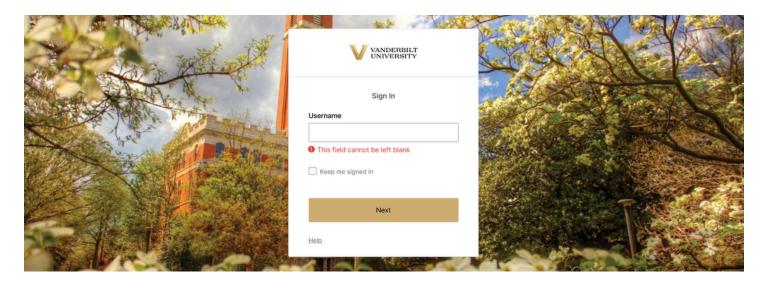


## **OneVU: Setting up Okta Verify**

Navigate to <u>https://onevu.vanderbilt.edu</u> in your browser.



Login using your @vanderbilt.edu email and click Next. Then enter your password and click verify. *Note: This password is the same one you use with your VUnetID*.

Once logged in to your OneVU dashboard (as seen below) you will click your name in the top right corner for a Menu to pop up.

VANDERBILT	Q Search your apps	Okta OneVU TEST ~
My Apps Work Add section ⊕	My Apps O Work	Sort ~
Notifications (1)	Zoom - UAT	
	Add section	
Last sign in: a few seconds ago © 2025 Okta, Inc.	Support Help: https://help.it.vanderbilt.edu/ (2	

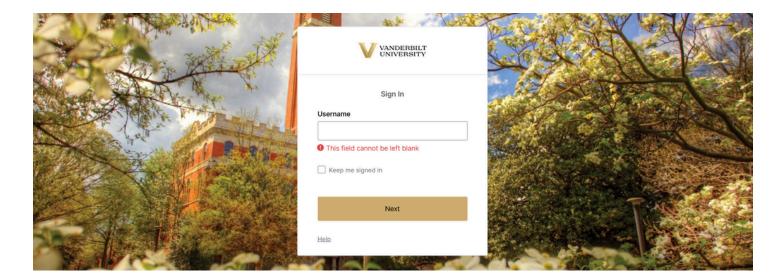
Then click settings from the drop down menu.

VANDERBILT UNIVERSITY	Q Search your apps		
My Apps Work Add section ⊕	My Apps ⓒ Work		
Notifications (1)	 Zoom Zoom - UAT	Box	IdentityIQ SailPoint IdentityIQ - BETA
	Add section		
	Support Help: https://help.it.vanderbilt.edu/ (2		
Last sign in: a few seconds ago © 2025 Okta, Inc.	Help: https://neip.it.vanderbiit.edu/ 12		

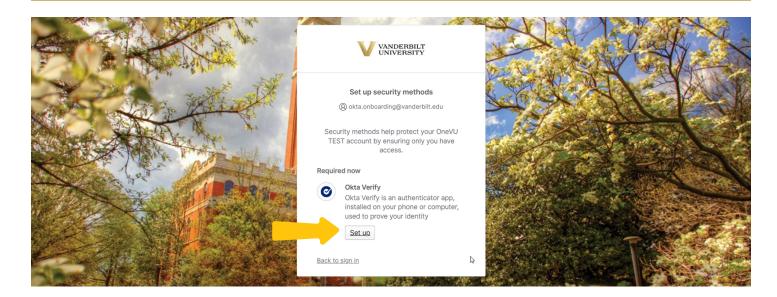
Then under the grey section that says Security Methods, you will select Set up next to Okta Verify.

VANDERBILT	Q Search your apps		Oktatesti OneVU Ti
My Apps Main	Account		✓ Edit Profile
Add section ①	上 Personal Informatio		Change LDAP Password
Notifications (2)	First name Last name Okta username	Oktatestuser Alumni oktatestuser.alumni@vanderbilt.edu	Password requirements: At least 8 characters A lowercase letter An uppercase letter An umber A symbol No parts of your username
	Primary email	oktatestuser.alumni@vanderbilt.edu	Your password cannot be any of your last 9 password(s)
	Secondary email		✓ Security Methods
			Security methods help your account security when signing in to Okta and other applications.
	Mobile phone		Okta Verify Set up
	Cost center	46700	
	Display name	Alumni, Oktatestuser	Security Key or Biometric Authenticator Set up
	Organization	VU	
Last sign in: a few seconds ago © 2025 Okta, Inc. Privacy	vanderbiltPersonStudent ID	Empl 00nullnull	End All Sessions

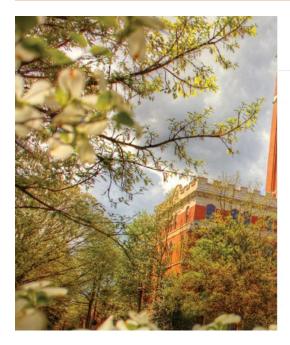
You will be prompted to enter your password again for autentication. Once you enter your password, click verify.



You will be prompted to enter your password again for autentication. Once you enter your password, click verify.



A screen with a QR code will appear (seen below). Leave this window open, but we will switch to your mobile device for next steps.





