

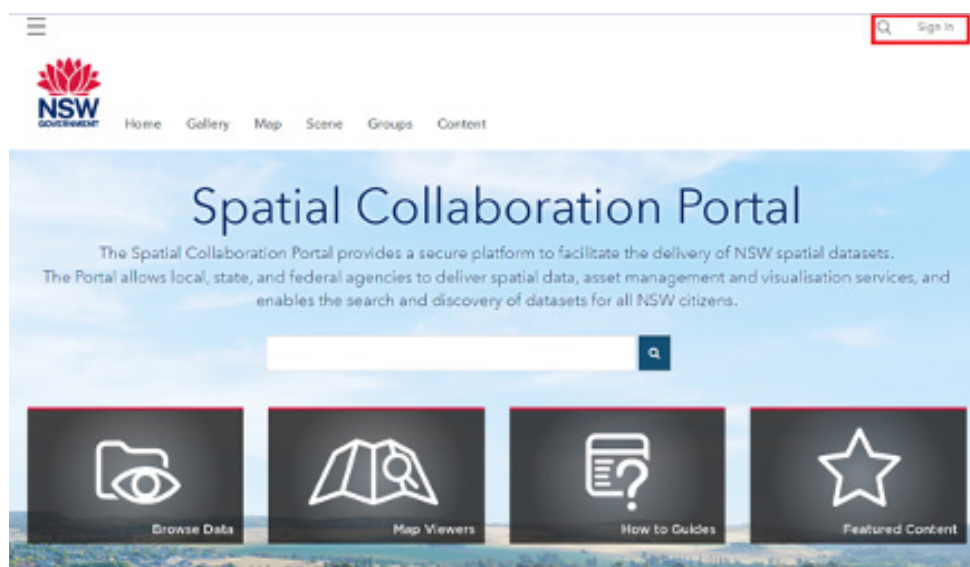
# How to create your Okta account to access the Spatial Collaboration Portal and Spatial Hosting Portal

July 2024

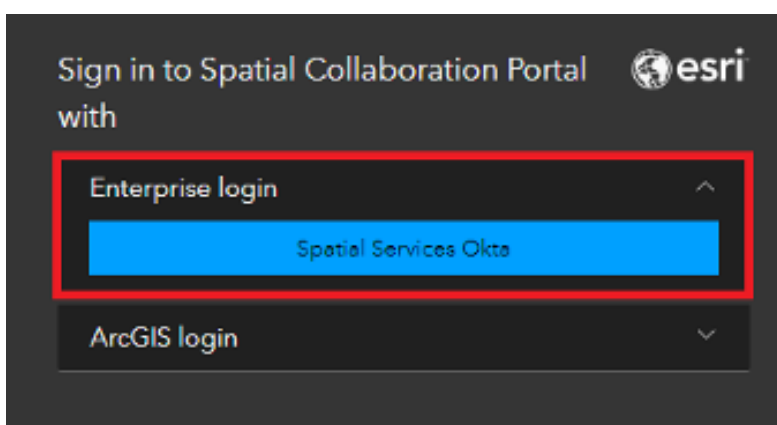
## Create Okta Account

This guide will walk you through the steps required to create a DCS (Department of Customer Service) Spatial Services Okta account. Follow the instructions below to get started and begin using all the features the Spatial Collaboration Portal has to offer.

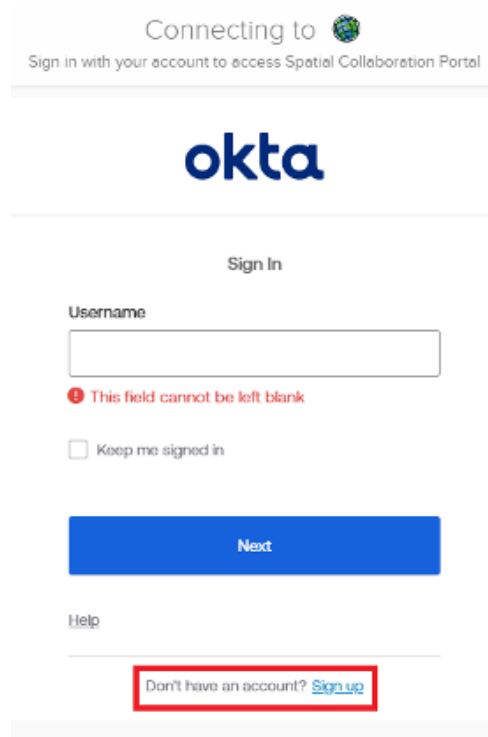
1. First, **select** the 'Sign In' option in the top right-hand corner of the homepage.



2. From here a new window will open prompting you to login via Okta or ArcGIS. **Select** the 'Spatial Services Okta' login option.



- Once you have navigated to the sign in page, you will need to scroll to the bottom of the page and select the 'Sign Up' option.



