

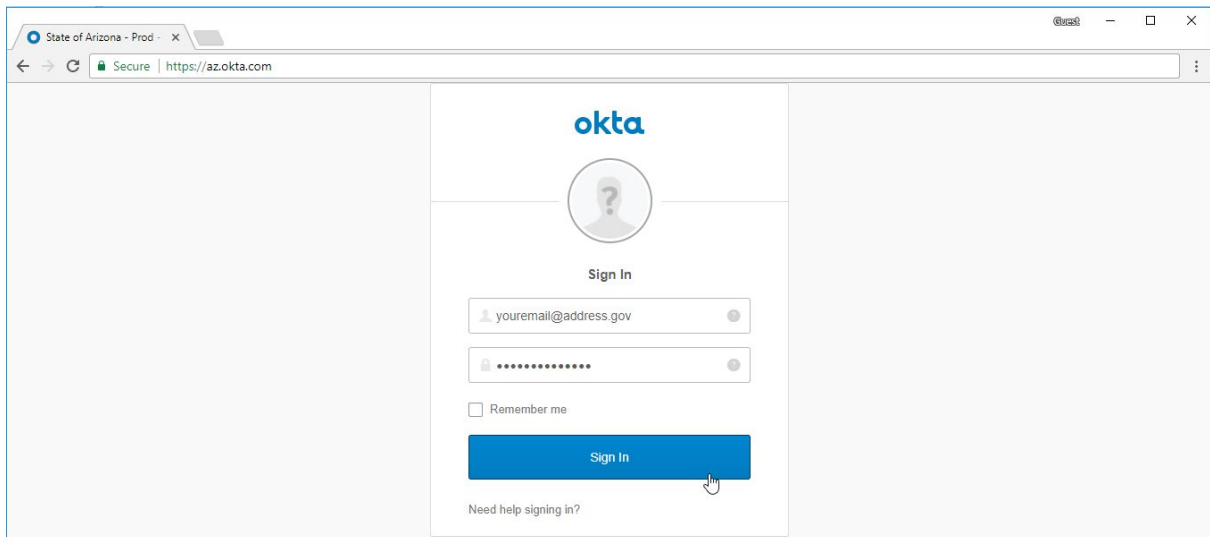
For your first time logging into Okta/GSuite...

- 1) You will be provided a temporary password to access your new Okta login and G Suite mailbox.
- 2) Once you have received your temporary password, open up your Chrome web browser:

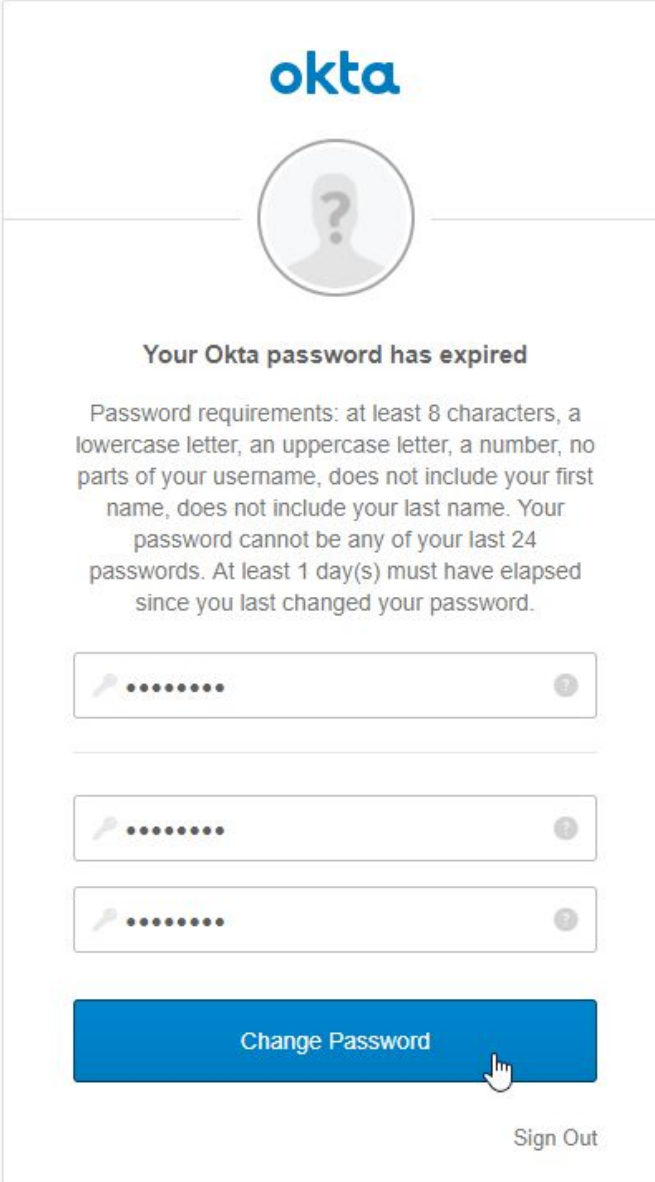


and go to <https://az.okta.com>.

- 3) Log in using your work email address and the temporary password you were provided.




- 4) You will receive a message stating that “Your Okta password has expired” and it will require that you change your password. The password requirements will be defined informing you of the restrictions of setting up your password. Enter the temporary password in the top field and then provide your new password in the next two fields below. Once completed, click on the “Change Password” button.



The image shows a screenshot of the Okta password expiration interface. At the top, the Okta logo is displayed in blue. Below the logo is a circular placeholder for a user profile picture, containing a question mark. The main heading reads "Your Okta password has expired". Below this, a paragraph of text lists password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, 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, and at least 1 day(s) must have elapsed since you last changed your password. There are three password input fields, each with a key icon on the left and a question mark icon on the right. The first field is for the temporary password, and the next two are for the new password. A large blue button labeled "Change Password" is positioned below the fields, with a mouse cursor hovering over it. In the bottom right corner, there is a "Sign Out" link.

okta



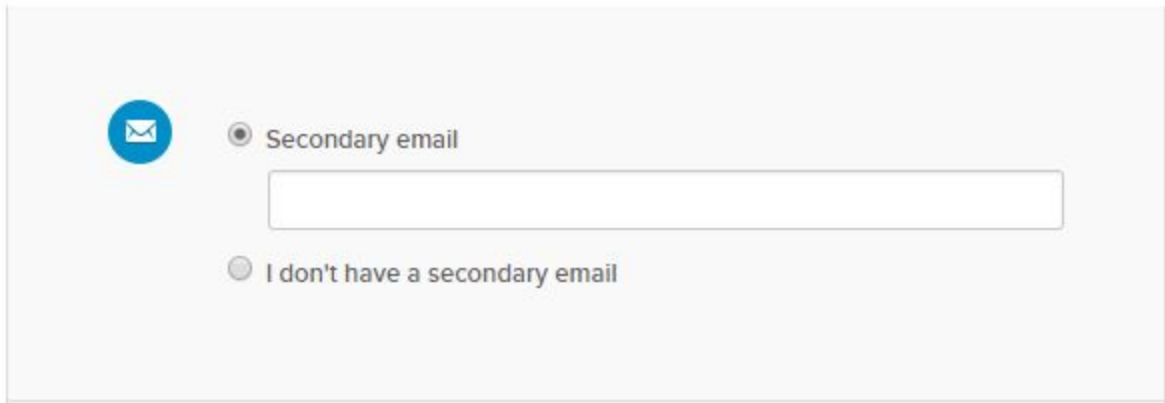
Your Okta password has expired

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, 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. At least 1 day(s) must have elapsed since you last changed your password.

[Change Password](#)


[Sign Out](#)

- 5) Next you will be prompted to complete some additional identity verification information so that you can utilize the password self service functionality that the State's Okta portal can provide. You can choose to provide a secondary email that will also receive verification emails in the event you need to reset your password. **THIS IS OPTIONAL.**



