



# Okta

## Migration Flow Guide

**E:** [support@sargent-disc.com](mailto:support@sargent-disc.com)

**T:** 01753 639007 (+44 1753 639007 from outside the UK)

Support advisors are available 8am-8pm Monday-Friday

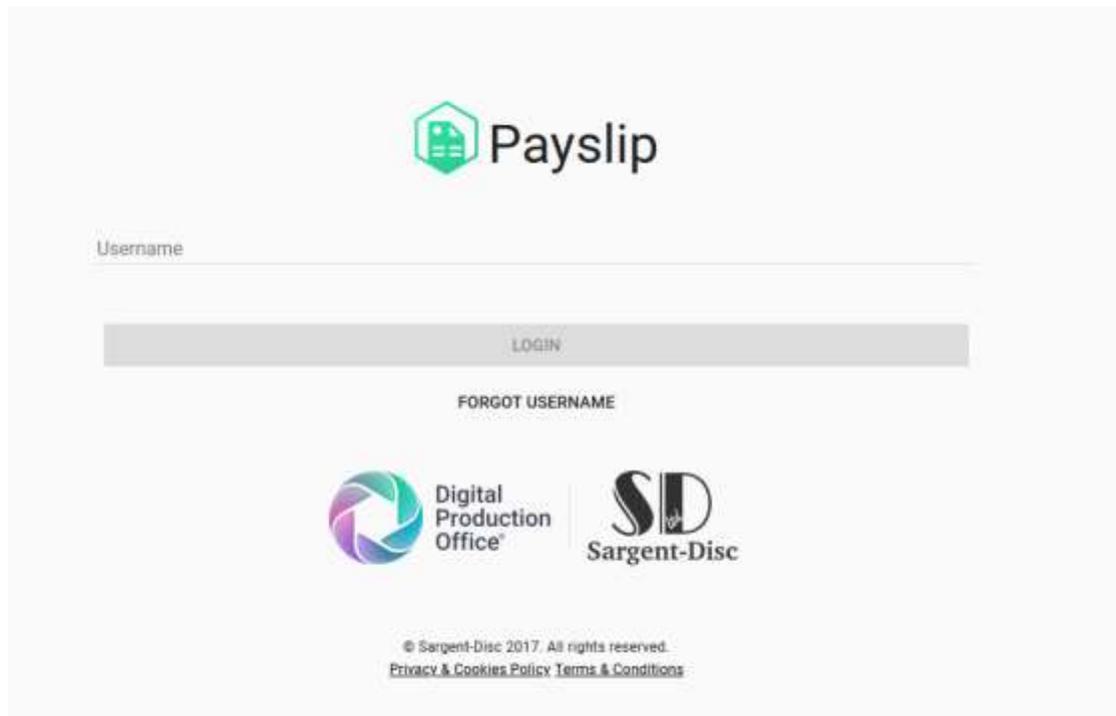
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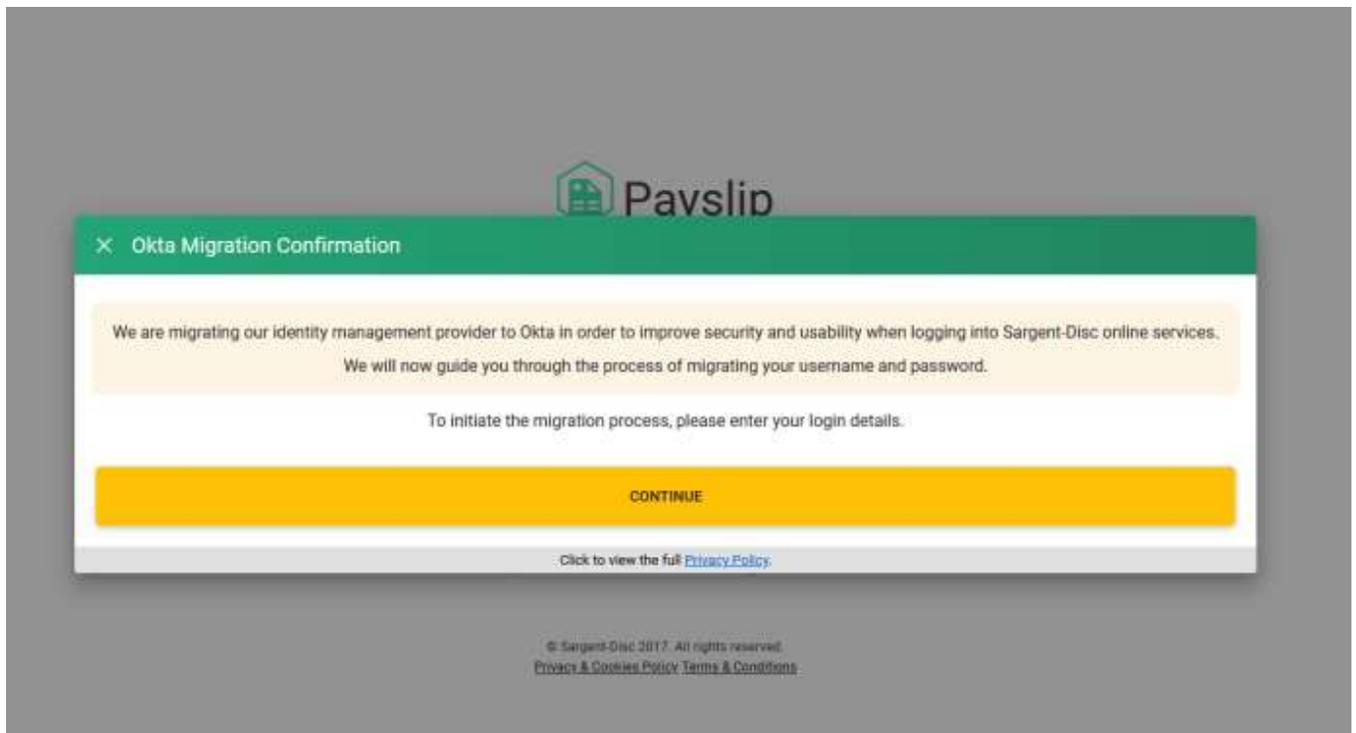
# Migration Set Up – MFA Not Required

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

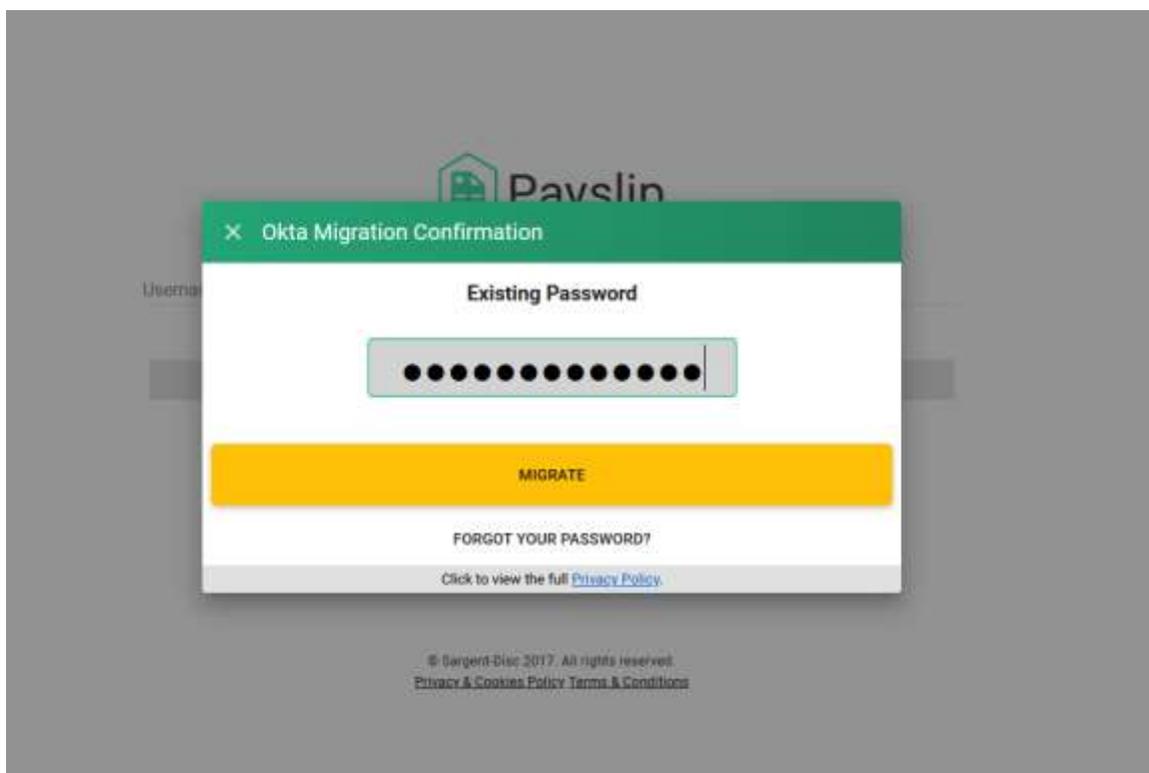
1. Enter your username to the username field and click the 'Login' button



