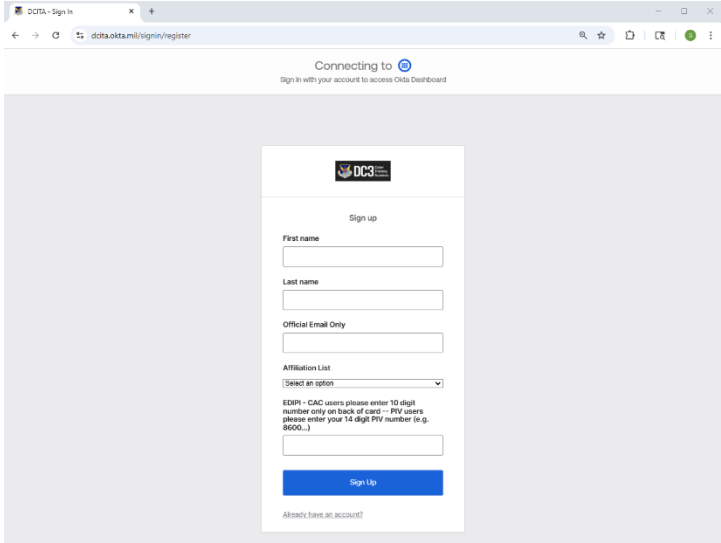
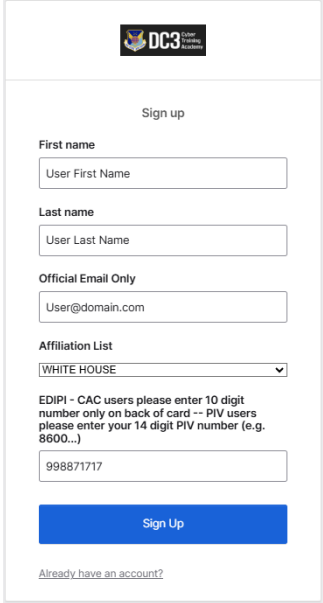




DC3 CTA Okta Registration User Guide

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.com/signin/register |
| 2 | <p>You will be prompted to register for the DC3 CTA Cyber Training Platform.</p> <p>If you are a CAC/PIV Student user, follow steps below.</p> <p>If you are an International Student user, navigate to the international table below</p>  |
| 3 | <p>You will be prompted to fill out the following fields:</p> <ul style="list-style-type: none"> ■ First Name ■ Last Name ■ Official Email Address - please use a valid work email address; this email address will be used to verify your registration. ■ Organization Affiliation ■ EDIPI – this 10-digit DoD ID number is present on the back of your CAC/PIV. <p>Note: You will not be able to successfully log-in with a CAC/PIV without completing this field.</p> <ul style="list-style-type: none"> ■ Select Sign-Up to validate your registration.  |



4

You will be prompted to set up your Security Methods.

- Select "Set up" Email

5

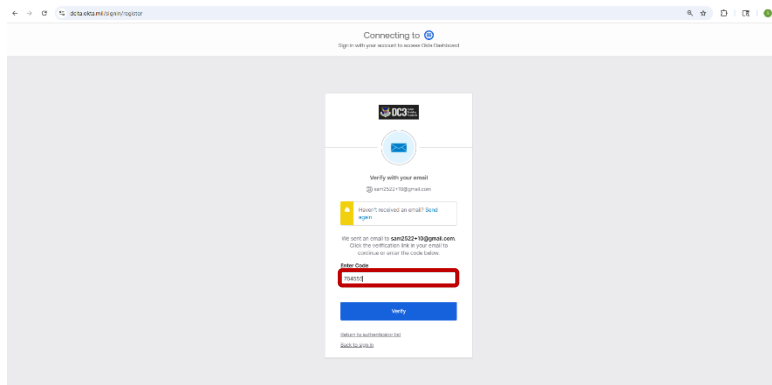
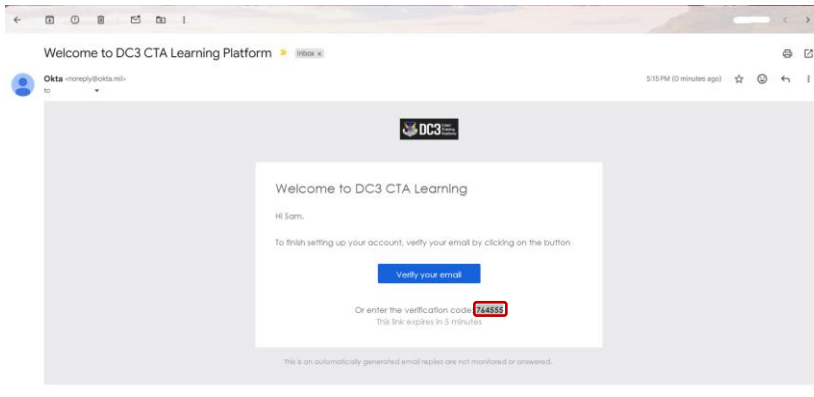
Select Email from Security Methods.

