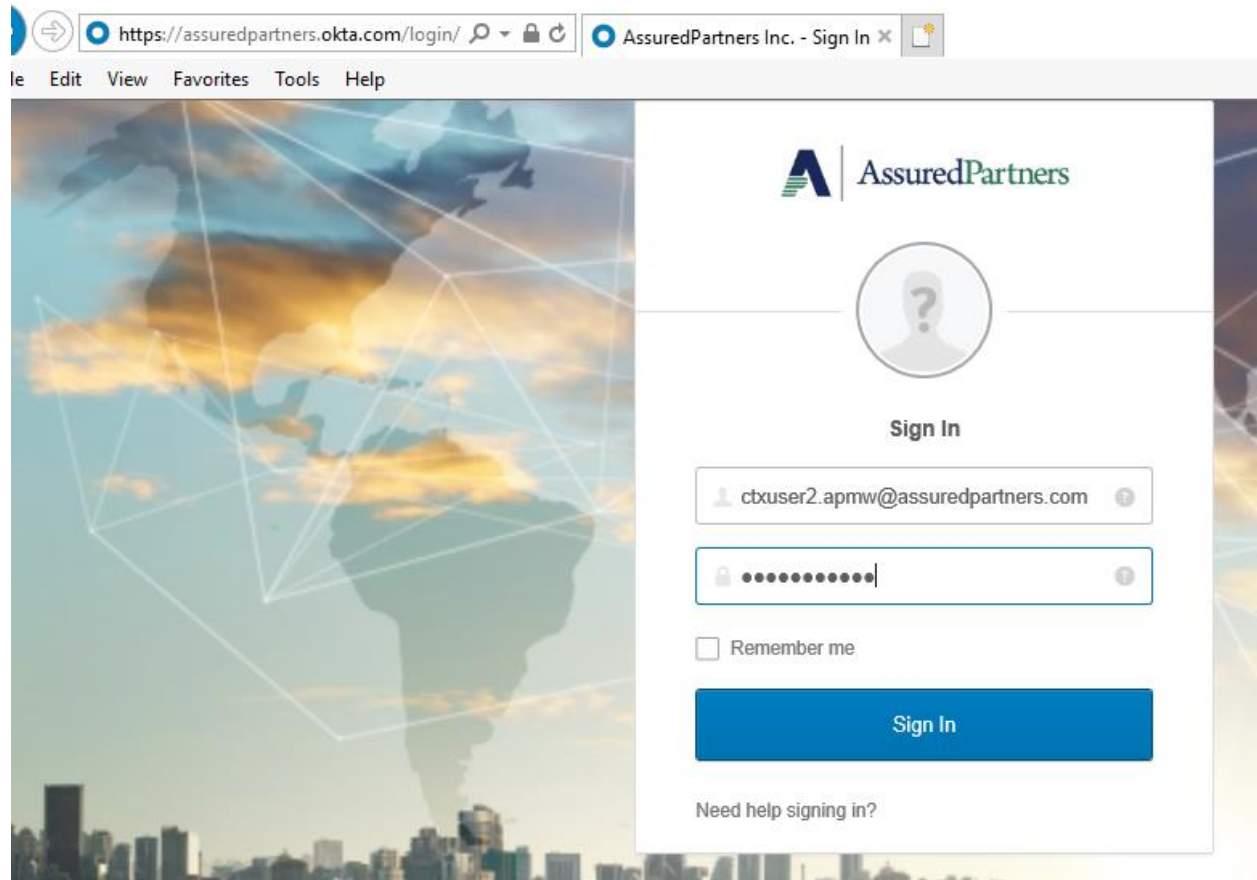



## Setting up your OKTA multi-factor security credential


1. Go to this page <https://assuredpartners.okta.com>
2. Enter your username (in this format -> *john.smith@assuredpartners.com*) and your password



Click **Sign In**

When prompted with the following dialog box, click **Configure Factor**








### Set up multifactor authentication


Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required 1 of 1

**Security Question**   
Use the answer to a security question to authenticate.

Configure factor





### Setup secret question authentication

What is the food you least liked as a child? ▼

\*\*\*\*\* X ⓘ

Save

Choose your secret question and create your answer.  
Click **Save**

## Set up multifactor authentication

You can configure any additional optional factor or click finish

### Enrolled factors



**Security Question**



### Additional optional factors



**Okta Verify**

Use a push notification sent to the mobile app.

Setup



**SMS Authentication**

Enter a single-use code sent to your mobile phone.

Setup

**Finish**


Optionally, you may add additional factor(s).

Once completed, click **Finish**

Next, you will be prompted to choose a password recovery question




Welcome to AssuredPartners Inc., ctxuser2!  
Create your AssuredPartners Inc. account



Choose a forgot password question




What did you earn your first medal or award for? ▼

Answer




Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.















Choose a question, and create your answer.

You also need to choose an image to be associated with your identity.

 Click a picture to choose a security image


Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.















Create My Account

Click **Create My Account**

Browser window showing the Okta dashboard for AssuredPartners Inc. The address bar displays <https://assuredpartners.okta.com/app/U>. The page header includes the AssuredPartners logo, a search bar, and user information (Home, cbuser2, Add Apps).

**Important:** you must give permission to access 14 of your apps. If you trust this account, click the Okta plugin icon  next to the address bar, and then click **Trust**. If you don't see the Okta plugin icon, you may need to unhide it through browser settings.

**Work**

 AP WorkPlace	 AP Intranet	 Account needs permission	 Account needs permission	 Outlook for Assuredpartners.com	 Account needs permission
 Principal	 Microsoft Azure	 RingCentral	 SAP	 Cisco Meraki	 MarkMonitor

Once logged on, your multi factor credential has been successfully setup.

You may click **Sign Out**