

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.

SKIDMORE
Skidmore Account Activation

Verify Your Identity

Welcome to Skidmore College's Account Activation!

As a new member of the Skidmore community, you will need to create an official Skidmore login (username). This login will give you access to various Skidmore systems such as your Skidmore email, Scribner Library and course registration.

You will need your Skidmore ID to continue. This was provided to you [insert location@email]. If you have not received this information, employees should contact hr@skidmore.edu and students should contact fyi@skidmore.edu.

To activate your account, you will need to complete the following [four] steps:

- Verify your Identity (this Step)
- Verify your User ID Selection
- Verify your Email Address and Alias
- Activate your Account

NOTE: By proceeding you are certifying that you are the authorized user for whom this account is being created. Access to the system is closely monitored for security.

Please begin by entering your Skidmore ID and Date of Birth

Skidmore ID:
Enter Skidmore ID

DOB
mm/dd/yyyy

Submit

HELP DESK
Long Scribes Library, 1st Floor
Hours: 8:30AM - 6:00PM, M-F
☎ 518-580-5900
📧 helpdesk@skidmore.edu

COLLEGE INFO
85 North Broadway
Saratoga Springs, NY 12866
☎ 518-580-5000
📧 info@skidmore.edu

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

Verify Your Identity

Welcome to Skidmore College's Account Activation!

Please verify the information below is correct then click continue.

Preferred Name:

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

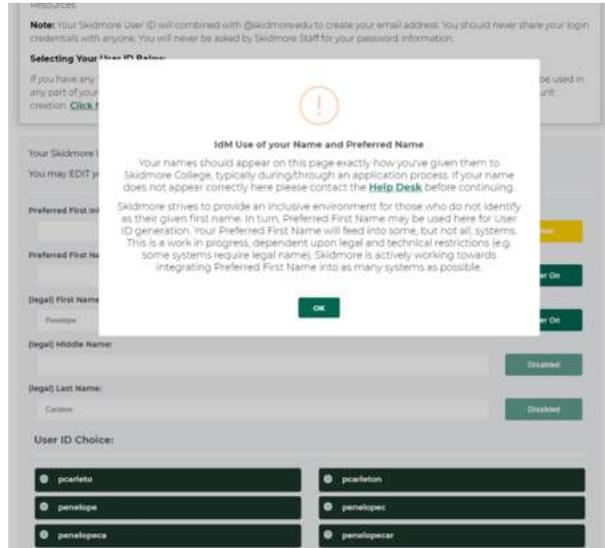
Skidmore ID: _____

Continue **Cancel**

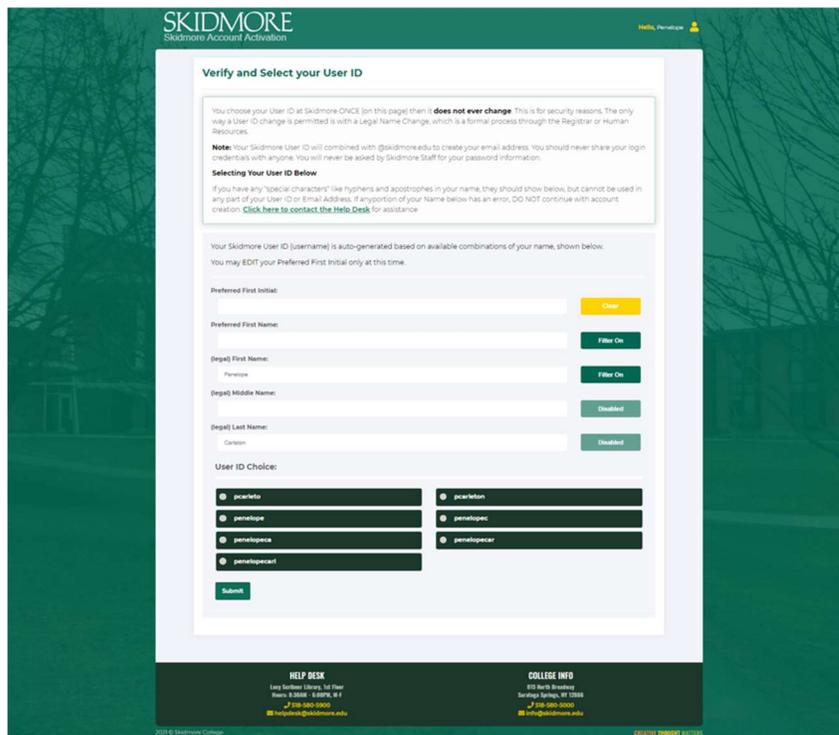
If any of this information is incorrect please contact the helpdesk below.

