

Windows: Okta Verify Setup

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How does Okta work?



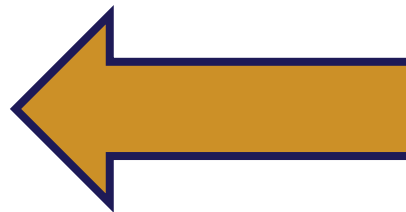
You open the service you would like to use (e.g., Outlook, VPN)



After entering your email address, you will be redirected to Okta



You will be logged into all CCL Okta linked services on your device (e.g., Outlook, Cisco VPN, CCL Portals)



You will enter your Okta email address and then authorise the login using the Okta Verify app on your registered mobile device (e.g., your iPhone or Android phone)

iPhone

SAMSUNG
Galaxy



Required - Okta Verify App on Mobile Setup

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Step 1: On your preferred Windows browser, head to id.ccl.com.au

For the *username*, enter your Chambers email address

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Sign In

Username

Keep me signed in

Next

[Help](#)

Step 2: You will be asked for a password, enter your CCL password

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Verify with your password

Password

Verify

[Forgot password?](#)

[Back to sign in](#)

Step 3: Select the security method **Okta Verify**

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Set up security methods

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

Set up required

- Google Authenticator
Enter a temporary code generated from the Google Authenticator app. Used for access
- Okta Verify
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access

Step 4: Continue the Okta Verify setup on your mobile phone

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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:

Required - Okta Verify App on Mobile Setup

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iPhone User

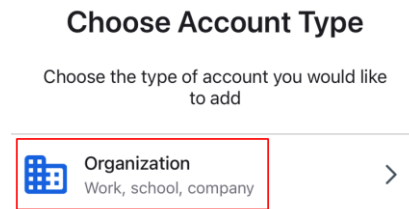
Step 5: Open the **Apple Store** on your mobile, find and install Okta Verify



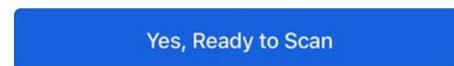
Step 6: Open the Okta Verify app, press the + icon in the top right



Step 7: Select **Organization** as the account type



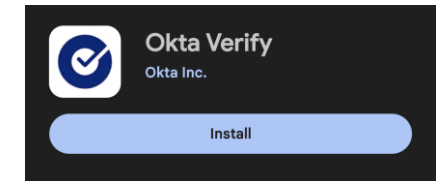
Step 8: Select **Yes, ready to Scan**



You can now scan the QR code on your Mac

Android User

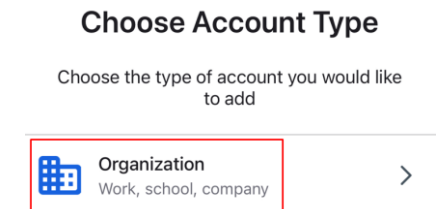
Step 5: Open the **Google Play Store** on your mobile, find and install Okta Verify



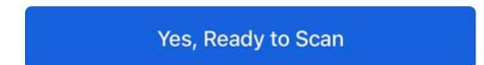
Step 6: Open the Okta Verify app, press the plus icon in the top right



Step 7: Select **Organization** as the account type



Step 8: Select **Yes, ready to Scan**



You can now scan the QR code on your Mac

Required - Okta Verify App on Mobile Setup

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Step 9: Using the Okta Verify app's camera on your mobile, scan the QR code displayed on your PC



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:

Step 10: Once successful, select **Set up Later** (other authenticators are optional)



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

Set up later

[Back to sign in](#)

Step 11: Select **Skip Profile** under the *Additional Profile Information* screen



Additional Profile information

Secondary email Optional

Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

Finish

[Back to sign in](#)

[Skip Profile](#)

Step 12: Finally, verify your security method by selecting **Get a push notification** for Okta Verify



Verify it's you with a security method

Select from the following options



Enter a code
Okta Verify

Select



Get a push notification
Okta Verify

Select



Security Key or
Biometric Authenticator

Select

[Back to sign in](#)

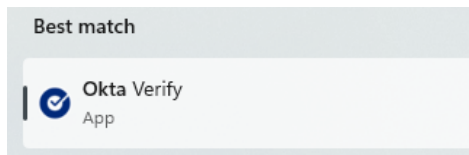
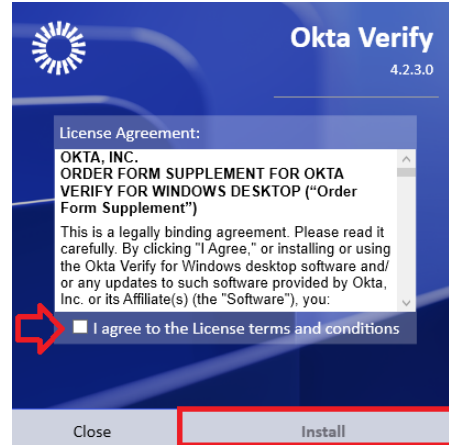
Optional - Okta Verify App on Windows Setup



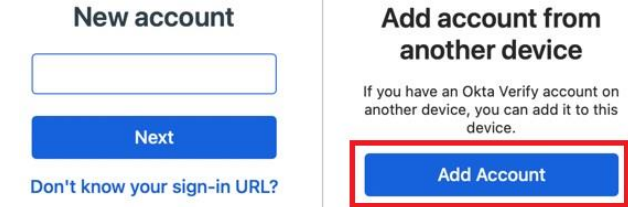
Step 1: Open ccl.com.au/files/support/okta.exe in your browser and download the Okta installer. Open the installed file

Step 2: Agree to the terms and conditions, then click **Install**

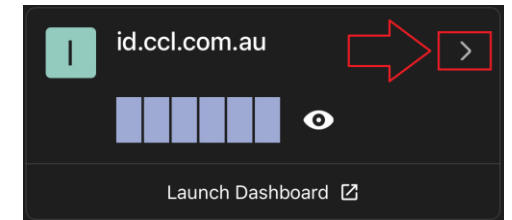
Step 3: Once the installation has been completed, close the window and open the Okta Verify program



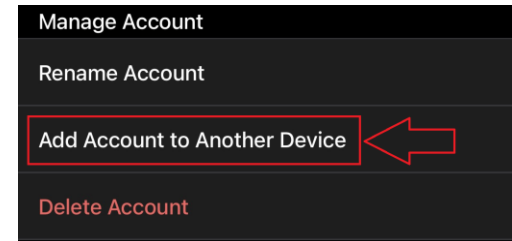
Step 4: Select the *Add account from another device* option



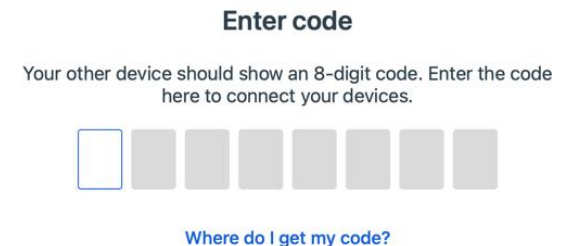
Step 5: Open Okta Verify on your mobile and select the > next to *id.ccl.com.au*



Step 6: Scroll down and then select *Add Account to Another Device*



Step 7: A QR code will be displayed, please enter the 8-digit code below the QR code on your PC



Optional - Okta Verify App on Windows Setup

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Step 8: Select **Enable** under *Enable Windows Hello?*

The screenshot shows the 'Enable Windows Hello?' dialog box. At the top is a blue smiley face icon. Below it, the text reads: 'Your organization requires Windows Hello to be used with Okta Verify. This allows you to use Okta Verify with Windows Hello to access apps.' A blue 'Enable' button is highlighted with a red rectangular box. Below this is a Windows Security notification window titled 'Making sure it's you'. It contains the text: 'Okta Verify wants to create a biometric key for your counselschambers.okta.com account.' There is a PIN input field with a grid icon on the left, a link that says 'I forgot my PIN', and a 'Cancel' button at the bottom.

Step 9: You will be asked to verify your Window's Hello login. This section will vary depending on your chosen Windows Hello setup (e.g., Pin, Finger-print)

Setup Completed
The Okta Verify app on your PC will now display your account

The screenshot shows the 'Accounts' page in the Okta Verify app. The title 'Accounts' is at the top with a checkmark and a gear icon. Below it is a card for an account with the email address 'id.ccl.com.au'. A blue button labeled 'Use another account' is positioned below the card.

When you next login via Okta on your PC, you will be prompted to use your PC's registered Windows Hello method to log in