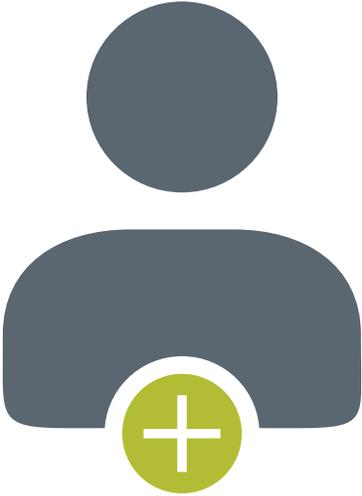


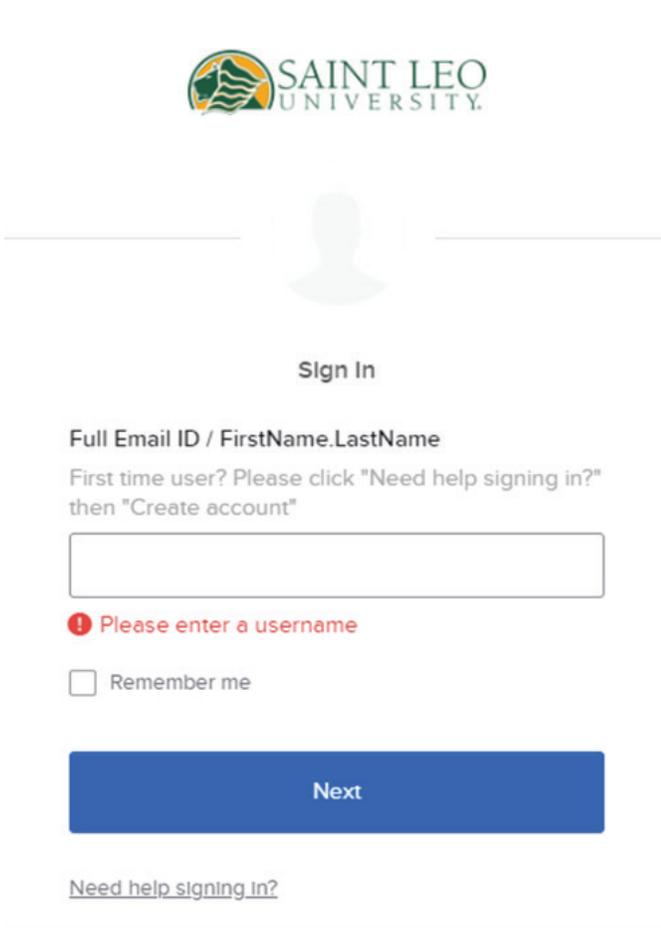
NEW ACCOUNT
SETUP
OKTA



Setup



New Account Setup

A screenshot of the Saint Leo University login page. At the top is the university logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. Underneath is a label "Full Email ID / FirstName.LastName" followed by a prompt: "First time user? Please click 'Need help signing in?' then 'Create account'". A text input field is present, with a red error message below it: "Please enter a username". There is a checkbox labeled "Remember me". A blue "Next" button is at the bottom. A link "Need help signing in?" is at the very bottom.

Claiming your account

1. Go to <https://saintleo.okta.com/login/login.htm>
2. Read gray text : First time user? Please click "Need help signing in?" then "Create account."
3. Click "Need help signing in?"



New Account Setup



Sign In

Full Email ID / FirstName.LastName

First time user? Please click "Need help signing in?" then "Create account"

 Please enter a username

Remember me

Next

[Need help signing in?](#)

[Forgot password?](#)

[Unlock account?](#)

[Create account](#)

[Help](#)

4. Click "Create account"



New Account Setup



Attention: If your name contains an apostrophe (ex. D'Agostino), please use the full name including the apostrophe in the last name field when verifying your information. If your information doesn't verify, then try without the apostrophe.

If you have any issues, please contact UTS Helpdesk at (352) 588-8888 or helpdesk@saintleo.edu.

