

OKTA Dashboard

What is Okta and the dashboard?

Okta is the secure access and identity management platform that Barnardo's uses to sign in, authorise and manage users whilst protecting every identity within the organisation. This allows you to be authenticated in our internal and cloud-based systems to prove you should have access.

With Okta, you only have to remember one password for most applications and to access our systems. Your Okta password is the same password you use to sign into your Barnardo's PC and is used to secure your identity on devices such as smartphones and tablets.

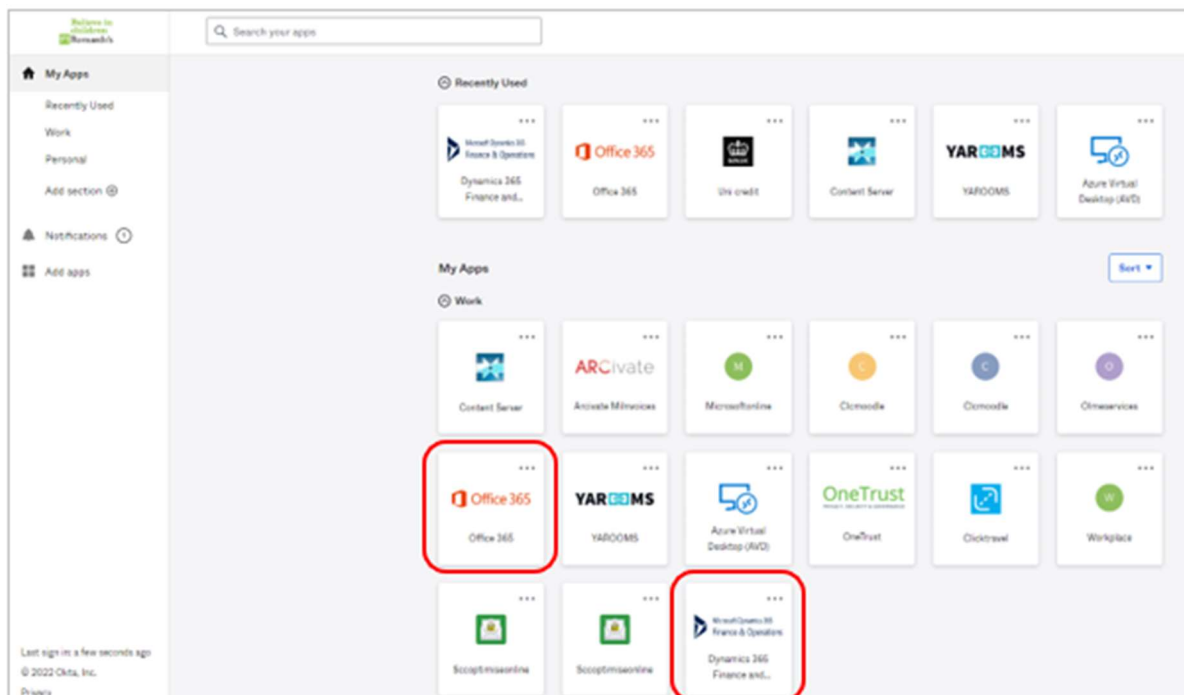
You can use your Okta dashboard to easily access applications such as:

- Office 365
- Yarooms
- Content Server
- Aviva for your pension
- Clicktravel
- **Dynamics 365 Finance and HR (e.g. book leave, expenses, amend personal details)**

How do I get to it?

Open a browser (Edge or Chrome)

Input the OKTA log-in url: <https://login.barnardos.org.uk>



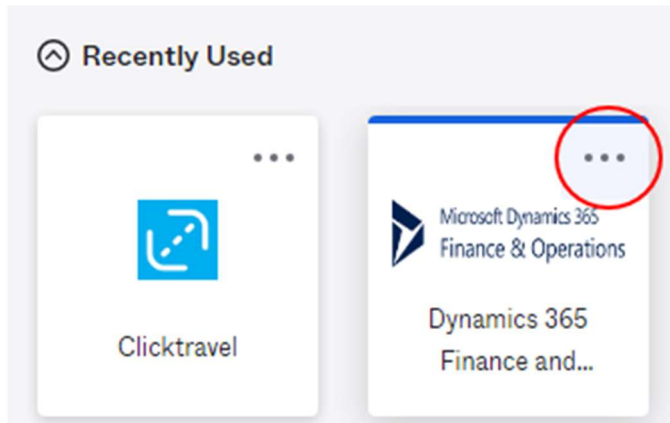
This is your Okta dashboard. You can see Office.com and Dynamics 365 tiles here.

