

CGTC Single Sign-On Powered by Okta

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CGTC Single Sign-On Powered by Okta

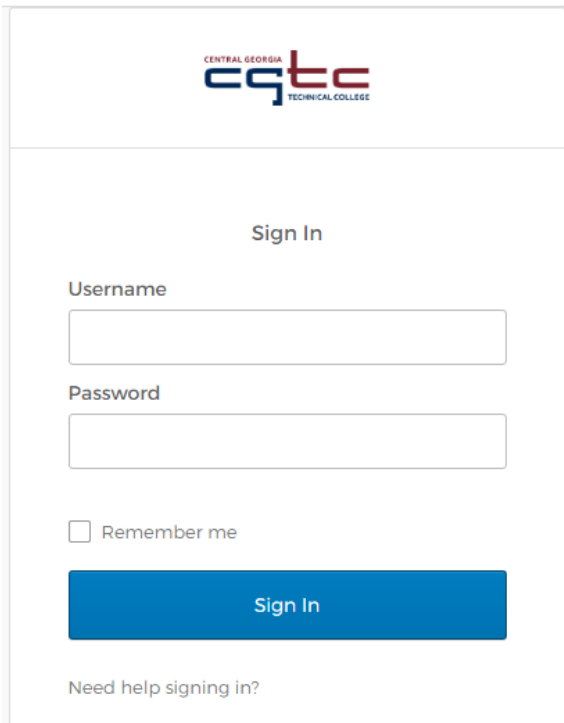
This guide will step you through the initial setup of the CGTC Single Sign-On application on your devices for secure access and single sign-on (SSO) functionality. CGTC Single Sign-On will replace your current multifactor authentication (MFA) application and is used to access eCampus and some of the other CGTC Applications. Your college email address and network password are used to sign in. If you see the term Okta, do not be alarmed as this is the base platform CGTC Single Sign-On is built on.

Accessing Single Sign-On

To access CGTC Single Sign-On, use the following link:

<https://sso.centralgatech.edu/>

Enter your username (college email address), network password, and click the Sign In button.



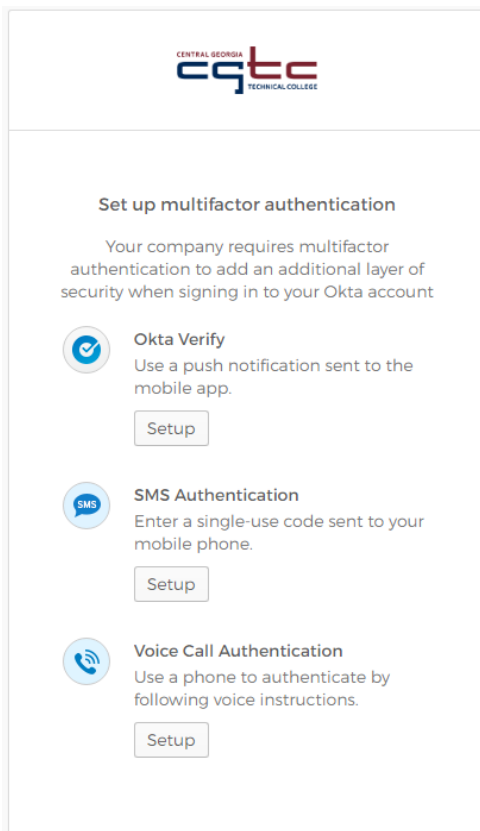
The screenshot shows the login interface for Central Georgia Technical College. At the top, the college's logo is displayed, featuring the text 'CENTRAL GEORGIA' above 'cgtc' in a stylized font, with 'TECHNICAL COLLEGE' below it. The main heading is 'Sign In'. Below this, there are two input fields: 'Username' and 'Password'. Under the password field, there is a checkbox labeled 'Remember me'. A prominent blue button with the text 'Sign In' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.

On the set up multifactor authentication page, you will be presented with three options for Multifactor Authentication (MFA):

- Okta Verify (Smart Phone App)
- SMS Authentication (Text Messages)
- Voice Call Authentication (Phone Call)

Okta Verify

For app-based authentication, select Okta Verify and click the Setup button.