LIVE ASSISTANT
ONLINE
Live Chat Software by Kayako

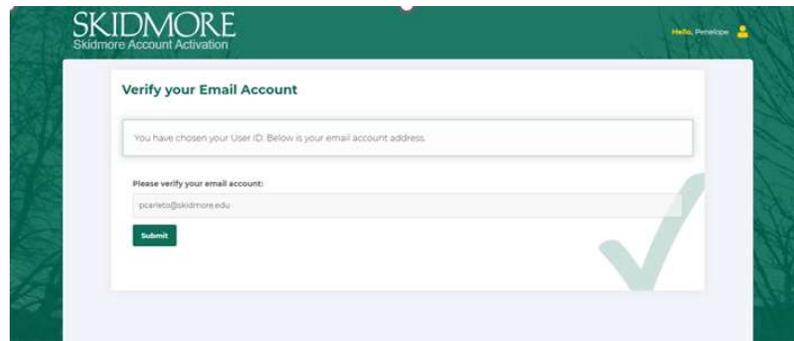
- Special instructions on the use of your name and preferred name. Read the onscreen instructions. Click OK



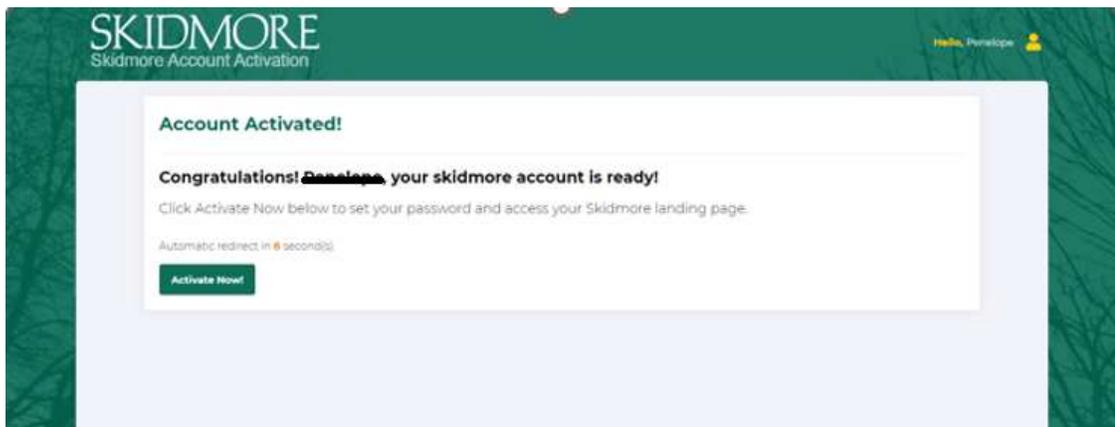
- Verify and Select your User ID. Follow the onscreen instructions. Verify your information. Click Submit



6. **Verify your email account.** Note: You can't change this after you hit submit. Click Submit.



7. **Account Activated** - Click Activate Now



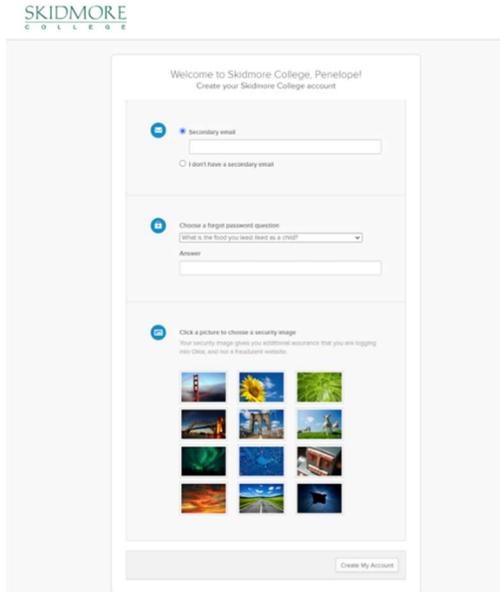
Please note: You will see this page as your account is being activated.

SKIDMORE
Building your account, please wait!
This may take some time, do not close window.



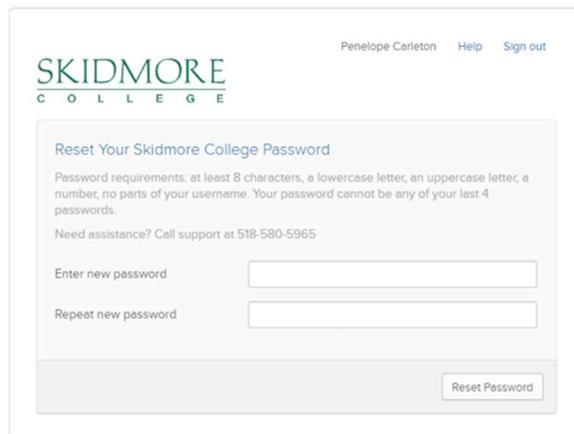
8. **Welcome to Skidmore College.** Answer the three onscreen questions
- Enter a secondary email we can reach you at for password resets.
 - Choose a forgot password Question
 - Click on a picture to choose a security image.

Click Create My Account



The screenshot shows the 'Welcome to Skidmore College, Penelope!' account creation page. It features three numbered steps: 1. 'secondary email' with a text input field and a radio button for 'I don't have a secondary email'. 2. 'Choose a forgot password question' with a dropdown menu and an 'Answer' text input field. 3. 'Click a picture to choose a security image' with a 3x3 grid of 12 different images. A 'Create My Account' button is located at the bottom right of the form area.

