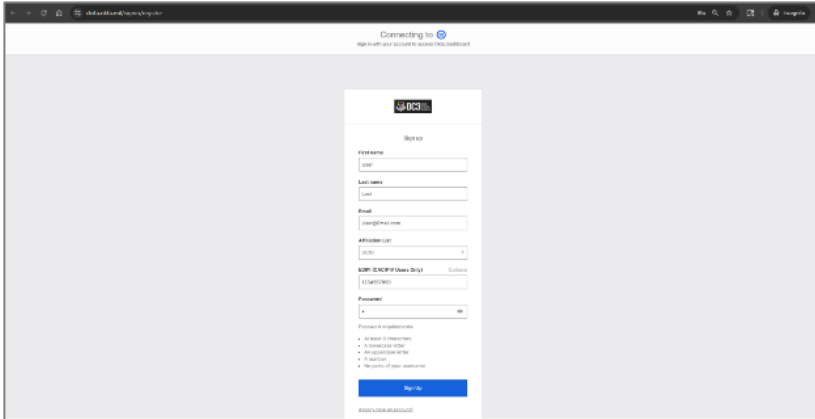# DC3 CTA Okta Registration User Guide

The DC3 Cyber Training Academy is now using a single authentication solution to manage multi-factor authentication for our CAC/PIV Student and International Student user groups.

Step	Action
1	Open a browser and type the following into the URL field: https://dcita.okta.mil/signin/register
2	You will be prompted to register for the DC3 CTA Cyber Training Platform. If you are a CAC/PIV Student user, follow steps below. If you are an International Student user, navigate to the international table below
3	For CAC/PIV Student users, you will be prompted to fill out the following fields: ■ First Name ■ Last Name ■ Email Address - please use a valid work email address; this email address will be used to verify your registration. ■ Organization Affiliation ■ EDIPI/DoD ID – this 10-digit number is present on the back of your CAC/PIV. **Please Note**: while this field is listed as optional, **it is required for CAC/PIV Student users**. You will not be able to successfully log-in with a CAC/PIV without completing this field. ■ Password for your DC3 CTA Okta account

4	Select Sign-Up to validate your registration.
5	You will be prompted to set up your Security Methods. As a CAC/PIV Student user, **click back to sign-in and wait for an activation email**.
