



Okta

Migration Flow Guide

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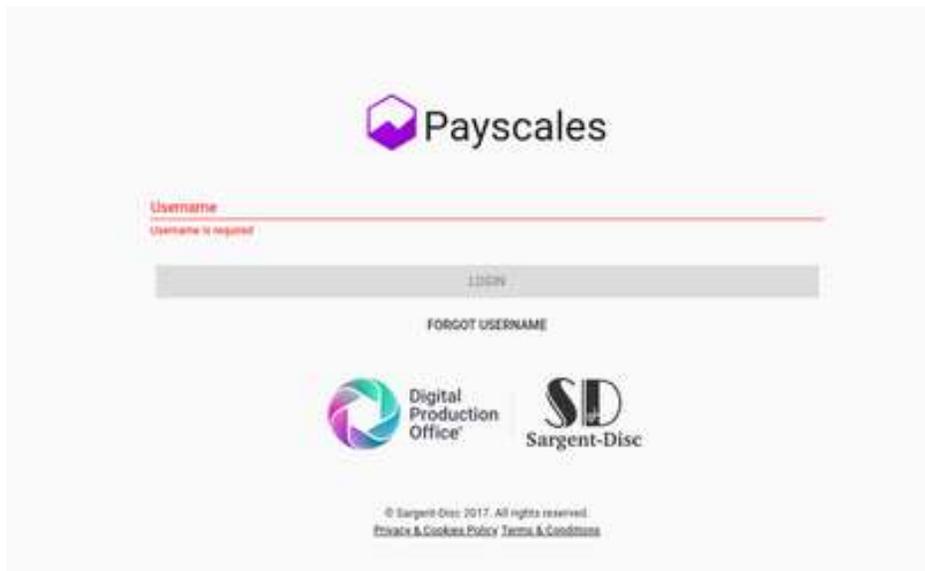
Download the okta verify app before starting the migration or accepting the invitation.

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.

Migration flow will be necessary for all active users of external applications (PPP and CS). On the first login using OKTA, the user will be guided through the migration flow.

The login screen has been changed:

- There is no longer a password field
- There is no longer a [Forgot Password] button
- The login button will only be enabled when there is information in the username field



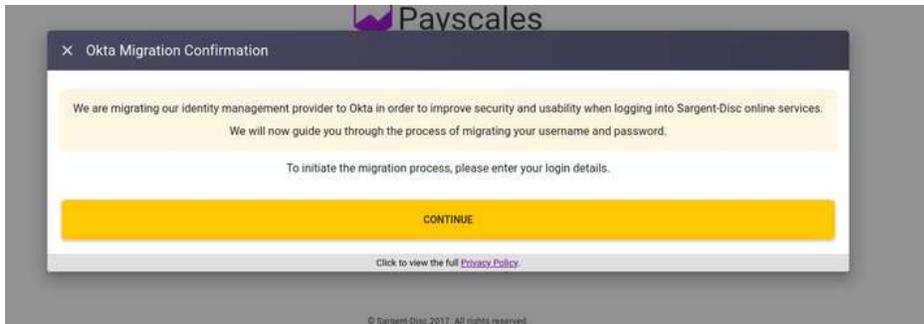
PPP (Payroll, Payscales, Payslip)

Download the okta verify app before starting the migration.

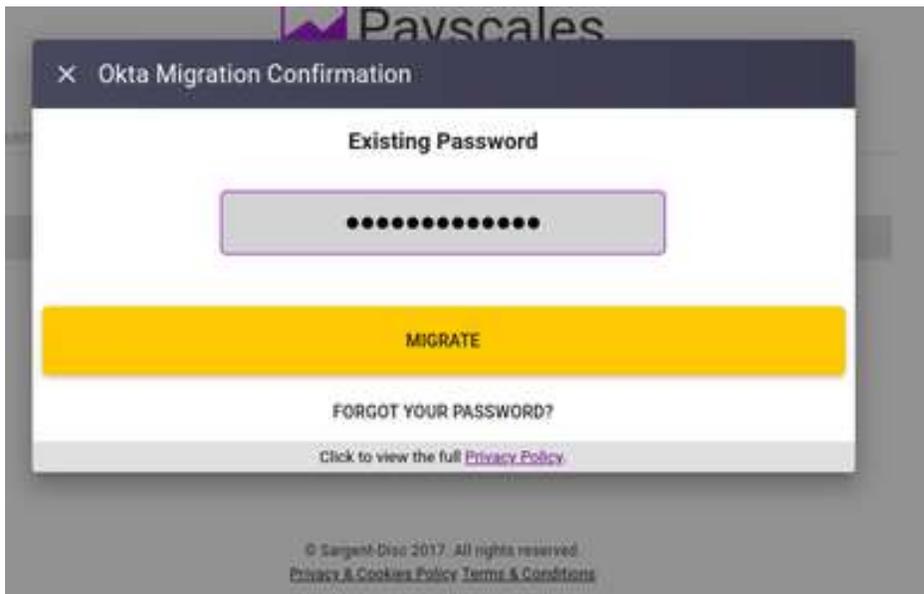
Okta verify app will be optional, but it is **strongly recommended** that it be configured with biometrics so that the user does not need to provide a password every time they log in.