- Email will be sent to your Inbox
 - Note: check Junk/Spam for email if not in Inbox after 5 minutes.
- Select verify your email **or** capture the verification code in email

Welcome to DC3 CTA Learning Platform inbox

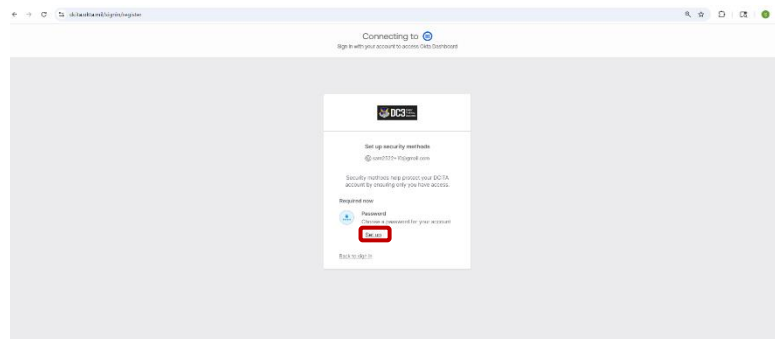


- On Verify your email page input Verification code from email



6

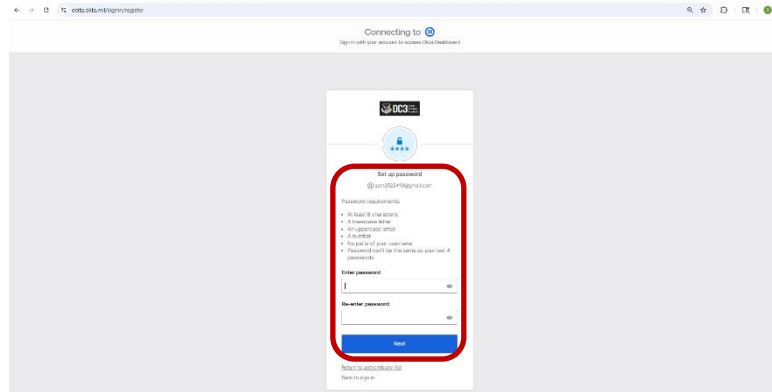
Select Password from Security Methods.