You can get to any of these applications from this dashboard. Some you may have to sign in to access, and some will open immediately (e.g. Content Server and Office 365).

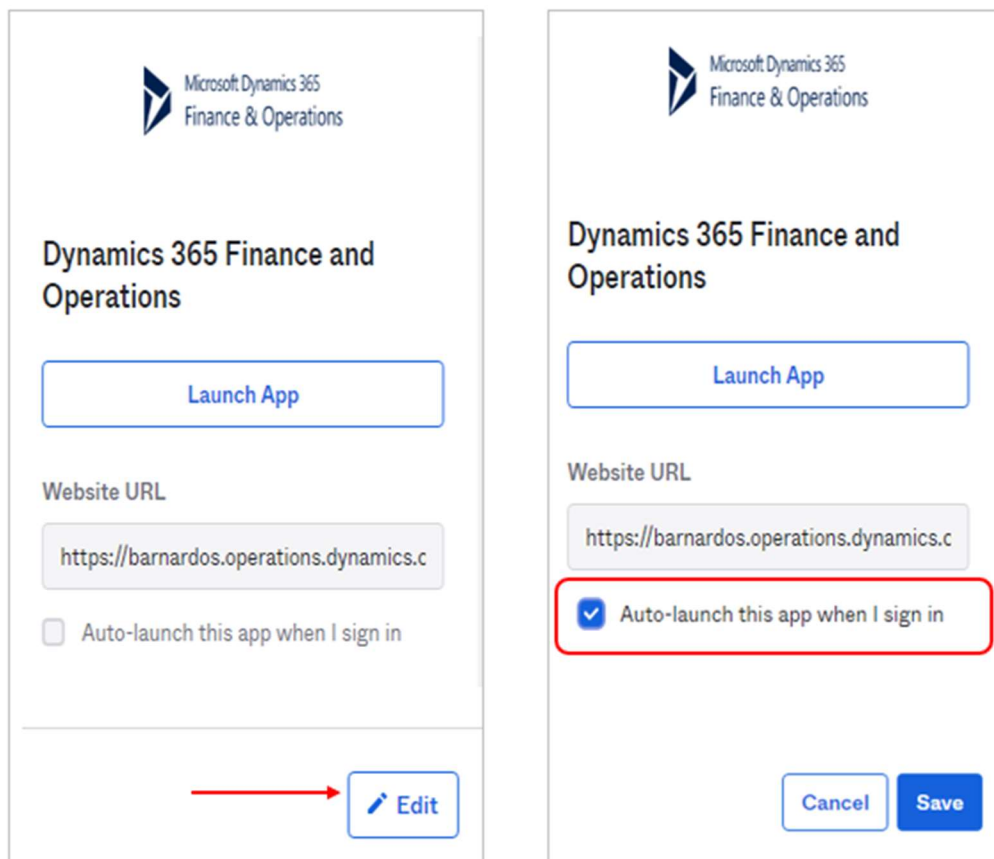
Auto-launch

You can set an app to auto-launch each time you log into the Okta dashboard.