The user does not have MFA required (NOT_MIGRATED)

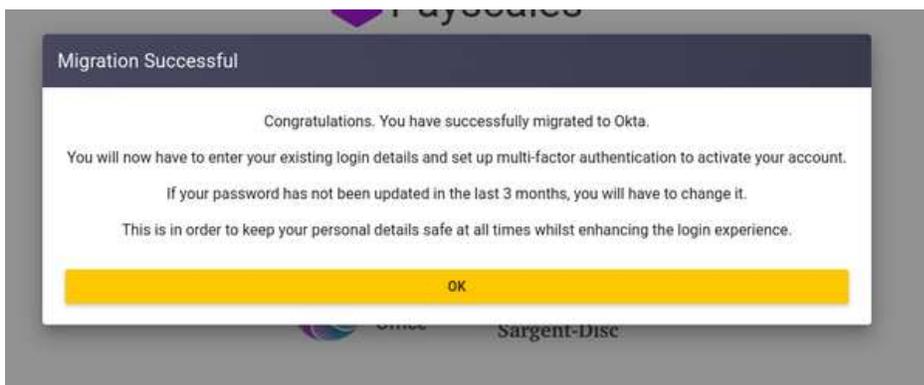
1. Enter username and click on the [Login] button.
2. Click on [Continue] button.



3. Enter the password and click on the [Migrate] button.



4. The migration was carried out successfully.

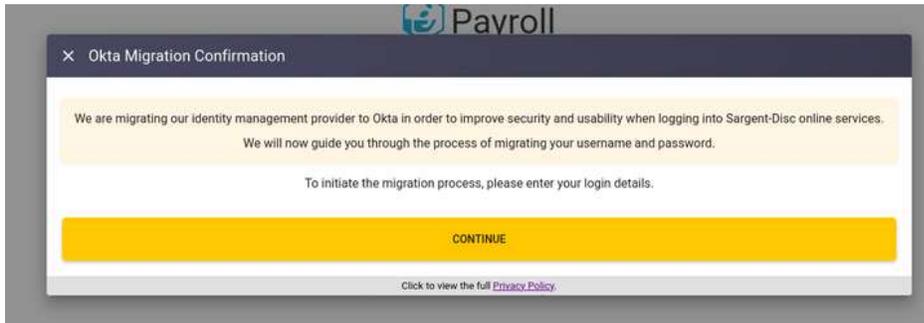


- 5. Perform OKTA configuration using okta verify app (optional).
- 6. Perform mobile number setup on OKTA (required).

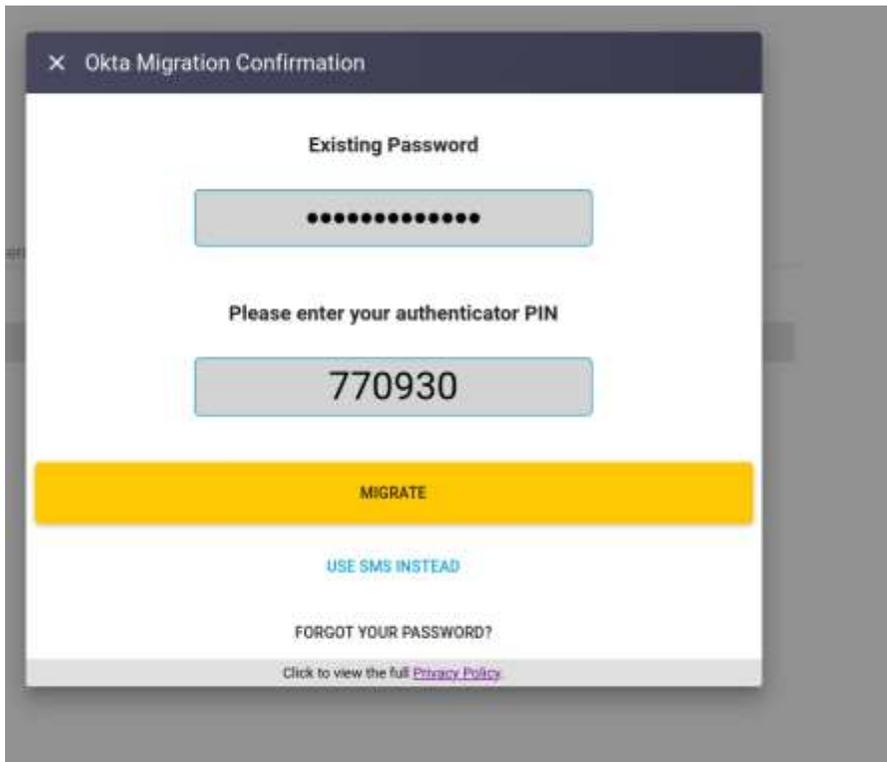
The user has MFA required and configured (NOT_MIGRATED_WITH_MFA)

