



# Okta Login / Session Guide

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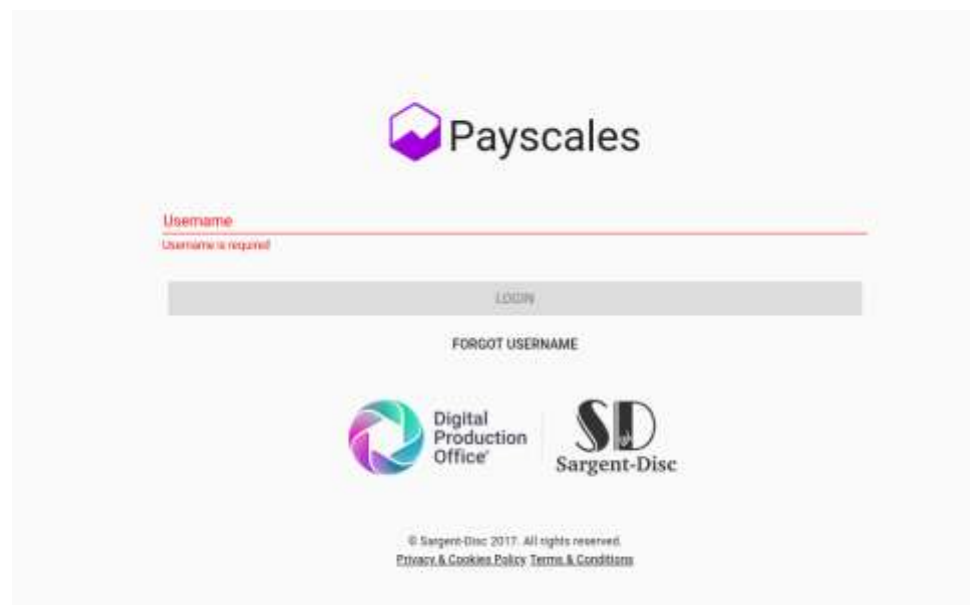
Download the okta verify app before starting the migration or accepting the invitation.

Okta verify app will be optional, but it is **strongly recommended** that it be configured with biometrics so that the user does not need to provide a password every time they log in.

**Login will be possible after the user sets okta (CS and PPP). This will be possible after migrating the existing user or creating a new user.**

Login page has been changed:

- There is no longer a **password** field - authentication will be done on the OKTA screen, either through a password, push notification (okta verify), enter a code (okta verify), or phone.
- There is no longer a **[FORGOT PASSWORD]** button - the option to access this feature is available on the okta authentication screen.
- Login button is only enabled once the user enter the username.