Connecting to 

Sign in with your account to access Spatial Collaboration Portal

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**okta**

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Sign In

Username

 This field cannot be left blank

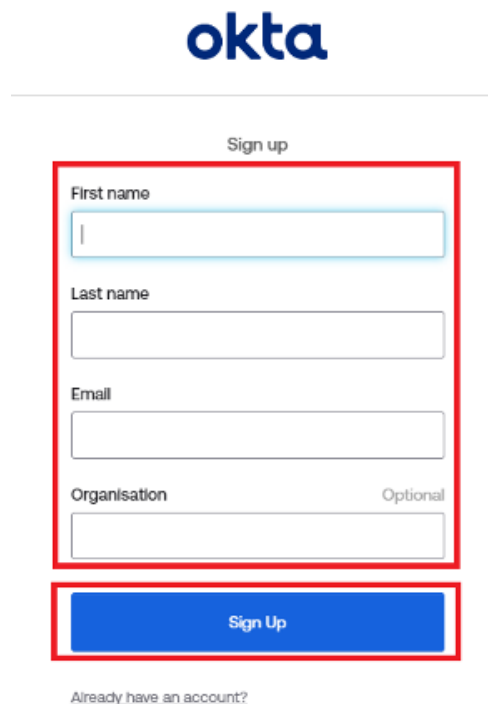
☐ Keep me signed in

**Next**

[Help](#)

Don't have an account? [Sign up](#)

- Next you will need to fill in the following information: First Name, Last Name, Email and Organisation. Then click 'Sign Up.'



**okta**

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Sign up

First name

Last name

Email

Organisation Optional

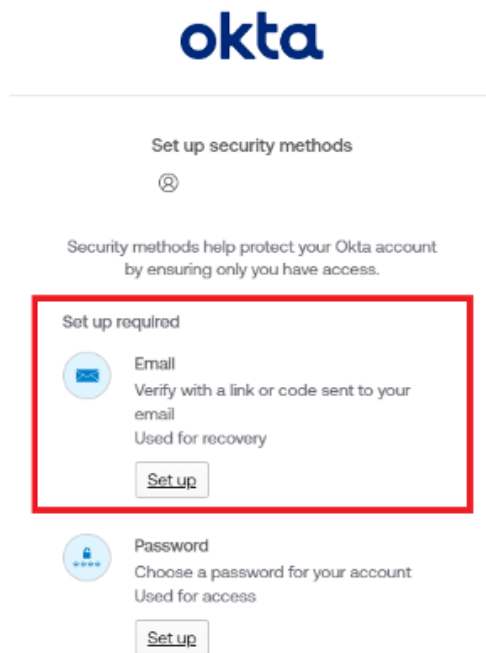
**Sign Up**

[Already have an account?](#)

After this you will be asked to set up security methods for account access and recovery.

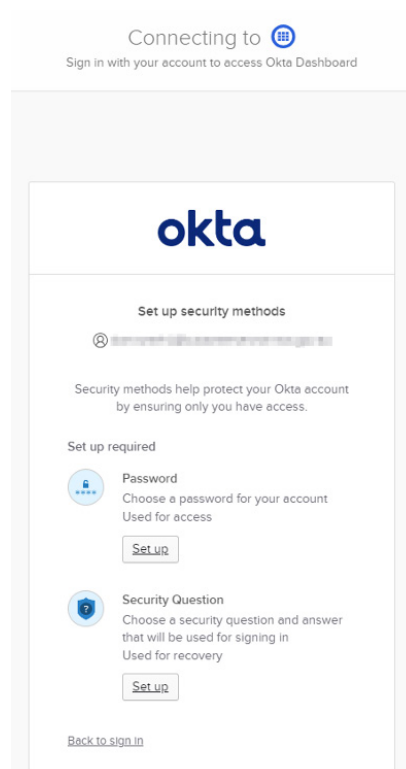
## Setting up Security Methods

- First, click on the 'Set up' button for email verification. This will send a verification link and code to your email. Please note that the link expires five minutes after being sent.



- Next, you will be asked to setup both a password and a security question. The security question will be important in the event you forget your password to verify that you are who you say you are and when sending you a password reset link.

You can setup either a pre-written question or write your own.