This scenario is applied when the user has MFA required on the CrewStart application - User Profile and/or Account level

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

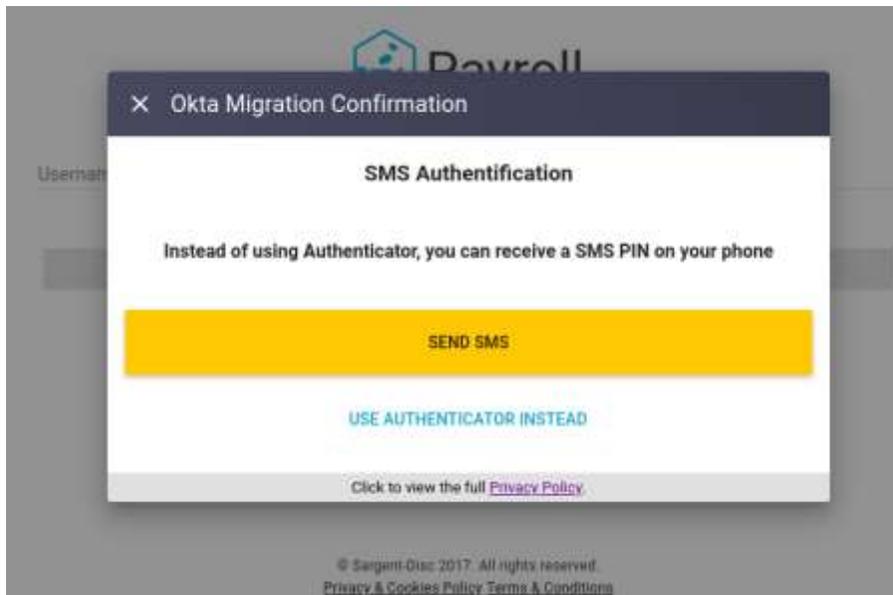


3. Type the password, and the PIN code, and click on the [Migrate] button. Or, click to user SMS instead.

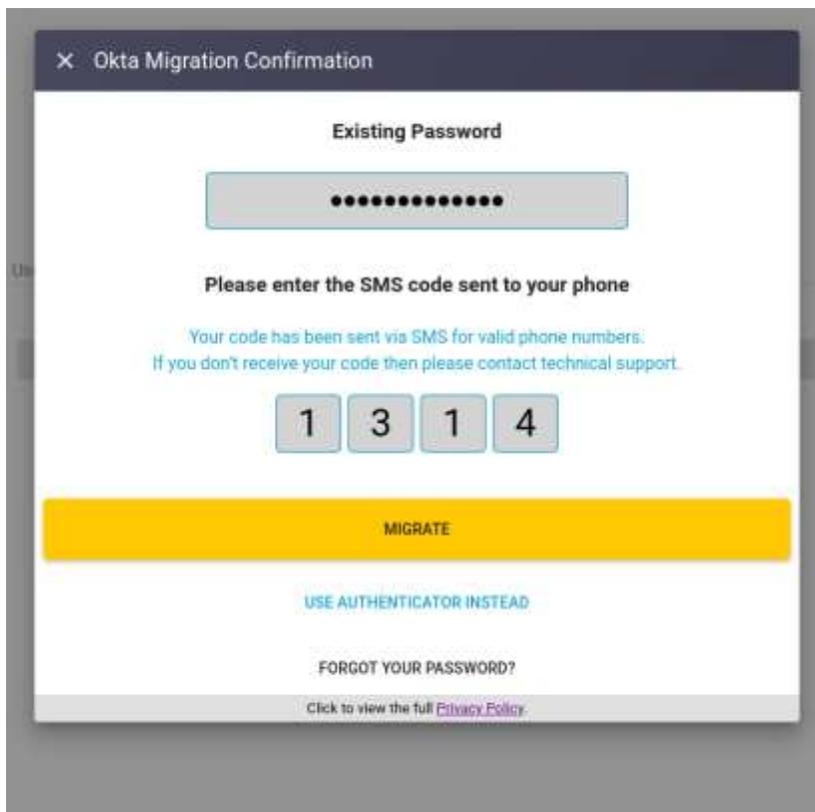


4. Click to send the SMS.

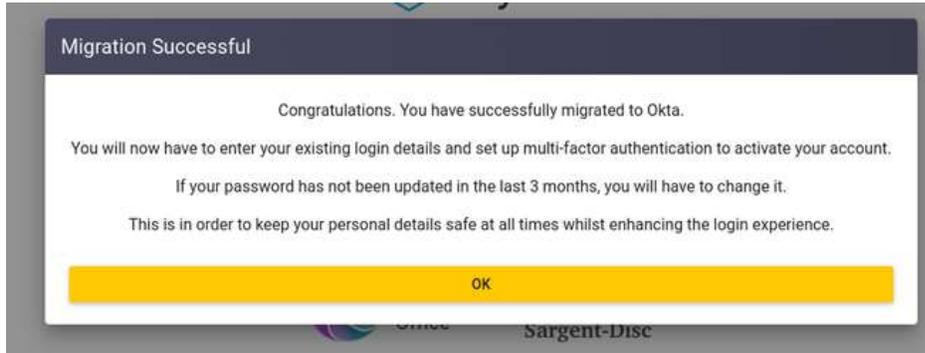
Security wise: There is a validation for SMS. An SMS is only sent to the same number every 5 minutes. If more than one SMS is requested to the same number within 5 minutes, no SMS is sent and the application shows **no error**.



