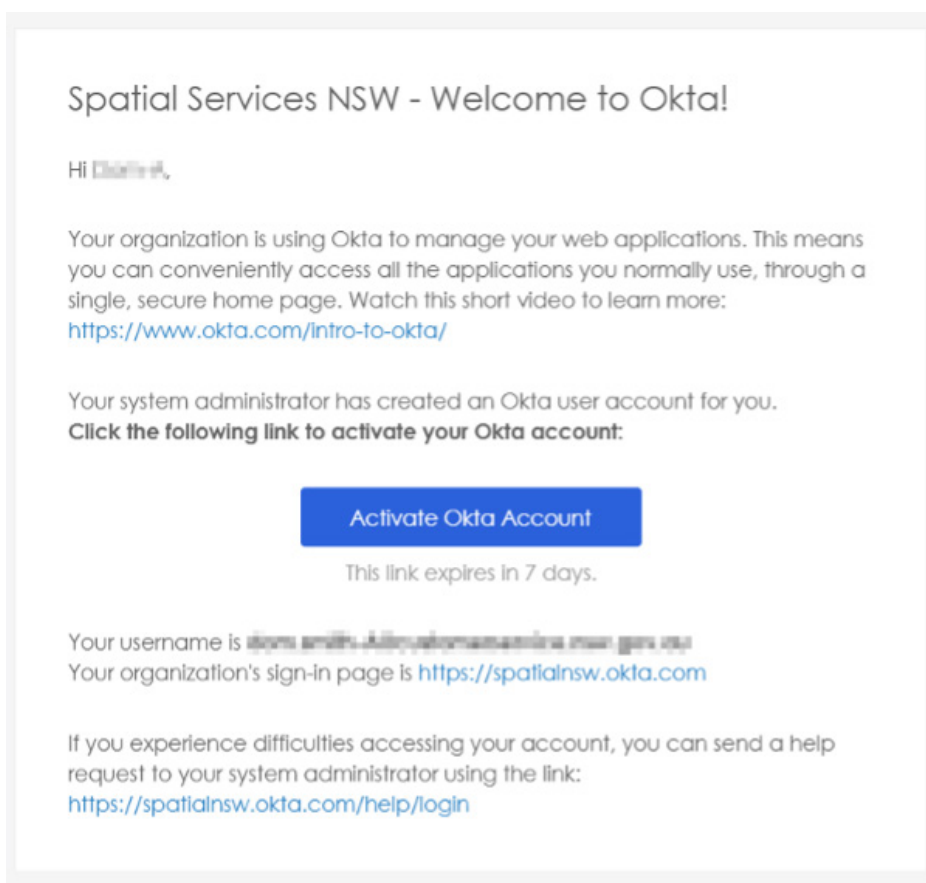


How to set up your Okta account to access the Spatial Collaboration and Spatial Hosting Portal

June 2024

Setup Okta Account

When you are invited to the Spatial Services Okta environment you will receive an email like the screenshot below. It will contain an activation link which will walk you through setting up your Okta account, click “Activate Okta Account” to continue.



You can also see on the same page the URL of the Spatial Services Okta account, which is <https://spatialnsw.okta.com>. This can be bookmarked to access later, and your username is your email address when you attempt to login.

You'll be asked to setup both a Password and a Security Question. The security question will be important in the event you ever forget your password, to verify that you are who you are and sending you a password reset link.

You can setup either a pre-written question, or write your own.

Connecting to 

Sign in with your account to access Okta Dashboard



Set up security methods

 [\[Redacted\]](#)

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

Set up required



Password

Choose a password for your account
Used for access

[Set up](#)



Security Question

Choose a security question and answer that will be used for signing in
Used for recovery

[Set up](#)

[Back to sign in](#)



Set up password

 [\[Redacted\]](#)

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 4 passwords



Enter password

Re-enter password

[Next](#)

[Return to authenticator list](#)

[Back to sign in](#)

Set up security question


@ [redacted]

Choose a security question
 Create my own security question

Choose a security question

What is the food you least liked as a child? ▾


Answer

[redacted] 

Verify

[Return to authenticator list](#)
[Back to sign in](#)

You'll be asked to setup a multi-factor application, this guide will show you how to setup Okta Verify.




Set up security methods

@ [redacted]


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](#)

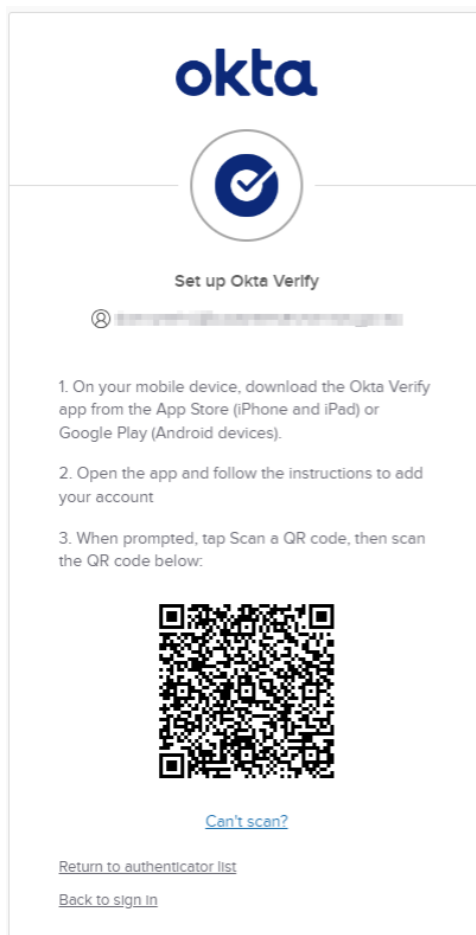


Okta Verify
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access

[Set up](#)

Continue

[Back to sign in](#)



Open Okta Verify on your phone, or if you do not already have it downloaded download it from your iPhone or android Appstore. Click the + button in the top right hand corner of the application and select “Organization” from the options.

If prompted to add the account from another device click Skip.

This screen will ask if you have your QR code ready, which we should have open on the PC ready to go. Click “Yes, ready to scan” and your phone camera will open allowing you to scan the QR code. If you’re comfortable with Okta Verify showing notifications (such as sign in requests) on your phone, click “Got it” on the following screen. Otherwise, click “Skip”.

If you have biometrics (face, fingerprint or ocular scanning) setup on your phone, you can enable biometric confirmation which will let you access Okta Verify using your phones biometric authentication method. If you’re comfortable with this select “Enable”, and if not select “Not now”.

Congratulations, your account is added to Okta Verify on your phone!

On your PC you can either get a Push Notification or enter a code from Okta Verify. Push notification will pop up asking you to press the number displayed on your screen whereas the code from Okta Verify will have you input a code from your app. You can select whichever of these options you are the most comfortable with.

Congratulations, the process of setting up your Okta account is complete!

You should see your applications available to you within the Okta console under My Apps, allowing you to click on a specific tile to access that application.

Having any problems? Contact us at ss-data.enablement@customerservice.nsw.gov.au