How to Login - Quick Start Guide

OFTC uses a single sign-on service called Okta (accessed through MYOFTC Dashboard) that allows users to log into a variety of systems using one centralized process. You will use this login to access eCampus, Blackboard, Banner, and more.

This guide is designed to step you through the **initial** setup of the login application on your devices for secure access and single sign-on (SSO) functionality. To access the login landing page, go to: https://oftc.edu/myoftc and click **MYOFTC Dashboard** button.

Login Setup

1. From a desktop or laptop computer, access in one of 2 ways:
   a. access the OFTC website (www.oftc.edu), click **MYOFTC Dashboard** link in the site header and click the **MYOFTC Dashboard** button

   ## OR

   b. key **https://oftc.okta.com** into the browser's address bar to access the landing page

2. Enter your username. Your username will be the first part of your OFTC email address which is anything before the @ symbol. (For example, in this email address, tsmith5@student.oftc.edu, **tsmith5** is the username.)
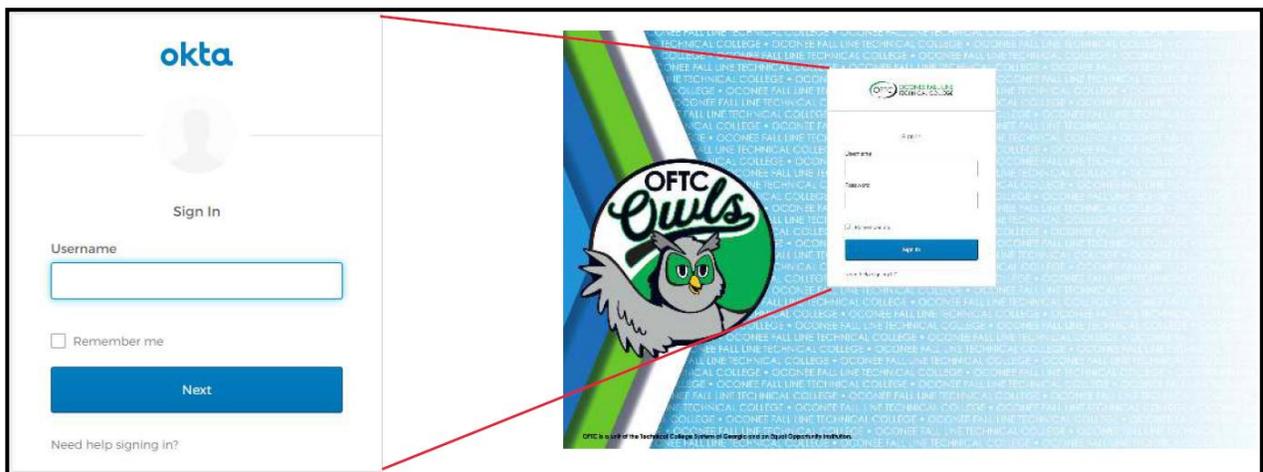
3. Click Next.

4. Enter your password and click the Sign In button. *(Passwords are emailed to students after they have applied to OFTC.)*
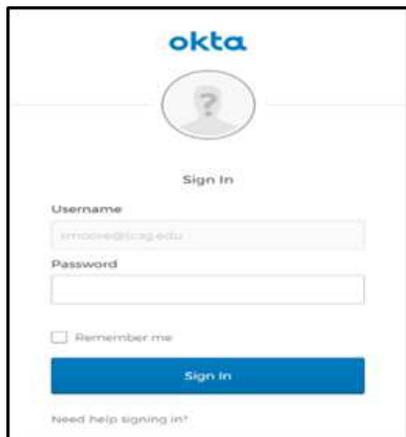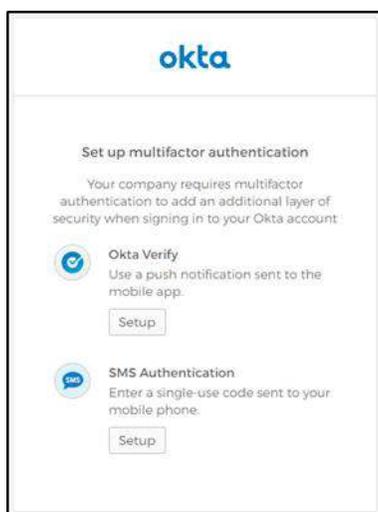
OFTC requires multifactor authentication to add an additional layer of security when signing in to your account. ***This authentication setup will be done only once***. Once the authentication process is complete, if you are off campus, you will be sent a code to your phone or the appropriate notification to the Okta app to verify that you are the person trying to access the account.

