

Okta Activation Instructions (First-Time Login)

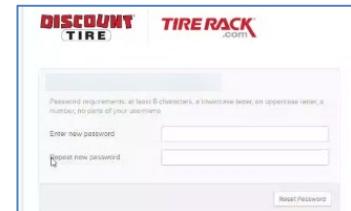
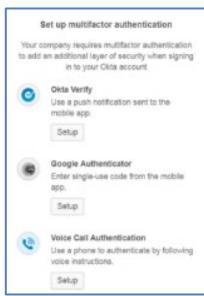
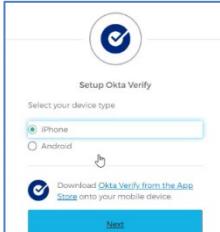
Setting up Your Okta Account

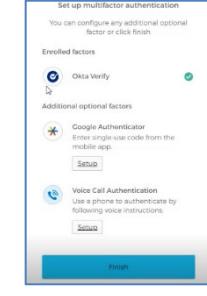
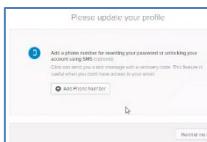
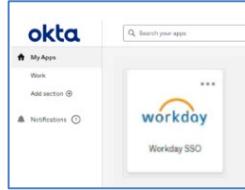
Overview

When logging into Okta for the first time, you must use multifactor authentication (MFA), which requires you to use a computer and a mobile device or phone.

Access Okta here: <https://www.discounttire.okta.com>.

Steps

Step	Action
1	<p>Using a desktop or laptop computer, access your Welcome email and click the Activate Okta Account button.</p> <div style="text-align: right;">Activate Okta Account</div>
2	<p>Create a new password, follow the prompts, and click Create My Account. You will use this password to access Workday in the future, so keep it for your records.</p> <p>Password Requirements: At least 8 characters, lower-case letter, upper-case letter, number (0-9), does not contain part of your username, first name, or last name.</p> 
3	<p>Choose a multi-factor authentication (MFA) method and click Setup. You may select Voice Call Authorization if you do not want to download an app to your mobile device. Follow the prompts to set-up the voice call option.</p> <p>Make sure the phone number you enter will always be available for you to use whenever MFA is needed.</p> 
4	<p>If you selected Okta Verify or Google Authenticator: On your computer, select device type and click Next.</p> 
5	<p>Get your mobile device (cell phone) and download the desired multifactor authentication (MFA) app (either Okta Verify or Google Authenticator) to your device from the Apple App Store or Google Play.</p> 

Step	Action
6	<p>After downloading the app to your mobile device, return to your computer. An Okta Verify QR Code should be displayed.</p> 
7	<p>On your mobile device, open the Okta Verify app and select Add an account.</p> 
8	<p>Use your mobile device to scan the QR code on your computer screen and follow the prompts to update your profile and a phone number.</p> 
9	<p>Click Finish.</p> 
10	<p>Follow the prompts to update your profile and phone number.</p> 
11	<p>On your computer, log in to Okta (https://www.discounttire.okta.com) and confirm that you can see the Workday app/tile.</p> <p>You are done!</p> 

Additional Resources

[Okta Activation Walkthrough video](#), Password: Okta (case-sensitive)

[Okta Help Center website](#)

[Okta Verify App Supported Browsers](#)

Contact

If you have questions or need help with your Okta activation or set up, please contact the Service Desk at 877-382-4636 or support@discounttire.com.