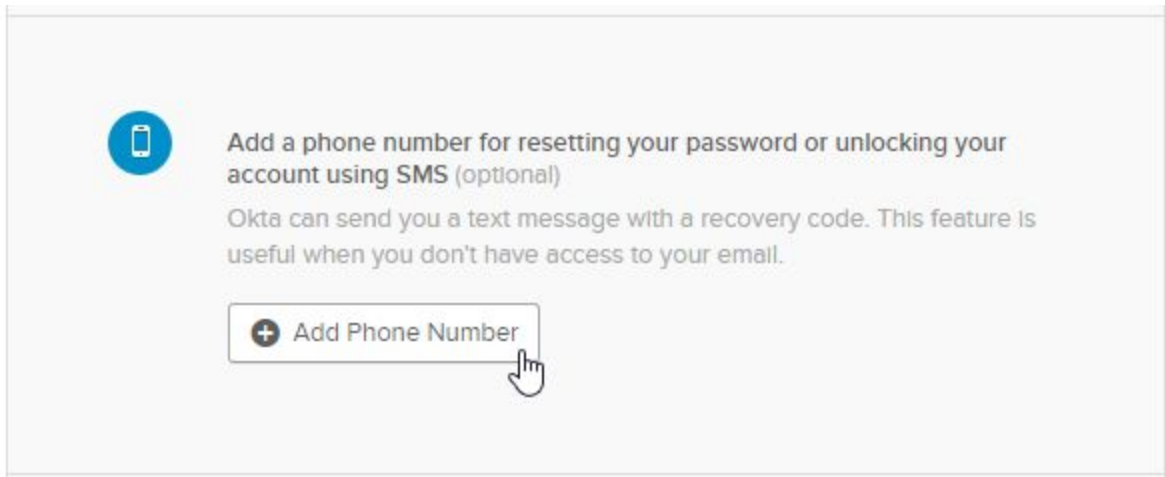
A screenshot of a user interface for selecting a secondary email. On the left is a blue circular icon with a white envelope symbol. To its right are two radio button options: "Secondary email" (which is selected) and "I don't have a secondary email". Below the "Secondary email" option is a rectangular text input field.

You **MUST** complete a security question as you must answer this after you have initially received the password reset verification over email or SMS.



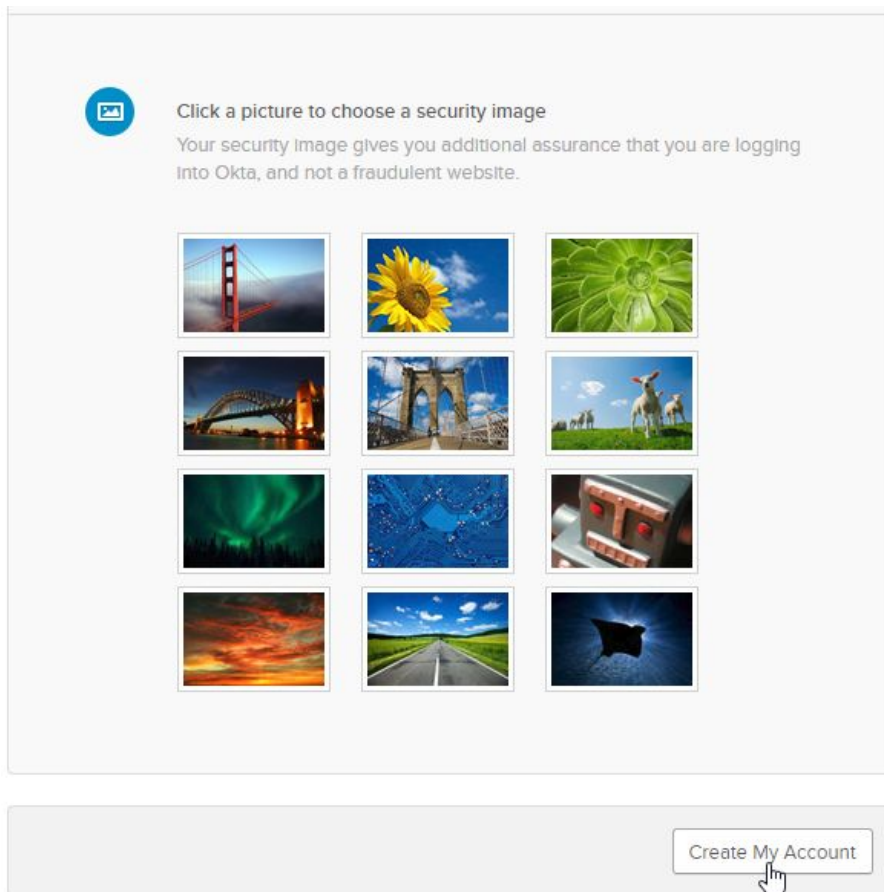
A screenshot of a user interface for selecting a security question. On the left is a blue circular icon with a white padlock symbol. To its right is the text "Choose a forgot password question" above a dropdown menu. The dropdown menu currently displays "What is the food you least liked as a child?". Below the dropdown menu is the text "Answer" above a rectangular text input field.