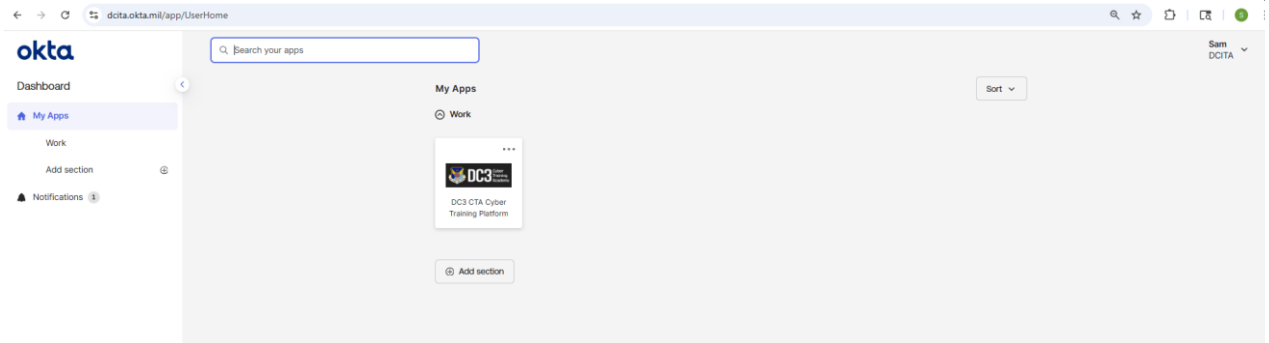


5

Once Password is inputted and accepted you will be redirected to Dashboard



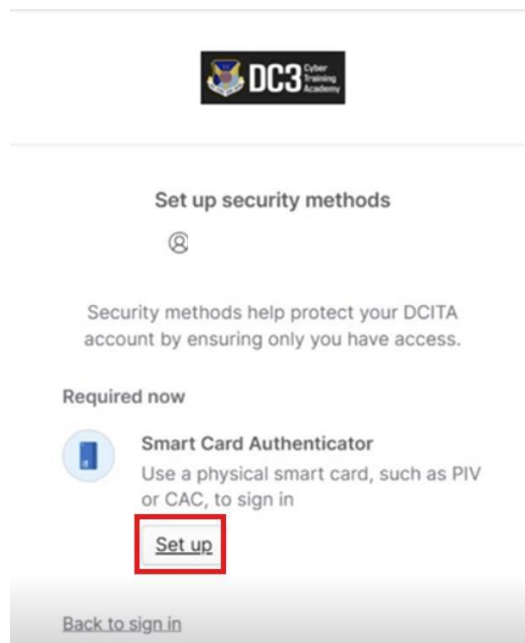
Check Dashboard if DC3 CTA Cyber Training Platform Application is shown



6

Accessing DC3 CTA App

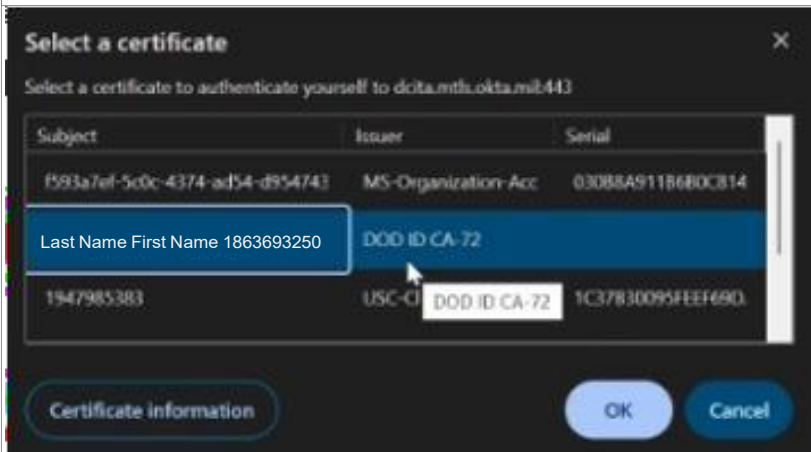
Once you select DC3 CTA App you will be prompted to set up CAC, insert your PIV/CAC card and put in your pin number associated with the card





