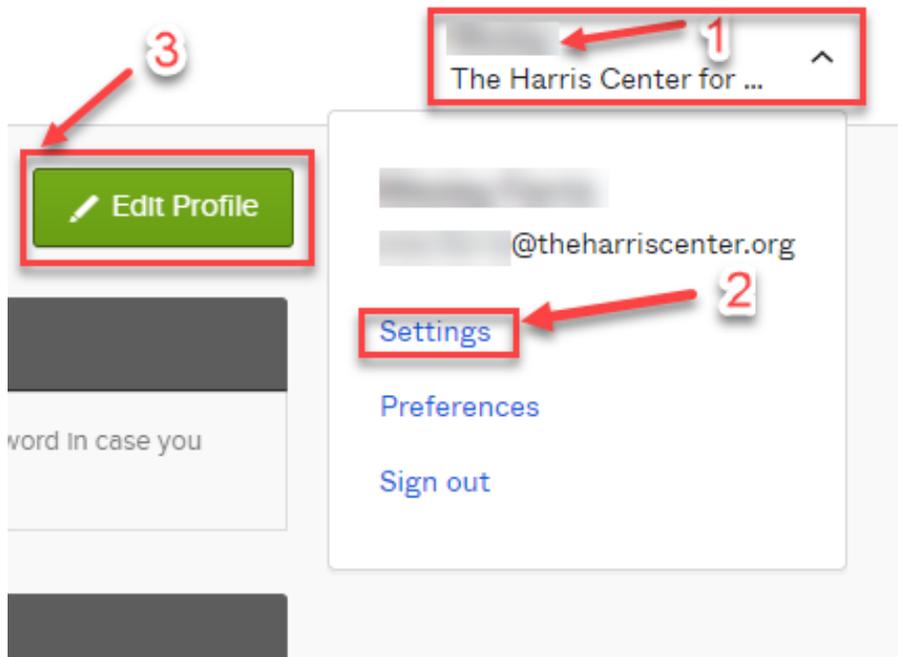


Okta Secondary Email Address and Text Message Configuration

1. Login to your Harris Center Okta account -> <https://theharriscenter.okta.com/>
2. Click on your account name at the top right of the screen. Click on Settings, and the Edit Profile button.