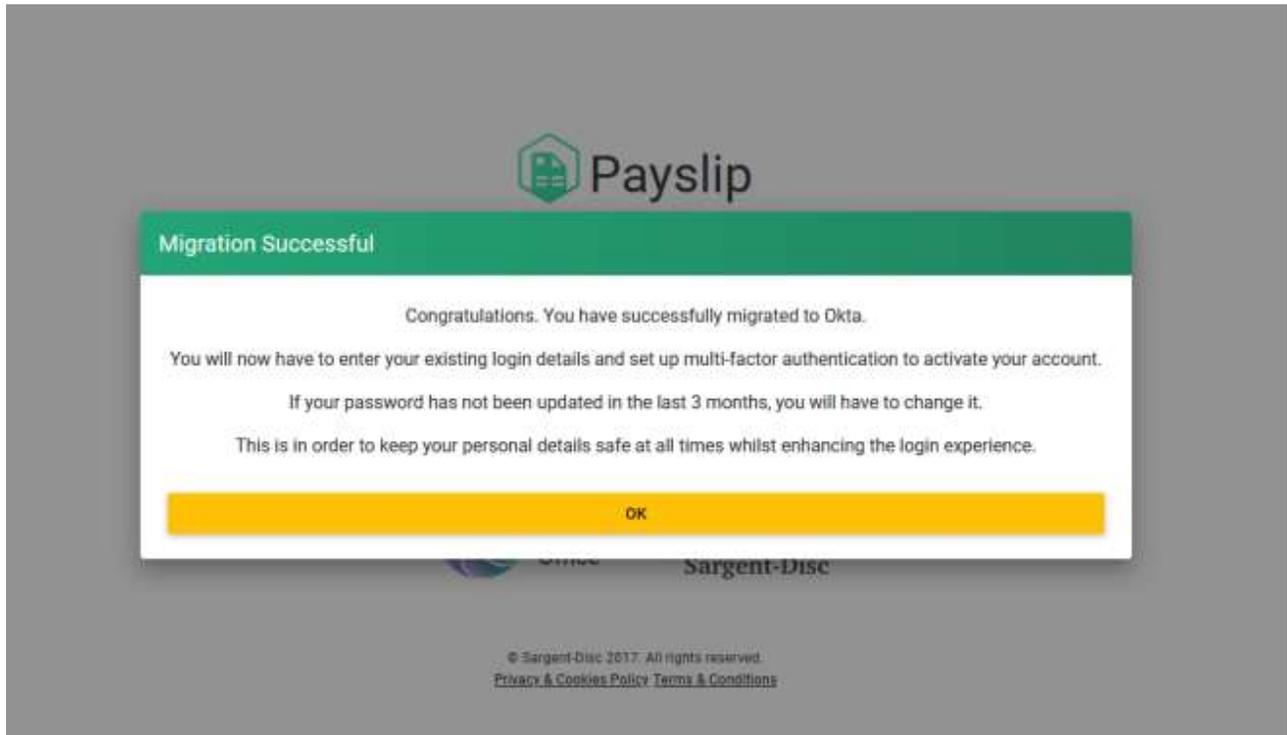
2. A prompt will be displayed on screen advising that you are being migrated to Okta, select the 'Continue' button



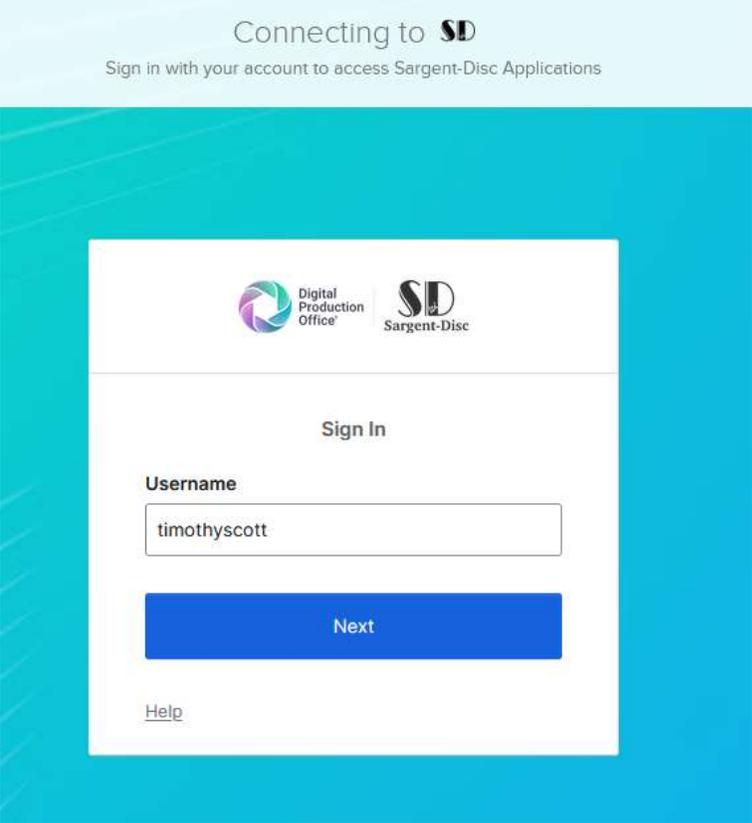
3. Type in your existing password for the Pavsip application and click on the 'Migrate' button



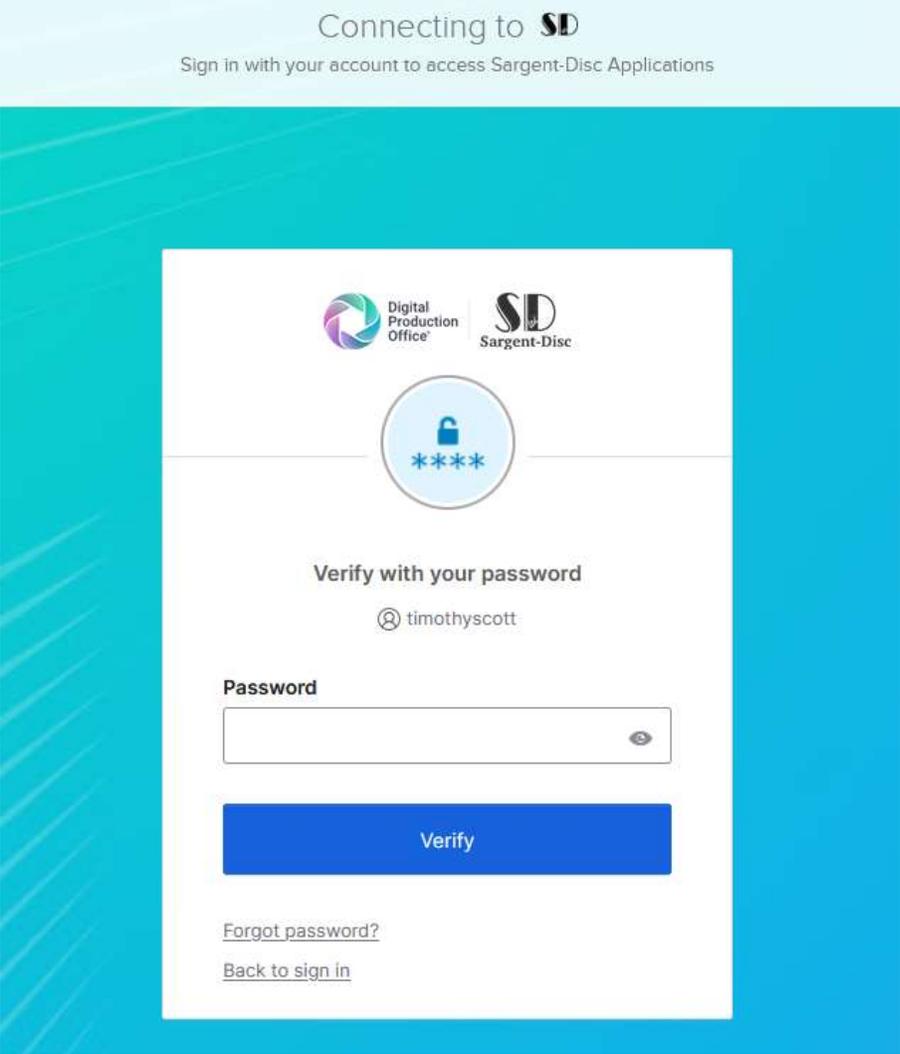
4. Once successful, a message will be displayed to confirm you have successfully migrated to Okta



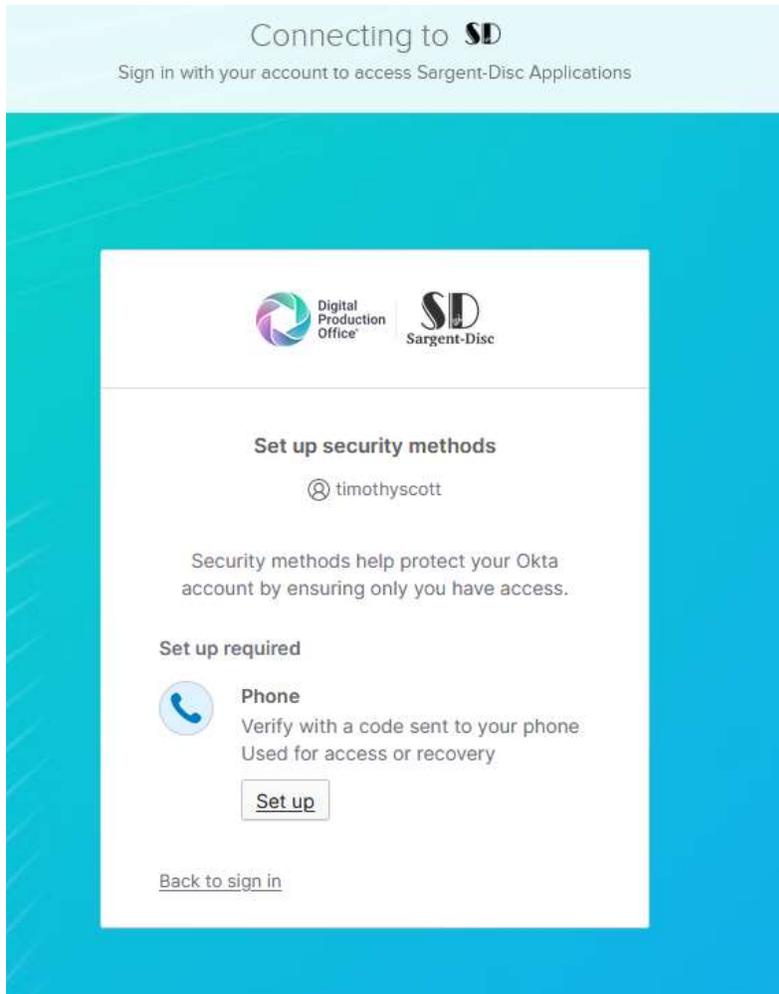
5. You will then be taken to the Okta sign in screen, enter your Payslip username and select 'Next'