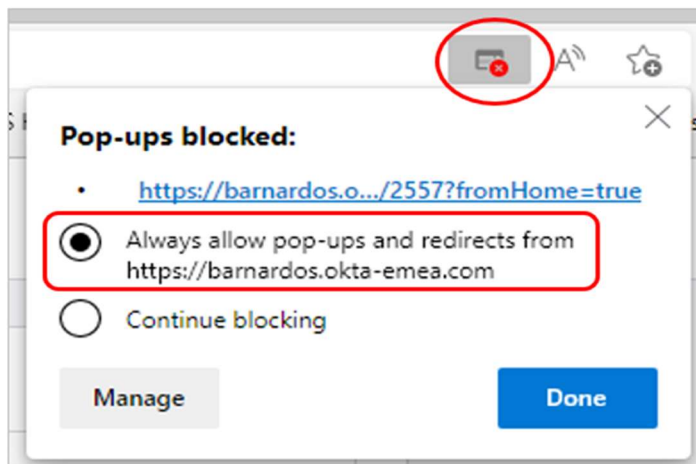
1. Click onto the ellipsis on an app



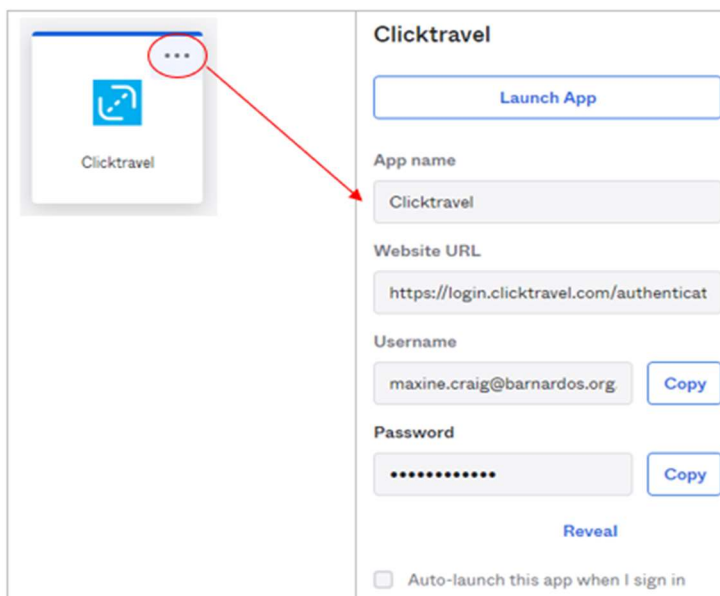
2. A sidebar will open for it – click onto Edit at the bottom.
3. Then tick the 'Auto-launch' box and click Save.



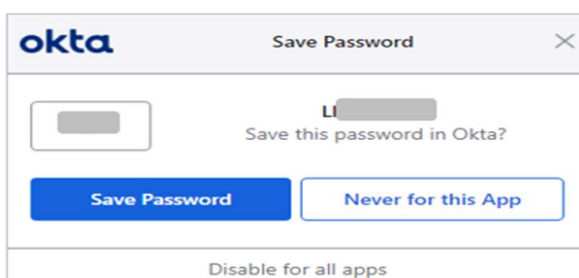
If auto-launch does not work next time you sign into Okta dashboard, take a look in the top right corner of your browser address bar – if you see a small red X, this means a pop-up is being blocked. Just click onto it and choose 'Always allow pop-ups from.....' and press Done.



For some apps, you can rename them to whatever suits you. Just click onto the ellipsis (3 dots) next to the app name and overtype in the App Name field.



When you sign into an app, Okta will ask you if you want to save the password.

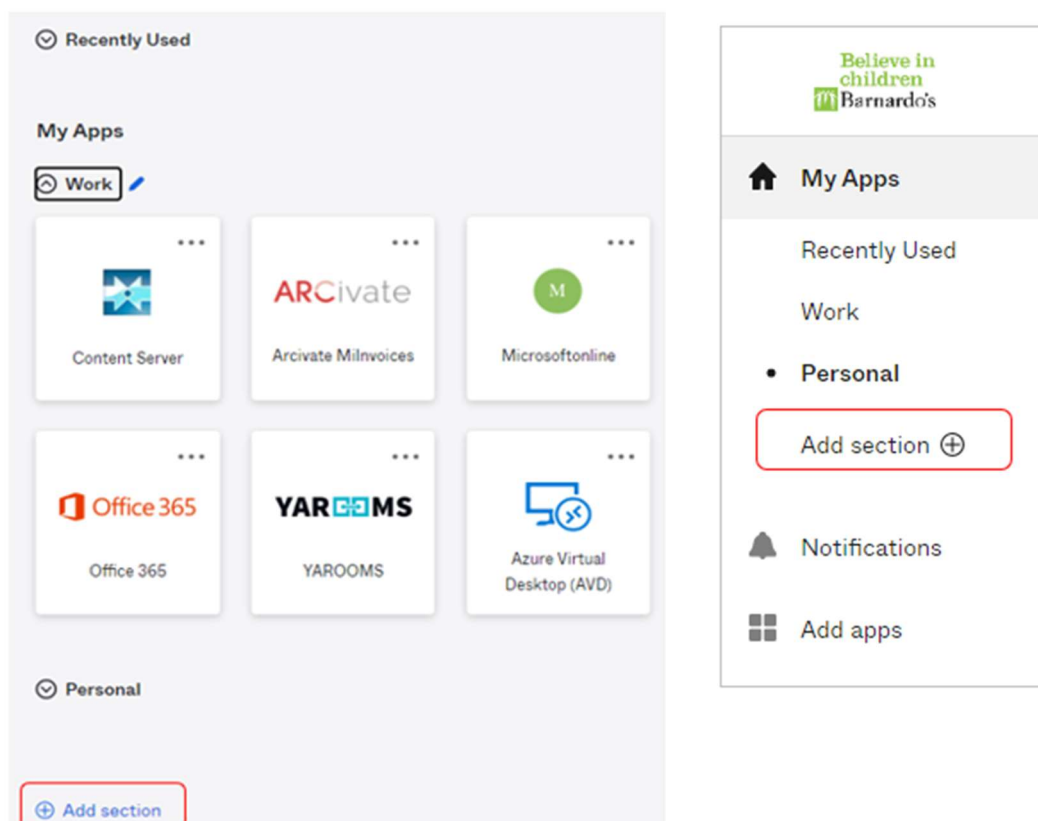


Extra functions including change password, forgot password, support and preferences

Create a new section

If you have a lot of apps on your dashboard, you can create a new section to keep it tidy.