3. Reenter you email password, then click "Verify"

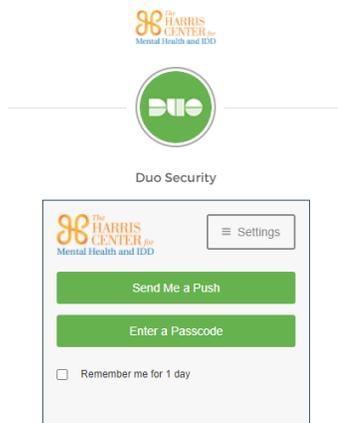
Rick Test

Please verify your password

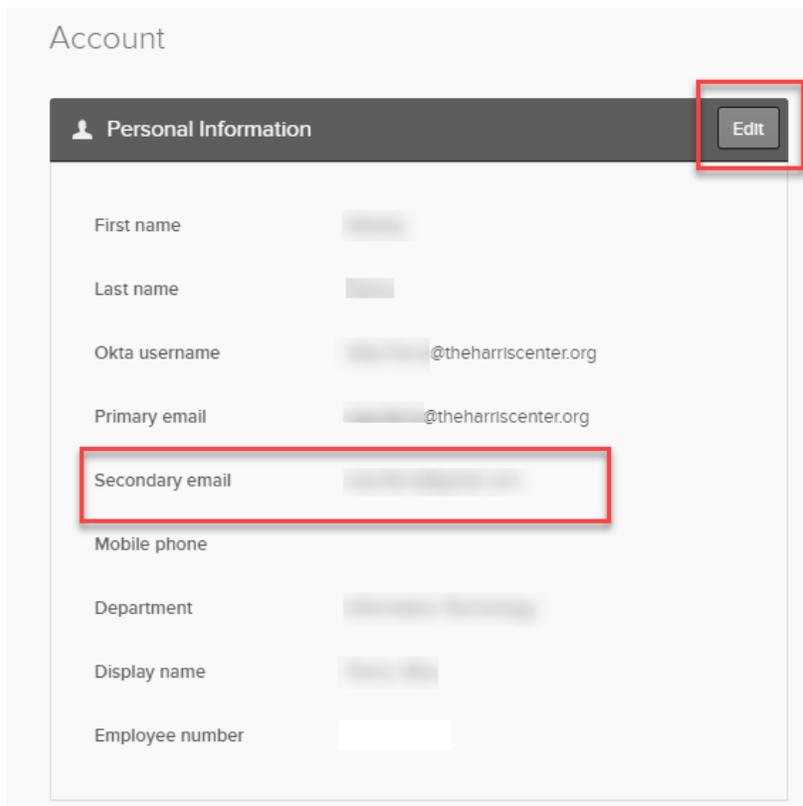
Password

Verify

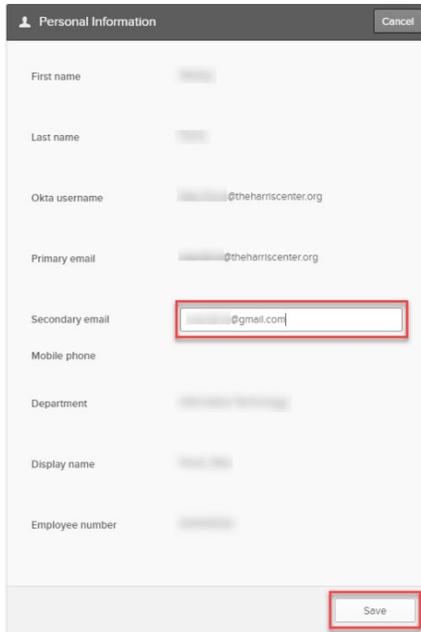
4. Then click “Send Me a Push” in Duo Security Window.



5. Click Edit on the Personal Information Section and supply your personal email address in the Secondary email field and click the Save button, as indicated below.

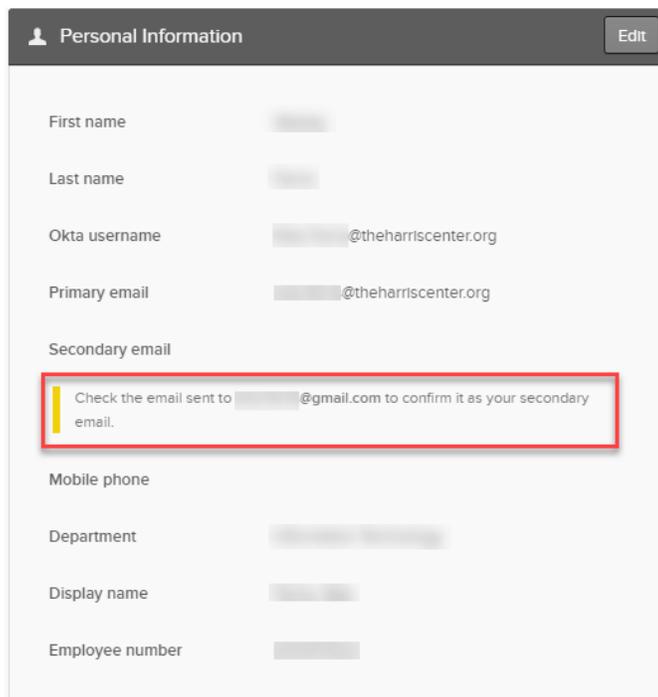
The image shows a web interface for an 'Account' page. The title 'Account' is at the top left. Below it is a dark grey header bar with a person icon and the text 'Personal Information'. To the right of this header is a grey 'Edit' button, which is highlighted with a red rectangular box. Below the header is a form with several fields: 'First name', 'Last name', 'Okta username' (with a dropdown arrow and '@theharriscenter.org'), 'Primary email' (with a dropdown arrow and '@theharriscenter.org'), 'Secondary email' (with a dropdown arrow and a red rectangular box around it), 'Mobile phone', 'Department', 'Display name', and 'Employee number'.

Enter your personal email address in Secondary Email box and click Save.



