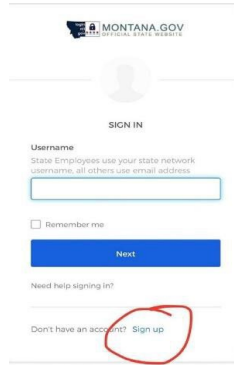
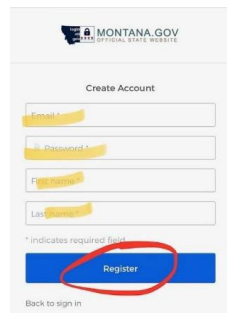


# Setting up OKTA Account and Logging into Madison

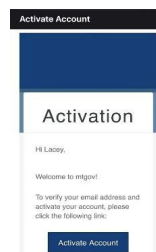
1. Go to <http://mtgov.okta.com> using Microsoft Edge as your browser.
2. You will be presented with a sign in page. At the bottom is a line that says “Don’t have an account? Sign up.” Click the “Sign Up” link.



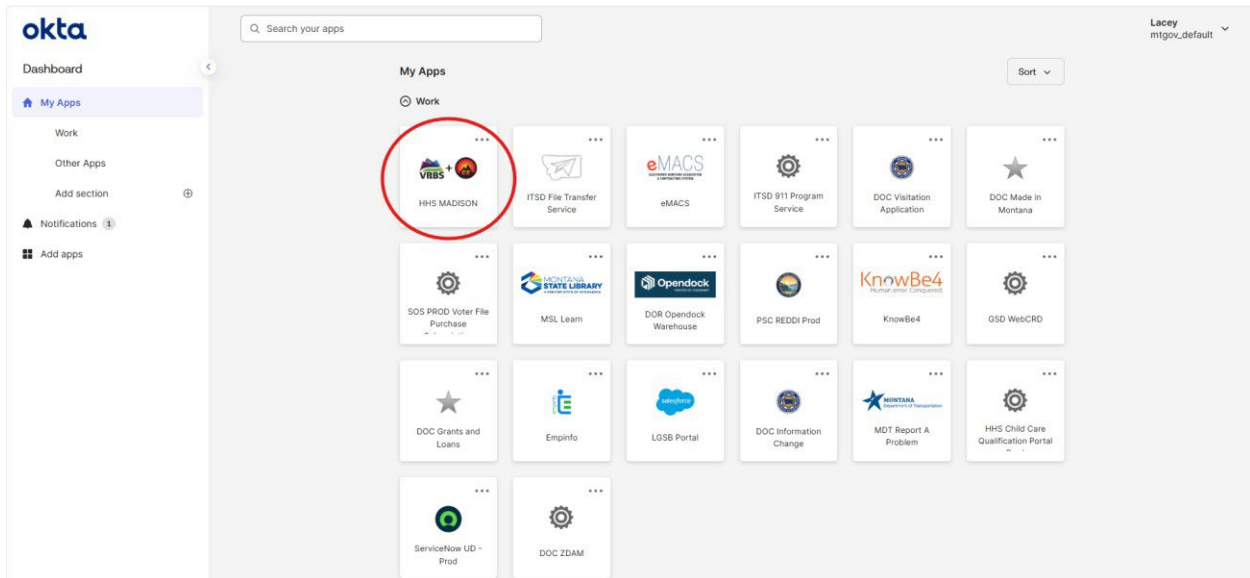
3. You will then get a page that says “Create Account” at the top. Please use your work email – the same email you put on your OM300B form - as your email address and then create your own password (please keep it in a safe place somewhere). Then enter your first and last name and click “Register” when complete.
4. After you complete the above, you will be sent a verification email from OKTA



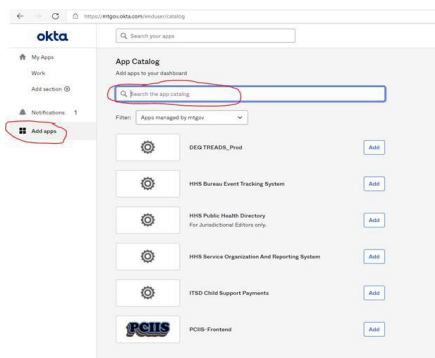
titled “Activate Account” to the email you used to register. It may take several hours to receive this email. When you get that email, go ahead and open it and click the button that labeled “Activate Account.”



5. This brings you into OKTA on your My Apps page. If you see a tile that says HHS MADISON, click on it and one of two things will happen. Either 1) you will be asked to enter your OKTA credentials for a second time which will then get you to your Madison “My Work” page OR 2) you will be brought directly into your Madison "My Work" home page.



6. If you DON'T see the HHS Madison icon, click “Add apps” from the left-hand menu, search “HHS MADISON” in the search bar, then click the “Add” button to the right of the app.



7. You will know you have entered Madison when you see a “My Work” screen.

