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Okta Migration Flow Guide

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Migration Set Up – MFA Not Required

*To note, this guide is on the Payslip application however the migration process is the same for the following applications: Payroll, Payscales and CrewStart

1. Enter your username to the username field and click the 'Login' button

Payslip				
Username				
	LOGIN			
	FORGOT USERNAME			
	Digital Production Office"			
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2. A prompt will be displayed on screen advising that you are being migrated to Okta, select the 'Continue' button

	Pavslip
< Okta Migrat	ion Confirmation
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
	Click to view the full <u>Privacy Policy</u> .

3. Type in your existing password for the Payslip application and click on the 'Migrate' button

	Pavelin	
×	Okta Migration Confirmation	
lemai	Existing Password	
	••••••	
	MIGRATE	
	FORGOT YOUR PASSWORD?	
	Click to view the full <u>Privacy Policy</u> .	

4. Once successful, a message will be displayed to confirm you have successfully migrated to Okta



5. You will then be taken to the Okta sign in screen, enter your Payslip username and select 'Next'

-	Sign in with your account to access Sargent-Disc Application	S
	Digital Production Office'	
	Sign In	
	timothyscott	
	Next	
	Help	

6. Enter your Payslip password in the password field and select 'Verify'

	Connecting to SD Sign in with your account to access Sargent-Disc Applications
	Verify with your password (2) timothyscott Password
17.	
1	Verify
14-	Forgot password?

7. Select the option 'Set up' under Phone

Sign in with your account to access Sargent-Disc Applications	
Digital Production Office' Sargent-Disc	
Set up security methods	
() timothyscott	
Security methods help protect your Okta account by ensuring only you have access.	
Set up required	
Phone Verify with a code sent to your phone Used for access or recovery Set up	
Back to sign in	

8. Select if you want to receive a verification code via SMS or voice call. Select your country/region and enter your number. Once done, select the option 'Receive a code via SMS' or 'Receive a code via voice call'

Connecting to SD Sign in with your account to access Sargent-Disc Applications	n)
Digital Production Office'	
C	
Set up phone authentication	
(@ timothyscott	
Enter your phone number to receive a verification code via SMS.	
● SMS	
O Voice call	
Country/region	
United Kingdom *	
Phone number	
+44	
Receive a code via SMS	
Return to authenticator list	
Back to sign in	

9. Enter the code sent to you in the 'Enter Code' field and select Verify

	Connecting to SD Sign in with your account to access Sargent-Disc Applications	
	Digital Production Office	
	Set up phone authentication (2) timothyscott A code was sent to your phone . Enter the code below to verify.	
	Carrier messaging charges may apply Enter Code	
4	Verify	
	<u>Return to authenticator list</u> <u>Back to sign in</u>	

10. You will then be asked if you wish to setup Okta Verify, it is **<u>strongly recommended</u>** that this is setup and configured with biometrics so that you do not need to provide a password every time you log in. To set this up, select the option 'Set up' under Okta Verify

	Production Office'
	Set up security methods
	(8) timothyscott
Se okta	curity methods help protect your qa- sargent-disc.com account by ensuring only you have access.
Set up	optional
0	Okta Verify Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity Used for access or recovery <u>Set up</u>

11. On your mobile device, open the Okta Verify app and scan the QR code displayed on screen. If prompted to Enable Face ID or Passcode confirmation, you can select the 'Enable' option which means you will <u>no longer need to enter your password</u> when logging in.

12. You will then be logged into the Payslip application with Okta setup successfully.

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Migration Set Up – MFA Required and Configured

*To note, this guide is on the Payslip application however the migration process is the same for the following applications: Payroll, Payscales and CrewStart

1. Enter your username to the username field and click the 'Login' button

	Payslip	
Usemame		
	LOGIN	
	FORGOT USERNAME	
	Digital Production Office" Sargent-Disc	
	© Sargent-Disc 2017. All rights reserved. Privacy & Cookles: Policy Terms & Conditions	

2. A prompt will be displayed on screen advising that you are being migrated to Okta, select the 'Continue' button

	Pavslip
×	Okta Migration Confirmation
1	Ve 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
	Click to view the full <u>Privacy Folicy</u> .

3. Type in your existing password for the Payslip application and the authenticator PIN and select the Migrate option.

If you are unable to get your authenticator pin you can use the 'Use SMS Instead' option.

Existing Password
Please enter the SMS code sent to your phone
Your code has been sent via SMS for valid phone numbers.
If you don't receive your code then please contact technical support.
MIGRATE
FORGOT YOUR PASSWORD?