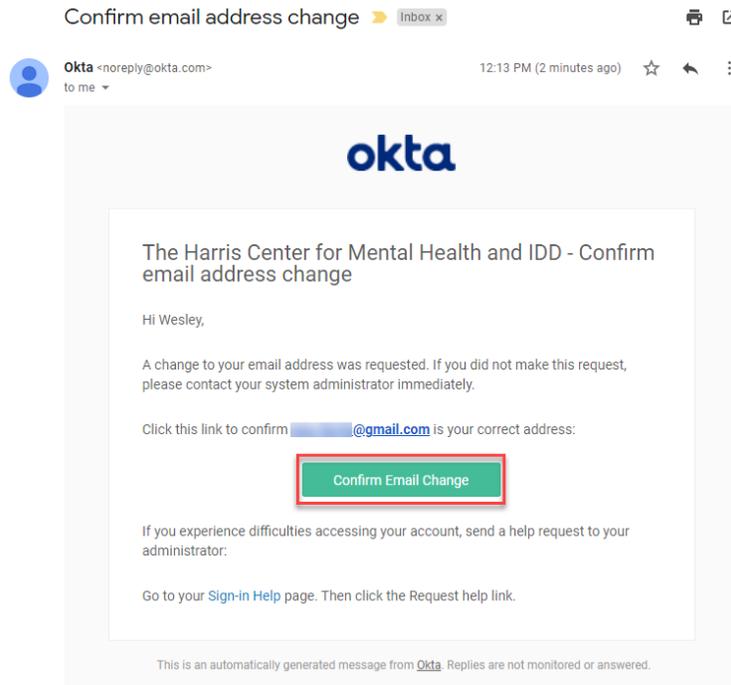
A screenshot of a 'Personal Information' form. The form has a dark header with a person icon and the text 'Personal Information' and a 'Cancel' button. The form contains several fields: 'First name', 'Last name', 'Okta username' (with a placeholder '@theharriscenter.org'), 'Primary email' (with a placeholder '@theharriscenter.org'), 'Secondary email' (with a placeholder '@gmail.com' and a red box around the input), 'Mobile phone', 'Department', 'Display name', and 'Employee number'. At the bottom right, there is a 'Save' button highlighted with a red box.

You will see the prompt below to check the Secondary email address provided for verification.

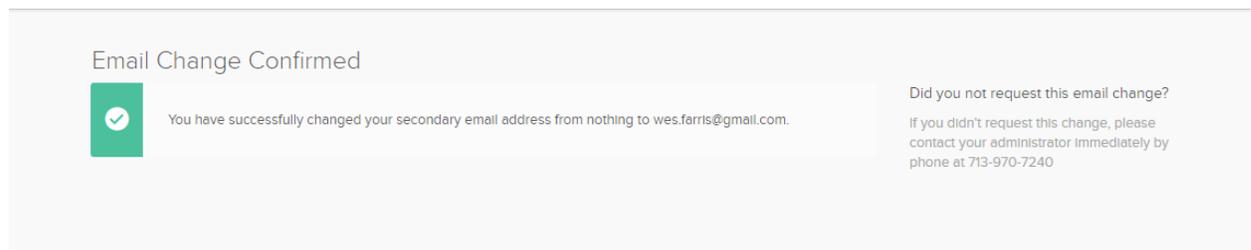


A screenshot of the 'Personal Information' form, similar to the one above, but with an 'Edit' button in the top right corner. The 'Secondary email' field now displays a verification message: 'Check the email sent to [redacted]@gmail.com to confirm it as your secondary email.' This message is enclosed in a red box. The rest of the form fields are the same as in the previous screenshot.

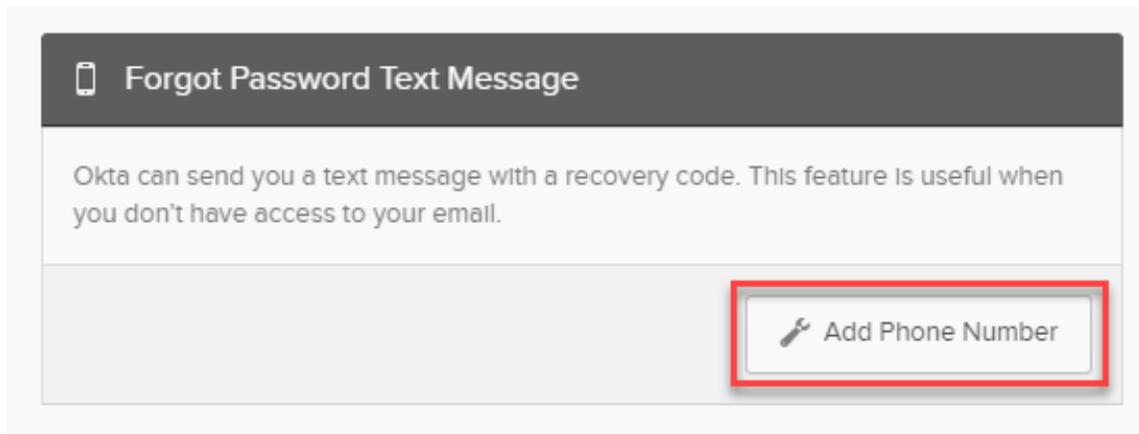
- You will see the prompt above to check your secondary email. Check your personal email account for the Okta verification message and click the Confirm Email Change button.