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Set up password



Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords

Enter password

Re-enter password

Next

[Return to authenticator list](#)

[Back to sign in](#)

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Set up security question



☒ Choose a security question

☐ Create my own security question

Choose a security question

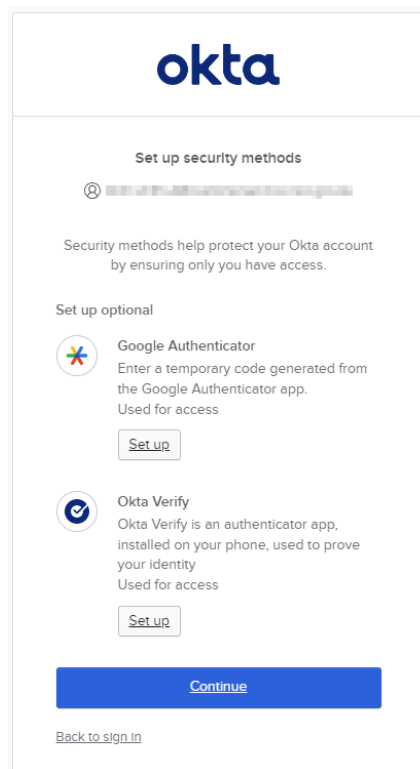
Answer

Verify

[Return to authenticator list](#)

[Back to sign in](#)

You will be asked to setup a multi-factor application (MFA); this guide will show you how to setup Okta Verify. To enable MFA you will require either the Okta Verify or Google Authenticator App on a smart device. This will allow a verification 'push notice' from the App each time you login to SCP.



The screenshot shows the 'Set up security methods' screen in the Okta interface. At the top is the Okta logo. Below it, the title 'Set up security methods' is centered. A progress bar shows the first step is complete. The text explains that security methods help protect the account. Under 'Set up optional', there are two options: 'Google Authenticator' and 'Okta Verify'. Each option has a description and a 'Set up' button. At the bottom, there is a large blue 'Continue' button and a link to 'Back to sign in'.

okta

Set up security methods

Security methods help protect your Okta account by ensuring only you have access.

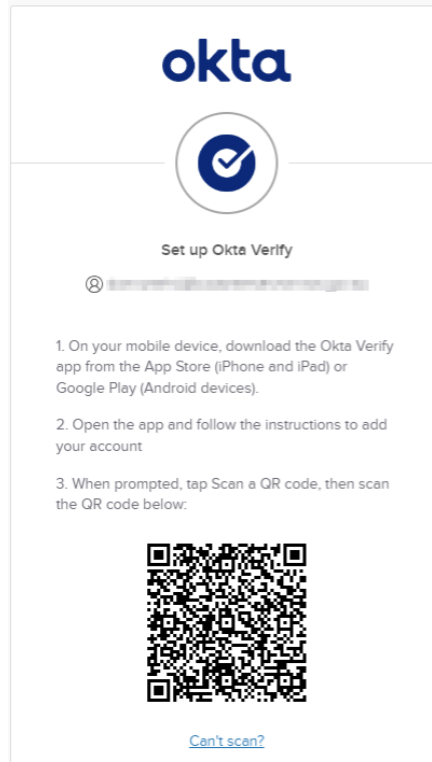
Set up optional

 Google Authenticator  
Enter a temporary code generated from the Google Authenticator app.  
Used for access  
[Set up](#)

 Okta Verify  
Okta Verify is an authenticator app, installed on your phone, used to prove your identity  
Used for access  
[Set up](#)

[Continue](#)

[Back to sign in](#)



The screenshot shows the 'Set up Okta Verify' screen. It features the Okta logo at the top, followed by a large circular icon containing the Okta Verify checkmark. The title 'Set up Okta Verify' is centered. A progress bar shows the first step is complete. Below, there are three numbered instructions for setting up the app. A QR code is displayed for scanning. At the bottom, there is a link for 'Can't scan?'.

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Set up Okta Verify

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).

2. Open the app and follow the instructions to add your account

3. When prompted, tap Scan a QR code, then scan the QR code below:



[Can't scan?](#)

7. Open Okta Verify on your phone, or if you do not already have it downloaded, download it from your iPhone or Android App Store. Click the + button in the top right-hand corner of the application and select 'Organisation' from the options.
8. If prompted to add the account from another device click 'Skip.'

9. This screen will ask if you have your QR code ready, which we should have open on the PC ready to go. Click 'Yes, *ready to scan*' and your phone camera will open allowing you to scan the QR code. If you are comfortable with Okta Verify showing notifications (such as sign in requests) on your phone, click 'Got it' on the following screen. Otherwise click 'Skip.'
10. If you have biometrics (face, fingerprint, or ocular scanning) setup on your phone, you can enable biometric confirmation which will let you access Okta Verify using your phones' biometric authentication method. If you are comfortable with this select 'Enable,' or if not select 'Not now.'

Congratulations, your account has now been added to Okta Verify on your phone!

A push notification will pop up asking you to press the number displayed on your screen whereas the code from Okta Verify will have you input a code from your app. You can select whichever of these options you are the most comfortable with.

Congratulations, the process of creating and setting up your Okta account is now complete!

You should see the applications available to you within the Okta console under My Apps, allowing you to click on a specific tile to access that application.

Having any problems? Contact us at [ss-data.enablement@customerservice.nsw.gov.au](mailto:ss-data.enablement@customerservice.nsw.gov.au)