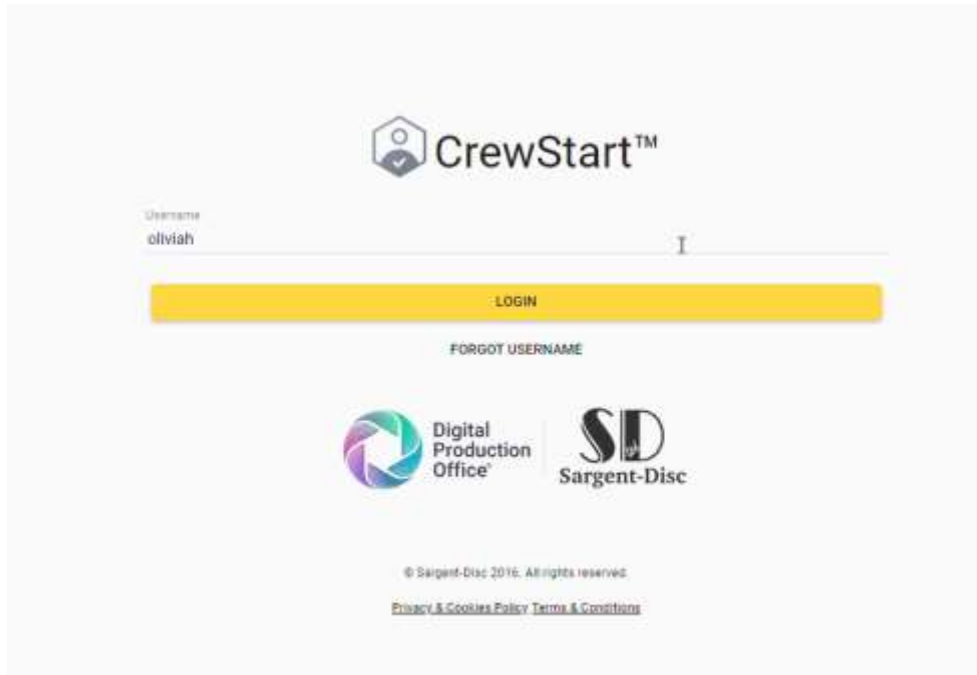
## OKTA login benefits

- Greater security when logging in due to 2-factor authentication.
- More authentication options as password, push notification, okta code verify, SMS code are available.
- You can setup the Okta verifier using the biometrics or facial recognition function. So just with the push notification you can log in without needing a password.
- It's easy for OKTA admin activate the locked out user account.
- It's easy for OKTA admin to reset the password if the user forgot their current password.
- Will allow SSO to be rolled out across all related apps.

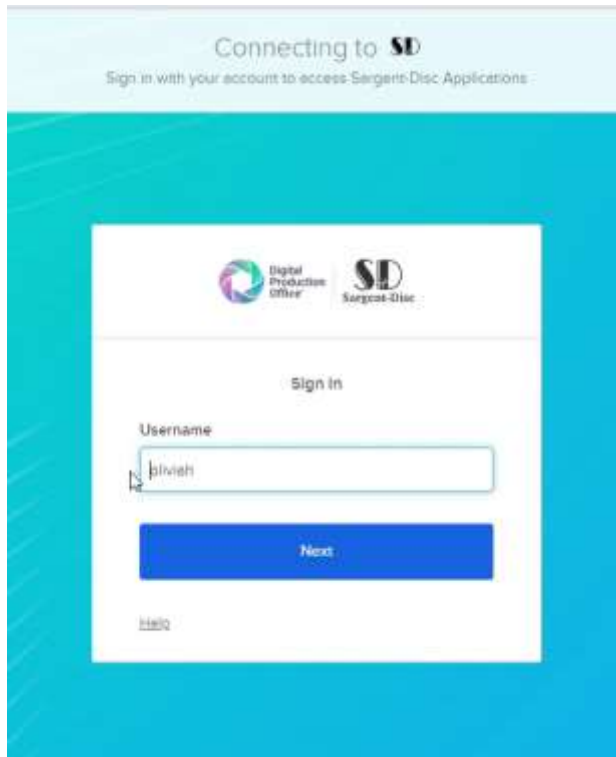
- Will allow studios to add federated login from their Okta tenant

## Login for the first time - OKTA not setup

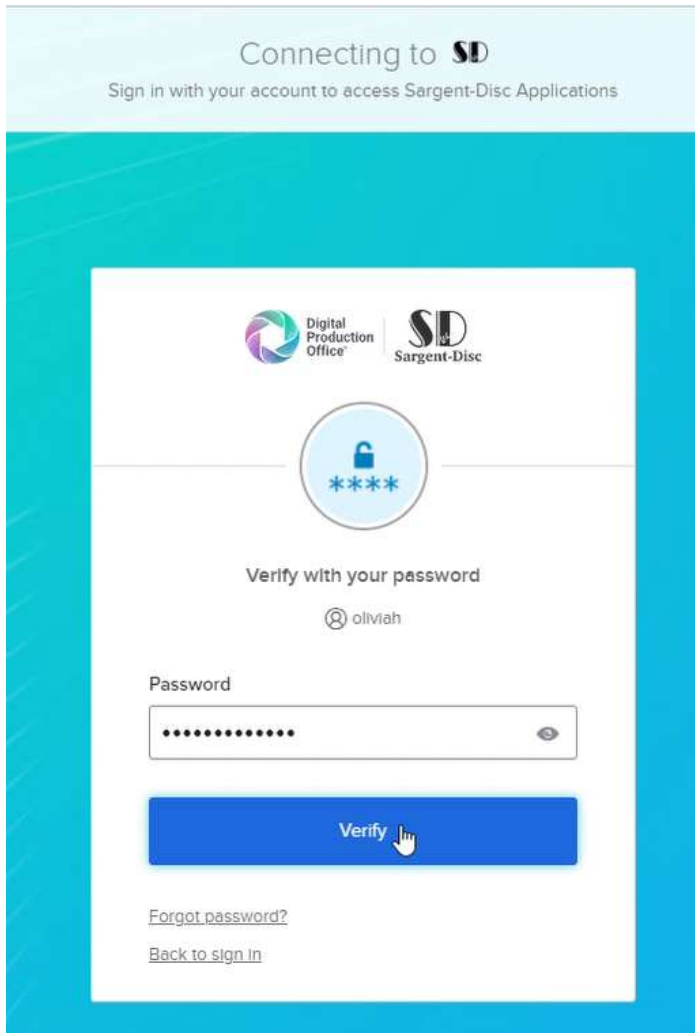
1. On the SD Login screen, enter with the username and click on the [LOGIN] button.



