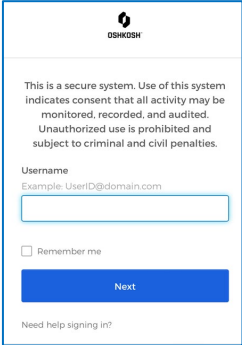
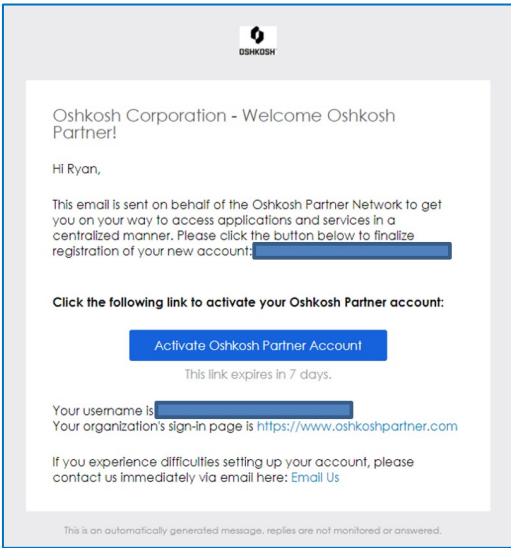
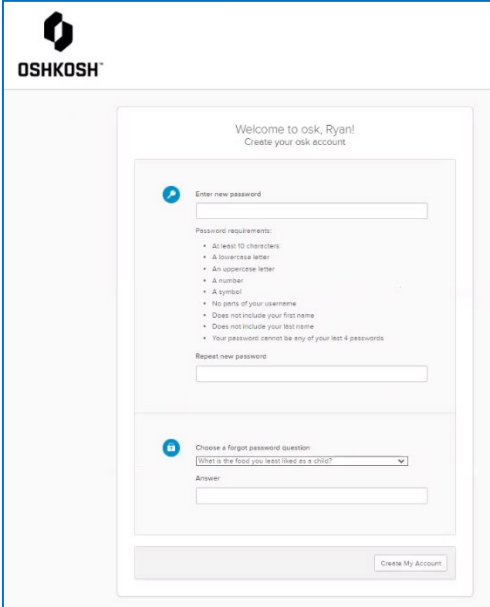




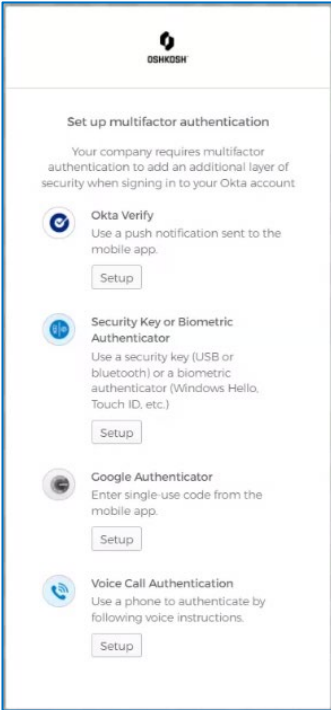
## Okta MFA – Multi-Factor Authentication