Last Name	<input type="text" value="Last Name"/>
Date of Birth	<input type="text" value="Select..."/> <input type="text" value="Select..."/>
SLU ID	<input type="text" value="SLU ID"/>
AND	
Last 4 of SSN OR SLU Provided PIN #	<input type="text" value="SSN"/>
	<input type="button" value="Submit"/> <input type="button" value="Clear"/>

Saint Leo University
33701 State Road 52 Saint Leo, FL 33574-6665
Call (800) 334-5532
Campus Switchboard (352) 588-8200

[Home](#) | [My Saint Leo](#) | [About](#) | [Contact Us](#)

6. Sign in through Okta to complete creating your account.

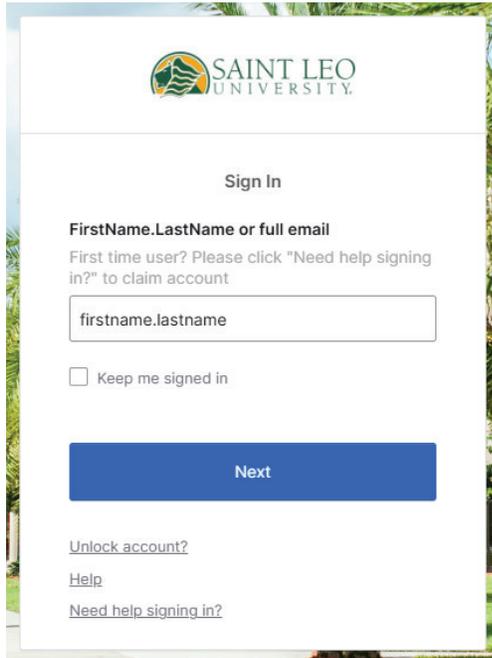
**** Reminder, during your initial account creation please set up your multifactor with as many authentication options as possible. ****



Password Reset Instruction

SETTING UP MULTI-FACTOR AUTHENTICATION (MFA) AFTER SMS & VOICE REMOVAL IN OKTA

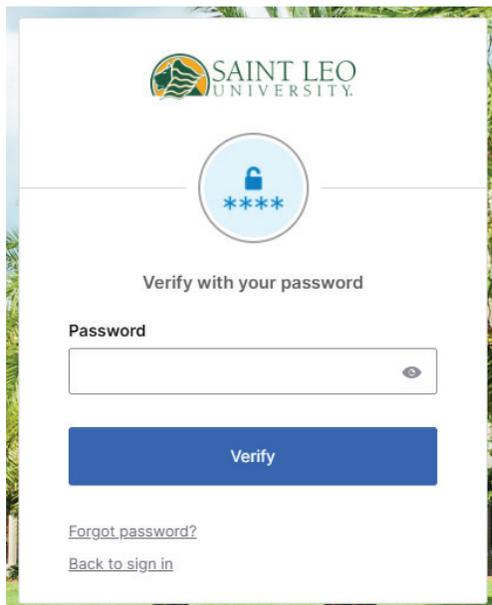
Password Reset Instruction



The screenshot shows the Saint Leo University Sign In page. At the top is the university logo. Below it is the heading "Sign In". The main instruction is "FirstName.LastName or full email". A note says "First time user? Please click 'Need help signing in?' to claim account". There is a text input field containing "firstname.lastname". Below the field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is centered below the checkbox. At the bottom, there are three links: "Unlock account?", "Help", and "Need help signing in?".

Access the Okta Login Page

- Go to saintleo.okta.com
- Enter your username and click Next



The screenshot shows the Saint Leo University Password Verification page. At the top is the university logo. Below it is a circular icon containing a padlock and four asterisks. The heading is "Verify with your password". Below this is the label "Password" and a text input field with a toggle eye icon. A large blue button labeled "Verify" is centered below the field. At the bottom, there are two links: "Forgot password?" and "Back to sign in?".

- Input your password and select Sign In.

Password Reset Instruction

Security methods help protect your Saint Leo University account by ensuring only you have access.