10

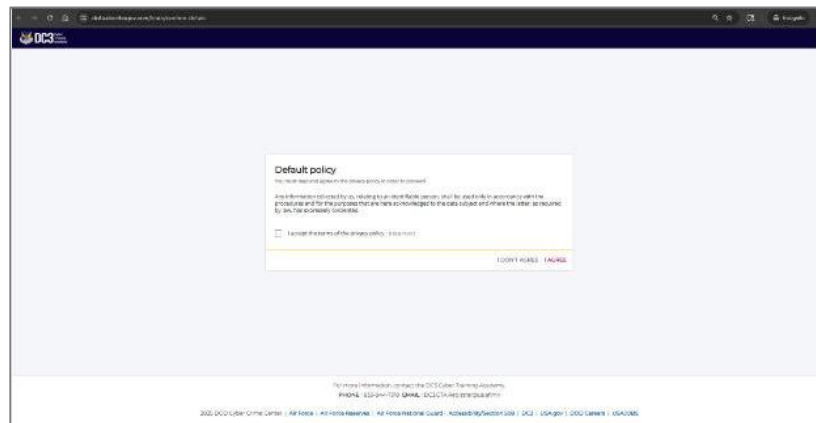
You will be shown a list of certificates to select from – select the certificate that includes the EDIPI/DoD ID in the Subject column. Select OK to move forward.



11

If the certificate is validated, you will be re-directed to the Cyber Training Environment.

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.



12

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 – Leave this field blank.
- Password for your DC3 CTA Oka account

2

Select Sign-Up to validate your registration.

Connecting to DC3

Sign up with your account to access the DC3 system

DC3

Sign Up

First Name
Last Name
Email
Organization Affiliation
EDIPI/DoD ID (Leave blank)
Password

Sign Up

3

You will be prompted to set up your Security Methods. As an International Student user, you are required to set up Email and Okta Verify methods.

Connecting to DC3

Sign up with your account to access the DC3 system

DC3

Set up security methods

You'll need to set up at least one security method to access the DC3 system.

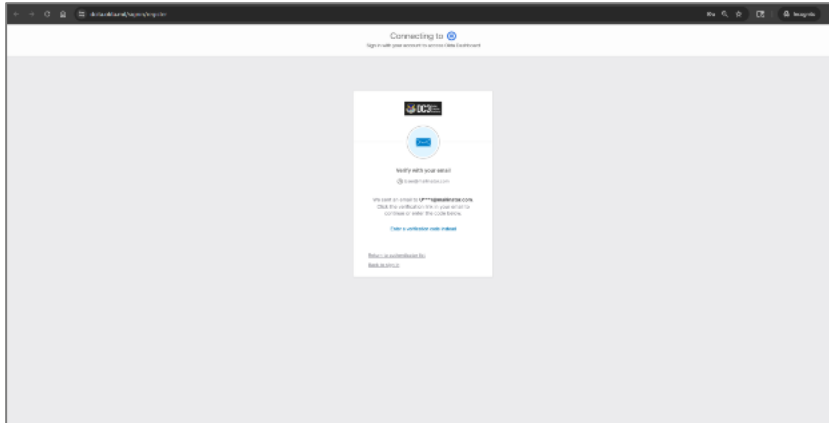
Security Methods

- Email (Selected) - Send a verification code to your email address.
- Okta Verify - Use a mobile app to verify your identity.
- Security Questions - Answer questions to verify your identity.