You can additionally add your cell phone number to receive a SMS message with a verification code. **THIS IS OPTIONAL.**



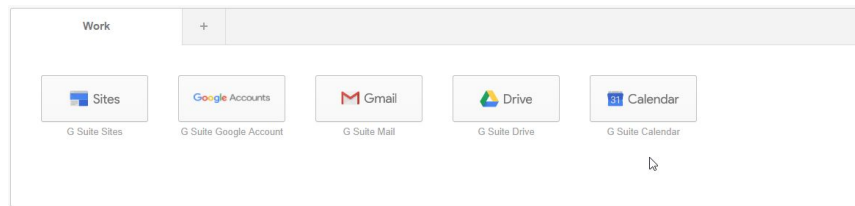
This screenshot shows a step in the account creation process. On the left, there is a blue circular icon containing a white smartphone. To the right of the icon, the text reads: "Add a phone number for resetting your password or unlocking your account using SMS (optional)". Below this, a smaller line of text states: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email." At the bottom center, there is a rectangular button with a plus sign icon and the text "Add Phone Number". A mouse cursor is positioned over the button, pointing towards it.

6) You then need to choose a security image. Once you have selected a security image, click on **"Create My Account"**.



This screenshot shows the next step in the account creation process. On the left, there is a blue circular icon containing a white picture of a landscape. To the right of the icon, the text reads: "Click a picture to choose a security image". Below this, a smaller line of text states: "Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website." In the center, there is a 4x3 grid of 12 different images, including the Golden Gate Bridge, a sunflower, a green leaf, a bridge at night, a suspension bridge, cows in a field, aurora borealis, a blue abstract pattern, a red control panel, a sunset, a road stretching to the horizon, and a bat flying in the dark. At the bottom right of the screen, there is a rectangular button with the text "Create My Account". A mouse cursor is positioned over the button, pointing towards it.

7) You will now be directed to the Okta portal. Click on the “**Gmail / G Suite Mail**” icon.



8) You will need to accept the State of Arizona’s terms of service agreement by clicking the “**Accept**” button.



Welcome to your new account

Welcome to your new account: lisa.simpson@azdoa.gov. Your account is compatible with many [Google services](#), but your [azdoa.gov](#) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your lisa.simpson@azdoa.gov account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your lisa.simpson@azdoa.gov account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

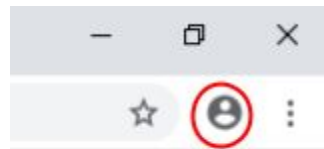
Accept

Once you're logged in, please log out and **DO NOT** touch your new Google account until Go-Live. Any customization to your account can negatively impact the migration of your data.

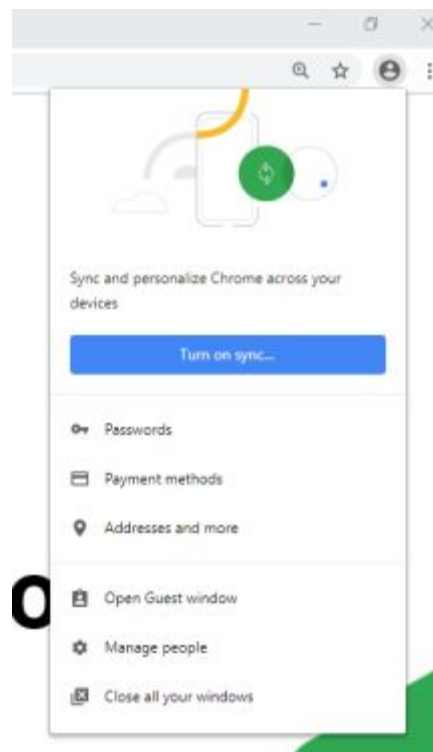
Linking Your Chrome Browser With Your G Suite Account

Bookmarks, browser history, extensions and saved passwords will be linked to your G Suite account so if you ever switch computers, you won't have to worry about transferring and re-downloading the information over to the new machine. If you have multiple computers with your G Suite account linked to the Chrome browser, your profiles will stay synchronized with one another.

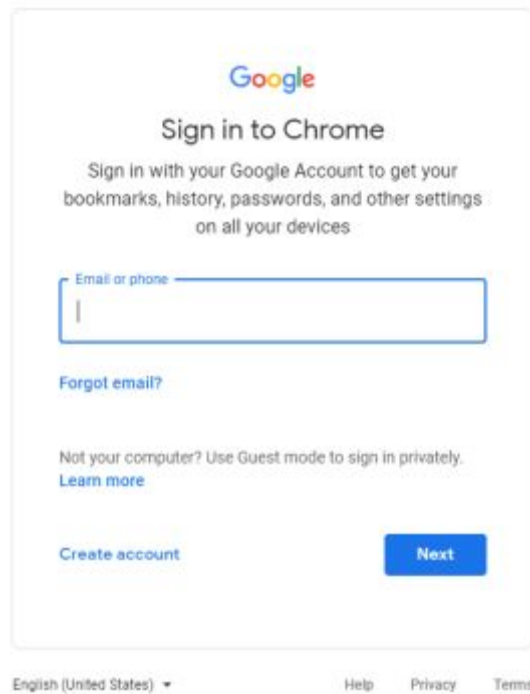
- 9) Once you are logged into Gmail, click on the **First Initial**, or the **little person** in the upper right corner of your Chrome Browser.



- 10) Click on “**Turn on Sync**”.



11) Type in your email address and click the “**Next**” button.



The image shows the Google 'Sign in to Chrome' interface. At the top is the Google logo. Below it is the heading 'Sign in to Chrome' followed by the text 'Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices'. A text input field is present with the placeholder text 'Email or phone'. Below the input field is a link for 'Forgot email?'. Further down, there is a note: 'Not your computer? Use Guest mode to sign in privately.' with a 'Learn more' link. At the bottom left is a 'Create account' link, and at the bottom right is a blue 'Next' button. The footer contains 'English (United States)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

Google

Sign in to Chrome

Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices

Email or phone

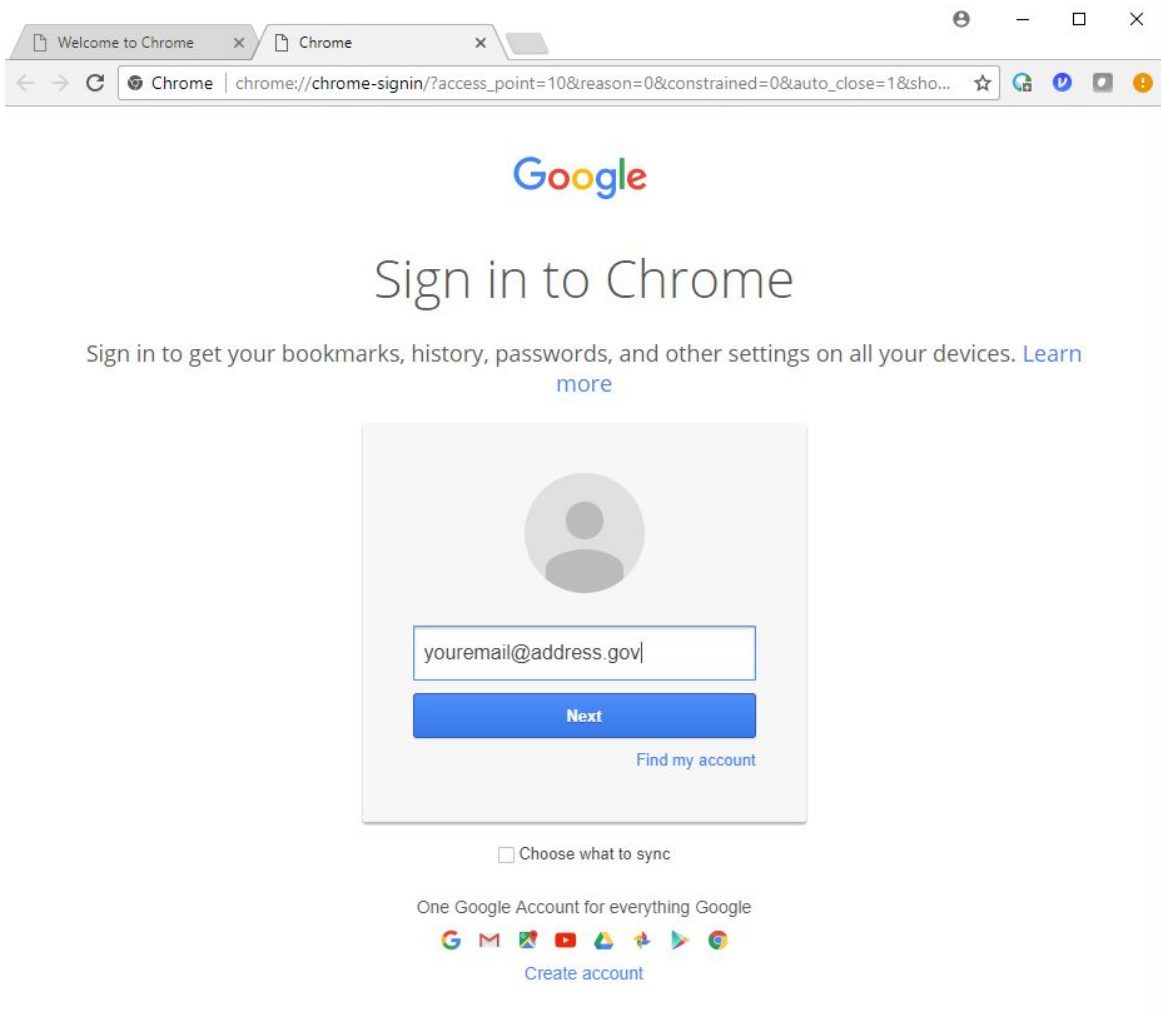
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

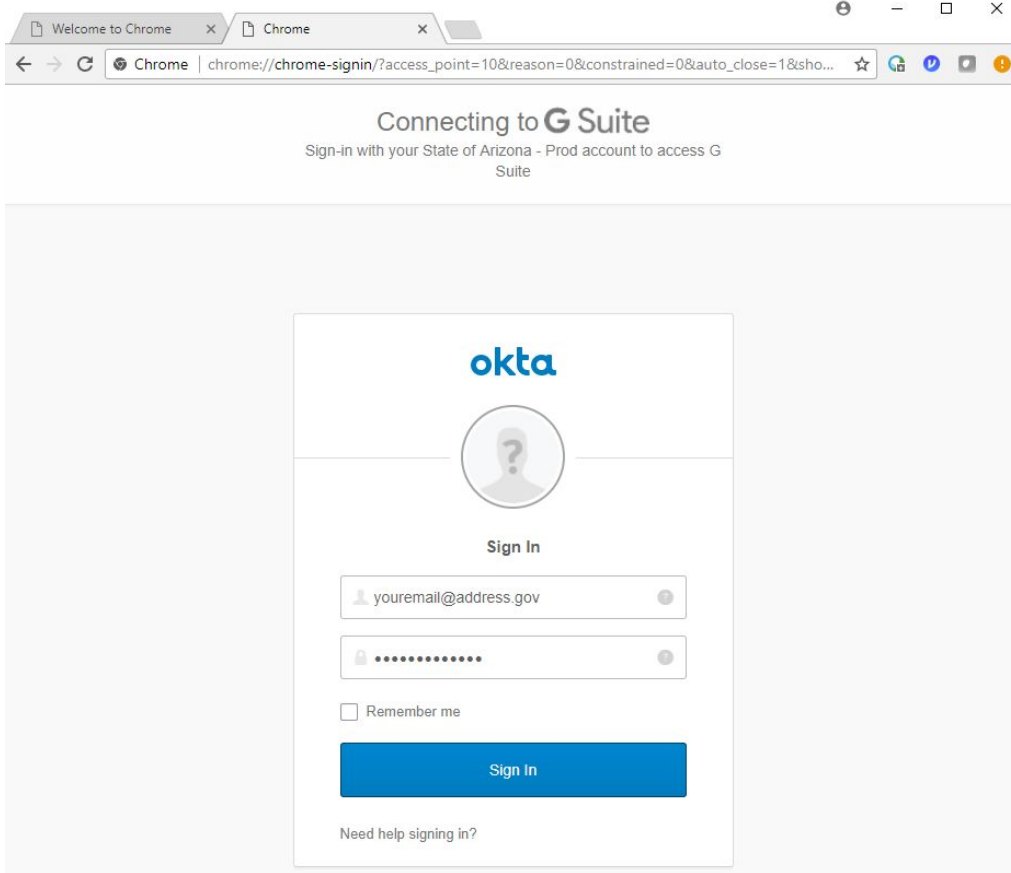
[Create account](#) [Next](#)

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

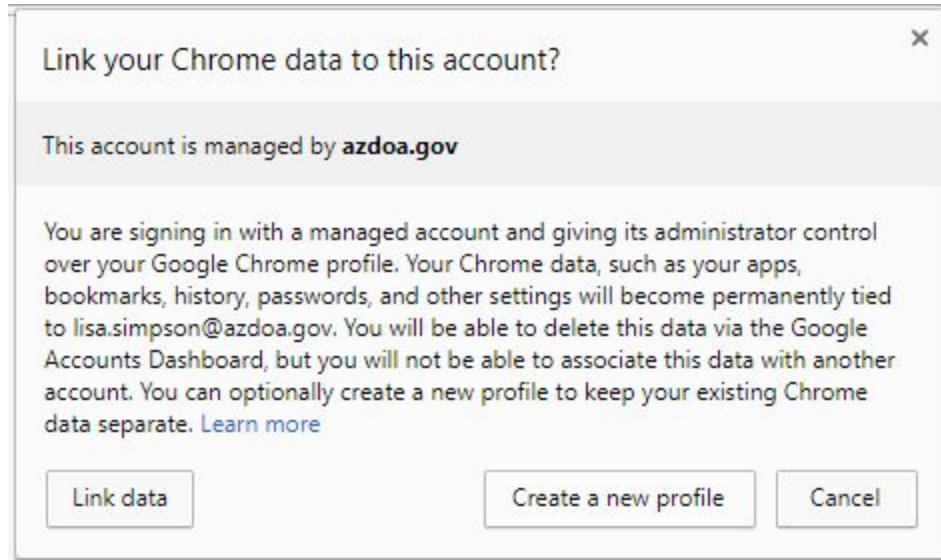
12) You'll be taken to a Google login page. Type in your email address again and click the "Next" button.



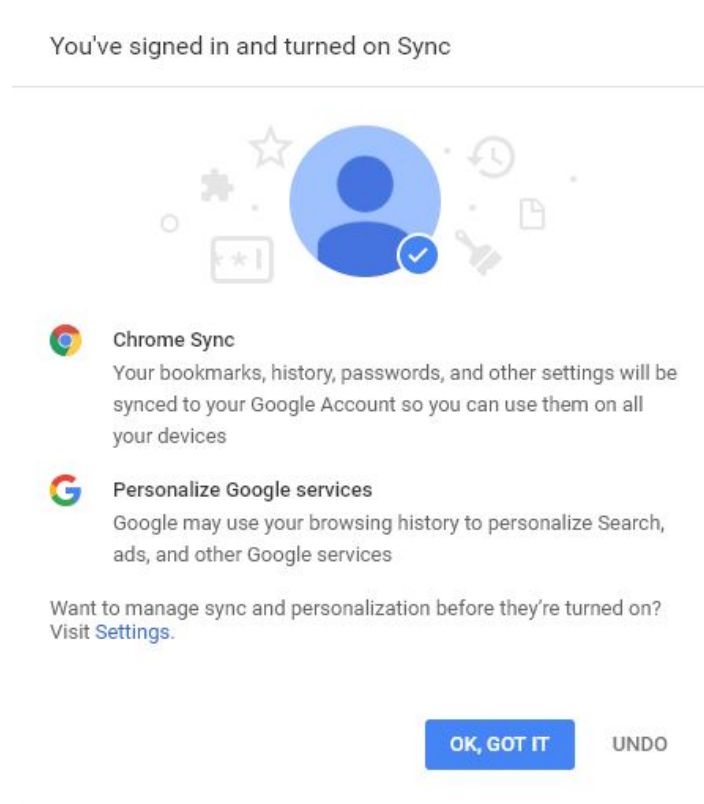
13) You will then be redirected to the Okta login page. Type in your email address and the new password you configured.



- 14) You will get a window message asking if you would like to “Link your Chrome data to this account”. You can either choose “Link Data” or “Create a new profile”. **If you choose “Link Data” be aware that all existing bookmarks, history, extensions, passwords and other settings that you previously had configured in Chrome will be inherited by your G Suite account.**



15) You will then get a prompt stating **“You’ve signed in and turned on Sync”**. Click on the **“OK, Got It”** button.



16) Your Chrome browser is now linked to your new G Suite account.