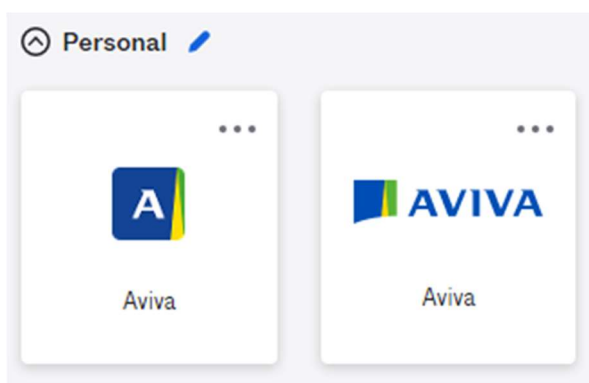
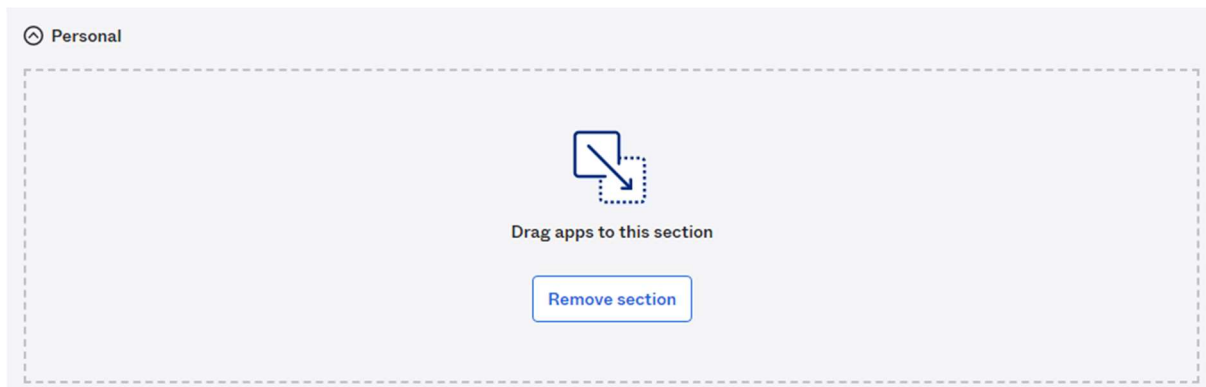
Click onto the 'Add section' link at the bottom of the page or onto 'Add section' in the list on the left of the page.



Type a name into the 'create' box and click Save.

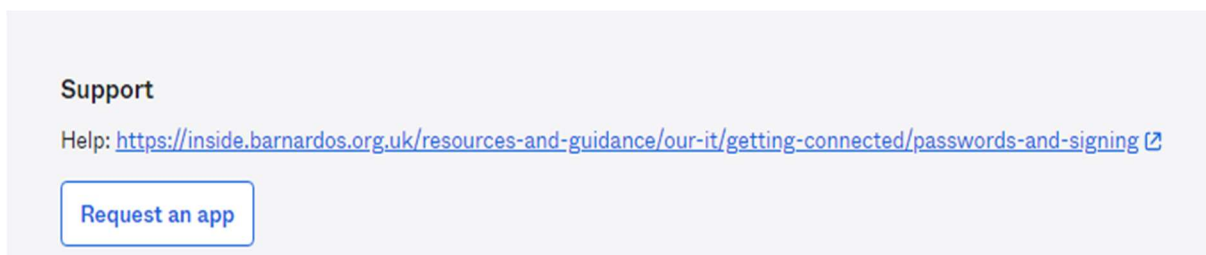
The image shows a 'Create section' dialog box with a close button (X) in the top right corner. It contains a text input field labeled 'Section name'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save'.