Required now



Google Authenticator

Enter a temporary code generated from the Google Authenticator app. Used for access or recovery

[Set up](#)

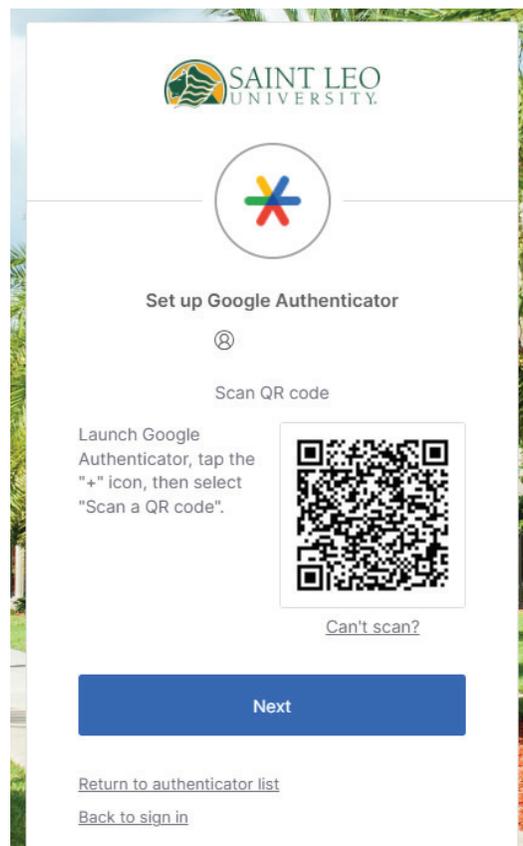


Okta Verify

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

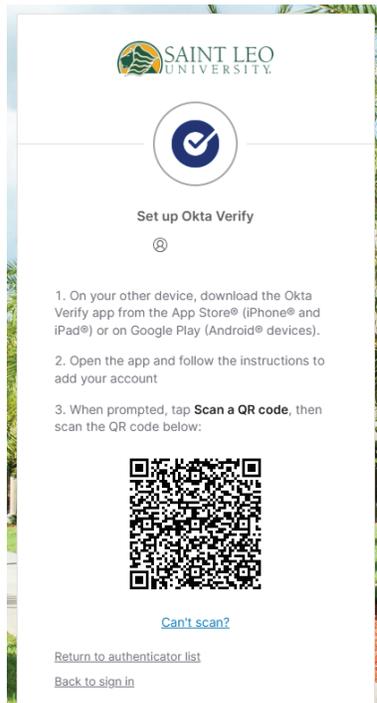
[Set up](#)

- Install Okta Verify or Google Authenticator from the Google Play Store (Android) or Apple App Store (iOS).
- Open the app and scan the QR code displayed on your screen.

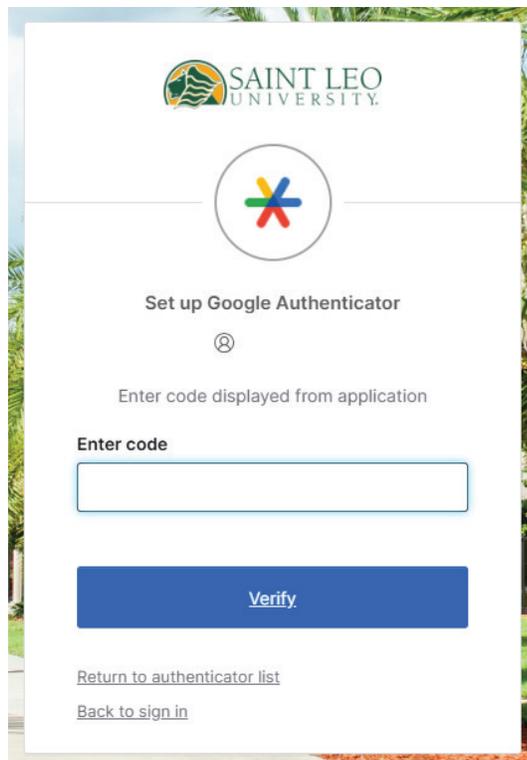


The screenshot shows the "Set up Google Authenticator" screen. At the top is the Saint Leo University logo. Below it is a large circular icon with a colorful asterisk. The text "Set up Google Authenticator" is centered. Underneath is a QR code. To the left of the QR code, there is instructional text: "Launch Google Authenticator, tap the '+' icon, then select 'Scan a QR code'." Below the QR code is a link that says "Can't scan?". At the bottom of the screen is a blue button labeled "Next". At the very bottom, there are two links: "Return to authenticator list" and "Back to sign in".

