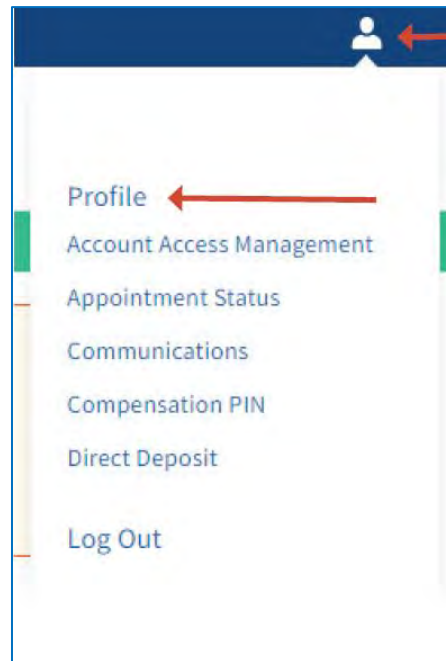
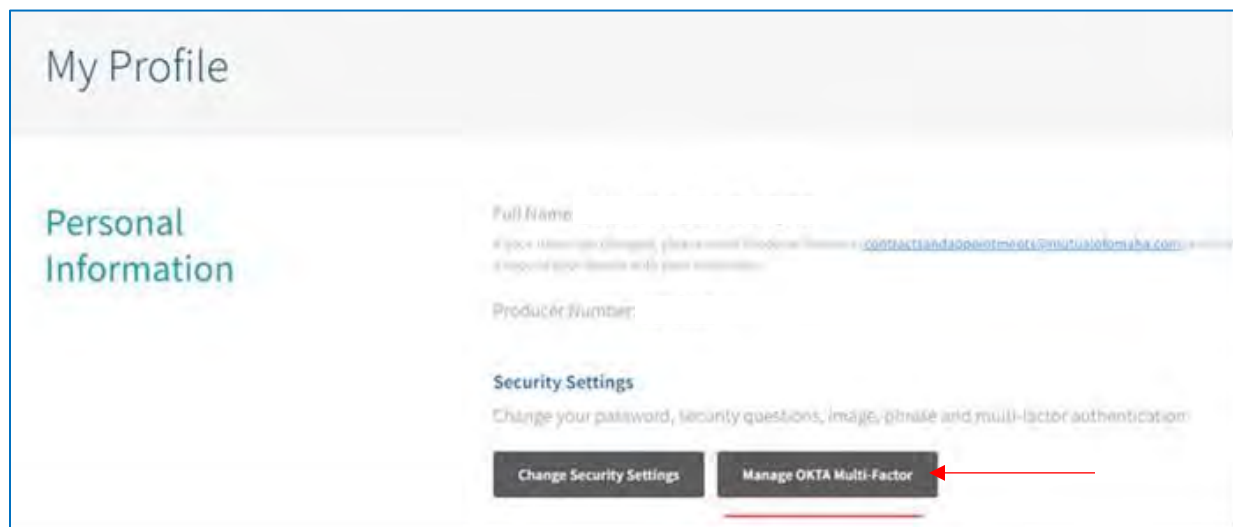


Managing Your OKTA Multi-Factor Authorization Methods:

Log into your Sales Professional Access (SPA) account, as you normally would. Once you are on your SPA home page, click the person in the top, right hand corner. Then select “Profile” from the drop down.

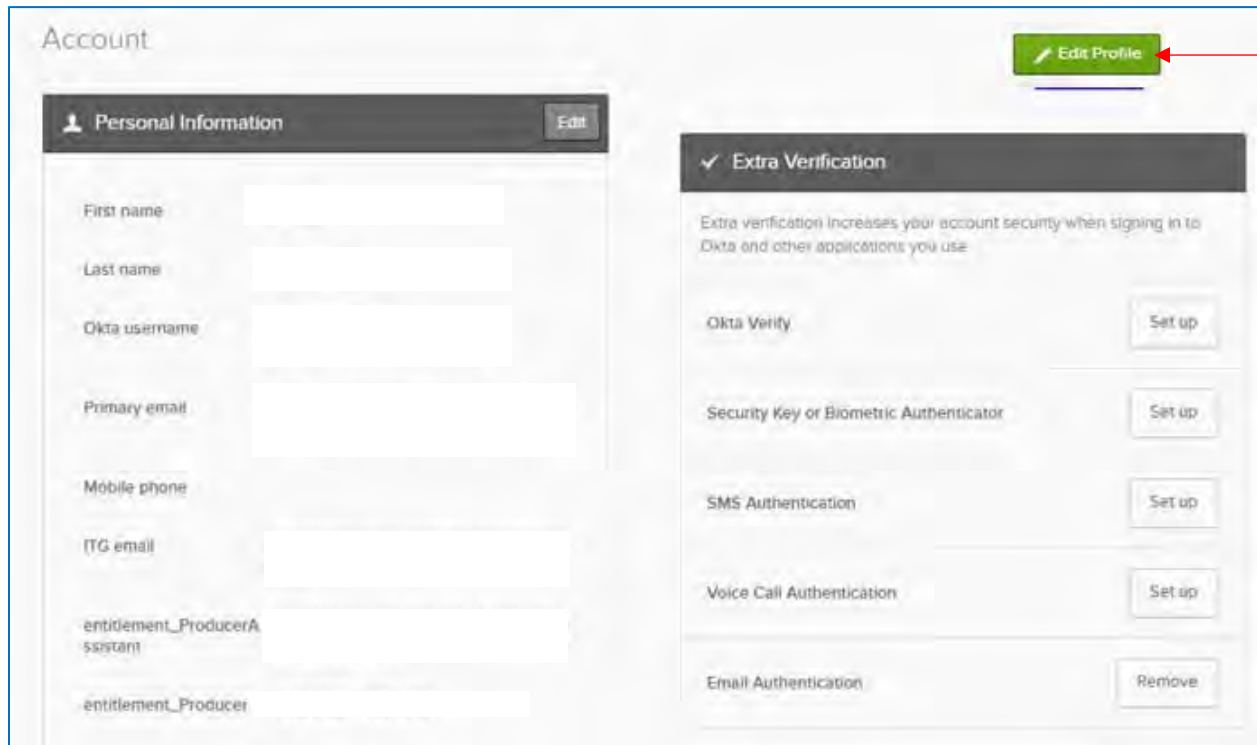


You will then have the option to click the box “Manage OKTA Multi-Factor” linking you to the Okta Dashboard, where you can edit and update your information, as well as manage your Okta MFA methods.



Managing Your OKTA Multi-Factor Authorization Methods:

Once you have clicked the “Manage OKTA Multi-Factor” button, you will see the following screen. Here you can select the green “Edit Profile” button and manage your profile, as well as your MFA methods.



The screenshot displays the 'Account' management page in Okta. At the top right, there is a green 'Edit Profile' button with a pencil icon, which is highlighted by a red arrow. The page is divided into two main sections: 'Personal Information' on the left and 'Extra Verification' on the right.

Personal Information

Field	Value
First name	
Last name	
Okta username	
Primary email	
Mobile phone	
ITG email	
entitlement_ProducerAssistant	
entitlement_Producer	

Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use.

Method	Action
Okta Verify	Set up
Security Key or Biometric Authenticator	Set up
SMS Authentication	Set up
Voice Call Authentication	Set up
Email Authentication	Remove