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



7. Select the option 'Set up' under Phone



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



**Set up phone authentication**  
@timothyscott

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

SMS  
 Voice call

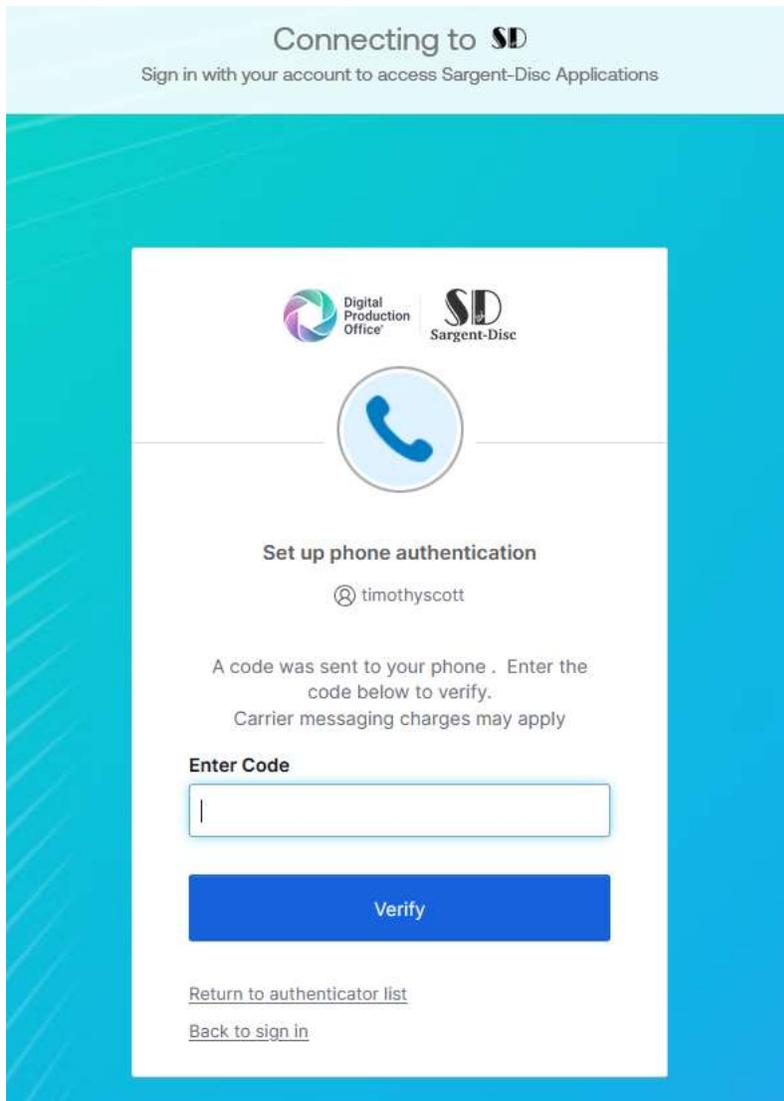
**Country/region**  
United Kingdom

**Phone number**  
+44

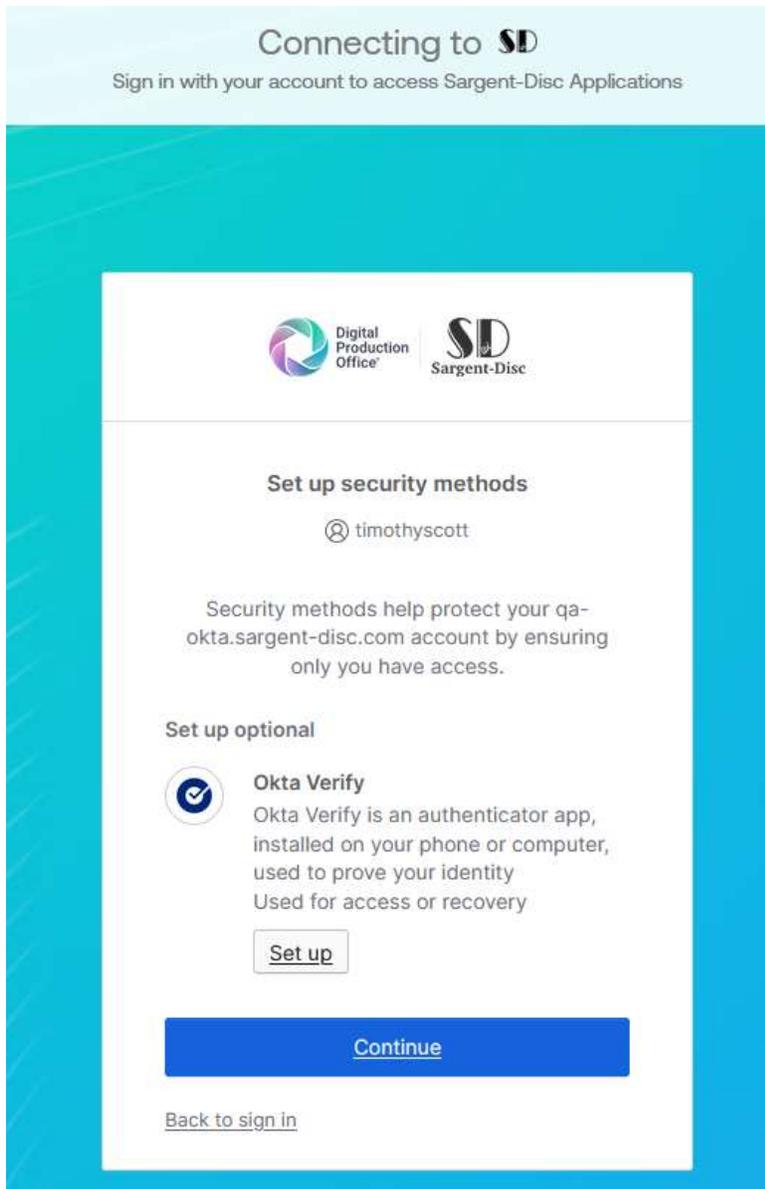
[Receive a code via SMS](#)

[Return to authenticator list](#)  
[Back to sign in](#)

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

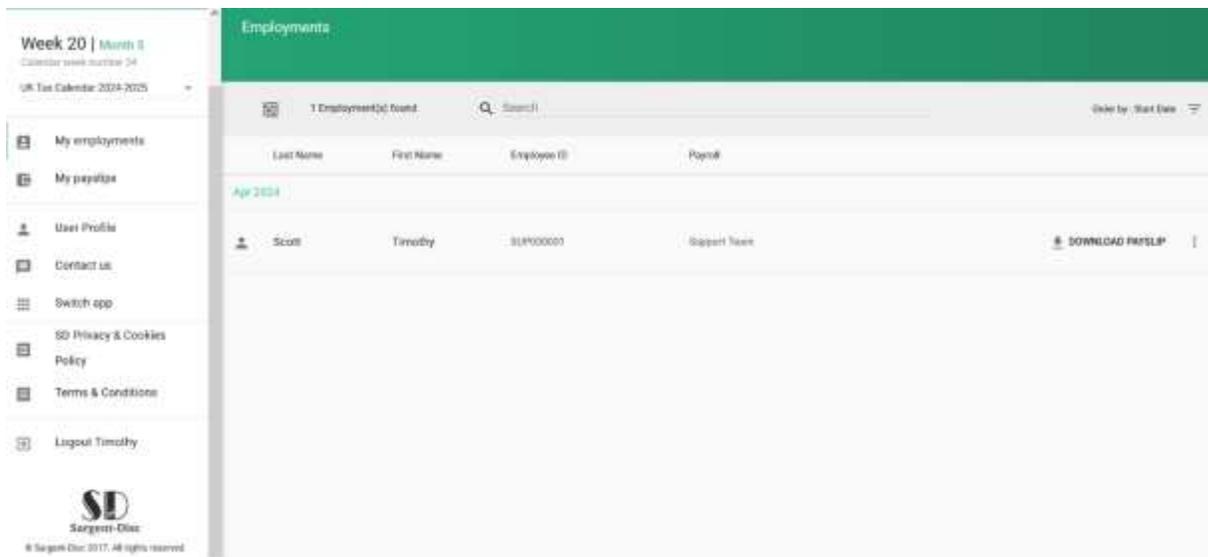


10. You will then be asked if you wish to setup Okta Verify, it is **strongly recommended** that this is setup and configured with biometrics so that you do not need to provide a password every time you log in. To set this up, select the option 'Set up' under Okta Verify



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 no longer need to enter your password when logging in.