5. On the *Set up multifactor authentication* page, you may choose from SMS authentication (text message) or the Okta app:
   a. select **Setup** for **SMS Authentication (text message)** to use a single-use code sent to your mobile phone. *(recommended)*
      OR
   b. select **Setup** for **Okta Verify** to use a push notification on the mobile app *(Note: to use this option, you must download the Okta Verify app to your device.)*
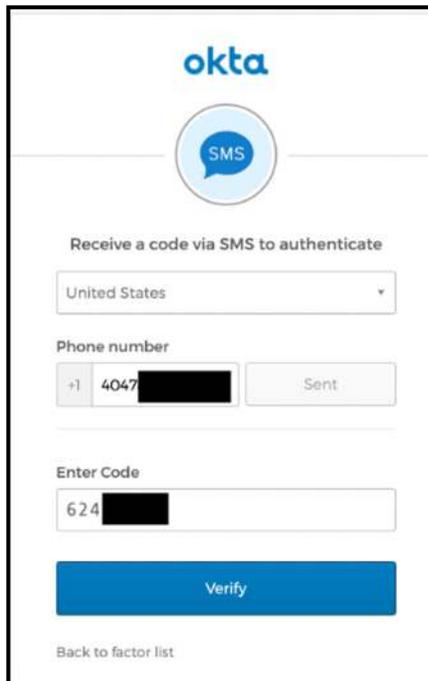
6. Complete multifactor authentication process according to desired method.
   a. If you choose the **SMS Authentication (text message)**:
   i. Enter your phone number and click **Send Code**.
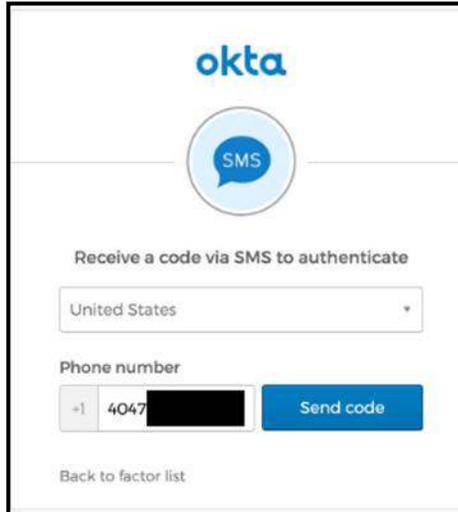
      ii. Within a few seconds, you should receive a text message containing a 6-digit code. Enter that code in the text box and select **Verify**.


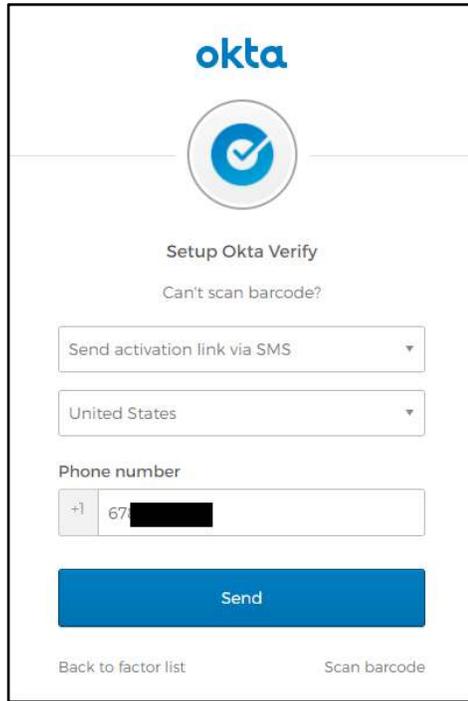   iii. Click **Finish** button to complete the installation and setup process.

