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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.

~ UK	a wigration Commation
We ar	migrating our identity management provider to Okta in order to improve security and usability when logging into Sargent-Disc online services. We will now guide you through the process of migrating your username and password.
	To initiate the migration process, please enter your login details.
	CONTINUE
	Click to view the full Privacy Policy.

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

Existing Password	
••••••	
MIGRATE	
FORGOT YOUR PASSWORD?	
Click to view the full Privacy Policy.	

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.

×	Okta Migration Confirmation
1	We are migrating our identity management provider to Okta in order to improve security and usability when logging into Sargent-Disc online services We will now guide you through the process of migrating your username and password.
	To initiate the migration process, please enter your login details.
	CONTINUE
	Alled a values due & B. Balance Dollars

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

Existing Password	- 1
•••••	- 1
Please enter your authenticator PIN	- 1
770930	- 1
MIGRATE	
USE SMS INSTEAD	
FORGOT YOUR PASSWORD?	
Click to view the full Privacy Policy.	_

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**.

×	COkta Migration Confirmation
	SMS Authentification
	Instead of using Authenticator, you can receive a SMS PIN on your phone
1	SEND SMS
	USE AUTHENTICATOR INSTEAD
	Click to view the full <u>Privacy Policy</u> .

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

	Existing Password
	••••••
P Yau If you do	Please enter the SMS code sent to your phone or code has been sent via SMS for valid phone numbers. an't receive your code then please contact technical suppor
	MIGRATE
	USE AUTHENTICATOR INSTEAD
	FORGOT YOUR PASSWORD?
	Click to view the full Privacy Folicy

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.

×	Okta Migration Confirmation
W	le are migrating our identity management provider to Okta in order to improve security and usability when logging into Sargent-Disc online services
	We will now guide you through the process of migrating your username and password.
	To initiate the migration process, please enter your login details.
	CONTINUE
	Older to visual than full Driveney Dellerer

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**.

×	Okta Migration Confirmation
	SMS Authentification
	You will receive a SMS PIN. Please enter to complete the verification.
	SEND SMS
	Click to view the full Privacy Policy.

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

	Existing Password
	••••••
đ	Please enter the SMS code sent to your phone Your code has been sent via SMS for valid phone numbers, you don't receive your code then please contact technical support.
	MIGRATE
	FORGOT YOUR PASSWORD?
	Click to view the full Provers Policy

5. The migration was carried out successfully.

Migration	Successful
	Congratulations. You have successfully migrated to Okta.
You will no	w have to enter your existing login details and set up multi-factor authentication to activate your accourt
	If your password has not been updated in the last 3 months, you will have to change it.
Th	is is in order to keep your personal details safe at all times whilst enhancing the login experience.
	OK

- 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.

	- ()—
Se	t up phone auti © nhar	hentication
Enter ye	your phone numi rification code vi	ber to receive a la voice call.
O SMS		
 Voice c 	all	
Country/re	gion	
United Sp	yes	
Phone num	iber	Extension
+1		