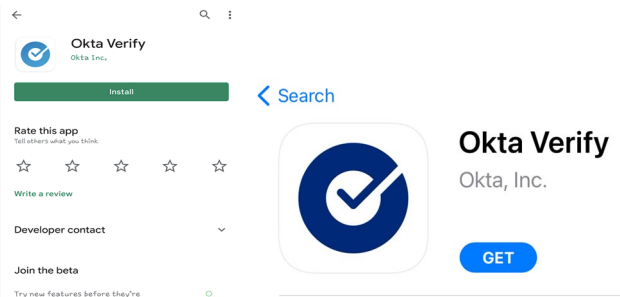


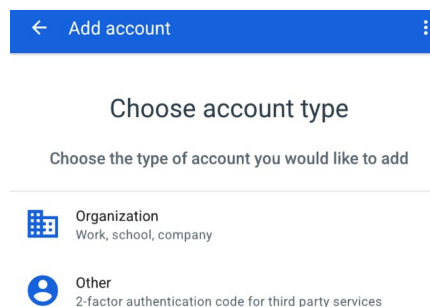
## CGM eMDs Hosting Okta Multi-factor Authentication Set-up Guide

### PHONE DEVICE SET-UP:

1. On your phone device, download “Okta Verify” in the App Store or Google Play Store and install/get.
  - a. App Store: <https://apps.apple.com/ca/app/okta-verify/id490179405>
  - b. Google Play Store:  
<https://play.google.com/store/apps/details?id=com.okta.android.auth>



2. Open the “Okta Verify” App → Click “Add Account” (blue button) or plus sign (+) in upper right corner → Select “Organization”.




3. Click Skip “Add account from another device” and the next prompt will ask “Do you have your QR Code?” → Click “Yes, ready to scan”.
  - a. For first-time users, please “allow app to use camera” to scan QR Code.
4. Place your phone to the side with the QR Scan still open and transition to your computer.





## COMPUTER DEVICE SET-UP:

5. Once the “Okta Verify” App is available on your phone, on your computer go to URL: <https://emdsrds.emds.com>, enter your eMDs Hosting Username → Click “Next” and Password → Click “Verify”.


A screenshot of the Okta sign-in page. At the top, it says "Connecting to" with a globe icon and "Sign in with your account to access CompuGroup". The Okta logo is prominently displayed. Below it, the text "Sign In" is centered. There is a "Username" label above a text input field containing "emds\OKTATest1". Below the input field is a checkbox labeled "Keep me signed in" which is currently unchecked. A large blue button labeled "Next" is positioned below the checkbox. At the bottom left, there is a "Help" link.

Connecting to   
Sign in with your account to access CompuGroup

Verify with your password


Password


.....| 

Verify


[Forgot password?](#)  
[Back to sign in](#)

6. Under Okta Verify, click “Set up”.

Connecting to   
Sign in with your account to access CompuGroup




**Set up security methods**

 oktatest1@emds.com

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

**Set up required**




**Okta Verify**

Okta Verify is an authenticator app, installed on your phone, used to prove your identity

Used for access

Set Up



**Phone**

Verify with a code sent to your phone

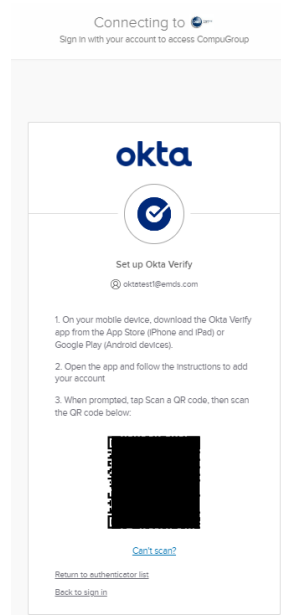
Used for access

Set Up

[Back to sign in](#)



7. Using your phone with the “Okta Verify” App → QR Scan open, scan the QR Code on your computer screen.



8. **OPTIONAL (Biometrics):** After successful QR Code Scan, the next prompt on your phone will ask “Enable biometrics” → “Enable” or “Not now”. Follow the prompt to enable biometrics. Otherwise, click “Not now”.
9. On your phone, the Okta Verify Setup Screen will say “Account added” (green checkmark) → Click Done.
10. After successful Okta Verify phone setup, your computer screen will ask if you want to setup additional/optional security methods. You can setup as many optional security methods as needed. Otherwise, click “Set up later”.



Connecting to   
 Sign in with your account to access CompuGroup

## okta

Set up security methods

@ ss03n.test

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

Set up optional

Phone  
Verify with a code sent to your phone  
Used for access  
[Set Up](#)

Security Question  
Choose a security question and answer that will be used for signing in  
Used for access  
[Set Up](#)

[Set Up Later](#)

[Back to sign in](#)

11. **HIGHLY RECOMMENDED:** Add an email address for account recovery in case you get locked-out of your account. Otherwise, click “skip profile” to bypass this step.
  - a. You will receive a “Confirm email address change” email. Please “Confirm Email Change”. It will take you back to the Okta Sign In Page to re-enter your credentials.

## okta

Additional Profile information

@ ss03n.test

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](#)



cgm-us - Confirm email address change

Hi OKTATest1,

A change to your email address was requested. If you did not make this request, please contact your system administrator immediately.

Click this link to confirm [redacted] is your correct address:

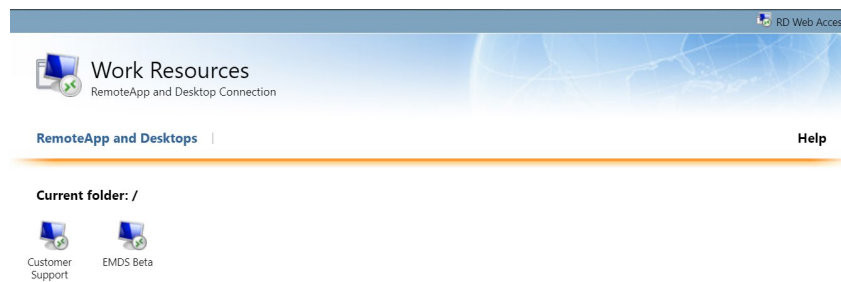
[Confirm Email Change](#)

If you experience difficulties accessing your account, send a help request to your administrator:

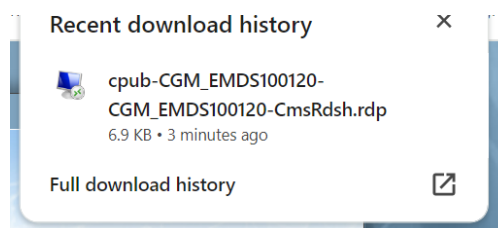
Go to your [Sign-in Help](#) page. Then click the Request help link.

This is an automatically generated message from [Okta](#). Replies are not monitored or answered.

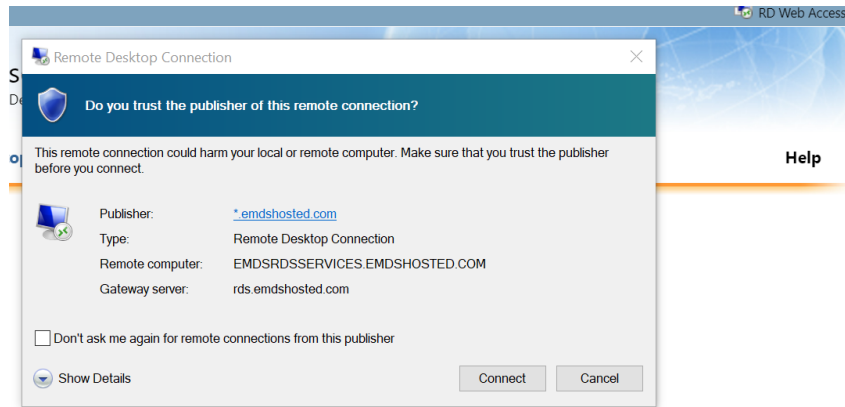
12. After Okta Verify Setup completion, your computer will launch the “Work Resources” Screen → Click on your environment.



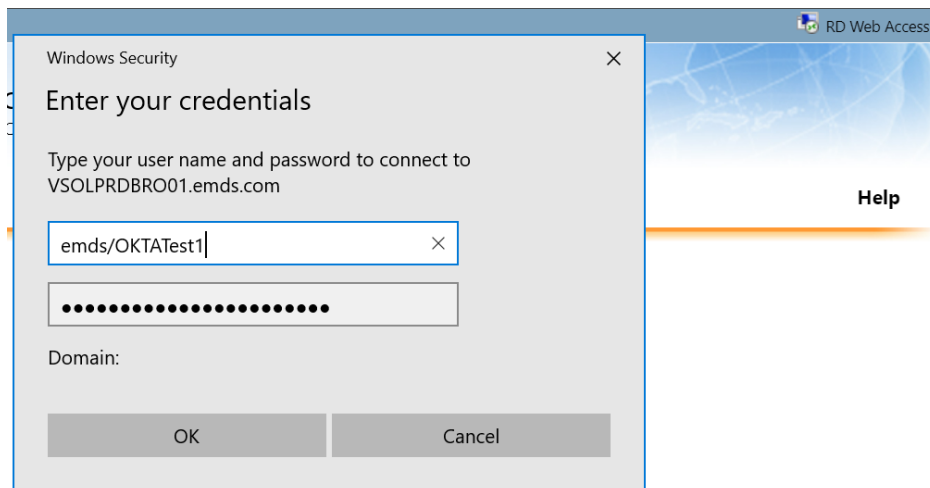
13. In your recent downloads, launch the most recent eMDs Hosting Remote Session. If you do not see your recent download, please check the “Download” Folder.



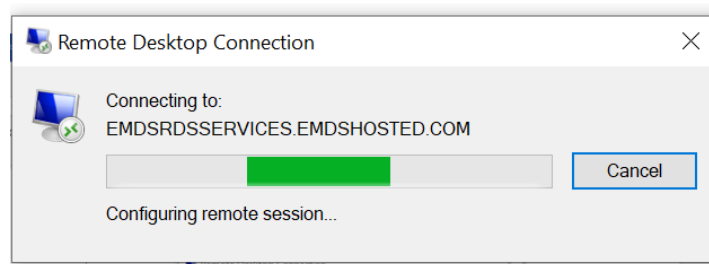
14. Click “Connect” to launch the remote desktop connection.



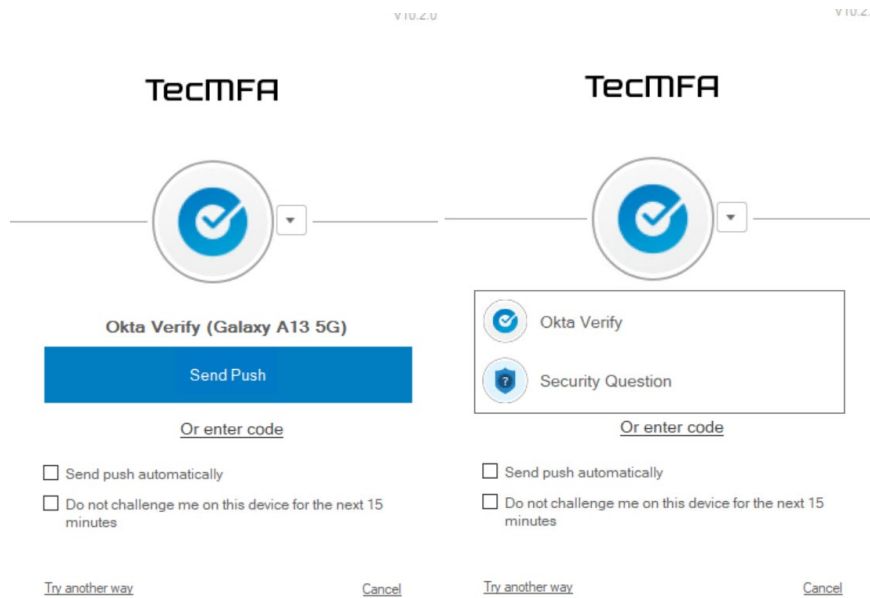
15. Enter your eMDs Hosting Credentials.



16. Remote Desktop Connection will begin initiating/configuring.



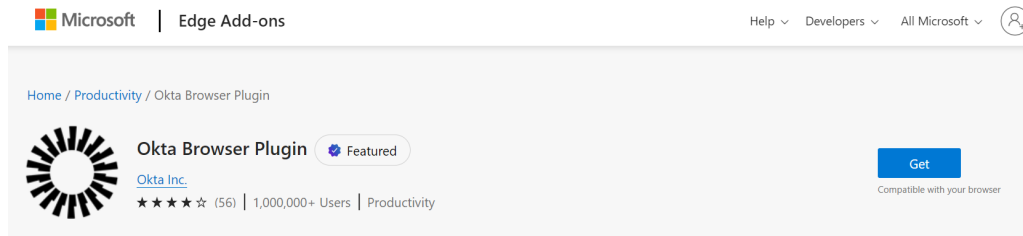
17. After configuring the remote session, you will be promoted to authenticate with Okta Verify.
- Click “Send a push” to receive a push notification on your phone.
- OPTIONAL** – Check “Send push automatically” which will automatically send you a push notification every time you access the remote desktop connection
  - OPTIONAL** – Check “Do not challenge me on this device for the next 15 minutes” which will no longer trigger TecMFA authentication on the device for the next 15 minutes. Afterwards, TecMFA will prompt again.
  - OPTIONAL** – If you setup optional security methods and would like to use a method other than Okta Verify, then click on the dropdown arrow next to the blue circle to select a different security method.



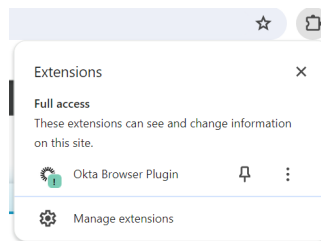
**OPTIONAL - OKTA BROWSER PLUGIN SET-UP:**

- Download “Okta Browser Plugin” (URL: [https://help.okta.com/eu/en-us/content/topics/end-user/plugin-download\\_install.htm#InstallEdge](https://help.okta.com/eu/en-us/content/topics/end-user/plugin-download_install.htm#InstallEdge)) as an alternate Okta Sign In method.

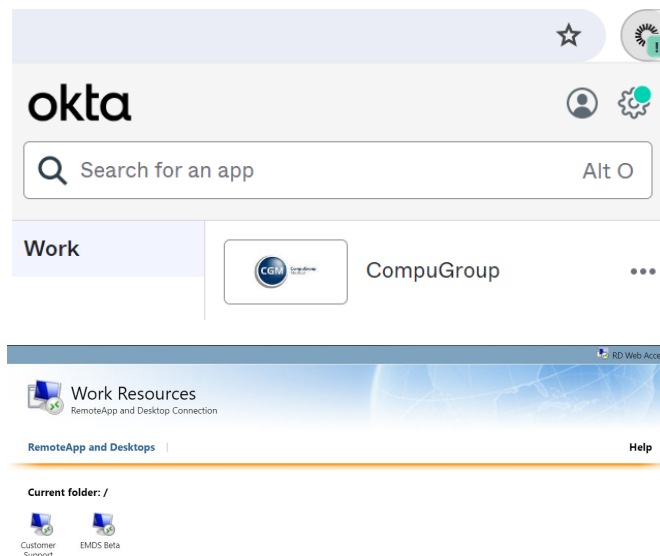




2. Once download complete, go to your Internet Browser Extensions → Click “Okta Browser Plugin”.

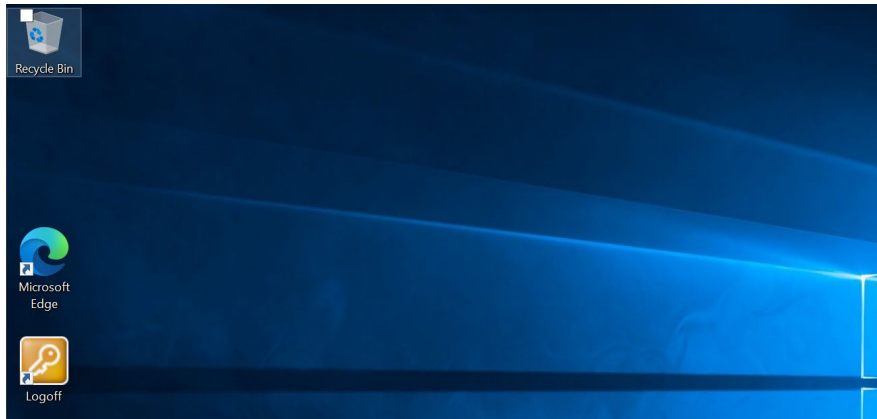


3. Click “Sign In” and enter your hosting credentials
4. Click on the “CompuGroup/CGM” Icon and it will launch the “Work Resources” Screen



## To logout of the eMDs Hosting Environment

1. Double click on “Logout” icon to end remote desktop session.



**NOTE:** The “Sign Out” button is no longer available on the Work Resources Screen.

- a. If you keep your original sign-in internet browser open, then the Work Resources page will remain as-is without re-prompting the Okta Sign In screen.
- b. If you need to prompt a new Okta Verify, completely close out of your current internet browser or restart your computer to end the current remote desktop connection.