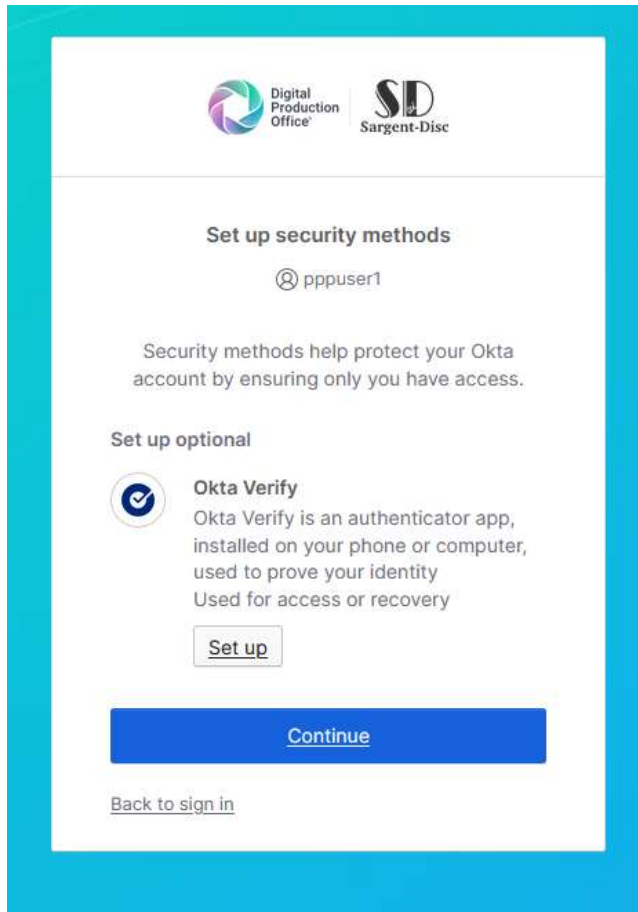
2. On the OKTA Login screen, confirm the username and click on the [NEXT] button.



3. Type the password and click on the [VERIFY] button.



4. Click to set up OKTA Verify app (optional).



5. Open the OKTA Verify app, and click to add a new account.
6. Click on the [SCAN A QR CODE] button.
7. Using the app, read the QR code displayed on the OKTA Set up OKTA verify screen.

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Set up Okta Verify

oliviah

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](#)

8. Click to set up the phone number (required) on OKTA.
9. Select the Country.
10. Type the phone number.
11. Click on the [RECEIVE A CODE VIA SMS] button.



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Set up phone authentication

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Enter your phone number to receive a verification code via SMS.