MFA – How to set up MFA the first time?	
<b>Work instructions for how to set up MFA for Reliance, MOVEit, and One Warranty using OKTA as of March 15, 2022</b>	
<ol style="list-style-type: none"> <li>1. Start on step 5 if this is your first time logging into the applications.</li> <li>2. Select login link from Oshkosh Supplier Network</li> <li>3. <a href="http://www.oshkoshpartner.com">www.oshkoshpartner.com</a></li> <li>4. Login to Application to access applications – tiles will exist for what has been granted access</li> </ol>	 <p>The screenshot shows the Oshkosh login interface. At the top is the Oshkosh logo. Below it is a security notice: "This is a secure system. Use of this system indicates consent that all activity may be monitored, recorded, and audited. Unauthorized use is prohibited and subject to criminal and civil penalties." There is a "Username" field with an example "UserID@domain.com" and a "Remember me" checkbox. A blue "Next" button is at the bottom, along with a link "Need help signing in?"</p>
<ol style="list-style-type: none"> <li>5. Activating emails for Reliance and MOVEit will be sent to you</li> <li>6. Select "Activate Okta Account"</li> </ol>	 <p>The screenshot is an email from Oshkosh Corporation. It says "Welcome Oshkosh Partner!" and "Hi Ryan,". The main text reads: "This email is sent on behalf of the Oshkosh Partner Network to get you on your way to access applications and services in a centralized manner. Please click the button below to finalize registration of your new account:". Below this is a blue button labeled "Activate Oshkosh Partner Account". It also states "This link expires in 7 days." and provides the user's username and the organization's sign-in page URL: "https://www.oshkoshpartner.com". At the bottom, it says "If you experience difficulties setting up your account, please contact us immediately via email here: Email Us".</p>
<ol style="list-style-type: none"> <li>7. Enter new password                         <ol style="list-style-type: none"> <li>a. At least 10 Characters</li> <li>b. A lowercase letter</li> <li>c. An upper case letter</li> <li>d. A number</li> <li>e. A symbol</li> <li>f. No parts of your username</li> <li>g. Does not include your first name</li> <li>h. Does not include your last name</li> <li>i. Your password cannot be any of your last 4 passwords</li> </ol> </li> <li>8. Repeat new password</li> <li>9. Choose a forgot password question</li> <li>10. Select create my account</li> </ol>	 <p>The screenshot shows the "Welcome to oshk, Ryan! Create your oshk account" page. It has a "Enter new password" field with a list of requirements: "At least 10 characters", "A lowercase letter", "An uppercase letter", "A number", "A symbol", "No parts of your username", "Does not include your first name", "Does not include your last name", and "Your password cannot be any of your last 4 passwords". Below this is a "Repeat new password" field. At the bottom, there is a "Choose a forgot password question" dropdown menu, an "Answer" field, and a "Create My Account" button.</p>

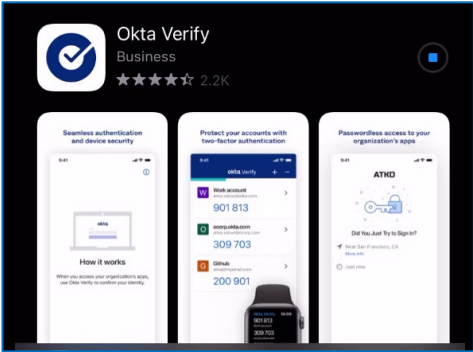


## Okta MFA – Multi-Factor Authentication

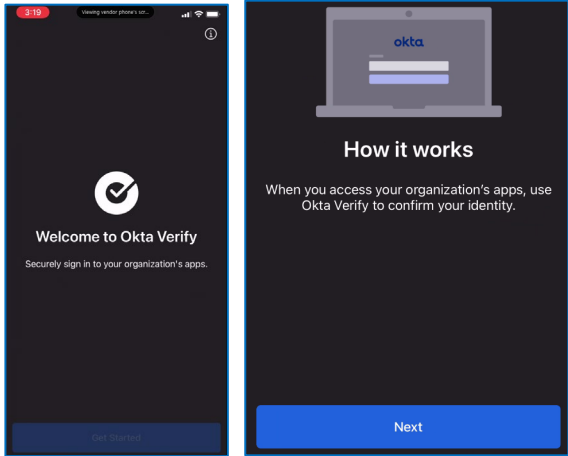
11. Set up multifactor authentication (MFA)
  - a. Okta verify
  - b. Security Key or Biometric Authenticator
  - c. Google Authenticator
  - d. Voice Call Authentication
12. **NOTE: Oshkosh recommends using Okta Verify in combination with Voice Call Authentication or any combination**
  - a. When setting up both authentication methods - users will be able to reset their MFA in event of phone loss and or getting a replacement phone