(8) okta.onboarding@vanderbilt.edu

 On your other device, download the Okta Verify app from the App Store® (iPhone® and iPad®) or on Google Play (Android® devices).

2. Open the app and follow the instructions to add your account

3. When prompted, tap **Scan a QR code**, then scan the QR code below:



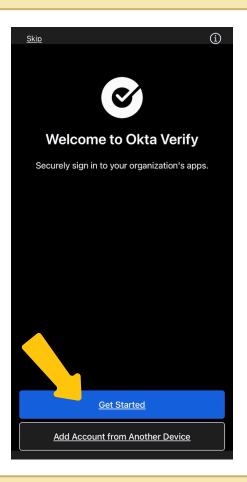


Can't scan?

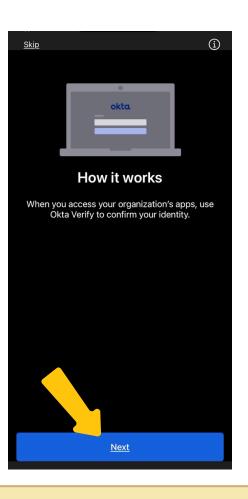
On your mobile device, go to either the Apple App Store or the Google Play Store and search for "Okta Verify" and select download. The application icon is displayed below.



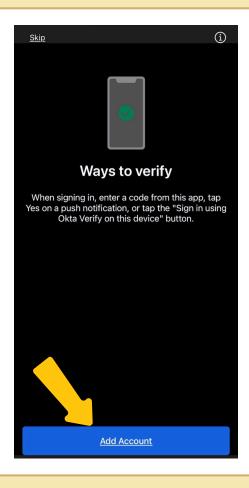
Once downloaded, you will open the application, and select "Get Started".



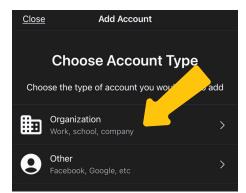
Then select "Next"



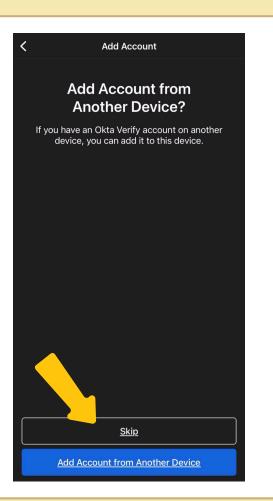
Then select "Add Account"



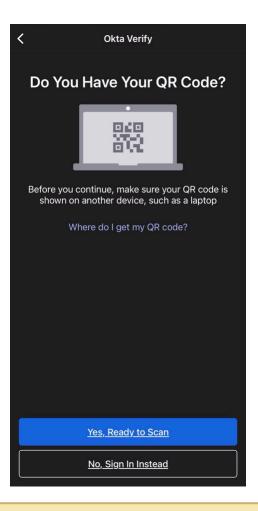
Then select "Organization"



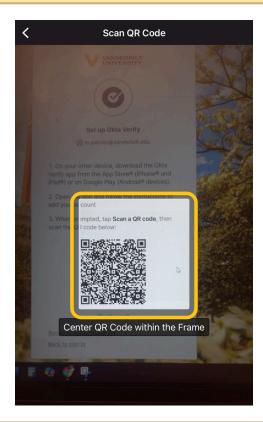
## Then select "Skip"



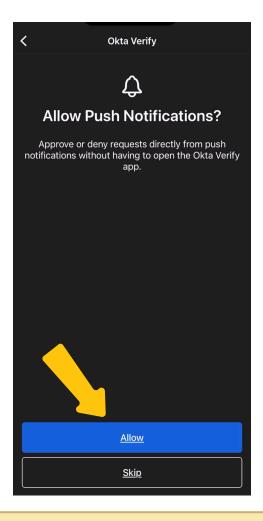
Then select "Yes Ready to Scan" - your mobile device will likely require you to allow the application to use your camera.



Scan the QR Code on your other device.



We highly reccommend allowing the application to send you push notifications so that when Okta Verify sends you a push, it came come through on your phone without having to navigate to the app.



Now go back to your computer screen and click "continue". Then Enter your personal **non-Vanderbilt email address**. This email will be used in the event that you have lost access to your account and your and then you can choose "Finish".

	VanderBilt			
38 Barriel	Additional Profile informatio	n		
A A A A A A A A A A A A A A A A A A A		Optional	S A G	
	secondary@gmail.com Use a second email to recover your ac case you become locked out. This ema be verified after setup.	count in il must		
	Finish			
	<u>Back to sign in</u>	kip Profile	TA	

Now you are in your OneVU dashboard. **Note: T**o complete the secondary email address registration, you will want to navigate to your personal email account, find the email that was sent to you from One VU and select "confirm the email".

VANDERBILT UNIVERSITY	Q Search your apps				OneVU TEST
My Apps Work Add section 🕀	My Apps ⓒ Work				Sort ~
Notifications (1)	Zoom - UAT	Lidentity <b>IQ</b> SaiiPoint IdentityIQ - BETA	Box	b}	