Country

United States

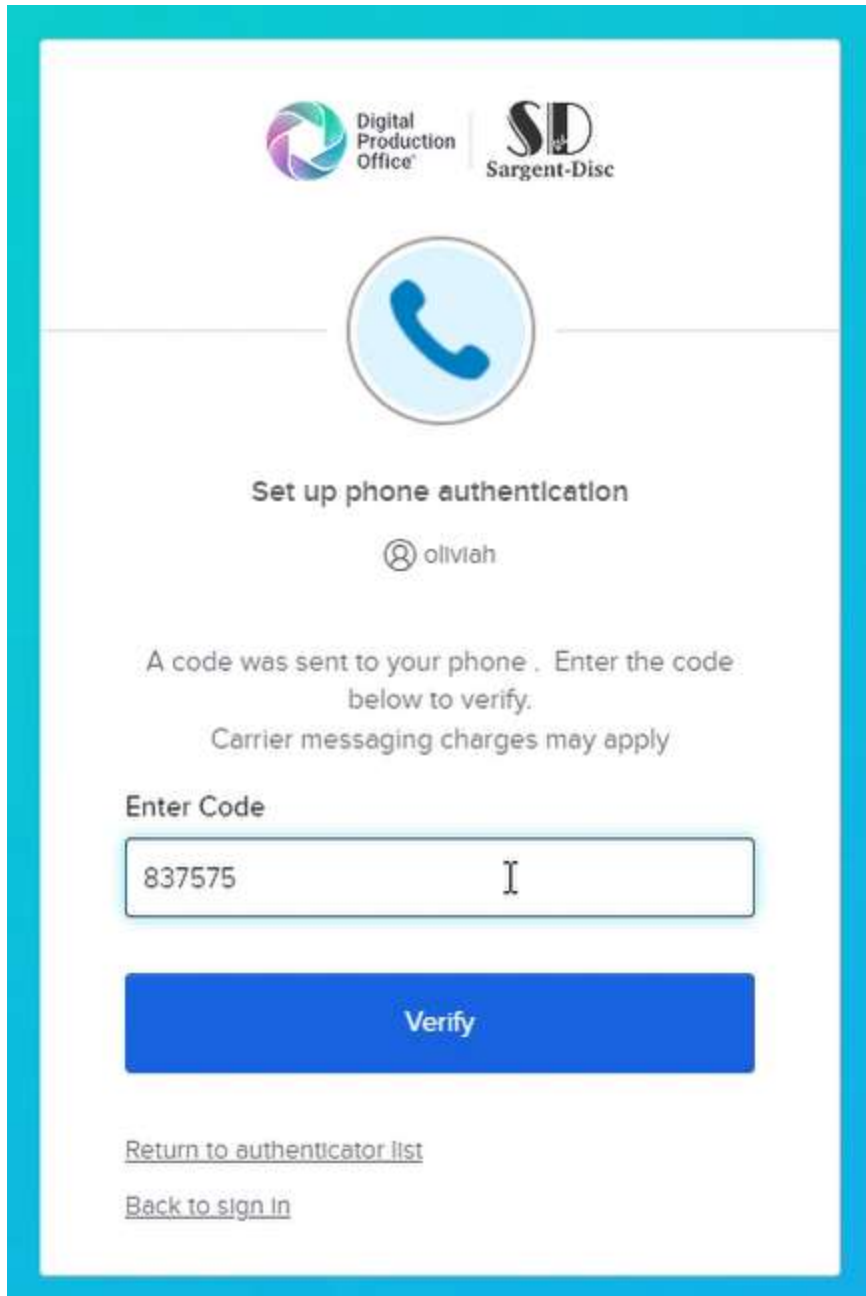
Phone number

+1

Receive a code via SMS

[Return to authenticator list](#)

12. Type the code sent via SMS and click on the [VERIFY] button.



- The application is loaded with the user logged in.

## **Login - OKTA verify setup without biometrics or facial recognition**

This same flow happens when it is the first time the user is logging into a new browser.

1. On the SD Login screen, enter with the username and click on the [LOGIN] button.
2. On the OKTA Login screen, confirm the username and click on the [NEXT] button.

3. Type the password and click on the [VERIFY] button.

The screenshot shows a web interface for connecting to Sargent-Disc (SD) applications. At the top, it says "Connecting to SD" and "Sign in with your account to access Sargent-Disc Applications". Below this, there are logos for the Digital Production Office and Sargent-Disc. A central graphic shows a padlock icon and "\*\*\*\*" representing a password. The text "Verify with your password" is displayed, followed by the user's email address "bbaker". A password input field is present with a cursor and a toggle icon. A blue "Verify" button is located below the input field. At the bottom, there are links for "Forgot password?" and "Back to sign in".

4. A second authentication option is presented to the user, such as "Receive a code via SMS", but the user can click on "Verify with something else" to choose another option:
  1. Enter a code (okta verify app)
  2. Get a push notification (okta verify app)
  3. Phone (SMS code)

## Connecting to SD

Sign in with your account to access Sargent-Disc Applications



Verify with your phone

📞 bbaker

Send a code via SMS to +44 XXXX XX6784

Carrier messaging charges may apply

Receive a code via SMS

[Verify with something else](#)

[Back to sign in](#)