Password Reset Instruction

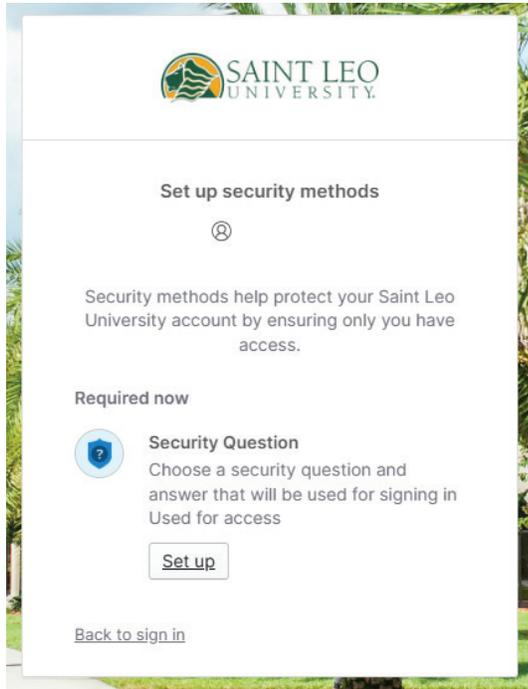


- Follow the prompts in the app to finish the setup.
- Enter the generated verification code on your computer screen.



- After MFA is configured, you will be asked to create a security question.
- Click Set up, choose a question, and select Verify.

Password Reset Instruction



SAINT LEO
UNIVERSITY.

Set up security methods

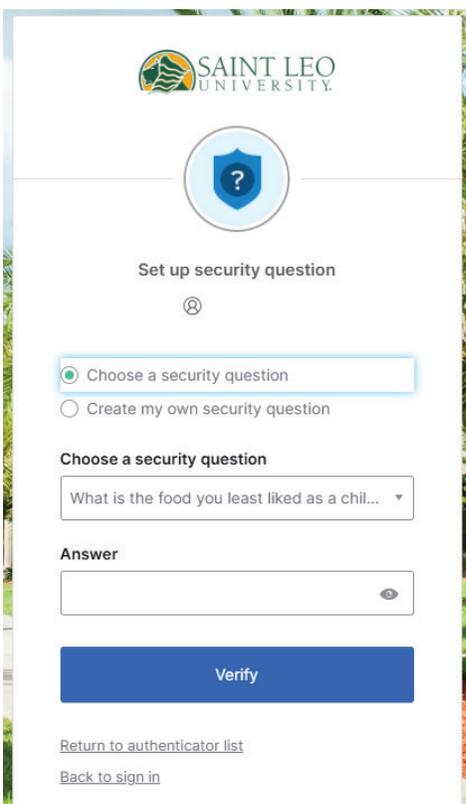
Security methods help protect your Saint Leo University account by ensuring only you have access.

Required now

Security Question
Choose a security question and answer that will be used for signing in
Used for access

[Set up](#)

[Back to sign in](#)



SAINT LEO
UNIVERSITY.