6	⚠️ **This step puts you into the Okta system. The system now has to validate your identity which does not happen immediately. Please wait up to 5 minutes to receive an automated email from Okta that confirms activation. If you do not receive an email in 24 hours, please contact the Help Desk at 833-844-7318.**

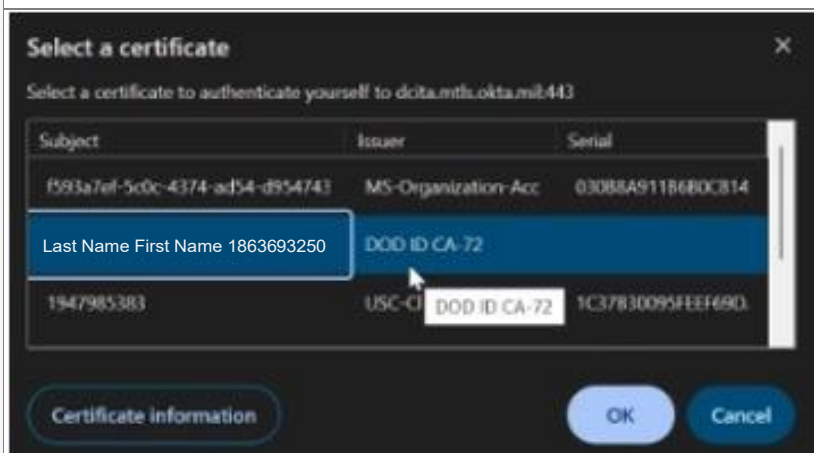| 7	After you click back to sign-in, wait for an email from Okta [EXT]Activate Account. This is an activation email, you should **click "Activate Account" in the email** **[EXT]Activate Account** O Okta <noreply@okta.mil> To Veronica Cederquist 2:18 PM ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. Welcome to DCITA ! To verify your email address and activate your account, please click the following link: **Activate Account**
8	The "Activate Account" button will prompt this screen. **Enter you password that you used in the first step** Sign in with your account to access Okta Dashboard DC3 Cyber Training Academy 🔓 **** Verify with your password ⓐ r Password [_____] 👁 **Verify** Forgot password? Back to sign in

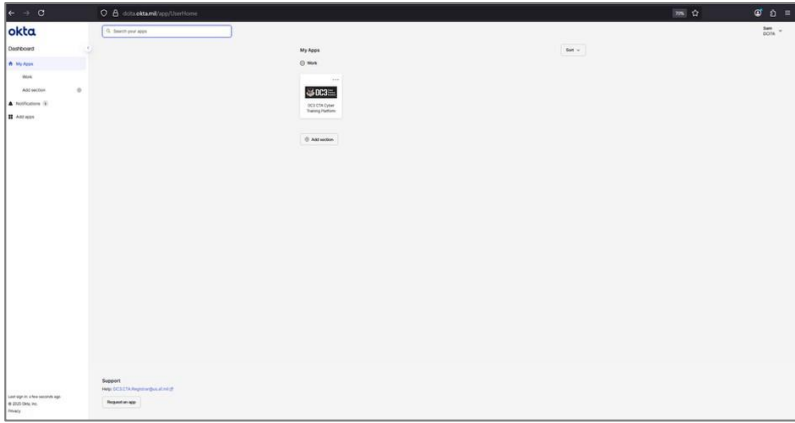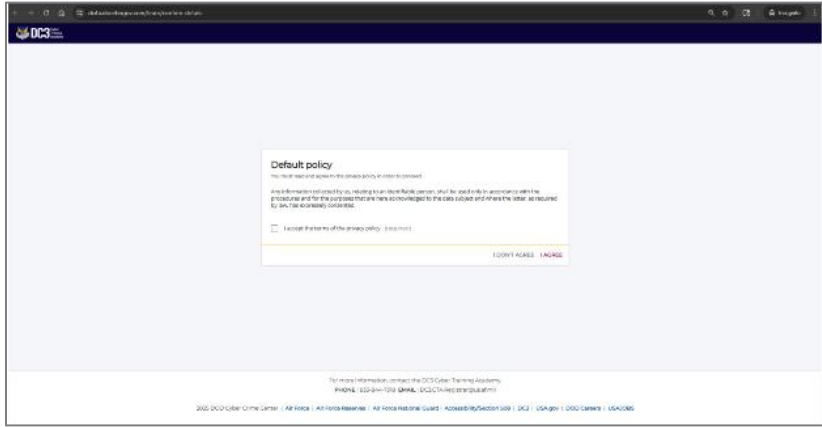| 9	After entering your password, you will be prompted to set up CAC, insert your PIV/CAC card and put in your pin number associated with the card
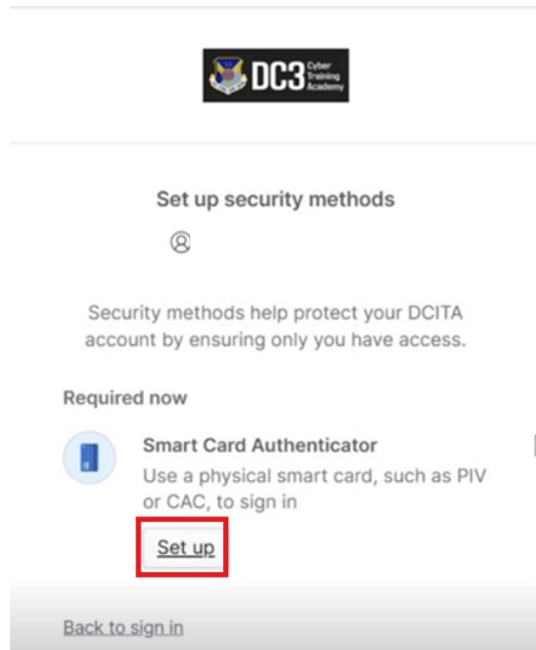
10	You will be shown a list of certificates to select from – select the certificate that includes the EDIPI/DoD ID in the Subject column. Select OK to move forward.