## Connecting to SD

Sign in with your account to access Sargent-Disc Applications



Verify it's you with a security method

📞 bbaker

Select from the following options

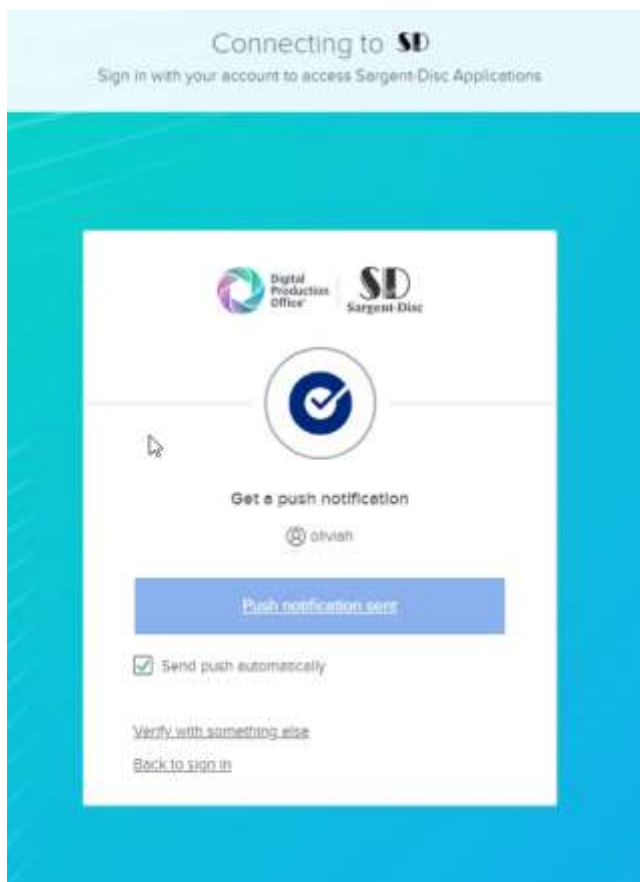
- Enter a code  
Okta Verify
- Get a push notification  
Okta Verify
- Phone  
+44 XXXX XX6784

[Back to sign in](#)

5. Click to select the desired option.
  6. Make the validation
- The application is loaded with the user logged in.

## Login - OKTA verify setup with biometrics or facial recognition

1. On the SD Login screen, enter with the username and click on the [LOGIN] button.
2. On the OKTA Login screen, confirm the username and click on the [NEXT] button.
3. The application already shows the option for authentication as a push notification.

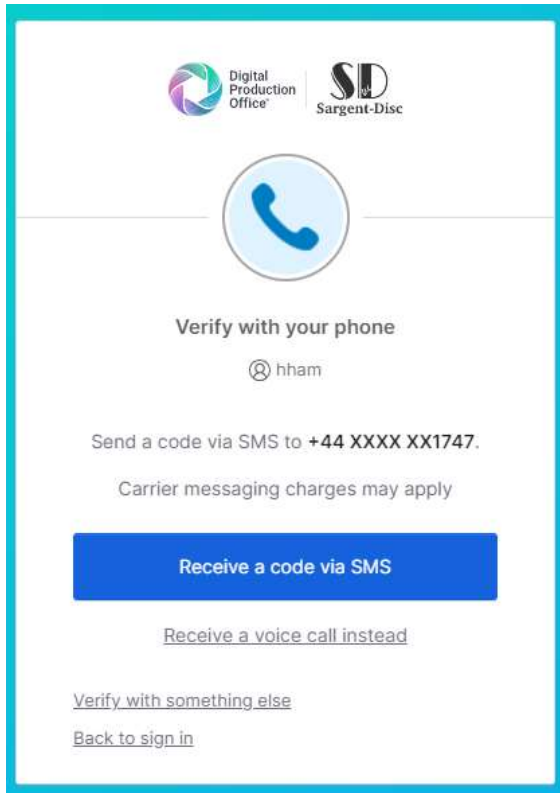


4. Confirm notification in okta verify app.
- When confirming the notification using biometrics or facial recognition, the application loads with the logged in user.

## Login - without OKTA verify app

1. On the SD Login screen, enter with the username and click on the [LOGIN] button.

2. On the OKTA Login screen, confirm the username and click on the [NEXT] button.
3. The application displays the screen to receive a code via SMS or voice call.

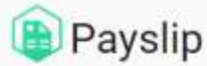


4. Select one of the 2 options and click to receive the code.
  5. Type the code and click to verify.
  6. Enter the password.
- When confirming the 2FA, the application loads with the logged in user.

## PPP - Forgot Username (no changes)

There is no change to the Forgot Username feature

1. Click on the [FORGOT USERNAME] button on the Login screen.
2. On the “Forgotten your username?” screen, enter with:
  1. Email address
  2. Select the validation option between: Date of Birth OR Employee Number
  3. The validation information
3. Click on the [SEND REQUEST] button.



## Forgotten your username?

Enter your email address and employee number or date of birth below, and we will send you an email.

Email address

Please select register type \*

Date of Birth

Date of Birth (DD/MM/YYYY) \*

SEND REQUEST

[RETURN TO LOGIN](#)



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- The email is sent to the email address with the username (only if the information provided is correct).

Subject: **SD Digital Production Office User Details**

From: [no-reply@sargent-disc.com](mailto:no-reply@sargent-disc.com)

To: [lporto@sargent-disc.com](mailto:lporto@sargent-disc.com)

Date: Today 11:43

Priority: Highest

Dear Lidia

Your username for your SD Digital Production Office account is:

ellaporto

Please note that this is case sensitive.


If you have any further questions or comments about SD Digital Production Office, please do not hesitate to contact [payroll@sargent-disc.com](mailto:payroll@sargent-disc.com).

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Payroll - Production Accounting - IT - Software - Training

## CrewStart - Forgot Username (no changes)

There is no change to the Forgot Username feature

1. Click on the [FORGOT USERNAME] button on the Login screen.
2. On the “Forgotten your username?” screen, enter with:
  1. Email address
  2. Country Code + Phone number
3. Click on the [SEND REQUEST] button.





## Forgotten your username?

Enter your email and phone number below and we will send you a mail and a phone text

Email address   
Please enter your email ID

Country code  Country  Phone number   
Please enter your phone number

[RETURN TO LOGIN](#)

4. The email is sent to the email address with a link (only if the information provided is correct).

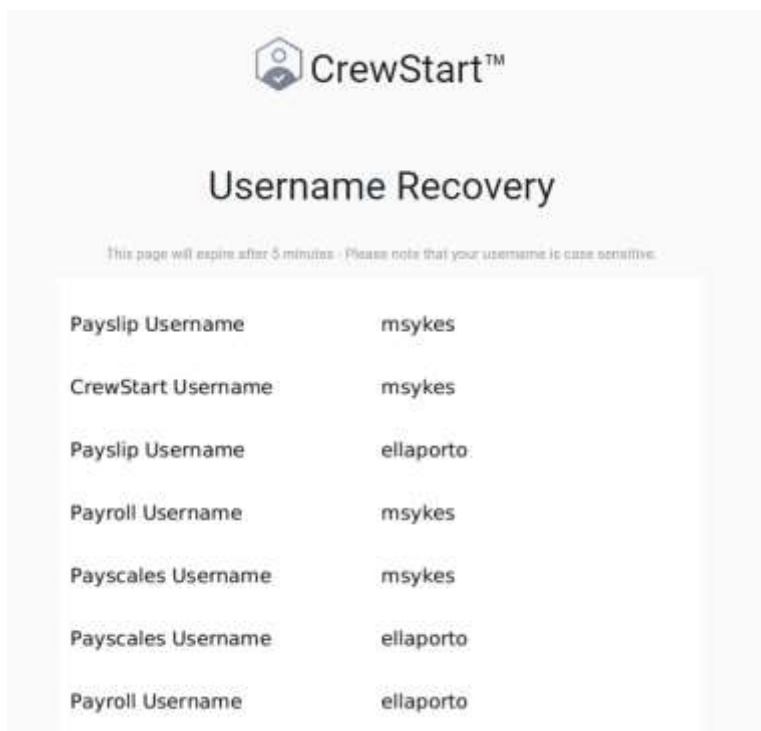


5. Open the link sent by email.
6. Type the passcode sent to the mobile phone.





- The application displays all the username related to the provided information.