5. **Type the password**, and the SMS code, and click on the [Migrate] button.



6. The migration was carried out successfully.

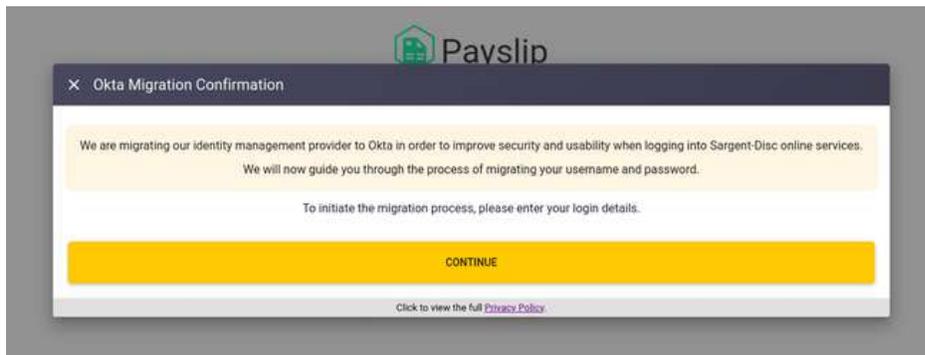


7. Perform OKTA configuration using okta verify app (optional).
8. Perform mobile number setup on OKTA (required).

The user has MFA required but has not yet been configured (NOT_MIGRATED_WITH_MFA_NO_SETUP)

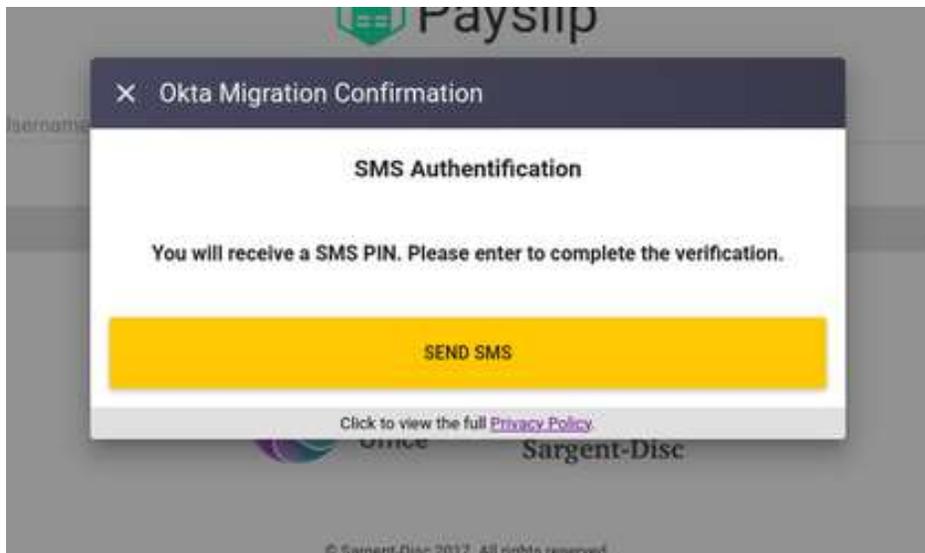
This scenario is applied when the user has MFA required on the CrewStart application - User Profile and/or Account level

