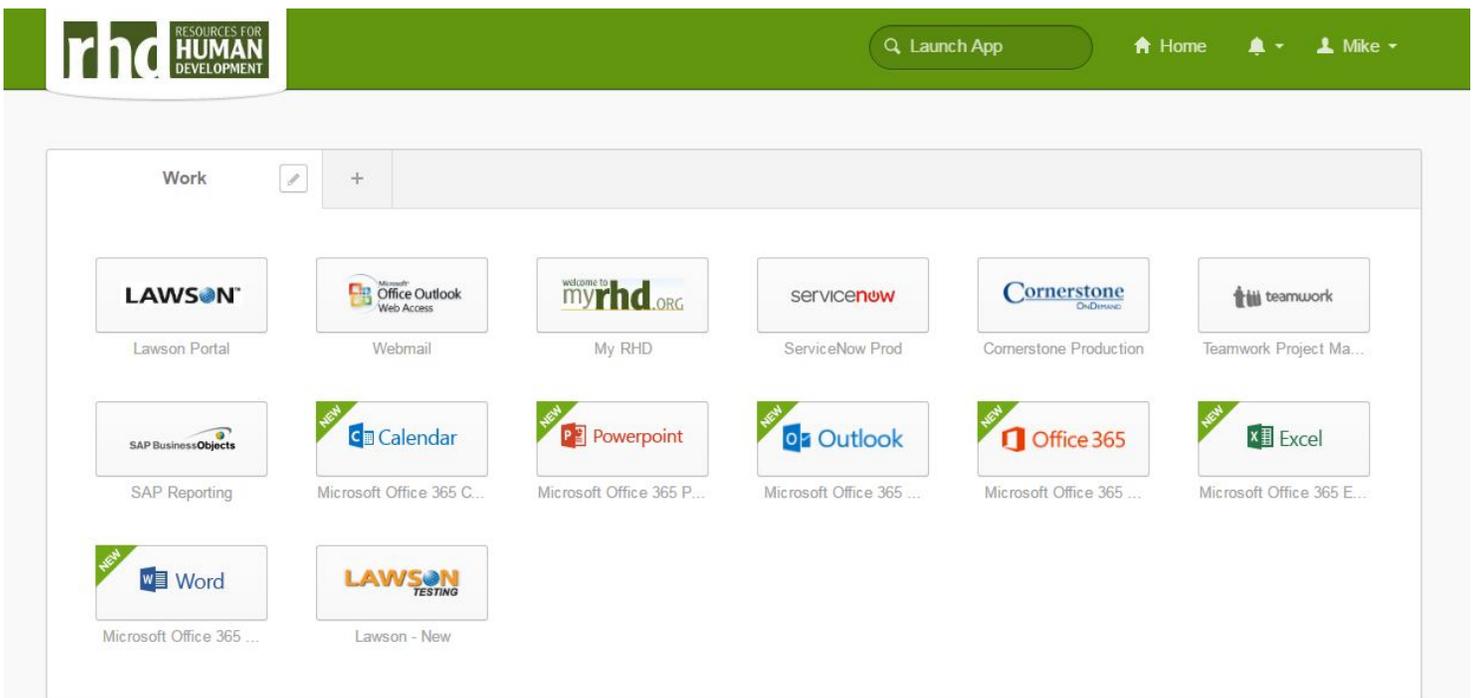


- 8) When ready to Install Plugin, please read and follow the instructions carefully to install the necessary plugins needed. Simply click on the blue Install Plugin button, and you will receive step by step instructions.



**IMPORTANT!** You may periodically be prompted to install plugins. Don't be concerned. Just complete the action when you can. Remember you can click through to the chiclet you want.

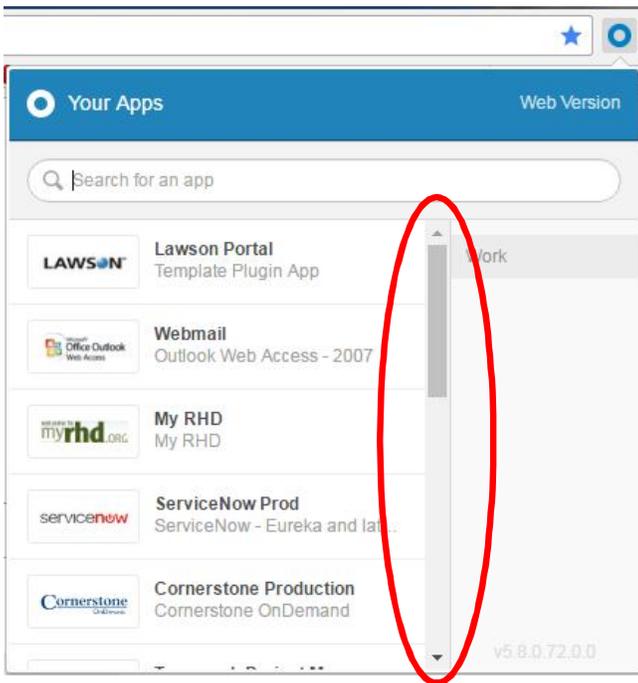
- 9) Once you Install Plugins, your screen will no longer be shaded and have the exclamation points. Each box (chiclet) that you have access to will show here on the Okta Main page.



10) When returning to Okta, you will need to open an internet browser, the Okta logo (blue O) will appear in the upper right hand corner. Click on the blue O to give you the options to navigate to the chiclet you need.



11) You can use the drop down and select the chiclet you need, note that you may have to scroll through some chiclets:



12) Or click on Web Version to bring up the Okta main page:

