# Western Health Okta Portal Registration Guide

This guide steps you through a onetime registration of your Western Health account for Okta Single Sign On as set up of **MFA (Multi Factor Authentication)**

for added security. You will need a Smartphone & WH computer . Once completed you will be able to access a suite of applications without needing your username & Password.
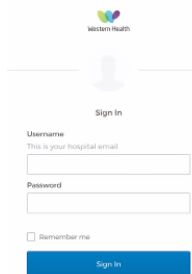
Pre requisite – Okta Verify install

iPhone	Google Play Store
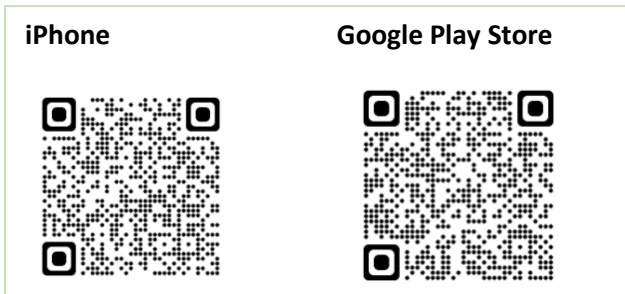
1. **Download** the **Okta Verify Application on to your phone. This will be needed later when we set up MFA**
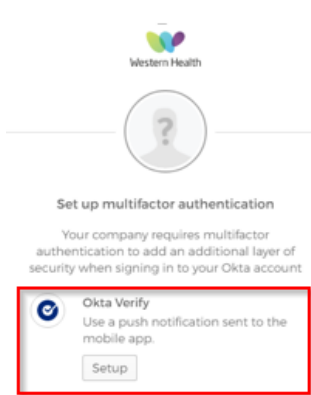
Okta Registration – MFA Setup

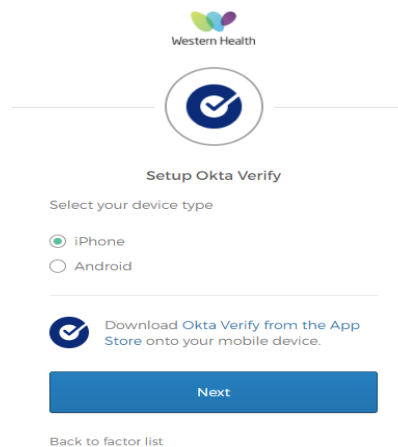1. Open the Edge web browser and navigate to **Apps.wh.org.au**

Note: *If you are **not on the network** you will need to **log in using your Hospital Email & Password**.*

2. Click on **Setup** under **Okta Verify**

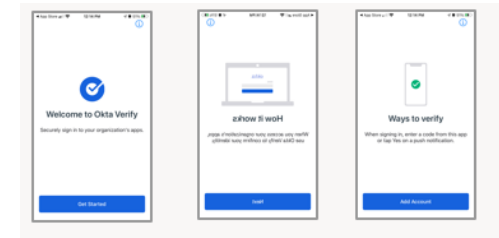3. **Select** your device type & **Click Next.**
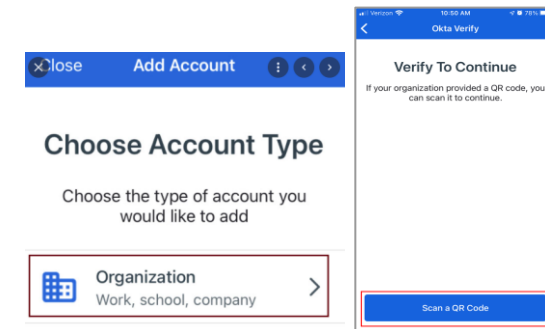

On your Phone

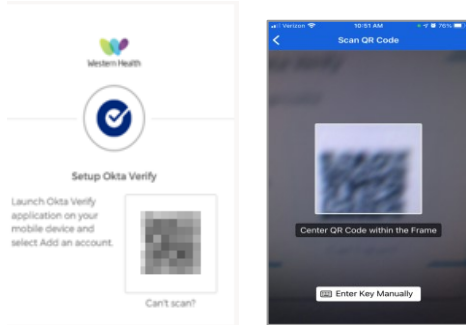4. **Open the Okta Verify App on your phone.**

5. **Follow** the prompts on your phone to **accept any permission & notifications.**

6. **Click** on **ORGANISATION** & **Scan QR Code**

Need Help? Contact **servicedesk@wh.org.au or ext. 83456777 for assistance**
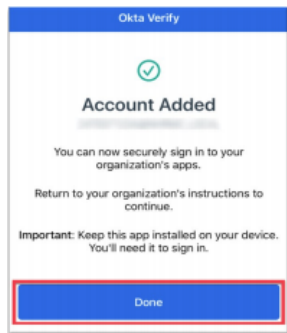
7. SCAN the **QR Code** on your computer screen using the Okta Verify App on your phone.
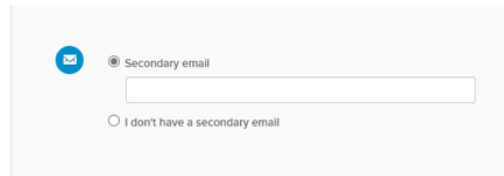
(Point your phone to the screen)

8. If you are presented with any push notifications, **Click allow to confirm**

9. **Click done** to confirm the account has been added.

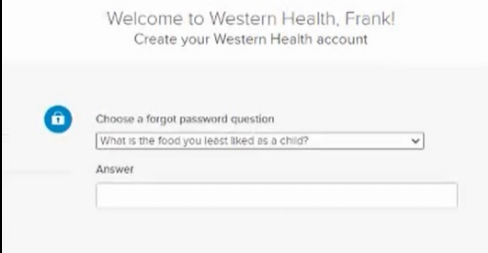**10.** **You can now close the Okta Verify App.**
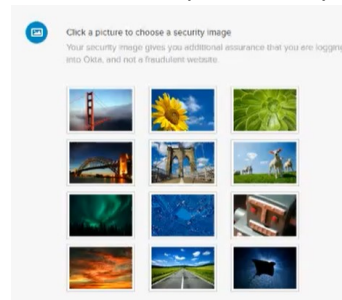

Registration Form -Security

1. You will be presented with the **secondary email** screen to list another email to assist in account recovery / password reset. **This is optional**
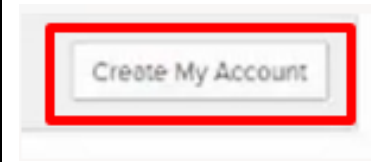

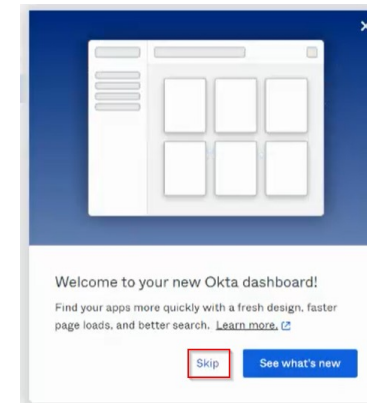**2.** You will now be prompted to fill out a **forgot password security question**

3. **Select** a picture for your profile

4. **Click** "Create my account"

5. **Click** on **skip**, to close the below window

Registration Complete

Congratulations, you have now successfully registered for Single sign on.

1. **Click** the down arrow in the top right next to you name to log out.

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