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

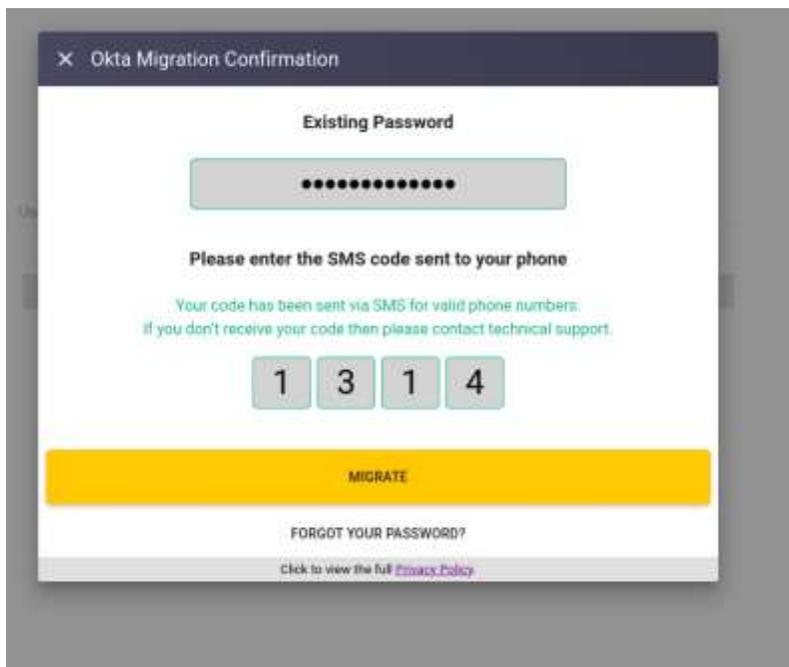


3. Click to send SMS (as the MFA is not set).

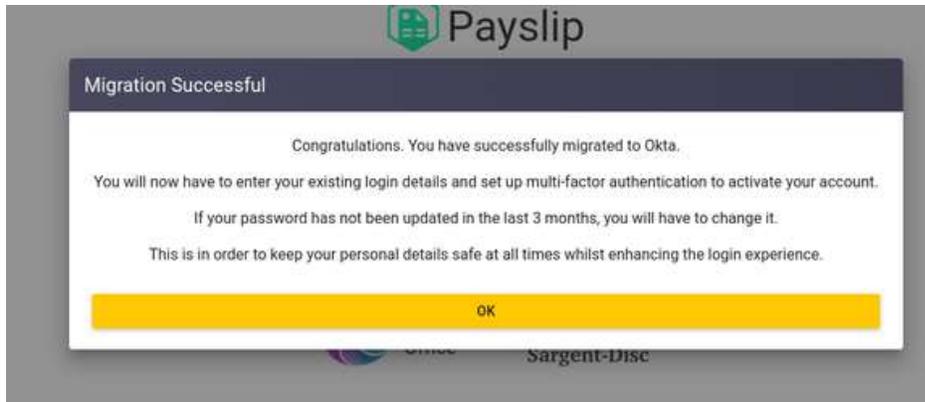
Security wise: There is a validation for SMS. An SMS is only sent to the same number every 5 minutes. If more than one SMS is requested to the same number within 5 minutes, no SMS is sent and the application shows **no error**.



4. Type the password, and the SMS code and click on the [Migrate] button.



5. The migration was carried out successfully.



6. Perform OKTA configuration using okta verify app (optional).
7. Perform mobile number setup on OKTA (required).

PPP and CrewStart - Migration using voice call instead SMS

1. Enter username and click on the [Login] button.
2. Click on [Continue] button.
3. Enter the password and click on the [Migrate] button.
4. The migration was carried out successfully.
5. Perform mobile number setup on OKTA (required) by selecting the “Voice call” option.