

# Okta Setup and Portal Access Guide

2022

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# Welcome to your OHI portal

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## About the OHI portal

The OHI portal is an online tool that will support you in conducting the OHI survey for your organization.

You will use the portal to finalize the survey design, generate a survey link for your organization, monitor response rates, and view your OHI results.

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## This document will guide you through the Okta Setup and Portal Access process:

- 1 Activate your McKinsey account
  - 2 Set up multi-factor authentication (Okta)
  - 3 Log in to the OHI portal
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# 1 Activate your account

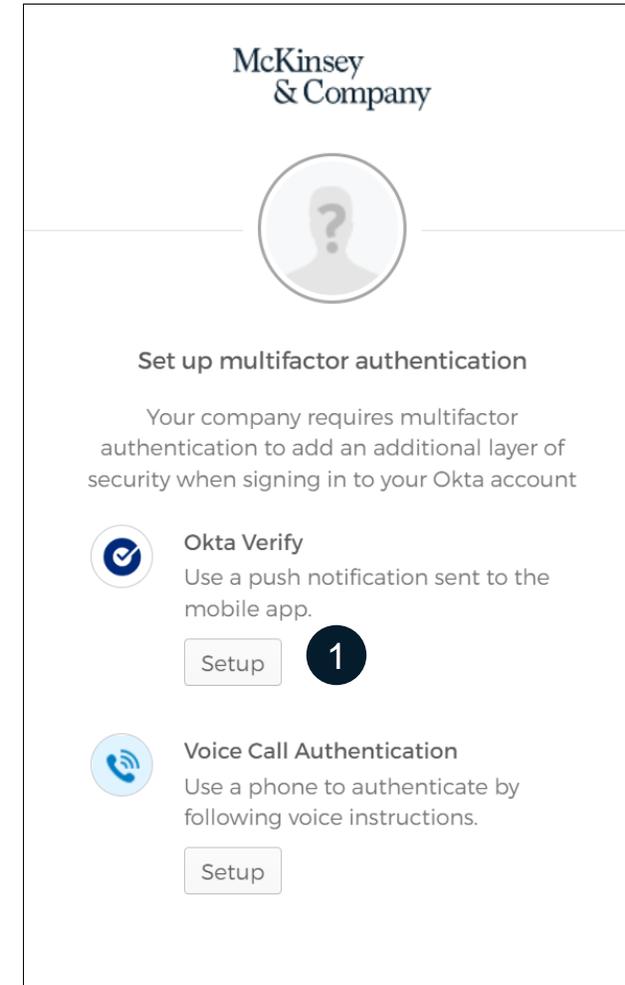
You will receive an onboarding email from [noreply@okta.com](mailto:noreply@okta.com).

- 1 Please click on the **Activate account** button.
- 2 You will be prompted to create a password. Please **create a password** according to the rules listed on the screen.
- 3 Click on **Create My Account**.
- 4 You should then be taken to the **Set up multi factor authentication** page (further details on the next pages).

The image shows two parts of the account activation process. The top part is an email titled "Welcome to McKinsey!". The email text says: "Your McKinsey account has been created. Please activate your account to finish the account set-up process." Below this is a blue button labeled "1 Activate account". The email continues: "This is a one-time, unique link: Please only click once. The link expires in 7 days. Once activated, sign in with your email: [arun\_kumar\_singh@msn.com] [arun\_kumar\_singh@msn.com]". It also includes contact information for support and a signature from "The McKinsey ID Team". A confidentiality notice is at the bottom. The bottom part of the image is a password creation form. It has a field for "Enter new password" with a lock icon. Below it are "Password requirements:" listed as: "At least 12 characters", "A lowercase letter", "An uppercase letter", "A number", "No parts of your username", and "Your password cannot be any of your last 8 passwords". There is a "Repeat new password" field. At the bottom right is a button labeled "3 Create My Account".

## 2 Set up multi factor authentication (1/3)

- 1 When prompted on the screen to set up multifactor authentication, click on **Setup** under Okta Verify.