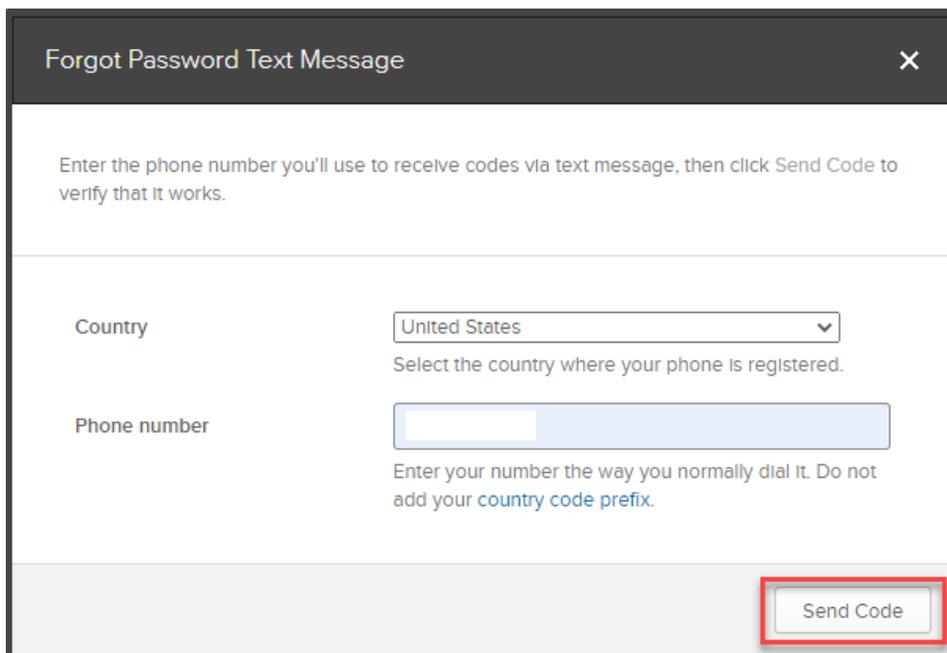
- You will see this screen, once you successfully verify your secondary email address by clicking the Confirm Email Change button as indicated above.



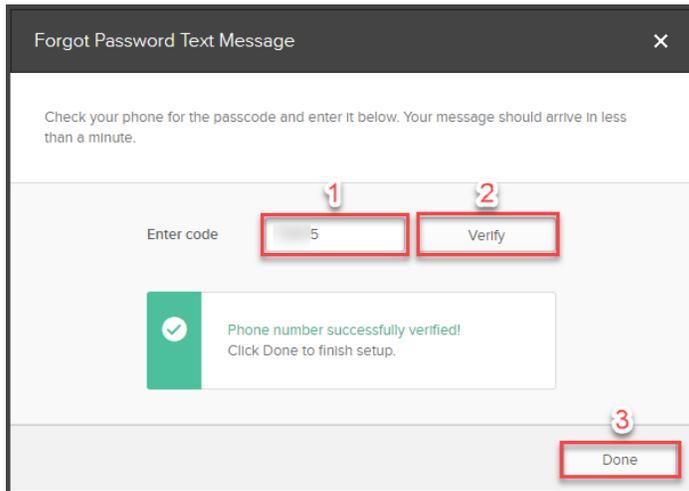
8. Go back to your okta account profile page (step 1 above) and click the Add Phone Number button to configure Forgotten Password Text Message protection.



9. Provide your Center iPhone number or personal cell phone number and click Send Code.



10. Supply the verification code you received at the cell phone number provided above and click the Verify button. Once you see the Phone number successfully verified prompt below, click Done.



Please contact our helpdesk (helpdesk@theharriscenter.org | 713-970-7240) if you encounter any issues during this process. Thank you for your cooperation.