13. Download Okta Verify from Apple or Android stores

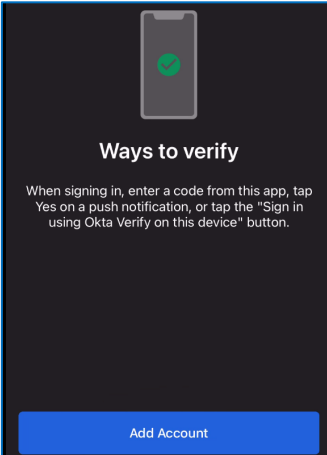
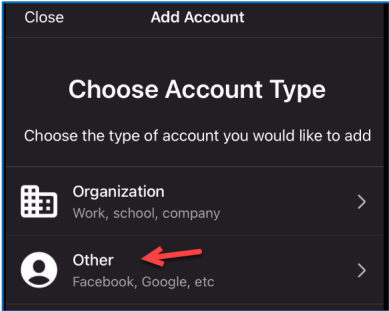

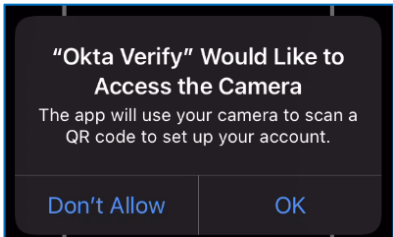
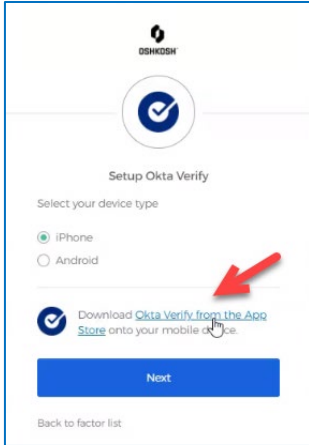


14. Download Okta Verify from Apple or Android stores



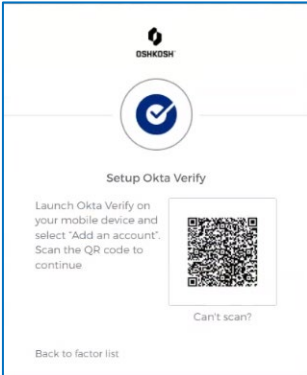
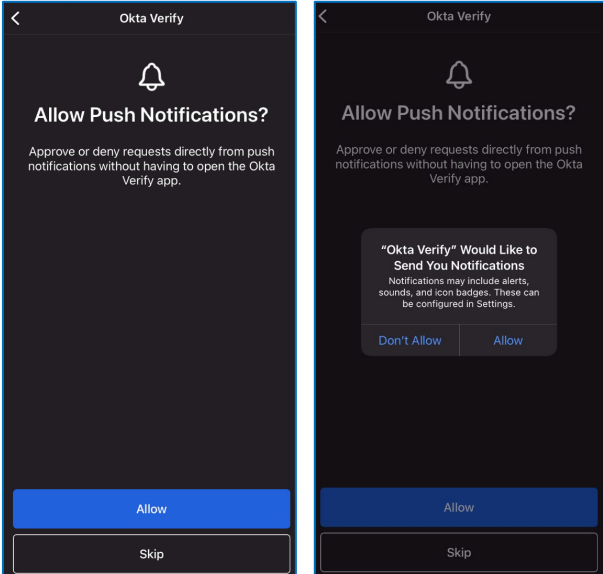
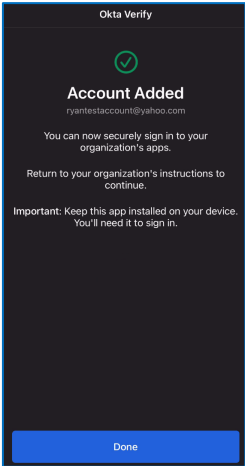


## Okta MFA – Multi-Factor Authentication

<p>15. Select Add Account</p> <p>16. Select Other</p>	 
<p>17. Select scan the QR code or enter the key manually</p> <p>a. Select OK to allow access to camera</p>	 
<p>18. Select your device type</p> <p>a. iPhone or Android</p>	

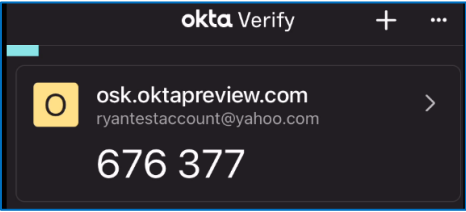
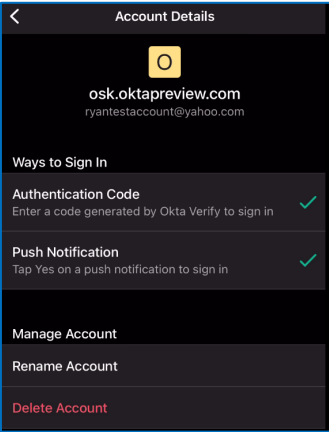
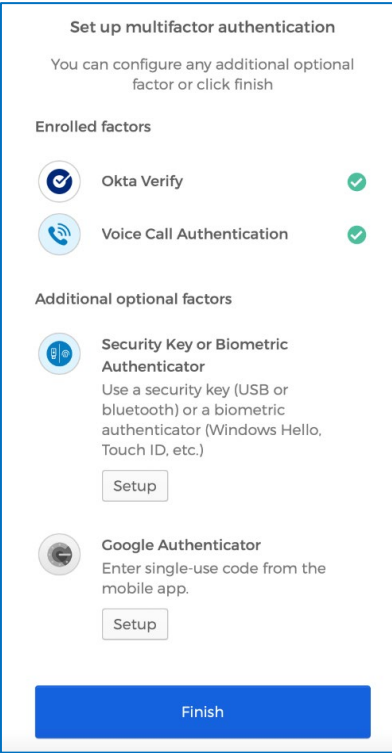


## Okta MFA – Multi-Factor Authentication

<p>19. Scan QR Code on Computer</p>	
<p>20. Select allow for push notifications 21. Pop up will ask again</p>	
<p>22. Okta account has been added 23. Select Done</p>	

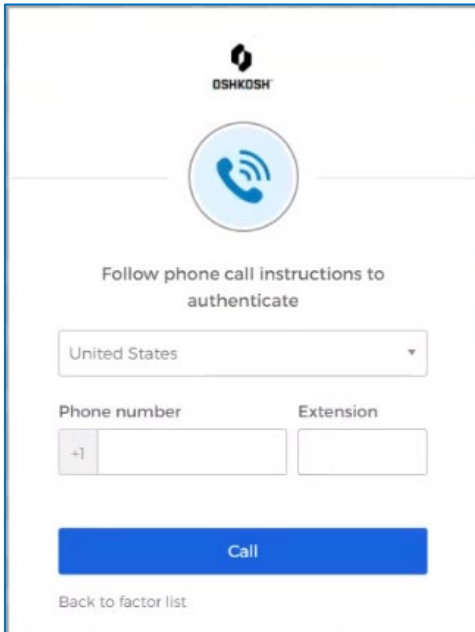
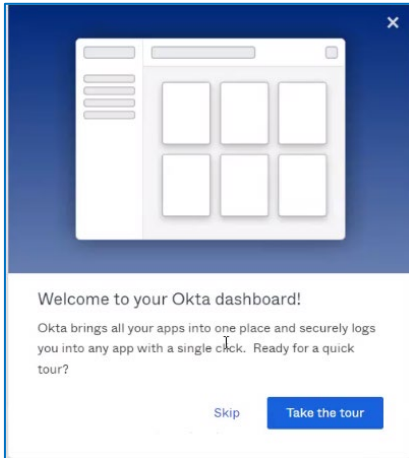
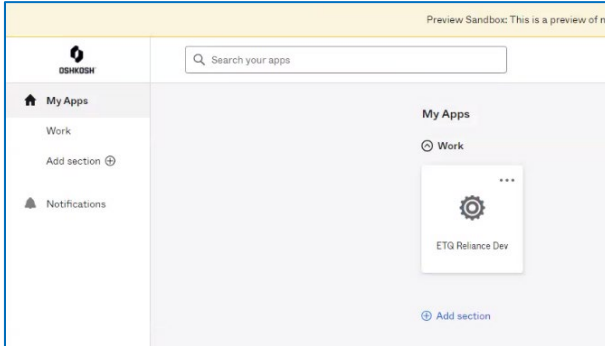


## Okta MFA – Multi-Factor Authentication

<p>24. Phone screenshot – numbers will rotate automatically</p>	
<p>25. Phone screenshot</p>	
<p>26. Set up 2<sup>nd</sup> form of Multi Factor Authentication – MFA</p> <p>27. <b>NOTE: Oshkosh recommends using Okta Verify in combination with Voice Call Authentication or any combination</b></p> <p>a. When setting up both authentication methods - users will be able to reset their MFA in event of phone loss and or getting a replacement phone</p>	

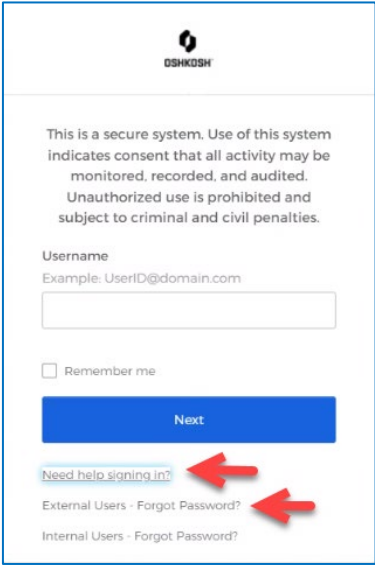
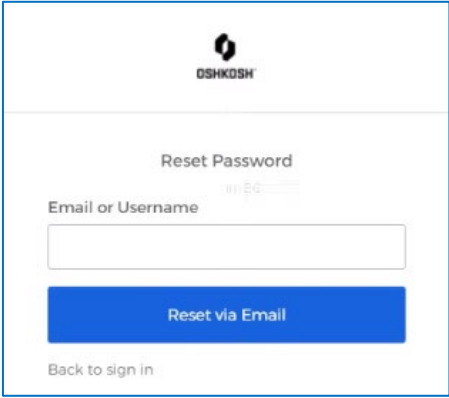


## Okta MFA – Multi-Factor Authentication

<p>28. Setting up voice call</p> <ol style="list-style-type: none"> <li>Enter country – default is U.S.</li> <li>Enter Phone number</li> <li>Select Call</li> </ol>	
<p>29. Take a tour or skip screen</p>	
<ol style="list-style-type: none"> <li>Okta screen will have icons for what users have access to within Oshkosh Corporation apps</li> <li>Select available apps and you will automatically be logged into the applications</li> <li>Feel free to navigate around in Okta screens for additional functionality</li> </ol>	
<ol style="list-style-type: none"> <li>End Multi-Factor Authentication Set-Up</li> <li><a href="http://www.oshkoshpartner.com">www.oshkoshpartner.com</a></li> </ol>	



## Okta MFA – Multi-Factor Authentication

<ul style="list-style-type: none"><li>35. Need help resting password after initial registration?</li><li>36. Select "Need Help Signing In"</li><li>37. Select "External Users – Forgot Password"</li></ul>	 <p>The screenshot shows the Okta login interface. At the top is the OSHKOSH logo. Below it is a security notice: "This is a secure system. Use of this system indicates consent that all activity may be monitored, recorded, and audited. Unauthorized use is prohibited and subject to criminal and civil penalties." The main form has a "Username" label with an example "Example: UserID@domain.com" and a text input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is positioned below the checkbox. At the bottom of the form, there are three links: "Need help signing in?", "External Users - Forgot Password?", and "Internal Users - Forgot Password?". Two red arrows point to the "Need help signing in?" and "External Users - Forgot Password?" links.</p>
<ul style="list-style-type: none"><li>38. Key in email address Oshkosh has you set up under</li><li>39. Email will be sent with link to reset</li><li>40. Reset password</li></ul>	 <p>The screenshot shows the "Reset Password" page. At the top is the OSHKOSH logo. The page title is "Reset Password". Below the title is a text input field labeled "Email or Username". A blue "Reset via Email" button is located below the input field. At the bottom left of the page is a link that says "Back to sign in".</p>