11	If the certificate is validated, you will be re-directed to the Okta Dashboard displaying the application that you have access to. Select the application icon to navigate to the learn.DCITA.edu Cyber Training Environment.
12	After agreeing to some default policies you will be automatically provisioned as a new user and will have your student account linked to your historical transcript if you maintain the same email address on file. If you register a different official email address during this Okta Registration process, please reach out to the DC3 CTA Registrar to assist on verifying your email address.
13	You should now see the LMS and have access to it in the future via CAC sign-in. The next table is for international / non-CAC/PIV students. If you are experiencing issues, please reach out to the help desk at 833-844-7318 to troubleshoot.

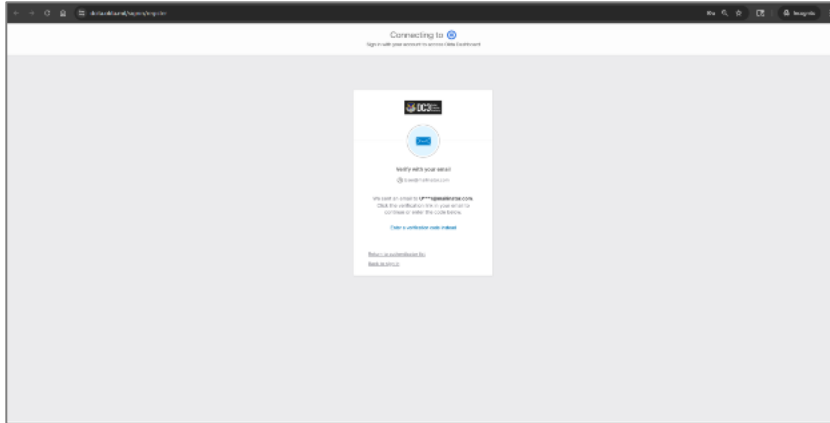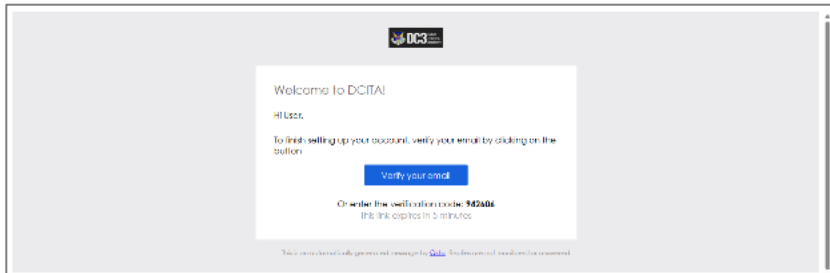|	
1	**INTERNATIONAL STUDENT INSTRUCTIONS** For International Student users, you will be prompted to fill out the following fields: ■ First Name ■ Last Name ■ Email Address - please use a valid work email address; this email address will be used to verify your registration. ■ Organization Affiliation ■ EDIPI/DoD ID – <u>Leave this field blank</u>. ■ Password for your DC3 CTA Okta account
2	Select Sign-Up to validate your registration.
3	You will be prompted to set up your Security Methods. As an International Student user, <u>you are required</u> to set up Email and Okta Verify methods.

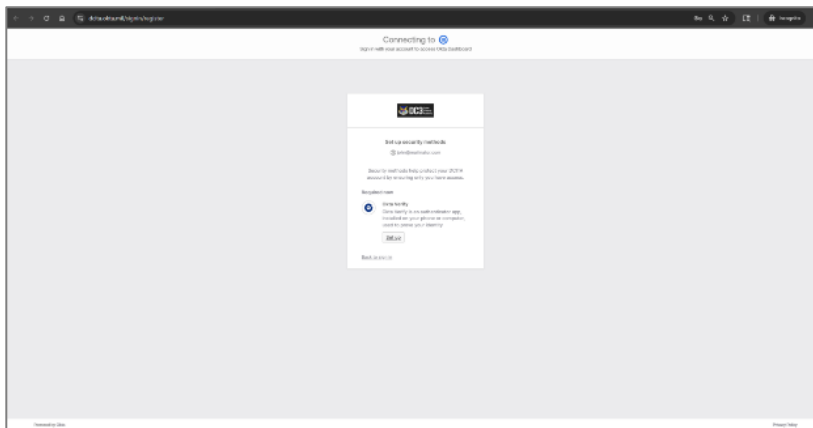| 4	A registration validation e-mail will be sent to the e-mail address that you provided at registration. Please note that there may be minor latency in delivering the email notification over official networks. Check system flagged email folders (e.g., Other, Junk, Spam) to confirm that you have received the email.