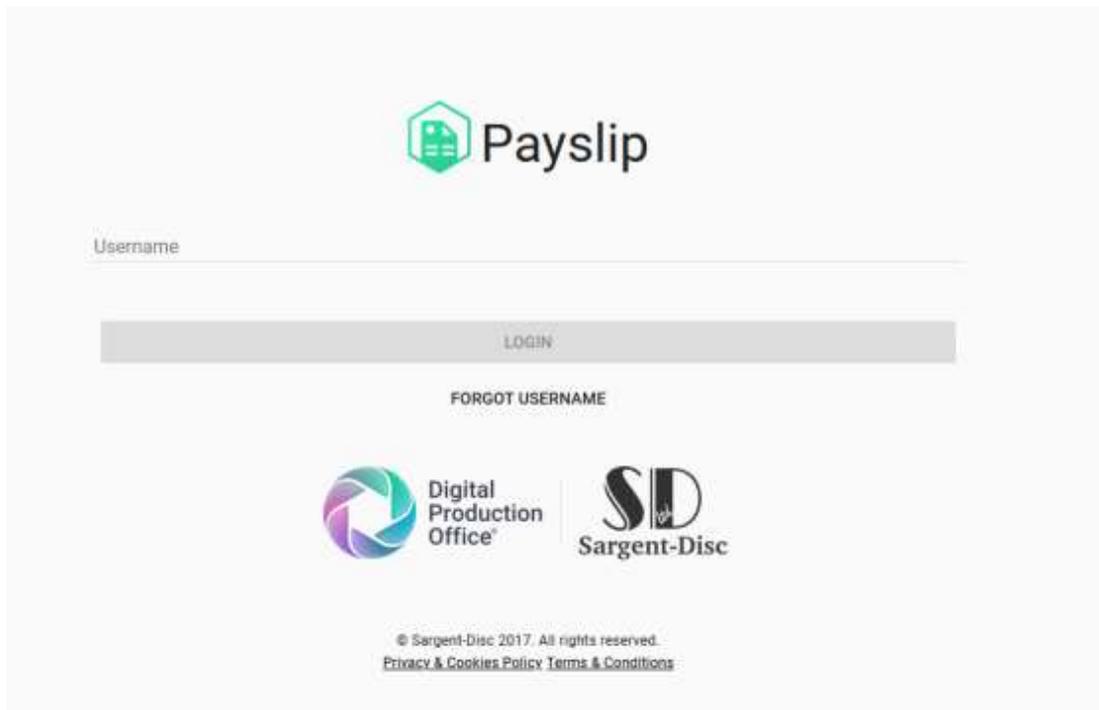
12. You will then be logged into the Payslip application with Okta setup successfully.



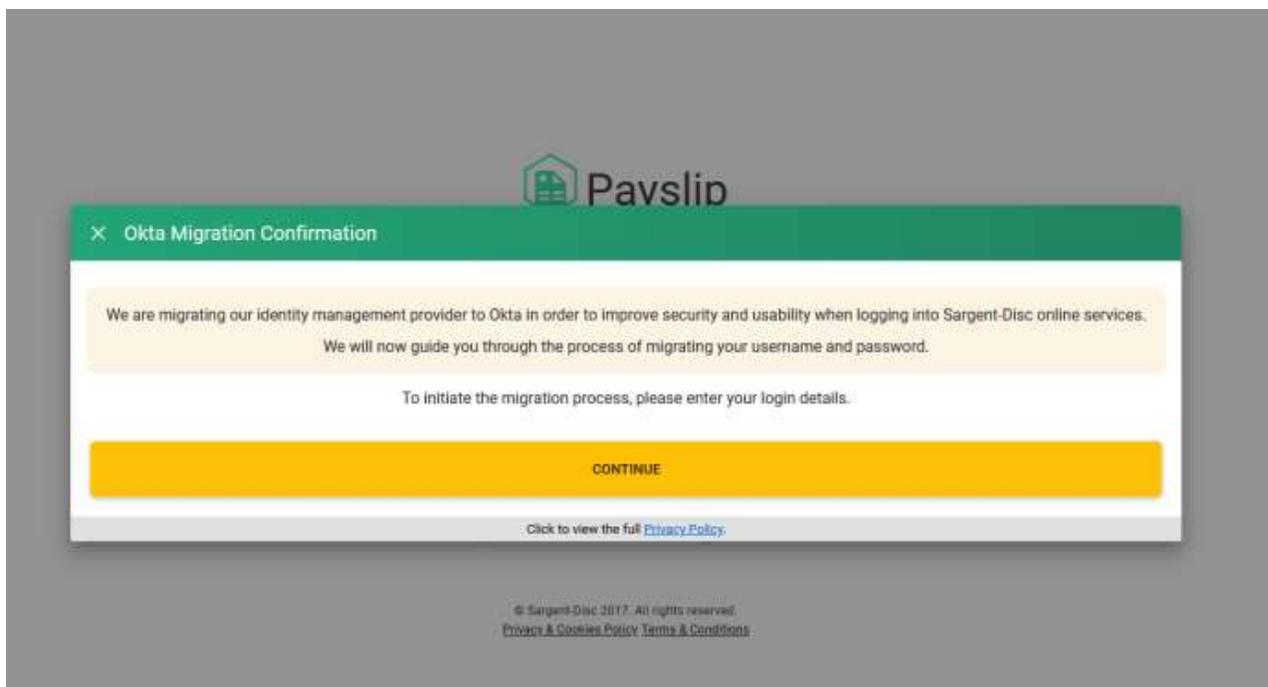
## Migration Set Up – MFA Required and Configured

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

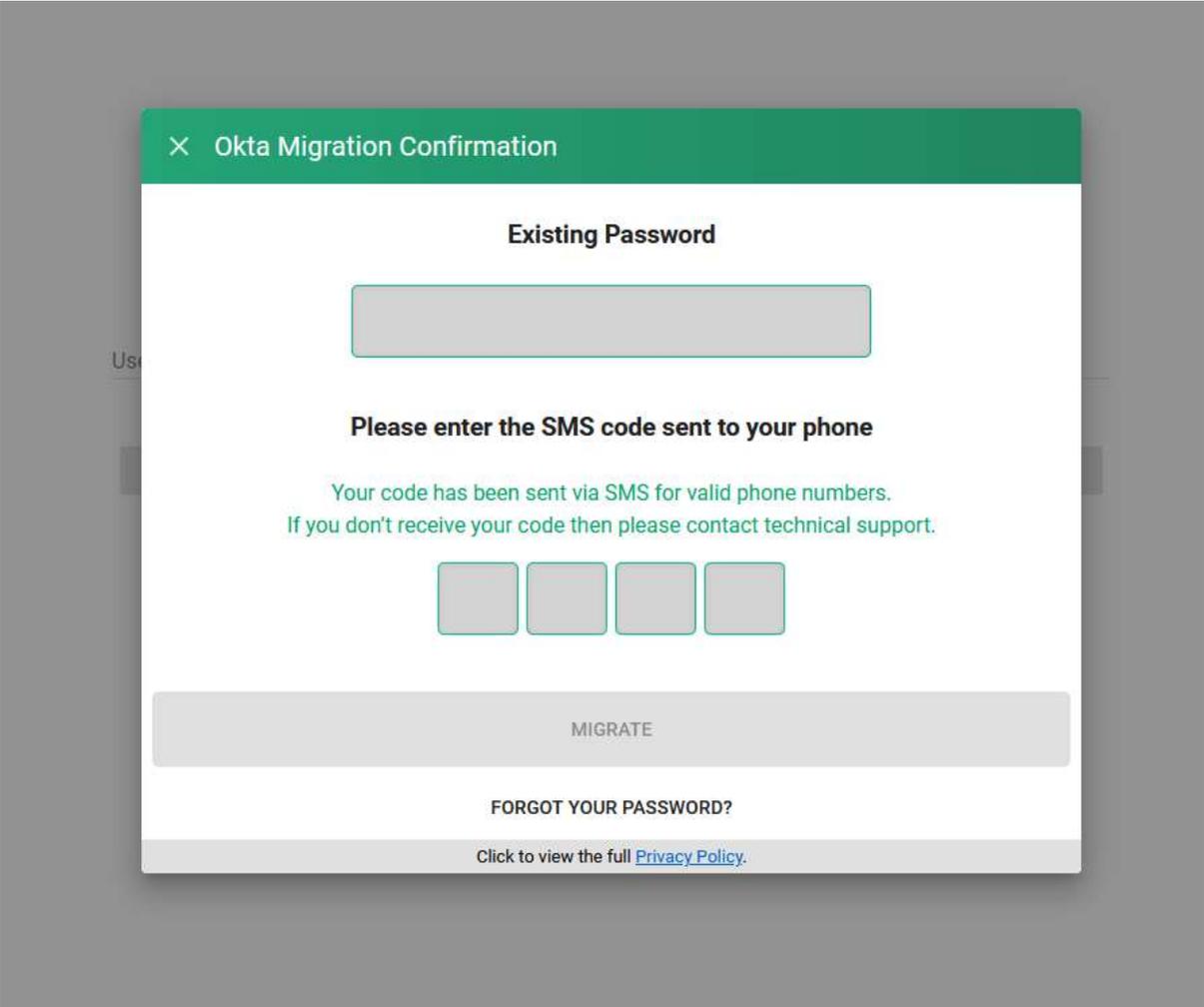
1. Enter your username to the username field and click the 'Login' button



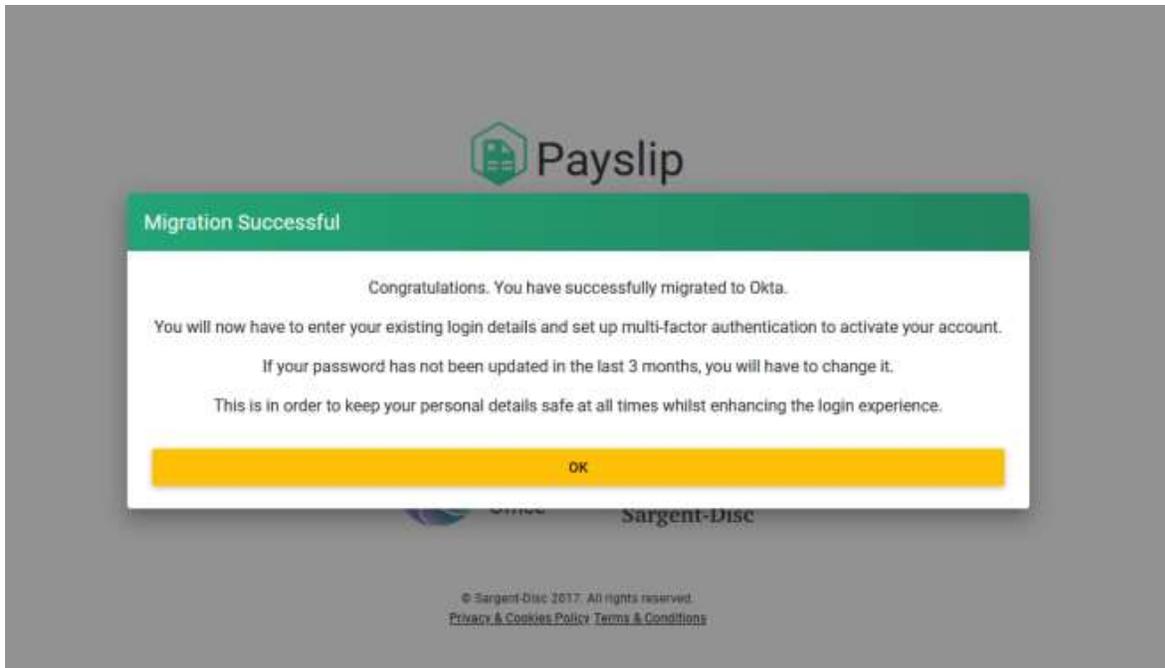
2. A prompt will be displayed on screen advising that you are being migrated to Okta, select the 'Continue' button