Your new section will appear for you to drag apps you want into this space. For example, a Personal section:

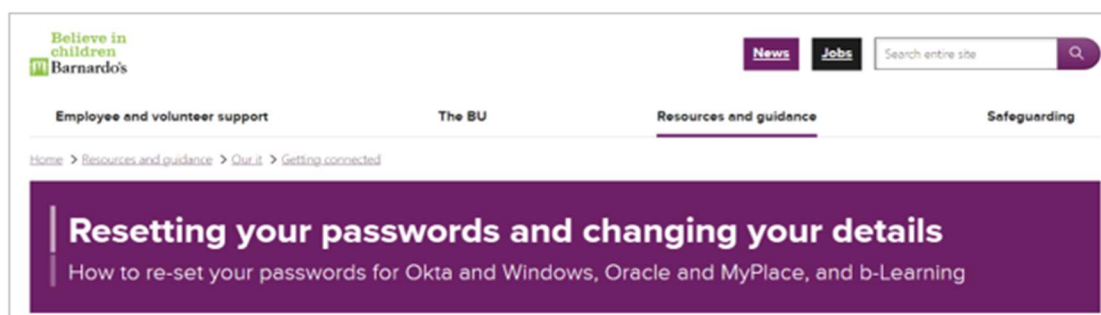


Support

At the bottom of your dashboard page there is a Support link for help:

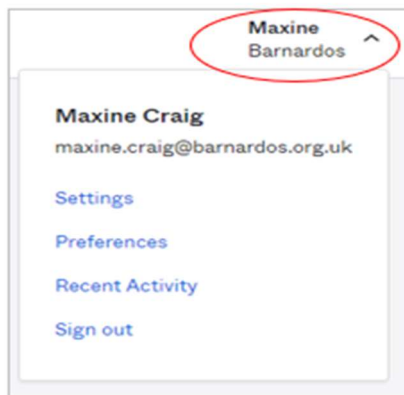


If you click onto the link, you will be taken to Inside Barnardo's 'Resetting your passwords and changing your details' page.




Settings

In the top right corner of the dashboard is your name - click onto the upwards arrow to access Settings, Preferences, Recent activity and to sign out.

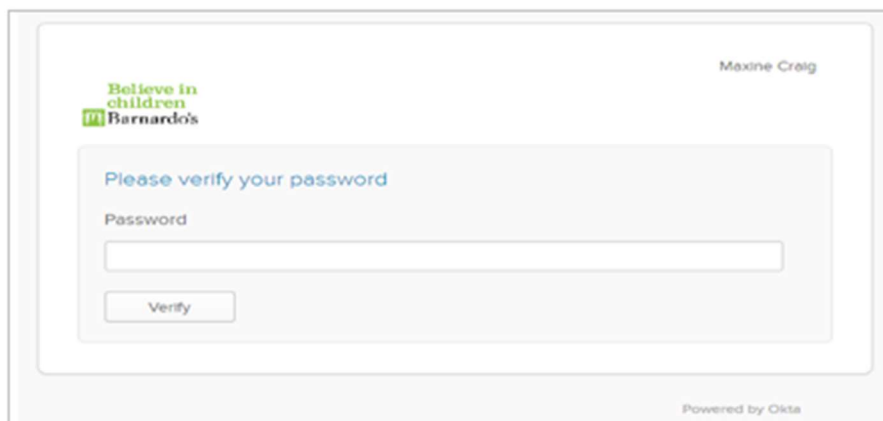


In Settings you can view your Okta account with sections for personal information, change password, forgot password text message, forgot password voice call, and extra verification.

A screenshot of the Okta Account settings page. The page is titled 'Account' and has an 'Edit Profile' button in the top right corner. The page is divided into several sections: 'Personal Information', 'Change Password', 'Forgot Password Text Message', 'Forgot Password Voice Call', 'Security Image', 'Display Language', and 'Extra Verification'. The 'Personal Information' section contains fields for First name, Last name, Okta username, Primary email, Secondary email, Mobile phone, Title, Department, Display name, SamAccountname, and Employee number. The 'Change Password' section lists password requirements. The 'Forgot Password Text Message' and 'Forgot Password Voice Call' sections describe how to use these features. The 'Security Image' section shows a placeholder image of a sunflower. The 'Display Language' section shows the current language is English. The 'Extra Verification' section lists various authentication methods and their status: Okta Verify (Disabled), Security Key or Biometric Authenticator (Disabled), YubiKey (Disabled), SMS Authentication (Enabled), and Voice Call Authentication (Disabled).

