Skidmore College Account Activation Instructions

Welcome to Skidmore College. Before activating your account, verify you have received your Skidmore ID number from Admissions.

We recommend you use Chrome or Firefox web browsers.

- 1. Click here to Start: https://app.skidmore.edu/idm_activate/
- 2. Verify Your Identity/Welcome to Skidmore College's Account Activation. Enter your Skidmore ID provided by HR or Admissions and your date of birth. Click Submit.

Welcome to Skidmore College's Account Acti	vation!
As a new member of the Skidmore community, you will need to create a give you access to various Skidmore systems such as your Skidmore ema	n official Skidmore login (username). This login will il, Scribner Library and course registration.
You will need your Skidmore ID to continue. This was provided to you [insert location should contact hriftskidmore edu and students should contact fyelfskidmore edu.	(email). If you have not received this information, employees
To activate your account, you will need to complete the following [four] steps:	
Venfy your Identity (this Step) Venfy your User ID Selection Venfy your Email Address and Alias Activate your Account	
NOTE: By proceeding you are certifying that you are the authorized user for wh closely monitored for security.	om this account is being created. Access to the system is
Please begin by entering your Skidmore ID and Date of Birth	
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Please begin by entering your Skidmore ID and Date of Birth Skidmore ID: Enter Skidmore ID DOB method typy Submit	

3. Verify Your Identity. Verify your information is correct. Click Continue.

Welcome to Skidmore Colle	ge's Account Activation!
Please verify the information below is correct	then click continue.
Preferred Name:	If any of this information is incorrect please contact the
First Name:	helpdesk below.
Middle Name:	
ast Name:	ME ANYOF
Date of Birth:	
kidmore ID: 10050000	Live Cher Software by Kaping

4. Special instructions on the use of your name and preferred name. Read the onscreen instructions. Click OK



5. Verify and Select your User ID. Follow the onscreen instructions. Verify your information. Click Submit

S	KIDMORE more Account Activation		Hells, farminger
	Verify and Select your User ID		
	Veu chose your User ID as Skidnore OKCE (on this page) ther way a User ID change is permitted is with a capit Name Chang Resources Resources Index Your Skidmone User ID will combined with guidednoves createristic with appoint Your ID with the asked by Skidmone's Selecting Your User ID Bolow Trybu Inkey Y Typecki di natuser: Tile hyphens and apoptroph	It does not ever change. This is for security reasons. The only excludin is a formal process through the Registrum or Human Su to create your email address. You should never share your lo talf for your password information. es in your name, they should show below, but cannot be used	
	any part of your User (D or Email Address, If any portion of your creation. Click here to contact the Help Desk for assistance. Your Skidmore User ID (username) is auto-generated based on	Name below has an error, DO NOT continue with account	
	You may EDIT your Preferred First Initial only at this time. Preferred First Initial: Deferred First Initial:	Case	
	(legal) First Name: Protos (legal) Middle Name:	Filter On	
	(legal) Last Name: Canton	Deatled	
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6. Verify your email account. Note: You can't change this after you hit submit. Click Submit.

Verify your Email Account	
You have chosen your User ID. Below is your email account address.	
Please verify your email account:	
posristo@skidmore.edu	
Submit	

7. Account Activated - Click Activate Now



Please note: You will see this page as your account is being activated.



- 8. Welcome to Skidmore College. Answer the three onscreen questions
 - Enter a secondary email we can reach you at for password resets.
 - Choose a forgot password Question
 - Click on a picture to choose a security image.

Click Create My Account

Welcome to Skidmore College, Penelopel Create your Skidmore College account
Secondary enal C Exercitive a successful years
Once a free parameter question (which is the free parameter question (which is the free parameter based on a 1 minute)
Cost a product to changes a servicity maps: The analysis prior is an information of the prior are highly as in the service of the se

9. **Reset Your Skidmore College Password.** Review the password requirements then enter new password and repeat new password. Click Reset Password.

O L L E G	E
Reset Your Skidmore	e College Password
Password requirements: a number, no parts of your upasswords.	t least 8 characters, a lowercase letter, an uppercase letter, a sername. Your password cannot be any of your last 4
Need assistance? Call sup	oport at 518-580-5965
Need assistance? Call sup Enter new password	oport at 518-580-5965
Need assistance? Call sup Enter new password Repeat new password	pport at 518-580-5965

10. You are now in the Skidmore Application dashboard. Please bookmark this page.

Click on the drop-down arrow in the top right by Skidmore College and Click Sign Out.

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SKIDMORE	Q Search your apps					Test Skidmore College	~	
My Appa Work Add section ③	My Apps (a) Work Microsoft Office Side Mail SUSCESS Bludent System	© Spring Undprog	secondore E-Bill con	Starfice Portal	 ♥RODMPACT Noompact	Sectors Coolege	•	
	Add section							

Please Note:

You may not see all applications to which you have access in the dashboard at your first login. Access to applications may take up to 48 hours to complete.

Setting Up Okta Verify (Mobile Devices)

1. This setup requires you to scan a QR style barcode using your mobile device. Please use Chrome or Firefox on your computer to go through the setup. Download and install Okta Verify on your mobile device before you begin this process.

iPhone – Okta Verify in the App Store: https://apps.apple.com/us/app/okta-verify/id490179405

Android – Okta Verify in the Google Play store: <u>https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_US&gl=US</u>

2. On the Dashboard, click on your name in the upper right corner of the page and click on **Settings**.



3. Click on Edit Profile



4. Enter your password and Click Verify.

SKIDMORE	Iest MPA
Please verify your password Password	
Verify	

5. Enter your current MFA factor, and click Verify. Example:

SKIDIVIC	DRE
	•
Security Ques	tion
What is the food you least lik	ed as a child?
What is the food you least like	ed as a child?
What is the food you least like Answer Verify	ed as a child?

6. In the account settings screen, scroll down to Extra Verification. Click on the Okta Verify Set up button:

Okta and other applications you use	
Okta Verify	Set up
Google Authenticator	Set up
SMS Authentication	Remove
Voice Call Authentication	Set up
Email Authentication	Set up
Security Question	Remove

7. On the Setup multifactor authentication dialog, click Setup



8. At the Setup Okta Verify dialog, click on your device type on the computer screen.

	O
	Setup Okta Verify
Select	your device type
) iP	hone
⊖ Ar	drold
ø	Download Okta Verify from the App Store onto your mobile device.
	Next
Back t	o factor list

9. On your mobile device start the Okta Verify app. Click the + in the upper right corner and create a new account. On the Choose Account Type screen tap Organization



On the Verify to Continue screen, tap Scan a QR code on your mobile device.



10. On the computer, Click Next to display the QR Code.



11. When the QR code is displayed on the computer screen, point the phone camera at the QR code and frame it on the box displayed on the phone screen. When the phone scans the code, on the Account Added screen, tap **Done**.



12. A six digit verification code will be displayed in the Okta App on your phone.



13. On the computer, enter the code displayed in Okta Verify on your mobile device and Click Verify.

	SKIDMORE
	Setup Okta Verify
Ent	er code displayed from the application
Enter	Code
1	
	Verify
Back	to factor list

You will now see a message confirming you have successfully enrolled in Okta Verify. You have completed the setup of Okta Verify for Multifactor Authentication.