Set up security question

Choose a security question
 Create my own security question

Choose a security question

What is the food you least liked as a chil... ▾

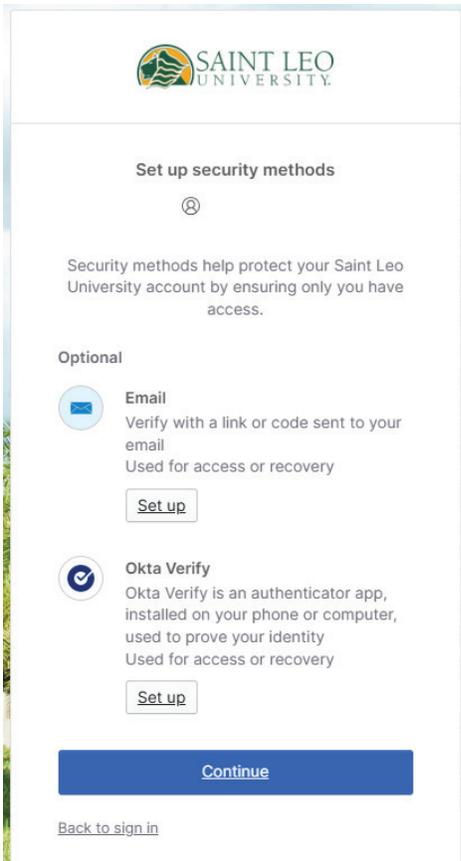
Answer

[Verify](#)

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

- Okta will ask if you'd like to set up an additional method (Okta Verify or Google Authenticator).
- You can enable both options or choose just one.
- Email authentication is optional.
- Click Continue when done.

Password Reset Instruction



Set up security methods

Security methods help protect your Saint Leo University account by ensuring only you have access.

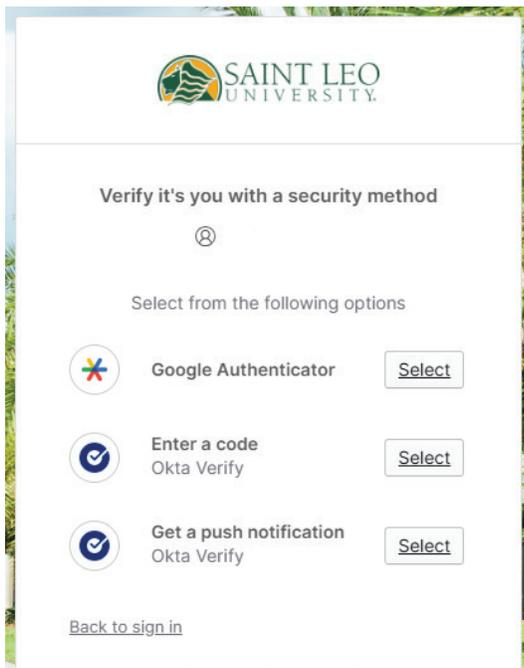
Optional

- Email**
Verify with a link or code sent to your email
Used for access or recovery
[Set up](#)
- Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access or recovery
[Set up](#)

[Continue](#)

[Back to sign in](#)

- The next time you log in at saintleo.okta.com, enter your username and password.
- Your selected MFA method will become the default.



Verify it's you with a security method

Select from the following options

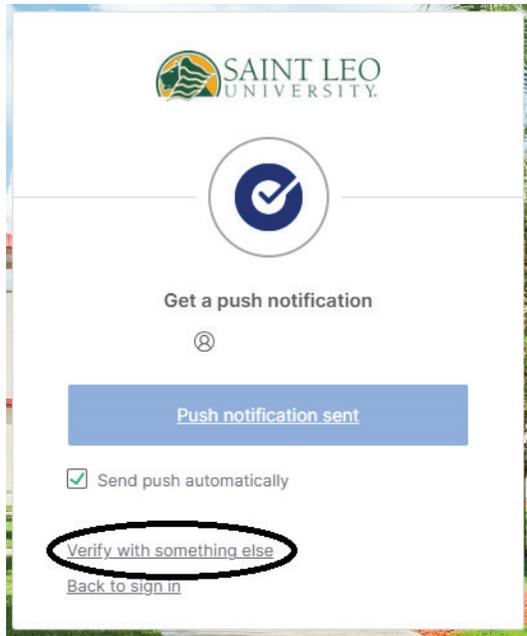
- Google Authenticator** [Select](#)
- Enter a code**
Okta Verify [Select](#)
- Get a push notification**
Okta Verify [Select](#)

[Back to sign in](#)

- If you selected multiple MFA options, click Verify with something else if you'd like to switch methods.



Password Reset Instruction



You have now successfully setup your MFA. If any further assistance is needed, please contact the helpdesk at **(352) 588-8888**.

Phone Support Hours

Monday - Friday: 8:00 A.M. - 5:00 P.M. EST

Saturday: Closed

Sunday: Closed