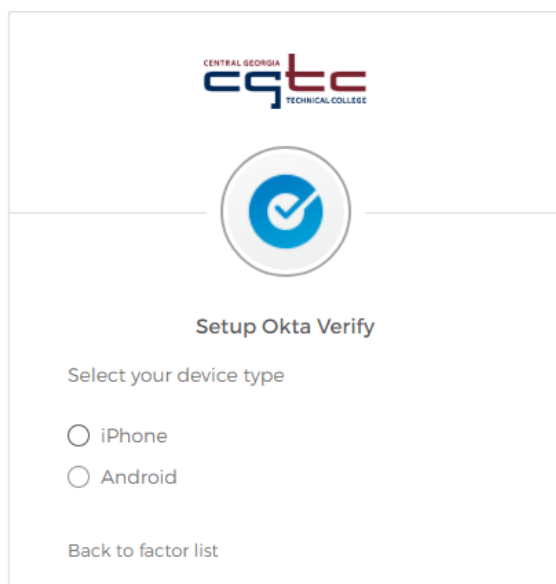
The screenshot shows the 'Set up multifactor authentication' screen. At the top is the Central Georgia Technical College logo. Below the title, a message states: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. Three options are listed: 'Okta Verify' (with a checkmark icon), 'SMS Authentication' (with an SMS icon), and 'Voice Call Authentication' (with a phone icon). Each option includes a brief description and a 'Setup' button.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

- Okta Verify**
Use a push notification sent to the mobile app.
[Setup](#)
- SMS Authentication**
Enter a single-use code sent to your mobile phone.
[Setup](#)
- Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
[Setup](#)

Next, you will go through the installation steps for your type of phone. Choose either iPhone or Android to begin the process of downloading the mobile smartphone app.



The screenshot shows the 'Setup Okta Verify' screen. At the top is the Central Georgia Technical College logo. Below it is a large circular icon with a checkmark. The title 'Setup Okta Verify' is centered. Below the title, the text 'Select your device type' is followed by two radio button options: 'iPhone' and 'Android'. At the bottom left, there is a link that says 'Back to factor list'.

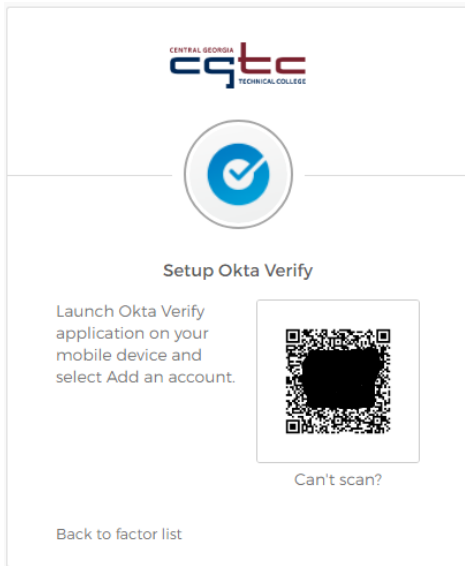
Setup Okta Verify

Select your device type

- iPhone
- Android

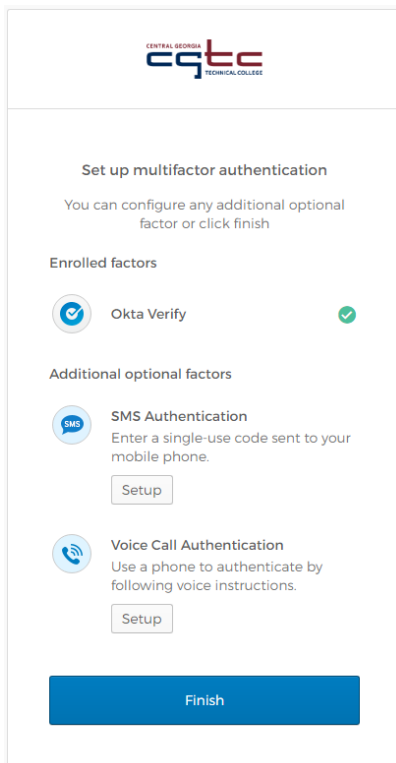
[Back to factor list](#)

When you are finished installing the app, follow the steps provided to add your account.