b. If you choose to use the **Okta app**:
  i. Select your device type. Choose either iPhone or Android to begin the process. The software will be prompted to download and install the app to your phone
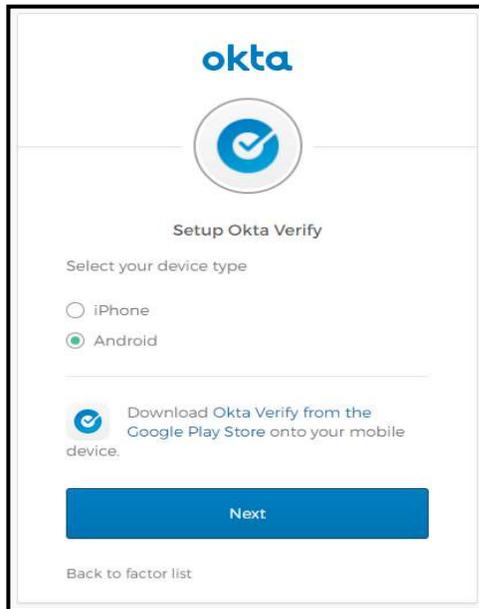
c. When the installation has finished, launch Okta Verify application on your mobile device and select **Add an account.** As directed, hold your mobile camera over the QR code.
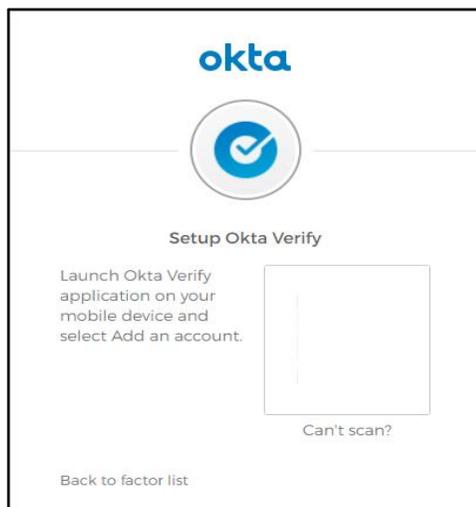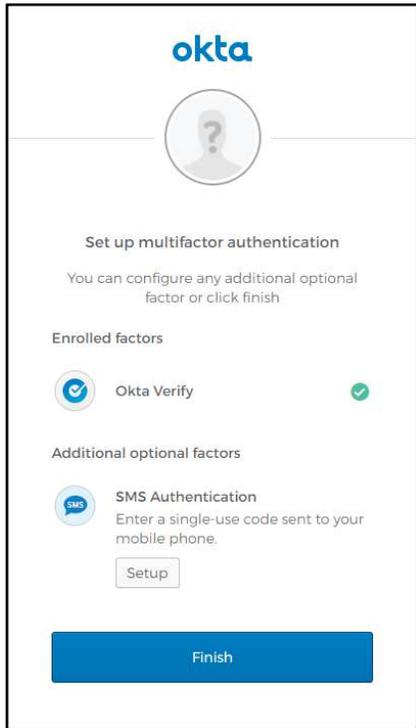
If you are unable to scan the QR code, click **Can't scan?** and send the activation link via SMS (text message), and follow the prompts to complete the process.
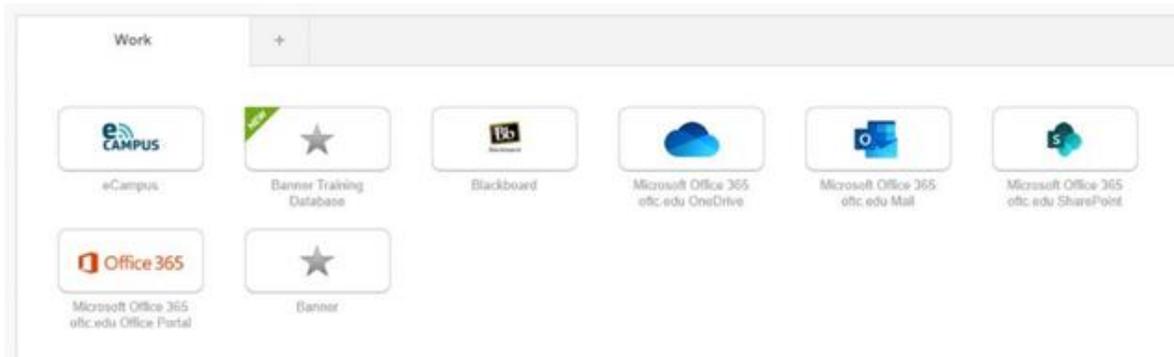
7. Click the Finish button to complete the installation and setup process.