4. Once successful, a message will be displayed to confirm you have successfully migrated to Okta



5. You will then be taken to the Okta sign in screen, enter your Payslip username and select 'Next'

Connecting to SD Sign in with your account to access Sargent-Disc Application	s
Pigital Production Office' Sargent-Disc	
Sign In Username	
timothyscott	
Next	
Help	

	Connecting to SD Sign in with your account to access Sargent-Disc Applications	
	Digital Production Sargent-Disc Sargent-D	
11	Ø	
17	Verify	
	<u>Forgot password?</u> Back to sign in	

6. Enter your Payslip password in the password field and select 'Verify'

7. Select the option 'Set up' under Phone

Sign in with your account to access Sargent-Disc Applications	
Digital	
Office Sargent-Disc	
Set up security methods	
(2) timothyscott	
Security methods help protect your Okta account by ensuring only you have access.	
Set up required	
Phone Verify with a code sent to your phone Used for access or recovery Set up	
Back to sign in	

8. Select if you want to receive a verification code via SMS or voice call. Select your country/region and enter your number. Once done, select the option 'Receive a code via SMS' or 'Receive a code via voice call'

Sign ir	Connecting to SD n with your account to access Sargent-Disc Applications	
	Pigital Production Office' Sargent-Disc	
	Set up phone authentication	
	(® timothyscott	
	Enter your phone number to receive a verification code via SMS.	
	● SMS	
(◯ Voice call	
	Country/region	
	United Kingdom 🔻	
	Phone number	
	+44	
	Receive a code via SMS	
	Return to authenticator list	
	Back to sign in	

9. Enter the code sent to you in the 'Enter Code' field and select Verify

Connecting to SD Sign in with your account to access Sargent-Disc Applications
Production Office' Sargent-Disc
Set up phone authentication
(8) timothyscott
A code was sent to your phone . Enter the code below to verify. Carrier messaging charges may apply
Enter Code
1
Verify
Return to authenticator list Back to sign in

10. You will then be asked if you wish to setup Okta Verify, it is **strongly recommended** that this is setup and configured with biometrics so that you do not need to provide a password every time you log in. To set this up, select the option 'Set up' under Okta Verify

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	Digital Production Support Office' Sargent-Disc
	Set up security methods
	(2) timothyscott
	Security methods help protect your qa- okta.sargent-disc.com account by ensuring only you have access.
	Set up optional
	Okta Verify Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity Used for access or recovery Set up
	Continue

11. On your mobile device, open the Okta Verify app and scan the QR code displayed on screen. If prompted to Enable Face ID or Passcode confirmation, you can select the 'Enable' option which means you will <u>no longer need to enter your password</u> when logging in.

12. You will then be logged into the Payslip application with Okta setup successfully.

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Migration Set Up – MFA Required but Configured

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Usemame		
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	To initiate the migration process, please enter your login details.
	CONTINUE
	Click to view the full <u>Privacy Policy</u> .

3. A prompt will appear on screen to receive a SMS pin, click the option to Send SMS.



4. Type in your existing password for the Payslip application and the SMS code sent to your mobile phone. Once entered, select the Migrate option.

Okta N	Migration Confirmation	
	Existing Password	
		- 1
	Please enter the SMS code sent to your phone	- 1
	Your code has been sent via SMS for valid phone numbers	- 1
	If you don't receive your code then please contact technical support.	- 1
	MIGRATE	
	FORGOT YOUR PASSWORD?	
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5. Once successful, a message will be displayed to confirm you have successfully migrated to Okta



6. You will then be taken to the Okta sign in screen, enter your Payslip username and select 'Next'

_	Sign in with your account to access Sargent-Disc Applications
	Production Sargent-Disc
	Sign In Username
	timothyscott
	Next
	Help

7. Enter your Payslip password in the password field and select 'Verify'

	Connecting to SD Sign in with your account to access Sargent-Disc Applications	
	Digital Production Sargent-Disc Verify with your password @ timothyscott Password	
15	Verify	
	Forgot password? Back to sign in	

8. Select the option 'Set up' under Phone



9. Select if you want to receive a verification code via SMS or voice call. Select your country/region and enter your number. Once done, select the option 'Receive a code via SMS' or 'Receive a code via voice call'

Connecting to SD Sign in with your account to access Sargent-Disc Applications	
Digital Production Surgent-Disc	
Set up phone authentication	
Enter your phone number to receive a verification code via SMS.	
 ○ Voice call Country/region United Kingdom ▼ 	
Phone number +44	
Receive a code via SMS Return to authenticator list Back to sign in	

10. Enter the code sent to you in the 'Enter Code' field and select Verify

Connecting to SD Sign in with your account to access Sargent-Disc Applications	
Pigital Production Office	
Set up phone authentication (2) timothyscott	
A code was sent to your phone . Enter the code below to verify. Carrier messaging charges may apply	
Enter Code	
Verify	
<u>Return to authenticator list</u> <u>Back to sign in</u>	

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

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