## 2 Set up multi factor authentication (2/3)

- 1 Select the device type you will be using.
- 2 Before clicking **Next**, please use your iPhone or Android phone to **download the Okta Verify app from the Appstore or Play store**. After downloading the Okta app, click **Next**.
- 3 You will be presented with a **QR code** – **do not close this window**. You will need to scan the QR code with your phone using the Okta app.

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Setup Okta Verify

Select your device type

iPhone

Android **1**

 Download [Okta Verify from the Google Play Store](#) onto your mobile device. **2**

Next

Back to factor list

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Setup Okta Verify

Launch Okta Verify on your mobile device and select "Add an account". Scan the QR code to continue.

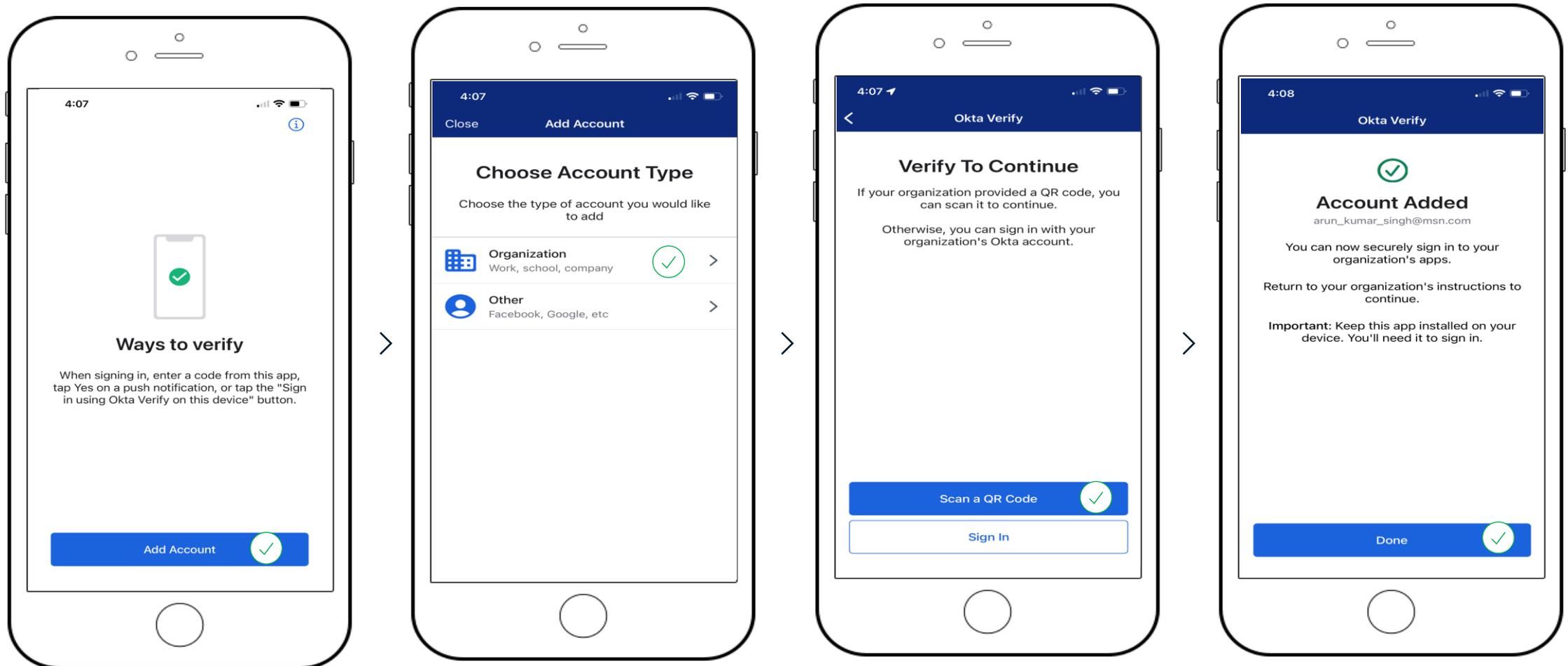
 **3**

Can't scan?