5	A verification code will be provided to you as part of the registration validation.
6	Enter the verification code to complete the email verification step.
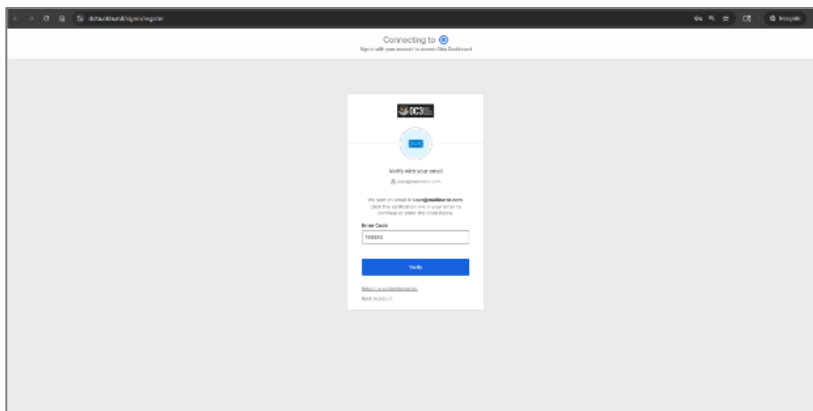
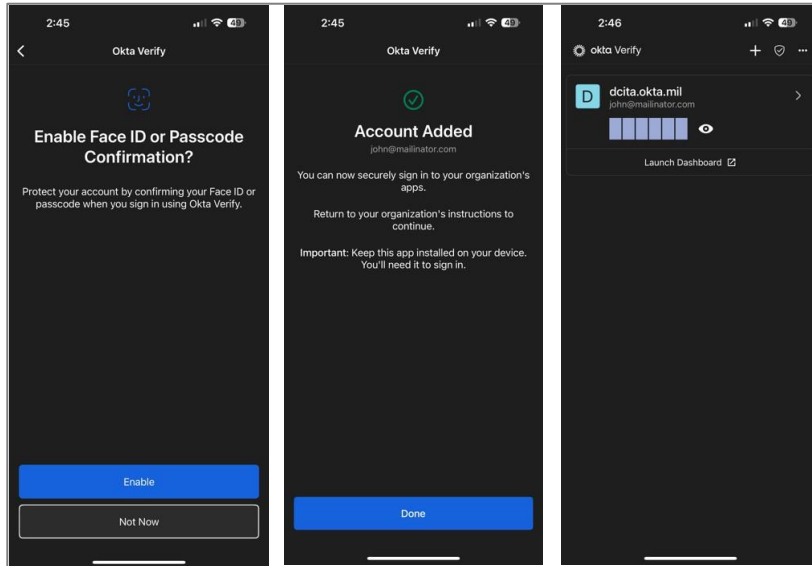| 7	Successfully entering your verification code will re-direct you to set up the Okta Verify Authentication method. Before proceeding to the next step, download/install the Okta Verify app using the following app stores:
	■ iPhone users: https://apps.apple.com/us/app/okta-verify/id490179405
	■ Android users: https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_US
	Once you have downloaded the Okta Verify app, select the Set Up action to continue with the process on your phone/device.
8	Opening the Okta Verify app will direct you to add an account. You will select the Organization account type. You will Skip adding the account from another device and Scan the QR Code displayed on your computer/laptop.