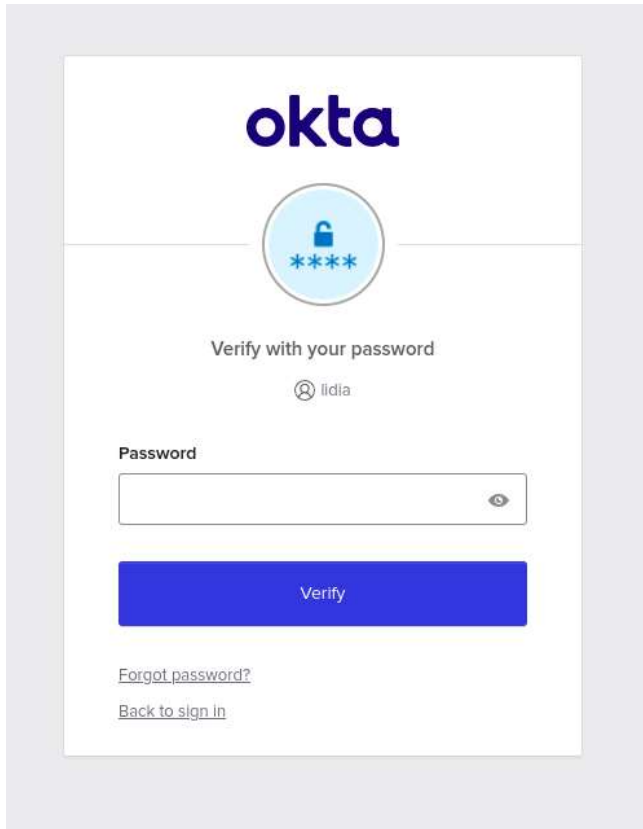


## Forgot Password

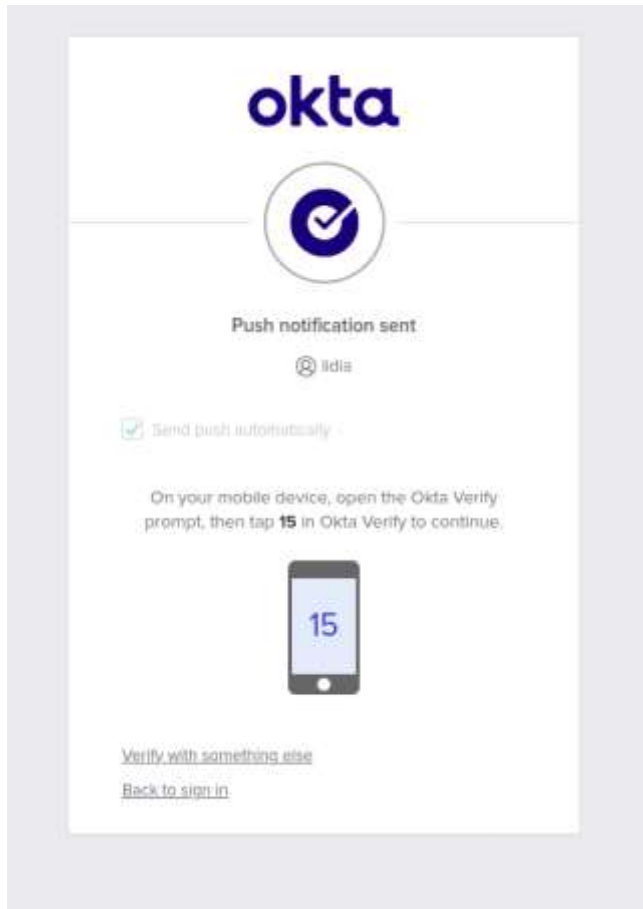
Only for okta users

1. Enter username and click on the [Login] button.

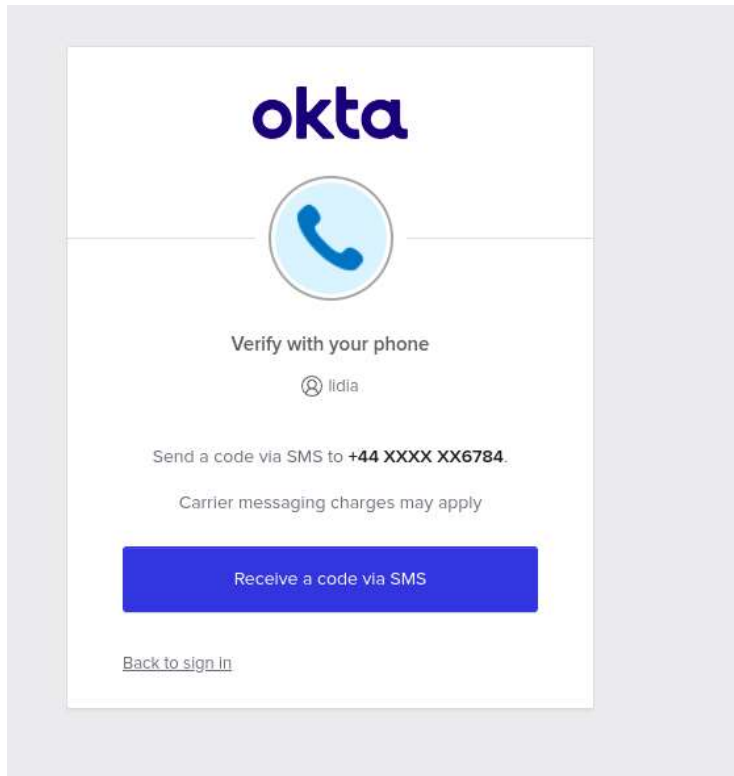
2. On Okta “Sign in” screen, click on [Next] button.
3. On Okta “Verify with your password“ screen, click on the [Forgot password?] link.



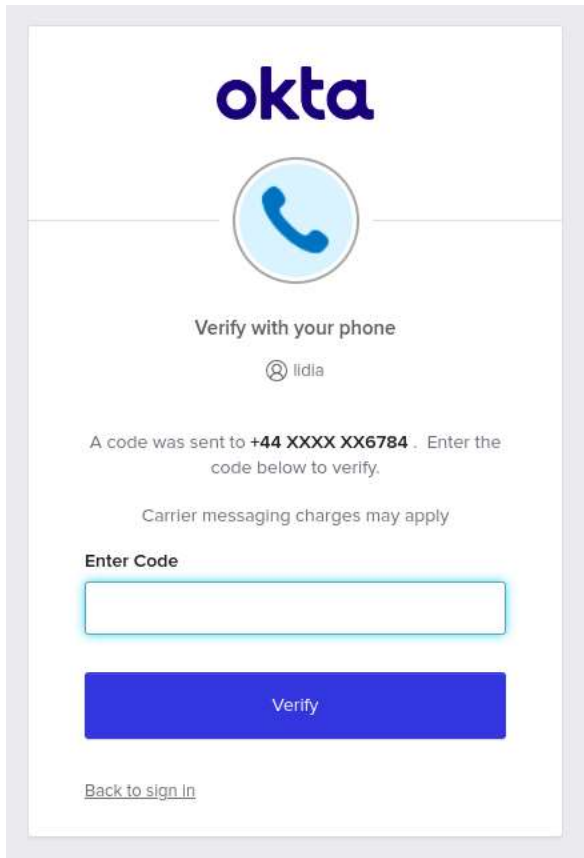