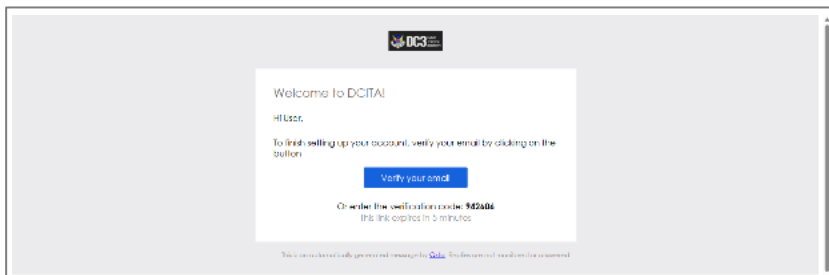
Next



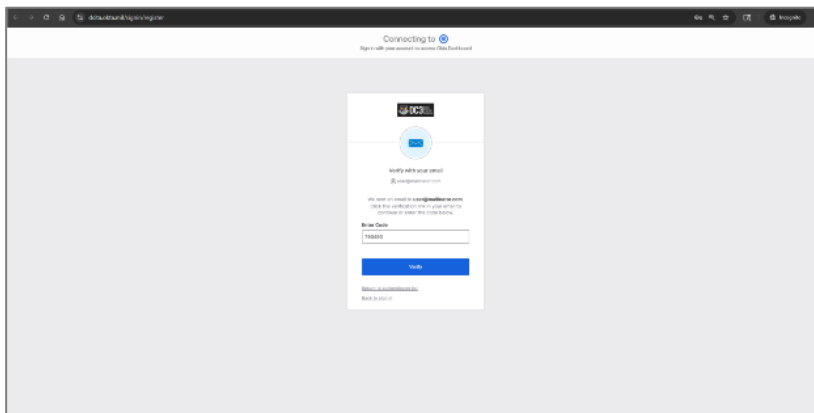
- 4 A registration validation e-mail will be sent to the e-mail address that you provided at registration. Please note that there may be minor latency in delivering the email notification over official networks. Check system flagged email folders (e.g., Other, Junk, Spam) to confirm that you have received 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.



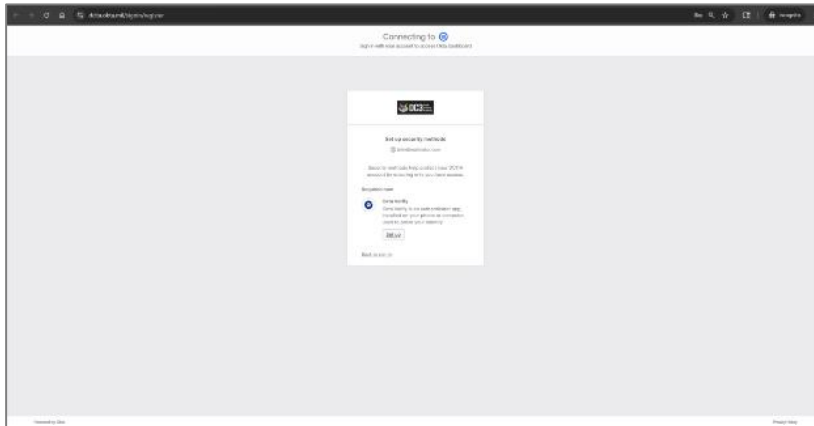


7

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:

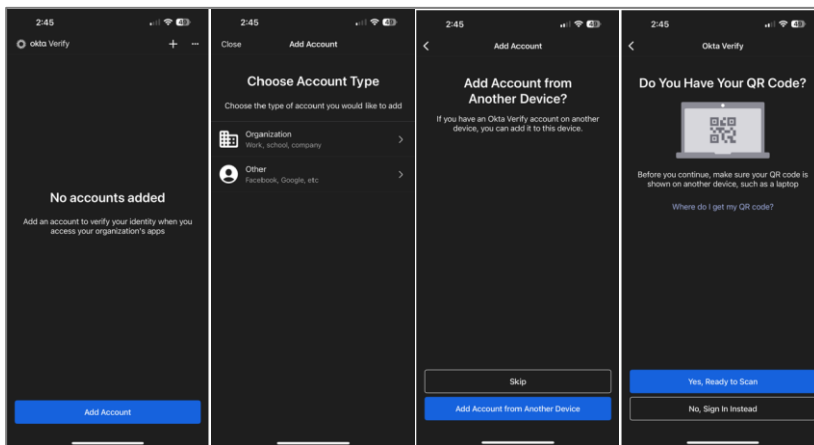
- iPhone users: <https://apps.apple.com/us/app/okta-verify/id490179405>
- Android users: https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_US

Once you have downloaded the Okta Verify app, select the Set Up action to continue with the process on your phone/device.