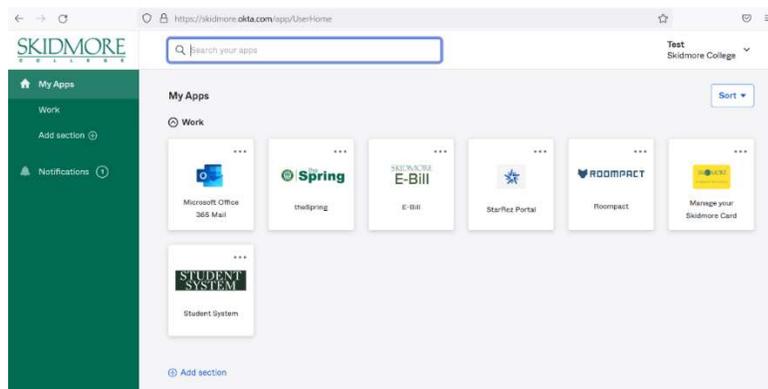
9. **Reset Your Skidmore College Password.** Review the password requirements then enter new password and repeat new password. Click Reset Password.



The screenshot shows the 'Reset Your Skidmore College Password' page. At the top right, it displays the user's name 'Penelope Carleton' and links for 'Help' and 'Sign out'. The Skidmore College logo is on the left. The main content area includes the title 'Reset Your Skidmore College Password', password requirements (at least 8 characters, lowercase and uppercase letters, a number, no parts of the username, and not the last 4 passwords), and a support phone number (518-580-5965). Below this are two text input fields labeled 'Enter new password' and 'Repeat new password'. A 'Reset Password' button is positioned at the bottom right of the form.

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.



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.

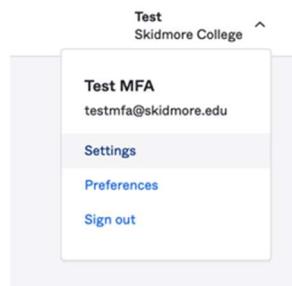
iPhone – Okta Verify in the App Store:

<https://apps.apple.com/us/app/okta-verify/id490179405>

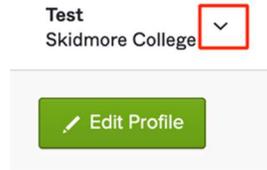
Android – Okta Verify in the Google Play store:

https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_US&gl=US

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



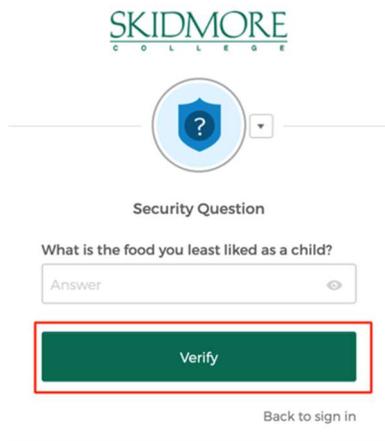
3. Click on **Edit Profile**



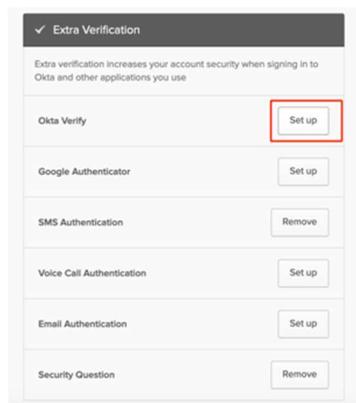
4. Enter your password and Click **Verify**.



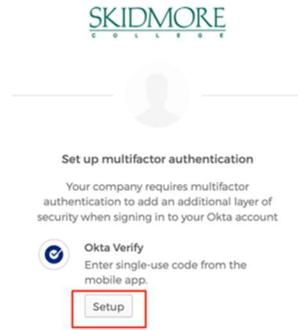
5. Enter your current MFA factor, and click **Verify**. Example:



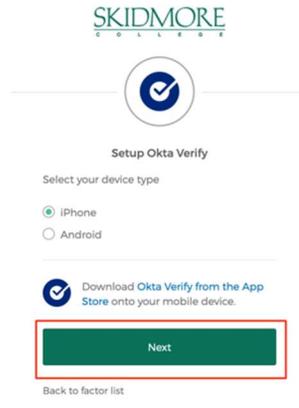
6. In the account settings screen, scroll down to **Extra Verification**. Click on the Okta Verify **Set up** button:



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.



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.



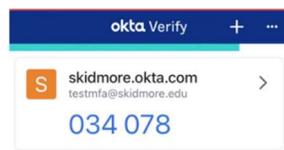
10. On the computer, Click **Next** to display the QR Code.



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**.




Setup Okta Verify
Enter code displayed from the application

Enter Code

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.

 **You have successfully enrolled Okta Verify.** 