Account	
Personal Information	
First name	Maxine
Last name	Craig
Okta username	maxine.craig@barnardos.org.uk
Primary email	maxine.craig@barnardos.org.uk
Secondary email	m. <input type="text"/>
Mobile phone	
Title	Technology Trainer
Department	Barnardo's Information Services
Display name	Maxine Craig
SamAccountname	maxine.craig
Employee number	311051
Change Password	
Password requirements:	
<ul style="list-style-type: none">At least 10 charactersA lowercase letterAn uppercase letterA numberA symbolNo parts of your usernameDoes not include your first nameDoes not include your last nameYour password cannot be any of your last 24 passwords	
Forgot Password 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.	
Forgot Password Voice Call	
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.	
Security Image	
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.	
	
Display Language	
Language	English
Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.	
Extra Verification	
Extra verification increases your account security when signing in to Okta and other applications you use	
Okta Verify	Disabled
Security Key or Biometric Authenticator	Disabled
YubiKey	Disabled
SMS Authentication	Enabled
Voice Call Authentication	Disabled

Click onto the green 'Edit Profile' button and you will be asked to sign in and verify.



Believe in children
Barnardo's

Maxine Craig

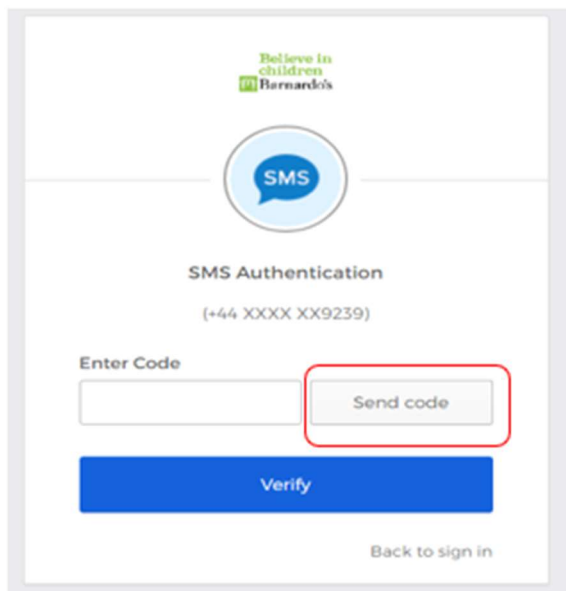
Please verify your password

Password

Verify

Powered by Okta

This could be by SMS if that is the option you have set. Click Send code then enter what comes through on text.



Believe in children
Barnardo's

SMS

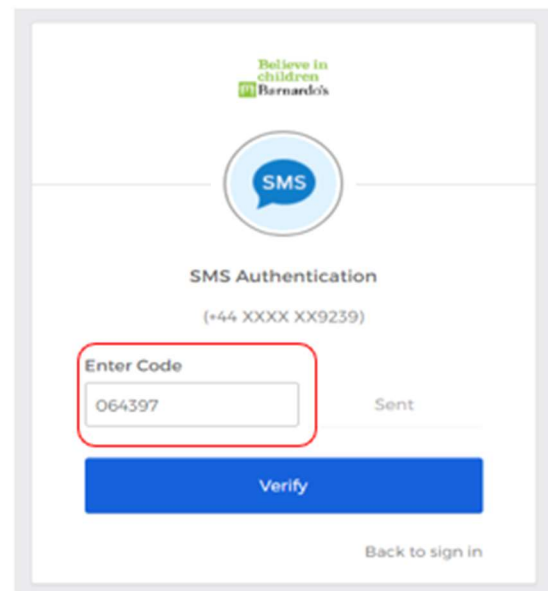
SMS Authentication
(+44 XXXX XX9239)

Enter Code

Send code

Verify

Back to sign in



Believe in children
Barnardo's

SMS

SMS Authentication
(+44 XXXX XX9239)