Back to factor list

## 2 Set up multi factor authentication (3/3)

After installing the Okta Verify app, follow the on-screen instructions in the app, and scan the QR code from the computer screen. Your account will be added. Please note that you will need this device to log in every time.

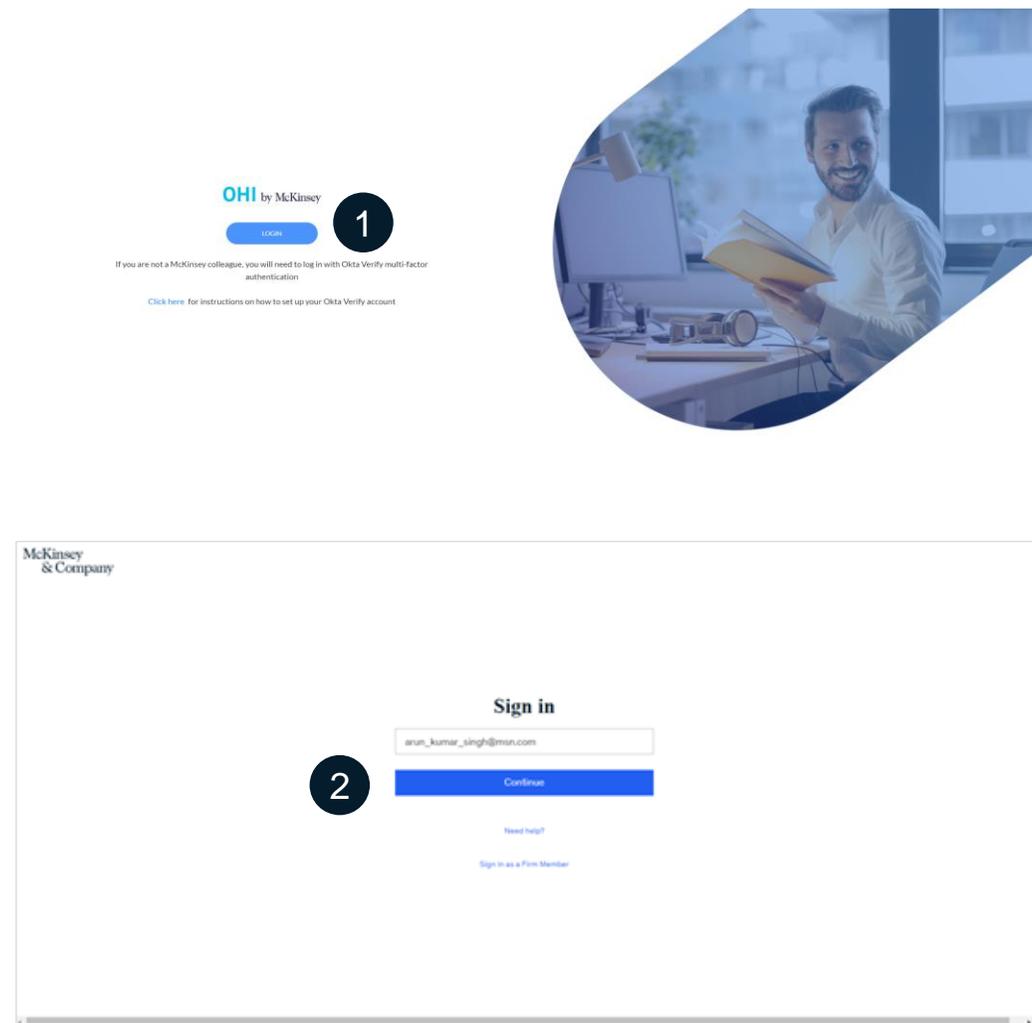


## 3 Log in to the OHI Portal (1/3)

Please open the OHI portal using this link:

<https://ohi-portal.mckinsey.com/>

- 1 Click on **Login**.
- 2 Enter your email and click on **Continue**.