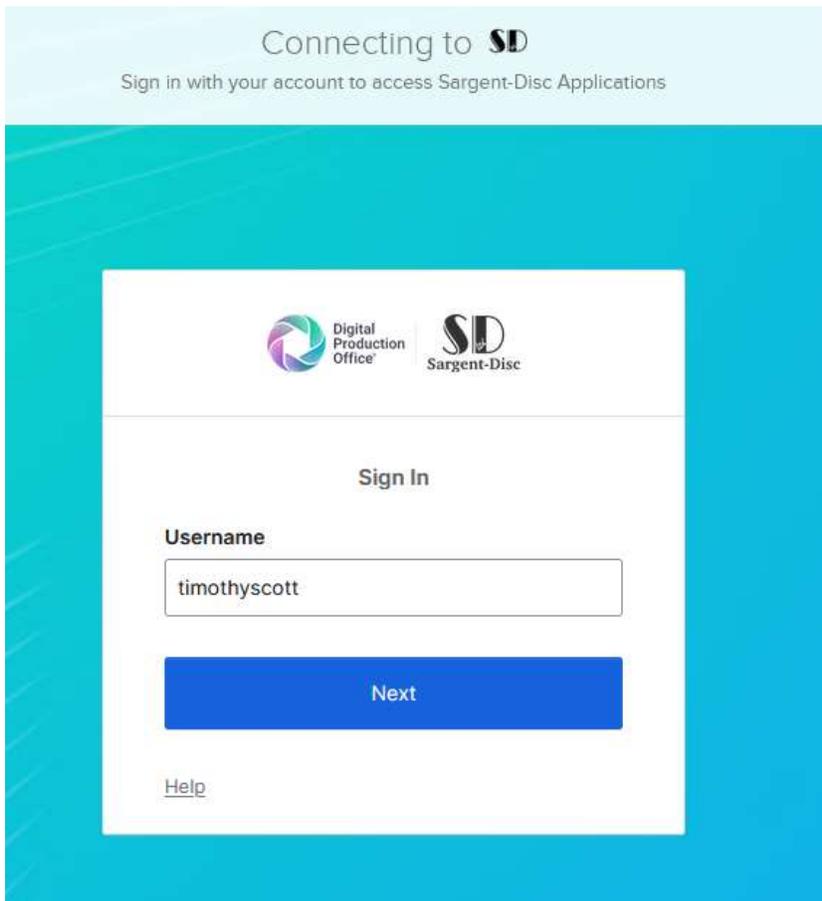
3. Type in your existing password for the Payslip application and the authenticator PIN and select the Migrate option.  
If you are unable to get your authenticator pin you can use the 'Use SMS Instead' option.



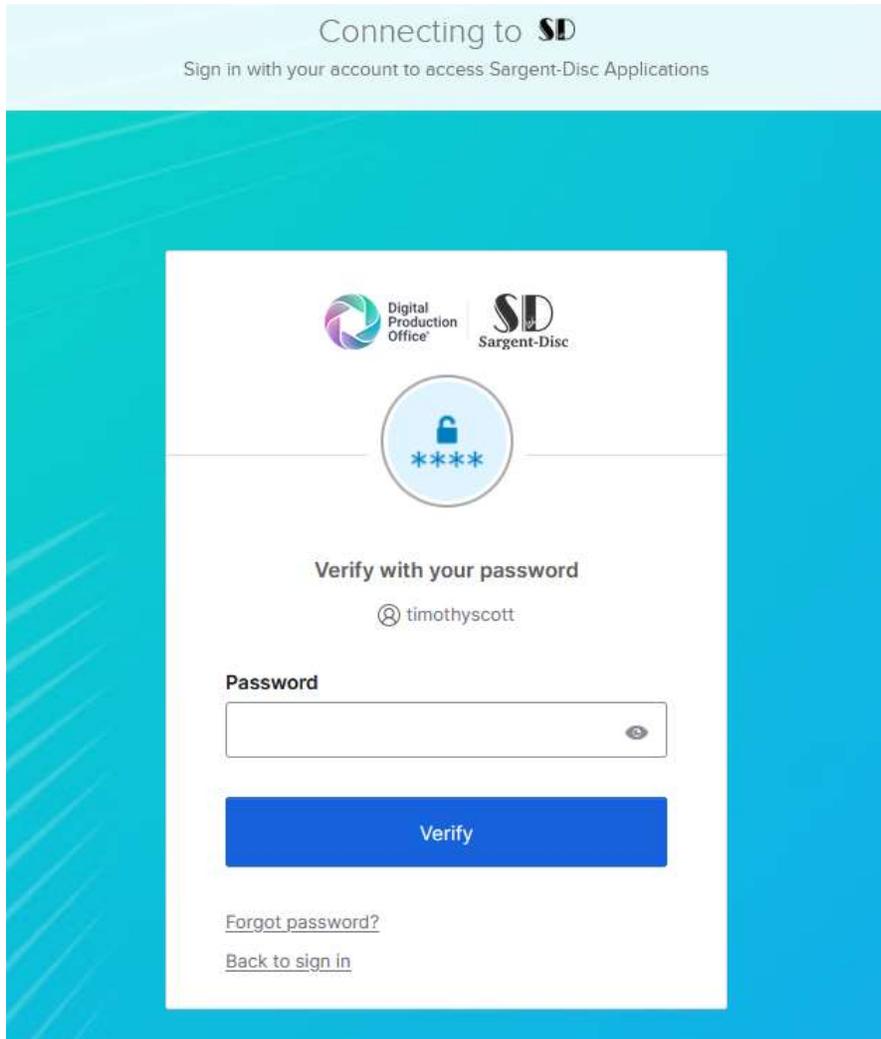
4. Once successful, a message will be displayed to confirm you have successfully migrated to Okta



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

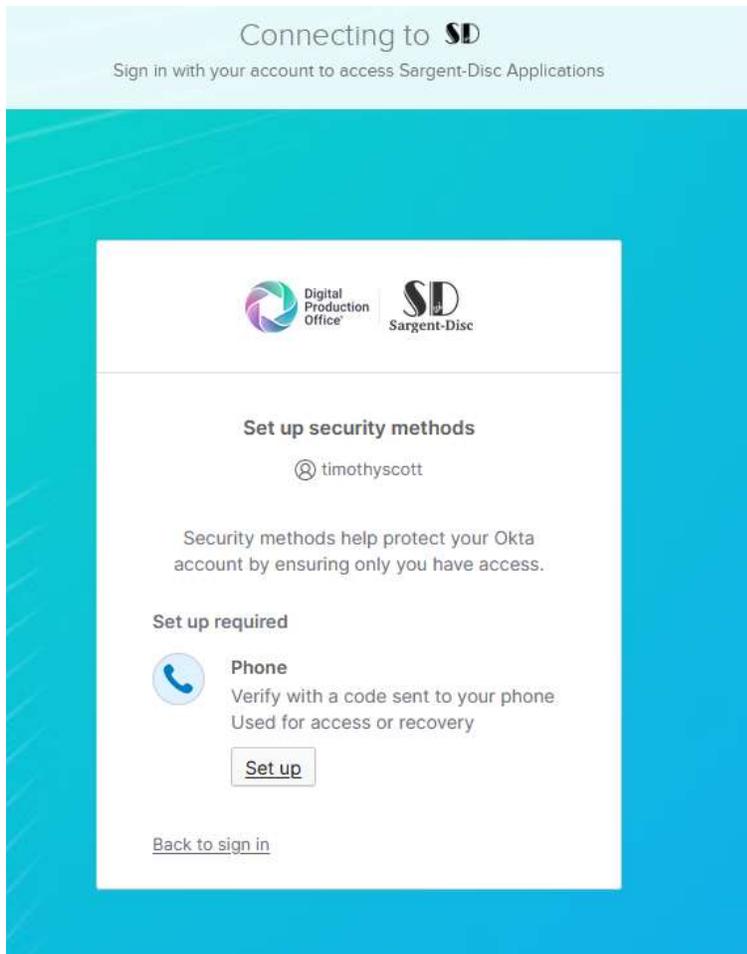


6. Enter your Payslip password in the password field and select 'Verify'



The screenshot shows a login verification interface. At the top, it says "Connecting to SD" and "Sign in with your account to access Sargent-Disc Applications". Below this are the logos for the Digital Production Office and Sargent-Disc. A central graphic features a padlock icon and "\*\*\*\*" inside a circle. The text "Verify with your password" is displayed above the email address "timothyscott". A "Password" field is present with a toggle for visibility. A blue "Verify" button is located below the password field. At the bottom, there are links for "Forgot password?" and "Back to sign in".

7. Select the option 'Set up' under Phone



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**  
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@timothyscott

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SMS  
 Voice call

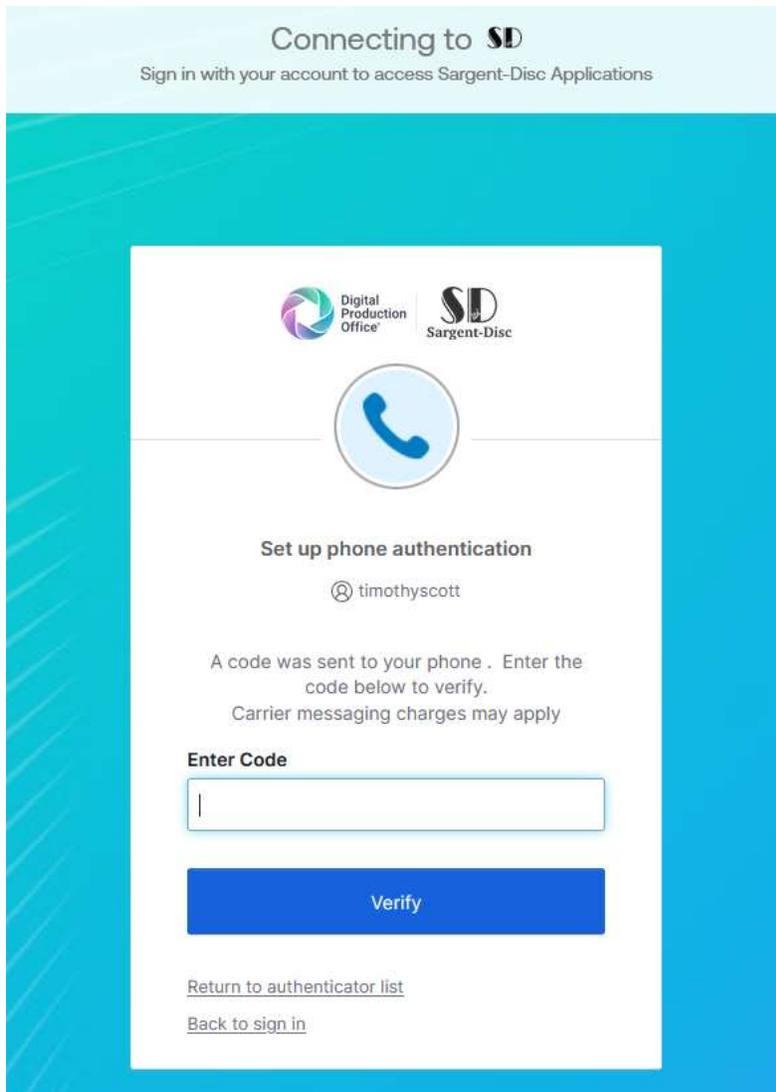
**Country/region**  
United Kingdom

**Phone number**  
+44

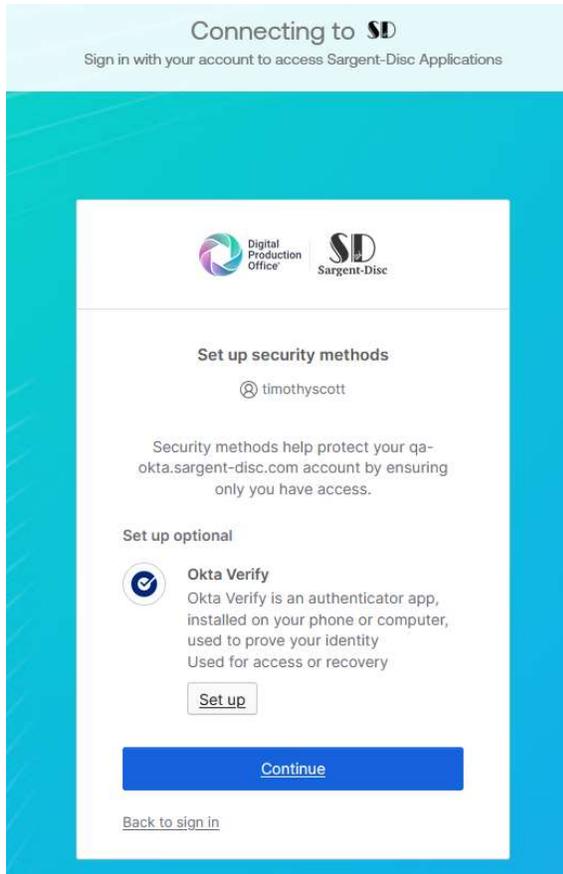
**Receive a code via SMS**

[Return to authenticator list](#)  
[Back to sign in](#)

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

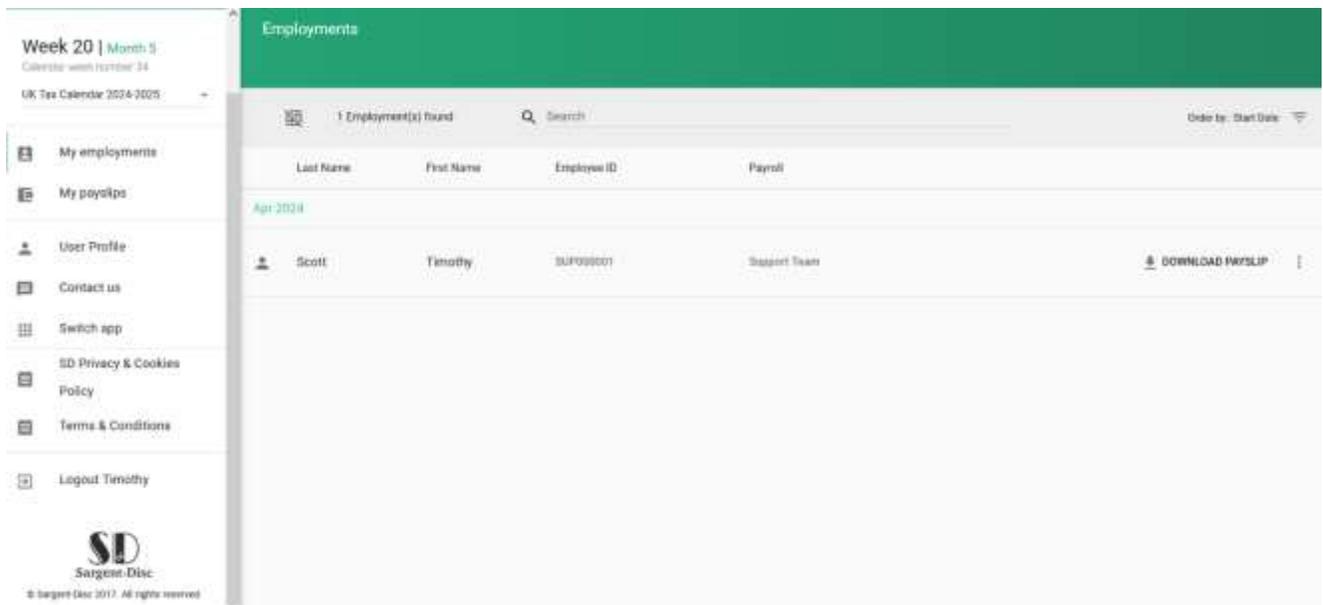


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11. On your mobile device, open the Okta Verify app and scan the QR code displayed on screen. If prompted to Enable Face ID or Passcode confirmation, you can select the 'Enable' option which means you will no longer need to enter your password when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

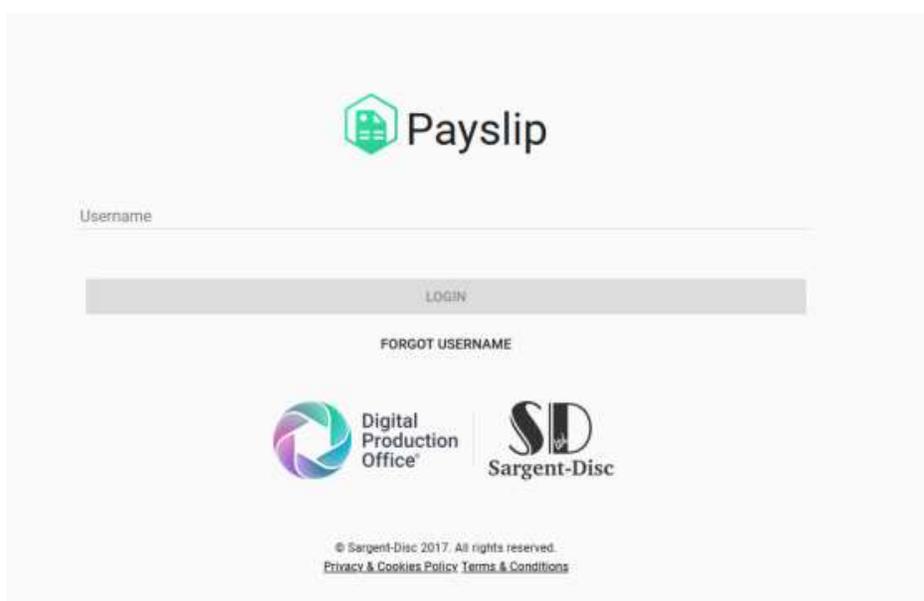
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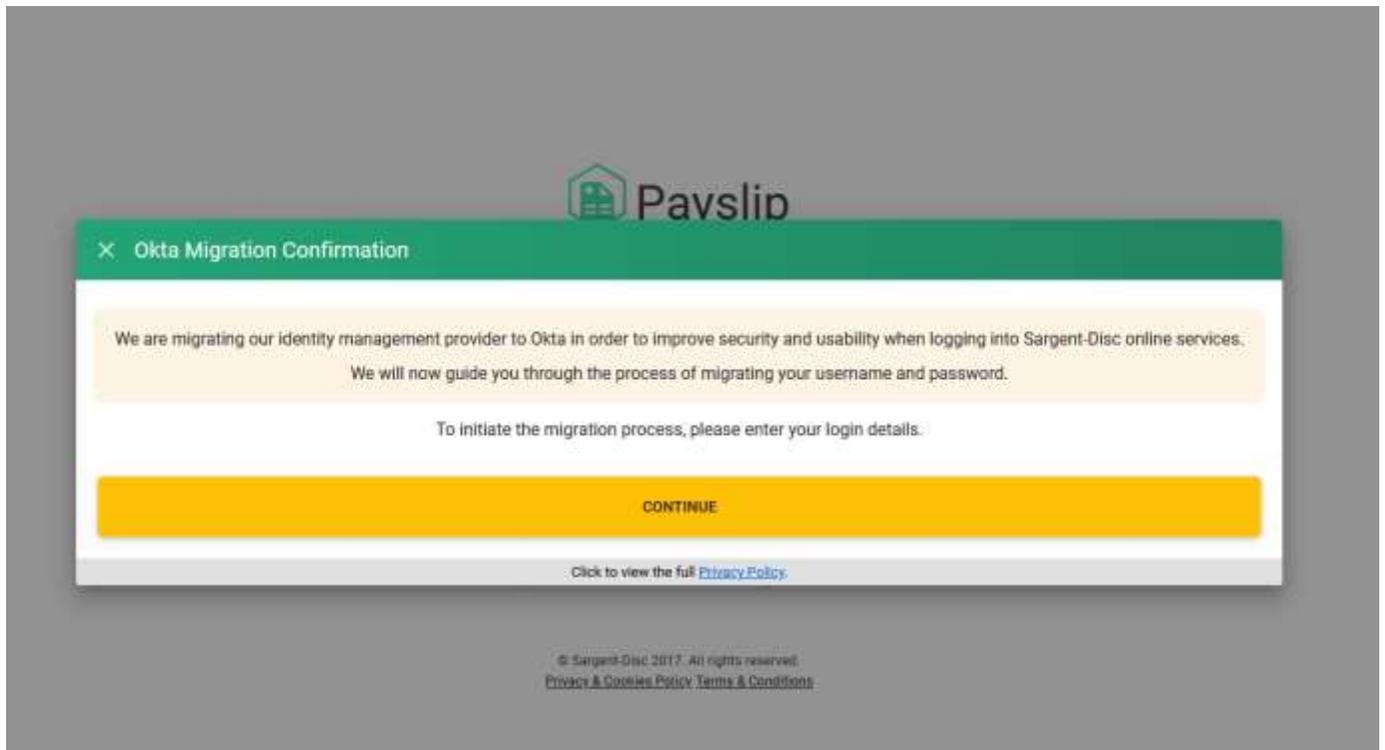
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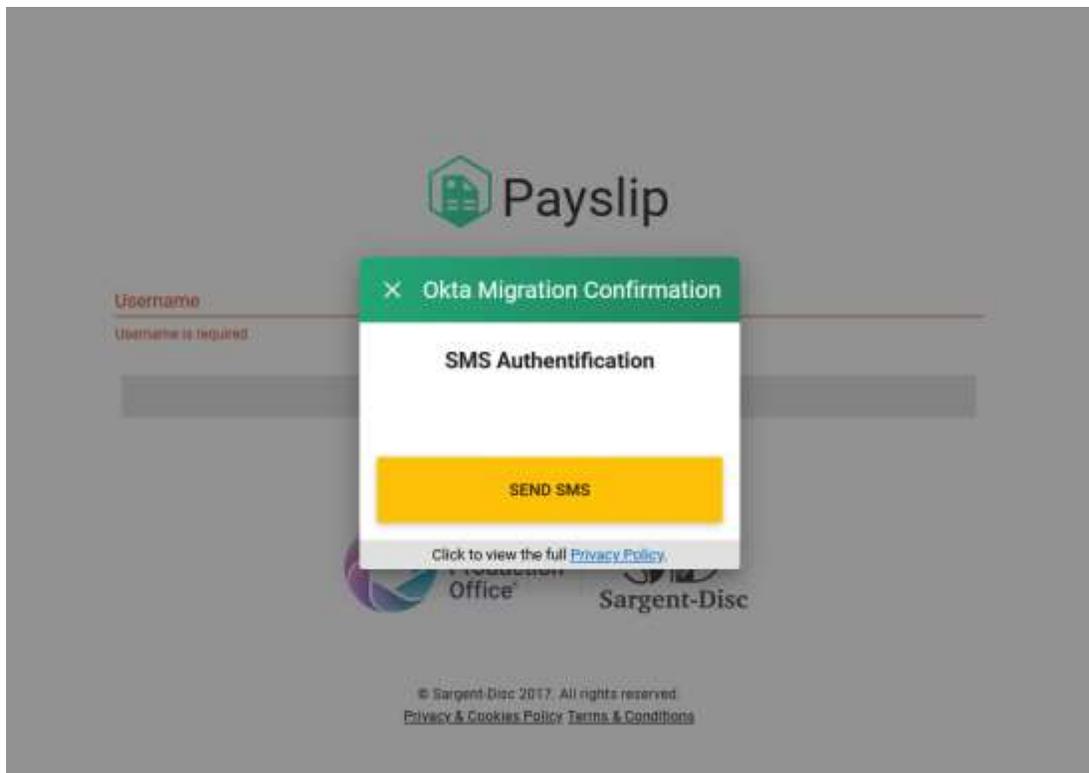
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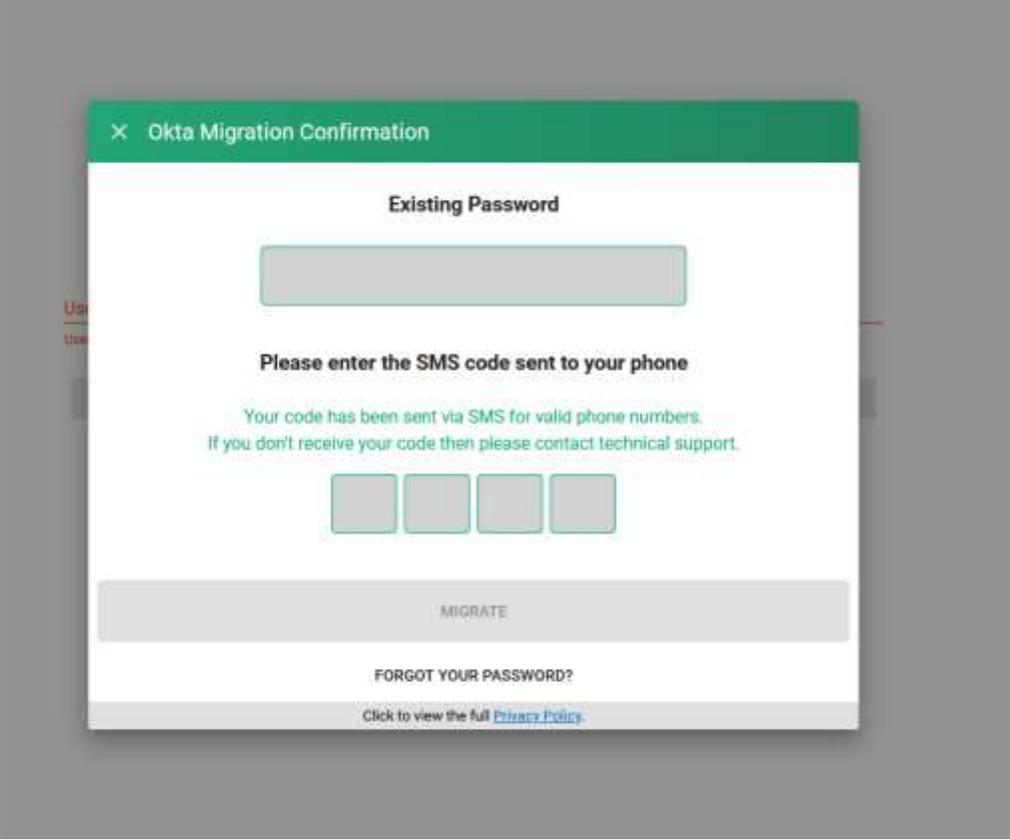
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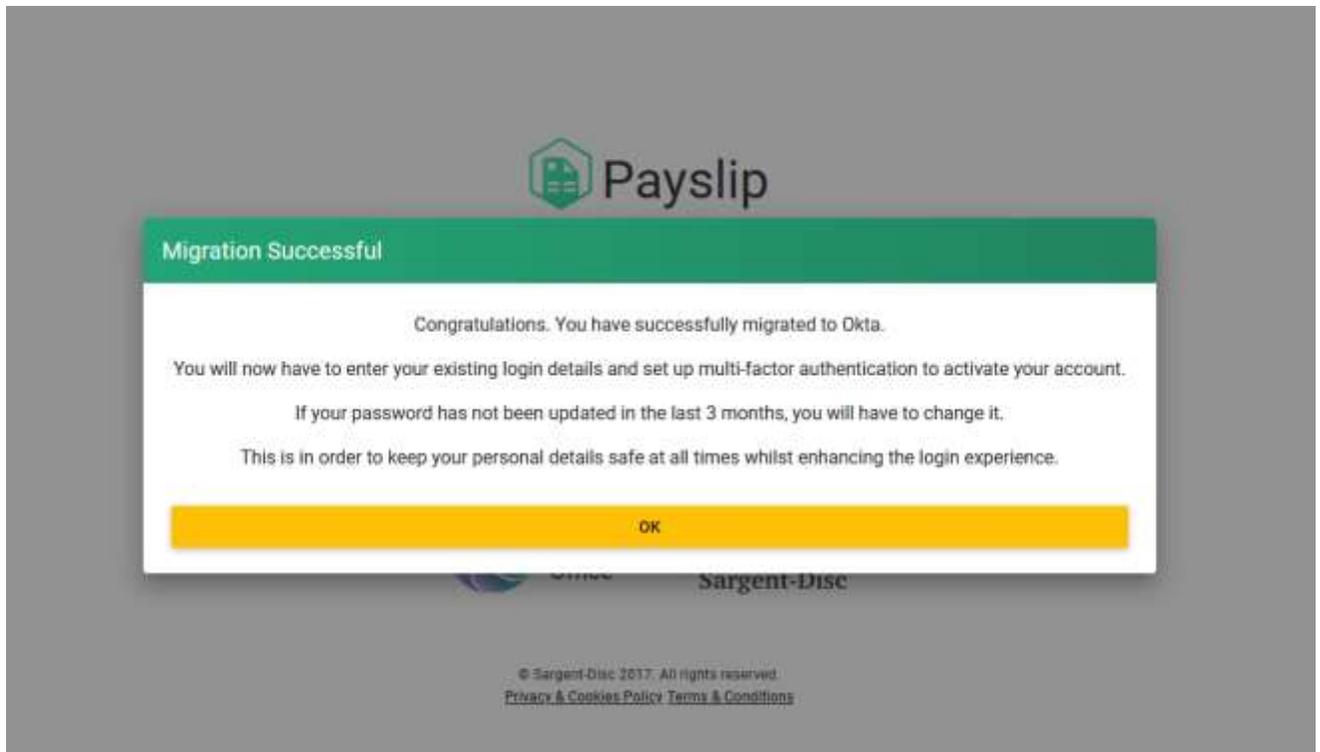
3. A prompt will appear on screen to receive a SMS pin, click the option to Send SMS.



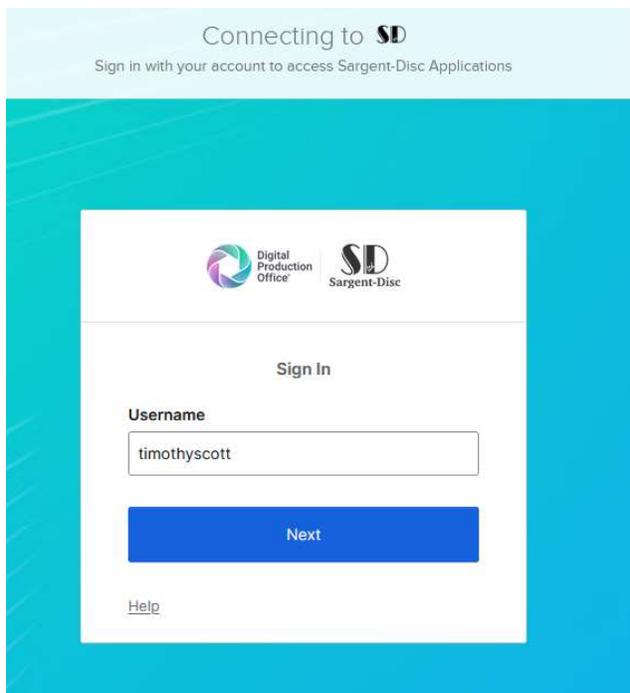
4. Type in your existing password for the Payslip application and the SMS code sent to your mobile phone. Once entered, select the Migrate option.



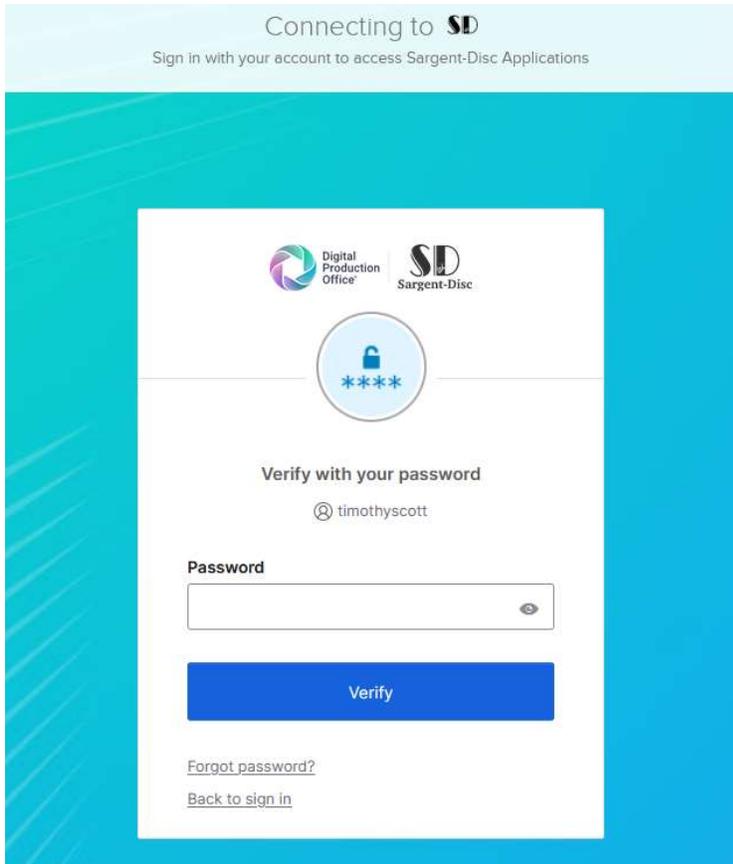
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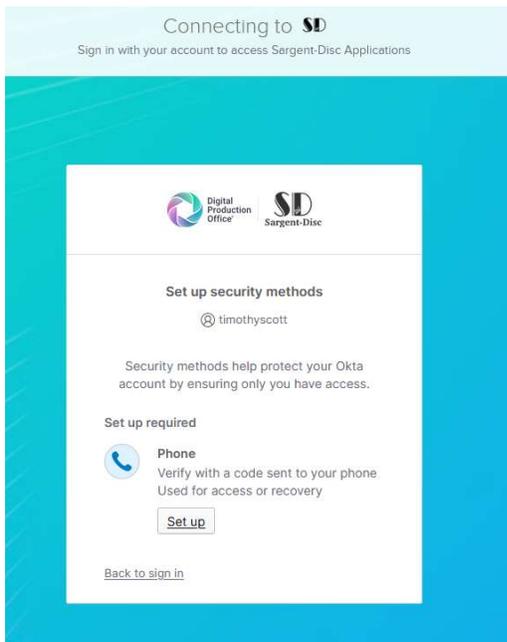
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Digital Production Office **SD**  
Sargent-Disc

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**Set up phone authentication**  
👤 timothyscott

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

SMS  
 Voice call

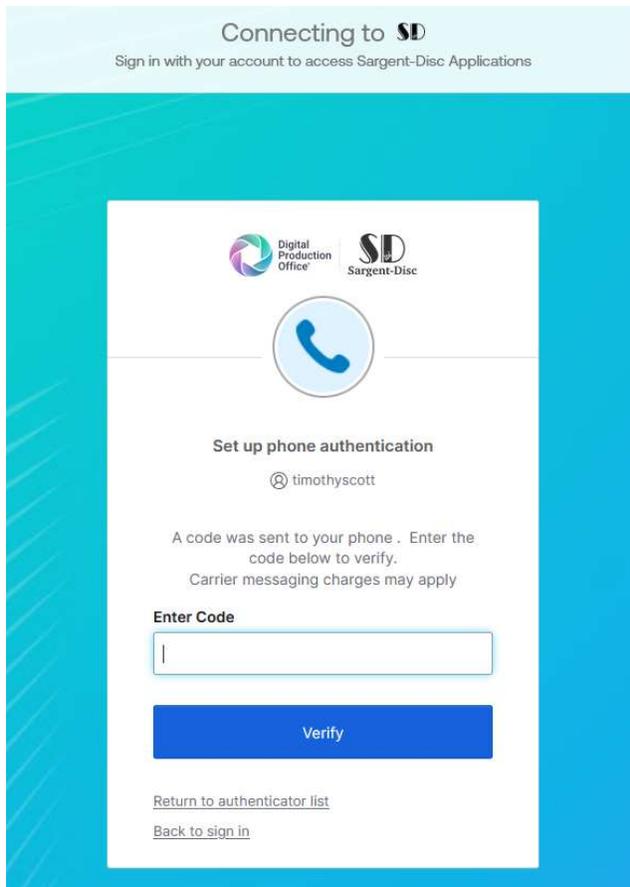
**Country/region**  
United Kingdom ▼

**Phone number**  
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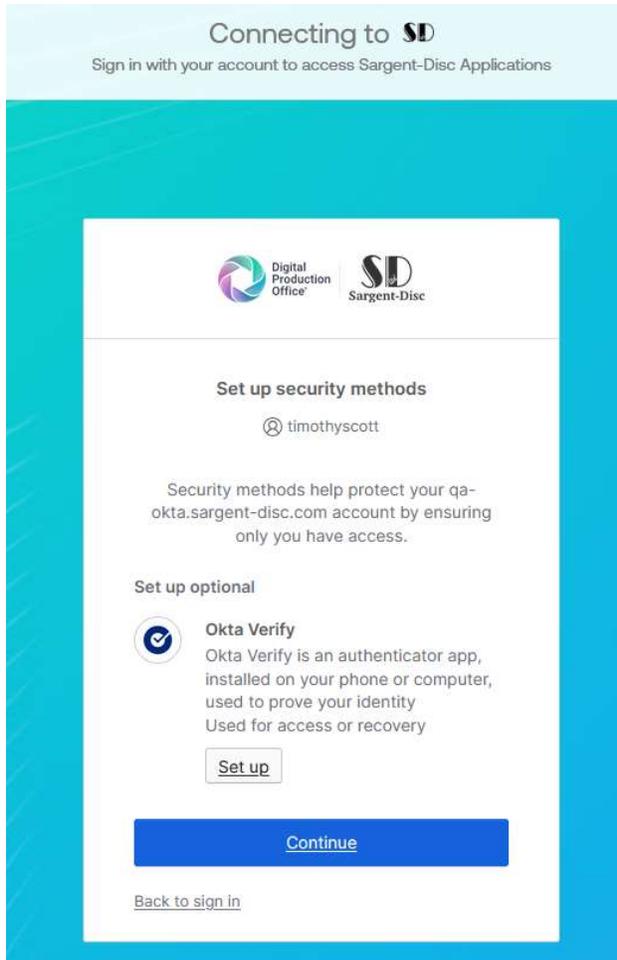
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Week 20 | March 5  
Calendar week number 11

UK Tax Calendar 2024-2025

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- Terms & Conditions
- Logout Timothy



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## Employments

1 Employment(s) found Search OrderBy: Start Date

| Last Name | First Name | Employee ID | Payroll      |                                  |
|-----------|------------|-------------|--------------|----------------------------------|
| Apr 2024  |            |             |              |                                  |
| Scott     | Timothy    | 80700001    | Support Team | <a href="#">DOWNLOAD PAYSLIP</a> |