Enter Code

064397

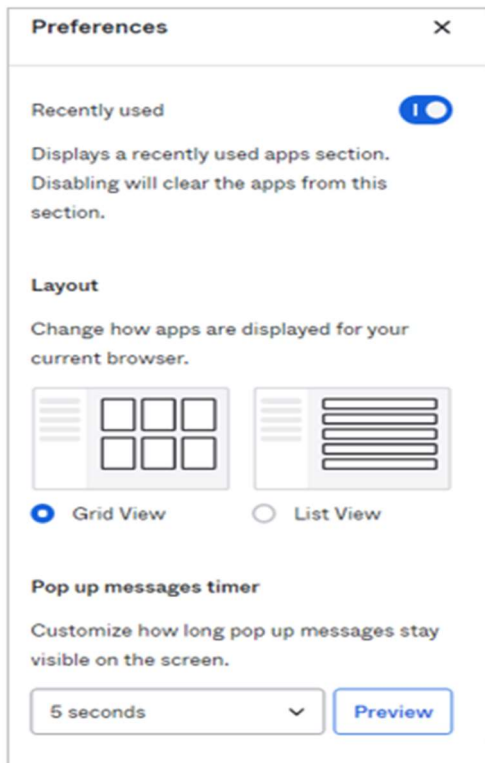
Sent

Verify

Back to sign in

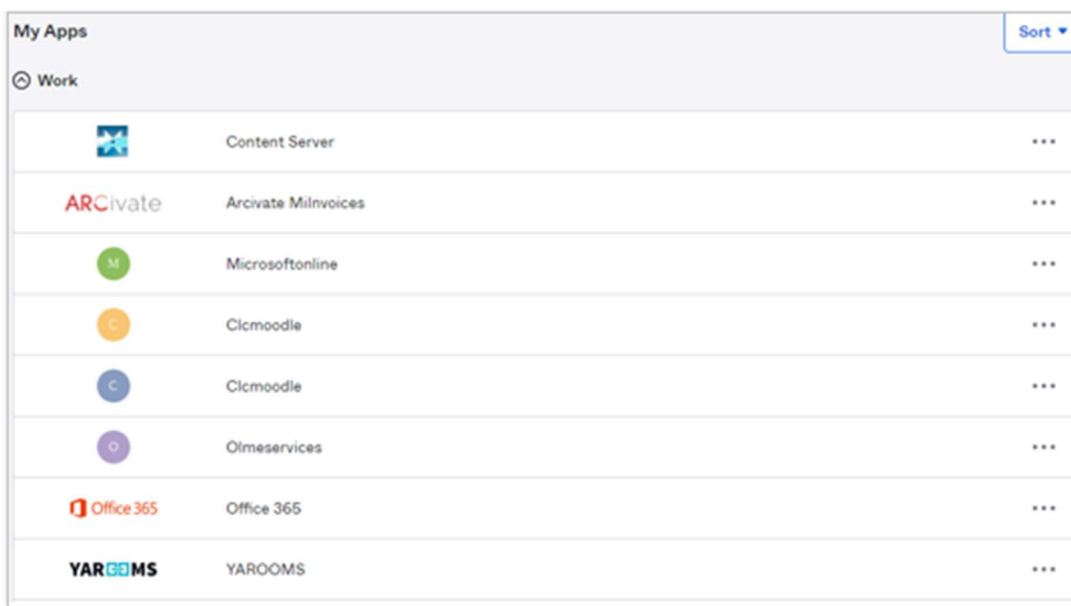
Preferences









If you click onto Preferences from the dropdown arrow in top right, you can change the layout or disable the 'recently used' section.



The Preferences dialog box has a title bar with 'Preferences' and a close button (X). It contains three sections: 'Recently used' with a toggle switch (currently on), 'Layout' with 'Grid View' (selected) and 'List View' options, and 'Pop up messages timer' with a dropdown menu set to '5 seconds' and a 'Preview' button.

The Grid view appears as on page 1 , the List view is as below:

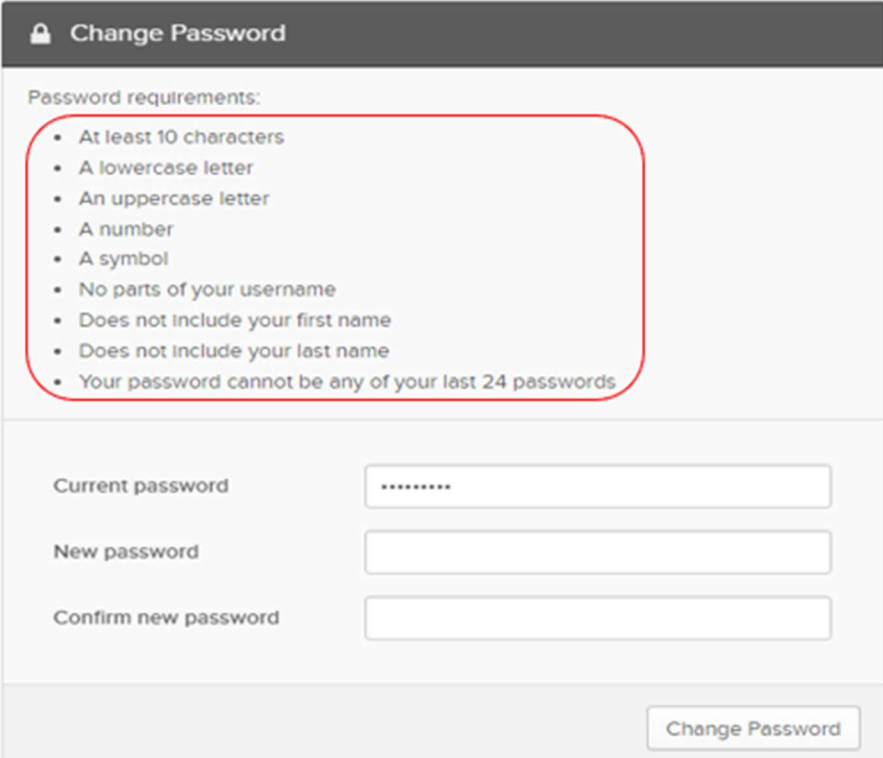


My Apps		Sort ▼
Work		
	Content Server	...
	Arcivate Milnvoices	...
	Microsoftonline	...
	Clcmoodle	...
	Clcmoodle	...
	Olmeservices	...
	Office 365	...
	YAROOMS	...

Change password

Once signed in, you can change your password if you want. Your Okta password does not need to be changed regularly and does not expire, but you may want to change it yourself.

If so, please pay attention to the requirements when you decide on a new password.



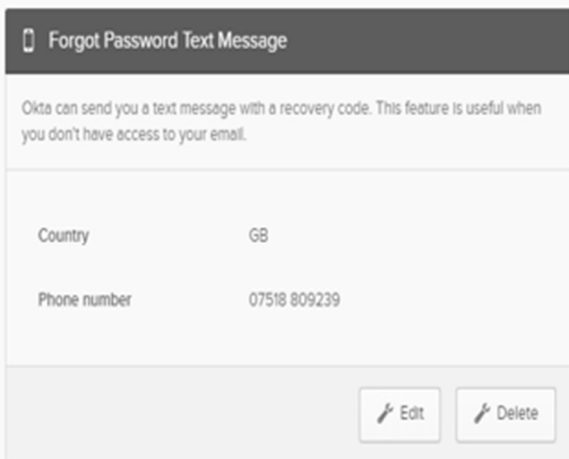
The screenshot shows the 'Change Password' interface. At the top, there's a header 'Change Password' with a lock icon. Below it, a section titled 'Password requirements:' lists several rules, which are highlighted by a red rounded rectangle:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

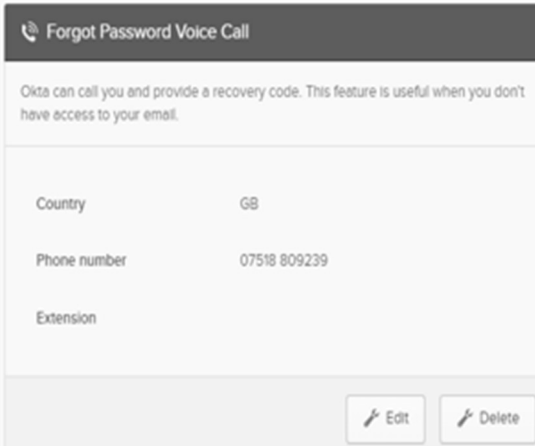
Below the requirements, there are three input fields: 'Current password' (filled with dots), 'New password', and 'Confirm new password'. At the bottom right, there is a 'Change Password' button.

Forgot password

You can change your phone number if you use text message or voice call recovery.



The screenshot shows the 'Forgot Password Text Message' form. It has a header with a mobile phone icon and the title. Below the header, there's a descriptive text: 'Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.' Below this, there's a table with two rows: 'Country' with value 'GB' and 'Phone number' with value '07518 809239'. At the bottom right, there are two buttons: 'Edit' and 'Delete'.



The screenshot shows the 'Forgot Password Voice Call' form. It has a header with a telephone handset icon and the title. Below the header, there's a descriptive text: 'Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.' Below this, there's a table with three rows: 'Country' with value 'GB', 'Phone number' with value '07518 809239', and 'Extension' which is empty. At the bottom right, there are two buttons: 'Edit' and 'Delete'.

If you click on Edit for the text message section, you will enter the phone number you will use to receive codes via text message, then click 'Send Code' to verify it works.

If you click on Edit for voice call section, you will enter the phone number you'll use to receive codes via a phone call., then click on Call to verify it works.

Extra verification

You can also set up extra verification or remove verification options already in place. *Note – you will need to retain at least SMS authentication.*

✓ Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use

Okta Verify	Set up
Security Key or Biometric Authenticator	Set up
YubiKey	Set up
SMS Authentication	Remove
Voice Call Authentication	Set up