8

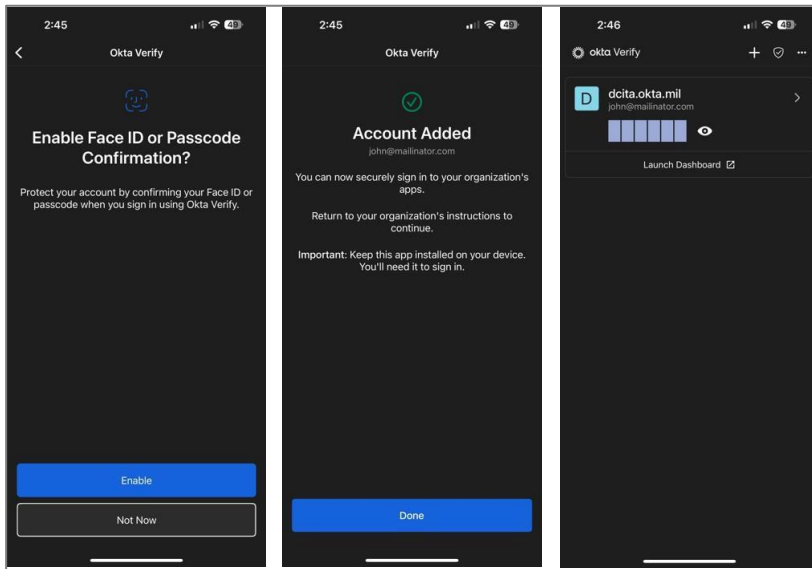
Opening the Okta Verify app will direct you to add an account. You will select the Organization account type. You will Skip adding the account from another device and Scan the QR Code displayed on your computer/laptop.





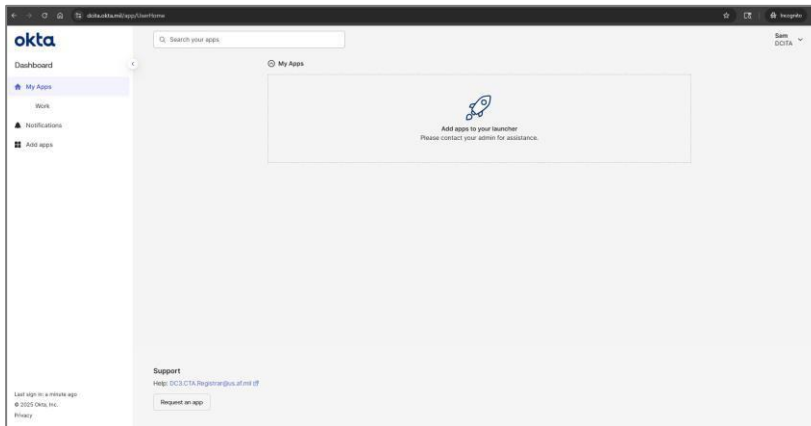
9

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

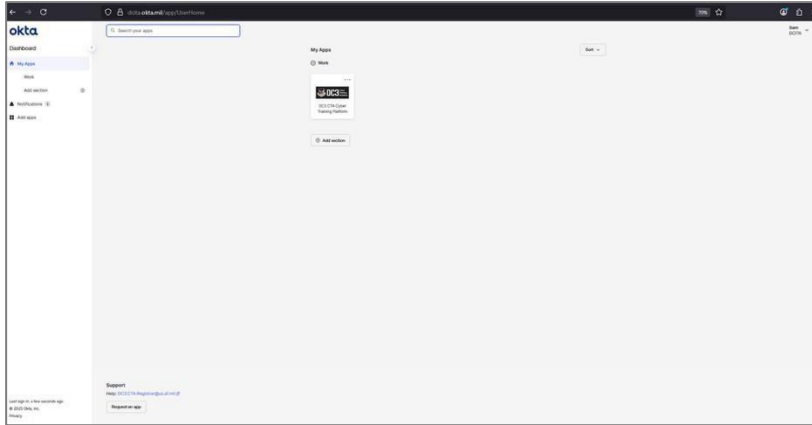
The DC3 CTA Registrar will need to approve your access request to the Cyber Training Platform. Please allow up to 12 Hours for the DC3 CTA Registrar to review and approve your access.





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.