## 3 Log in to the OHI Portal (2/3)

- 1 **Sign In:** Enter your email and password. Then click on **Sign In**. Please select the **Remember me** option, if you do not want to enter the password in future logins.
- 2 **Send Push:** Click on **Send Push** and you will receive a notification on your mobile.

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Sign In

Username

**!** Please enter a username

Password

**!** Please enter a password

Remember me **1**

**Sign In**

Need help signing in?

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Okta Verify (RMX2170)

**2** **Send Push**

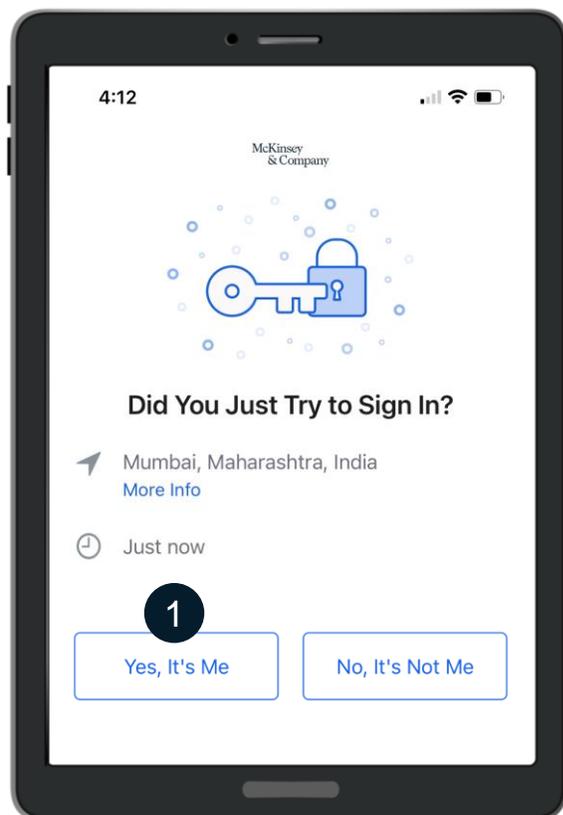
Or enter code

Send push automatically

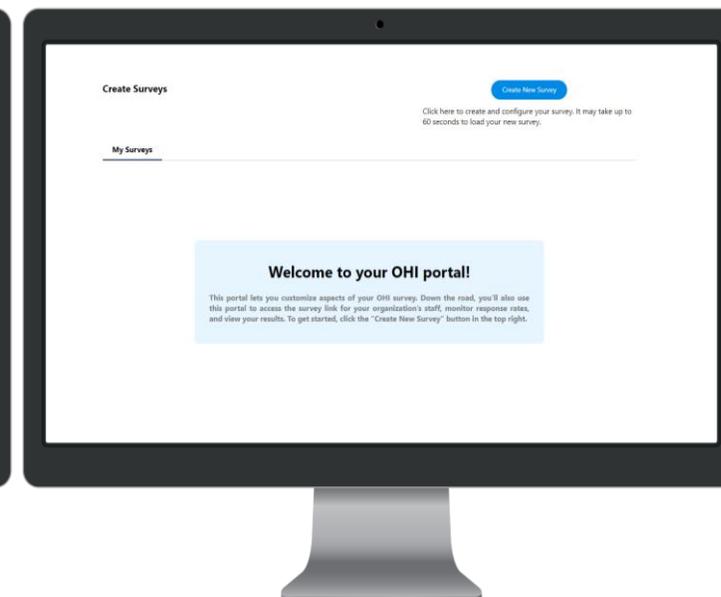
Do not challenge me on this device for the next 30 minutes

## 3 Log in to the OHI Portal (3/3)

- 1 Push Verification:** You will receive a push notification on your mobile. Please click on **“Yes, it’s Me”**.



- 2 Click on **Self Serve**.**



- 3 You are now in the **OHI Portal****