4. On the Okta verify app, click on the same number displayed in the Okta “Push notification sent” screen.



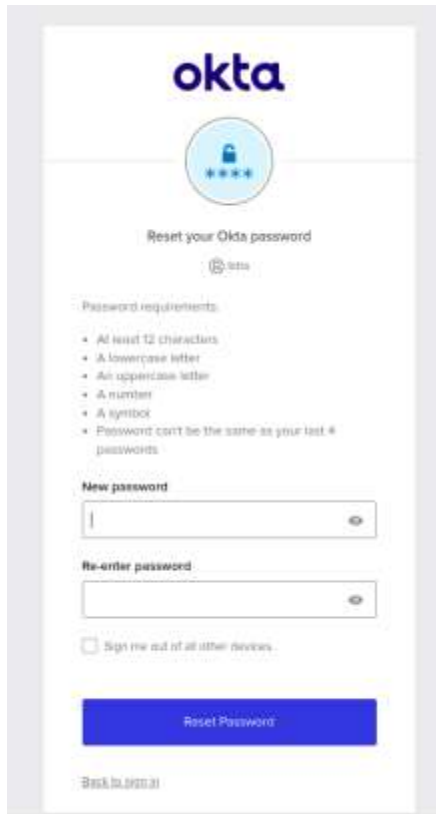
5. On the Okta “Verify with your phone” screen, click on the [Receive a code via SMS] button.



6. Type the code sent via SMS and click on the [Verify] button.



7. Enter with the new password (meeting the requirements) and click on the [Reset Password] button.



8. The application sent an email to the user about the password change.