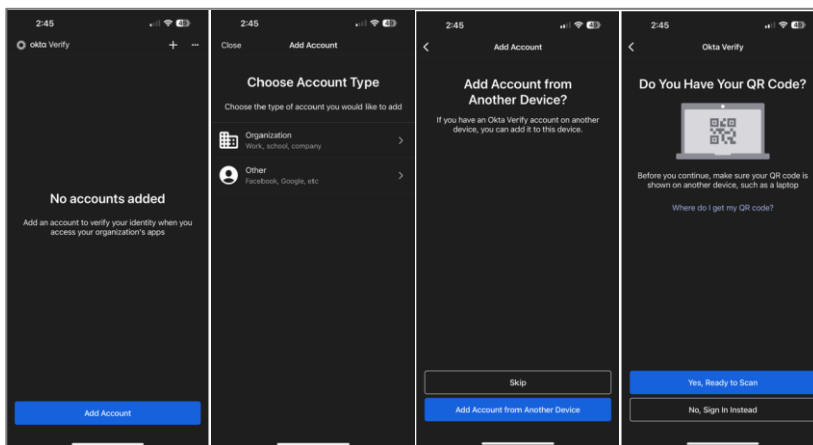
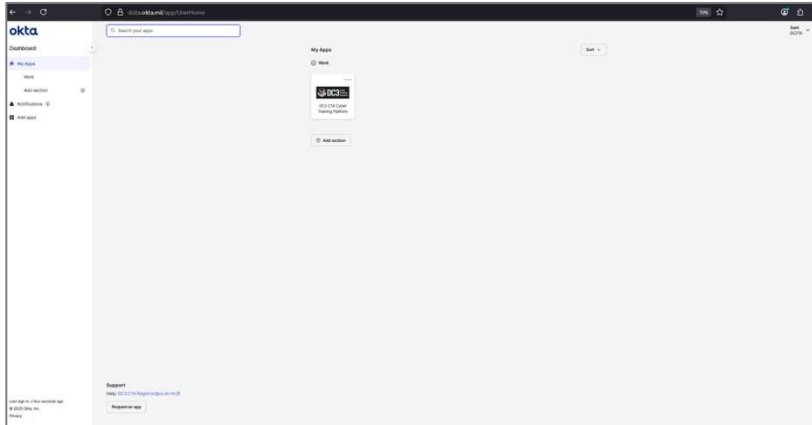| 9	After scanning the QR Code, you will have the option to enable Face ID or Passcode as your confirmation method for verifying your identity. Once you enable your confirmation method, you will be re-directed to the Okta Dashboard displaying the application that you have access to.
10	The DC3 CTA Registrar will need to approve your access request to the Cyber Training Platform. Please allow up to 12 Hours for the DC3 CTA Registrar to review and approve your access.
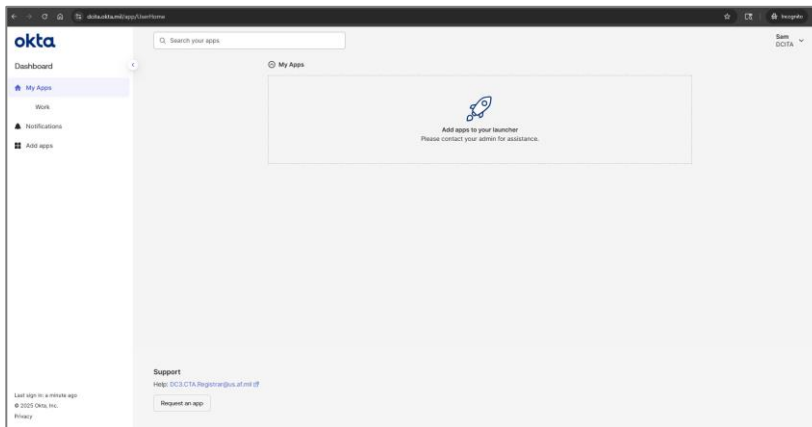
11	Once your access has been reviewed and approved by the DC3 CTA Registrar, you will see the Cyber Training Environment in your Okta Dashboard. Select the application icon to navigate to the learn.DCITA.edu Cyber Training Environment.
12	You will be prompted to agree with the site's privacy policy. You will be automatically provisioned as a new user and will have your student account linked to your historical transcript if you maintain the same email address on file. If you are experiencing issues, please reach out to the help desk at 833-844-7318 to troubleshoot. If you register a different official email address during this Okta Registration process, please reach out to the DC3 CTA Registrar to assist on verifying your email address.