8. When installation and set-up process is complete, you will be taken to the login landing page. Click the desired application from the available list. (**The login landing page for students will differ from the screenshot** below.)

Change Password

If you know your current password but want to change it, use these steps.

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.
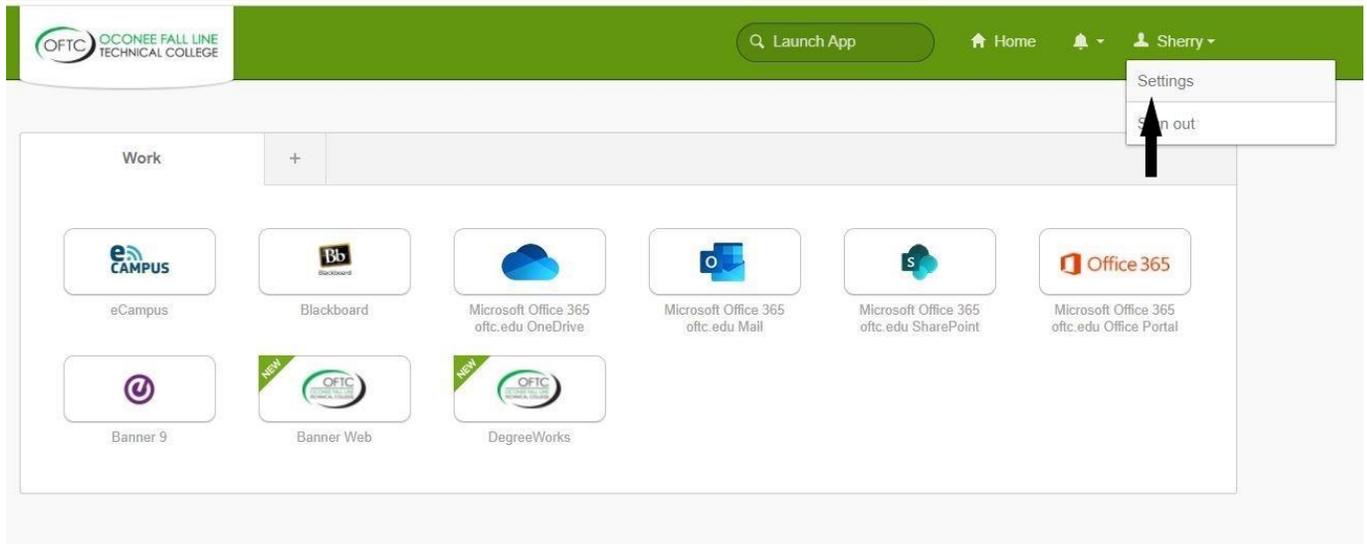
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. Click the drop-down arrow beside the Okta logo and choose the authentication method you prefer. For text message authentication, click Send code.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Enter your password information in the form, and click **Change Password**.

Forgotten Password Setup

Setting up forgotten password options beforehand will help you reset your password in the future should you forget it.

Setup Forgotten Password Question Option

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings.**
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. For **SMS (text message) Authentication**, click **Send code**.
7. Key the code received on your mobile device.
8. Click **Verify.**
9. Click **Edit** on the **Forgotten Password Question** to select a forgotten password question.
10. Key correct answer in space provided and click **Save.**

Set up Forgotten Password Text Message Option

You also have the option to recover your password via text message. Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. For **SMS (text message) Authentication**, click **Send code**.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Click **Edit** on the **Forgot Password Text Message** module.
10. Click **Add Phone Number**.
11. Change to **United States** is necessary on the **Country** option.
12. Key your mobile phone number in the space provided.
13. Click **Send Code**
14. Enter Code
15. Click **Verify**
16. Click **Done**

Reset Password

If you have forgotten your password and need to reset it, use these steps. On the Okta Sign In screen:

1. Click **Need help signing in?**
2. Click **Forgot password?**
3. Key email or username
4. Click the option of choice for resetting your password and follow the on-screen prompts.