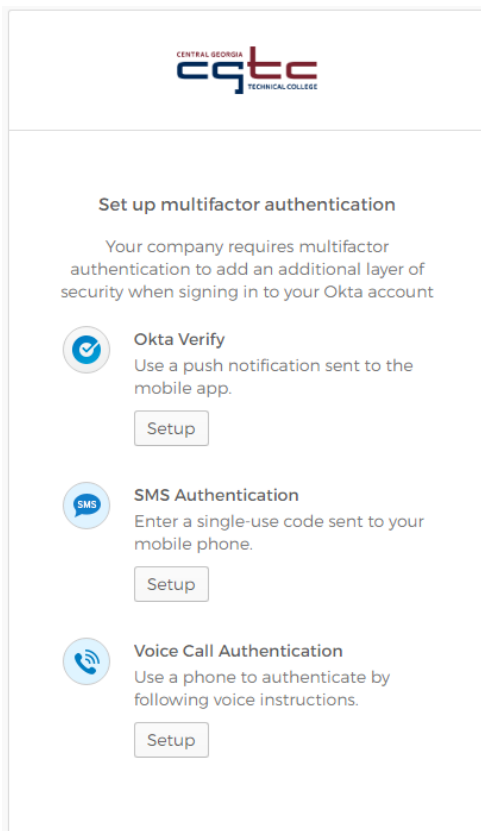
If you are unable to scan the QR code, send the activation link via SMS (text).

After you have successfully enrolled in Verify, you can add additional authentication options (CGTC recommends that you have more than one - Instructions for other authentication options are provided below) or click the Finish button to complete the installation and setup process.



SMS (Text) Authentication

For SMS Authentication, click on the Setup button below SMS Authentication.



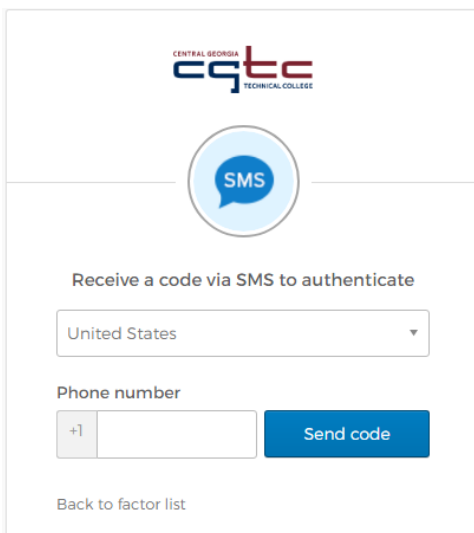
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Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

- Okta Verify**
Use a push notification sent to the mobile app.
- SMS Authentication**
Enter a single-use code sent to your mobile phone.
- Voice Call Authentication**
Use a phone to authenticate by following voice instructions.

Next, enter a cell phone number at which you would like to receive text message authentication messages in the Phone number field and then click Send code.



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SMS

Receive a code via SMS to authenticate

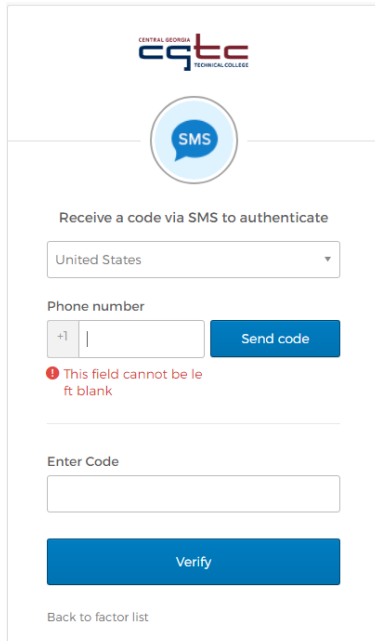
United States ▼

Phone number

+1

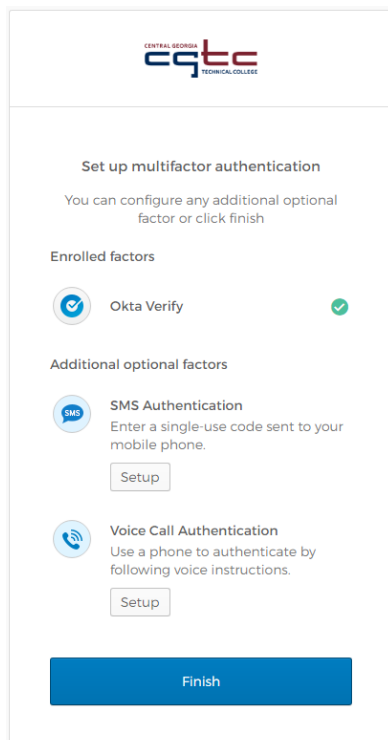
[Back to factor list](#)

After receiving the text message with the authentication code, please enter it in the Enter Code field and click Verify.



The screenshot shows the 'SMS' authentication screen for Central Georgia Technical College. At the top is the CGTC logo. Below it is a blue circle with 'SMS' inside. The main heading is 'Receive a code via SMS to authenticate'. There is a dropdown menu for 'United States'. Below that is a 'Phone number' field with a '+1' prefix and a 'Send code' button. A red error message below the phone number reads: 'This field cannot be left blank'. Below the phone number is an 'Enter Code' field and a large blue 'Verify' button. At the bottom left is a link that says 'Back to factor list'.

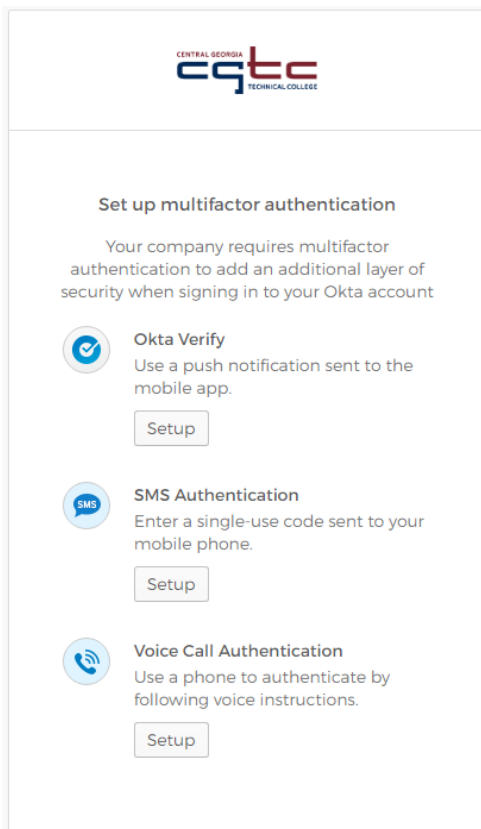
After you have successfully enrolled in SMS Authentication, you can add additional authentication options (CGTC recommends that you have more than one - Instructions for other authentication options provided below) or click the Finish button to complete the installation and setup process.



The screenshot shows the 'Set up multifactor authentication' screen. At the top is the CGTC logo. The heading is 'Set up multifactor authentication'. Below it is the text: 'You can configure any additional optional factor or click finish'. Under 'Enrolled factors', there is a checkmark icon and the text 'Okta Verify' with a green checkmark to its right. Under 'Additional optional factors', there are two options: 'SMS Authentication' with a description 'Enter a single-use code sent to your mobile phone.' and a 'Setup' button; and 'Voice Call Authentication' with a description 'Use a phone to authenticate by following voice instructions.' and a 'Setup' button. At the bottom is a large blue 'Finish' button.

Voice Call Authentication

For Voice Call Authentication, click on the Setup button below Voice Call Authentication.



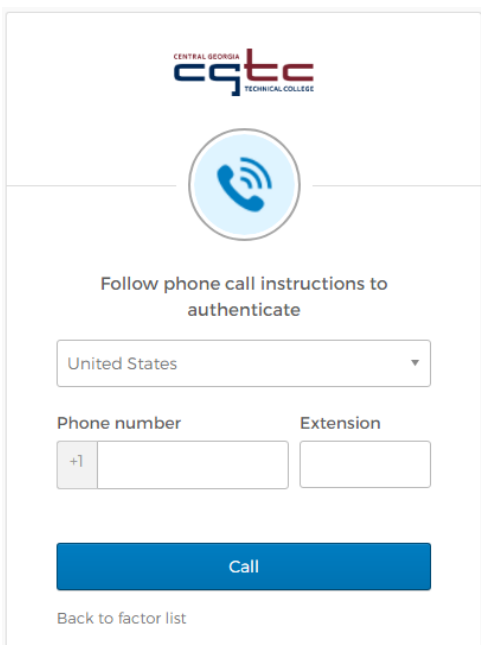
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Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

- Okta Verify**
Use a push notification sent to the mobile app.
- SMS Authentication**
Enter a single-use code sent to your mobile phone.
- Voice Call Authentication**
Use a phone to authenticate by following voice instructions.

Next, enter your phone number in the Phone Number field and click Call.



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Follow phone call instructions to authenticate

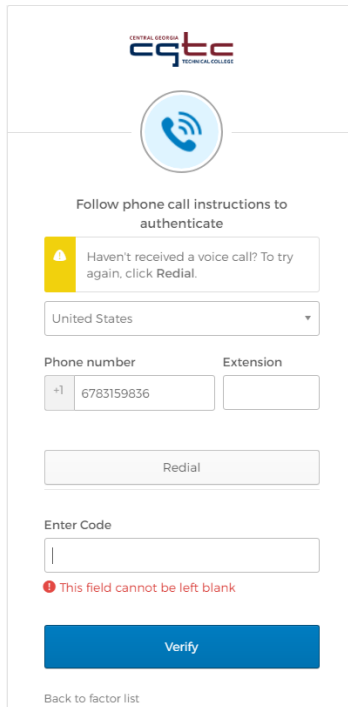
United States ▼

Phone number Extension

+1

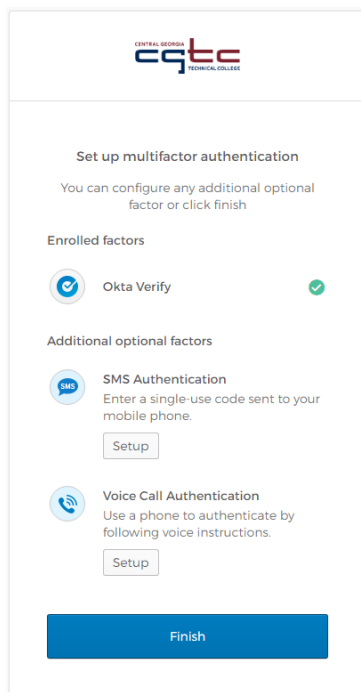
[Back to factor list](#)

You should then receive a phone call providing you a code to enter in the Enter Code field. Enter the code and click verify. If you miss the phone call or code, you can click Redial for the Voice Authentication system to call you again.



The screenshot shows the 'Voice Authentication' verification interface. At the top is the Central Georgia Technical College (CGTC) logo. Below it is a circular icon with a telephone handset and signal waves. The main heading is 'Follow phone call instructions to authenticate'. A yellow warning box contains the text: 'Haven't received a voice call? To try again, click Redial.' Below this is a dropdown menu for 'United States'. There are two input fields for 'Phone number' (containing '+1 6783159836') and 'Extension'. A 'Redial' button is positioned below the phone number fields. An 'Enter Code' input field is present, with a red error message below it: 'This field cannot be left blank'. A large blue 'Verify' button is at the bottom. A link 'Back to factor list' is located at the very bottom left.

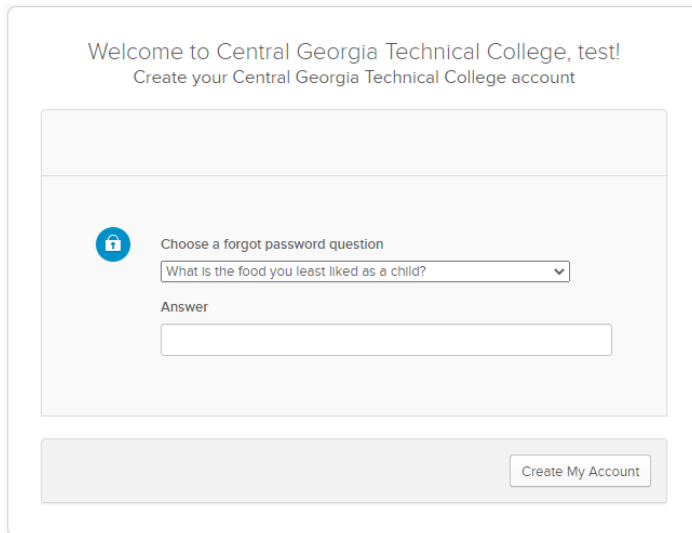
After you have successfully enrolled in Voice Call Authentication, you can add additional authentication options (using multiple options recommended) or click the Finish button to complete the installation and setup process.



The screenshot shows the 'Set up multifactor authentication' screen. At the top is the CGTC logo. The heading is 'Set up multifactor authentication'. Below it is the text: 'You can configure any additional optional factor or click finish'. Under the heading 'Enrolled factors', there is one entry: 'Okta Verify' with a green checkmark icon. Under the heading 'Additional optional factors', there are two entries: 'SMS Authentication' with a description 'Enter a single-use code sent to your mobile phone.' and a 'Setup' button; and 'Voice Call Authentication' with a description 'Use a phone to authenticate by following voice instructions.' and a 'Setup' button. A large blue 'Finish' button is at the bottom.

Forgot Password Security Question

Next, you will want to answer a security question as an alternative way to recover your account.



Welcome to Central Georgia Technical College, test!
Create your Central Georgia Technical College account

Choose a forgot password question
What is the food you least liked as a child?

Answer

Create My Account

Single Sign-On Landing Page

When the account setup steps are complete, you are taken to the CGTC Single Sign-On landing page. Each application in Okta you are authorized to use will have a clickable tile that takes you directly into the application. As more applications are added to Okta, their tiles will automatically show up on your Single Sign-On landing page.

