

# ILogin Account Setup Instructions

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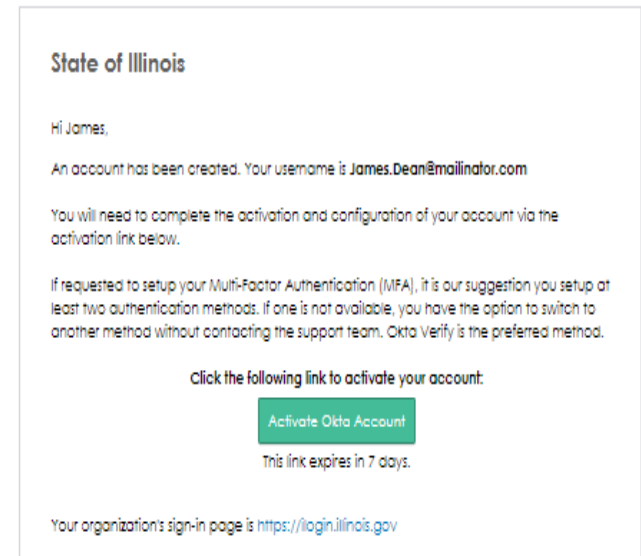
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# 1. How to activate your new State of Illinois ILogin Account

Once you receive the ILogin activation email from [ILogin.No.Reply@illinois.gov](mailto:ILogin.No.Reply@illinois.gov), click on the **Green** “Activate ILogin Account” button.

Note: this link expires after 7 days, so it is important to activate your account ASAP. After 7 days you will have to contact your appropriate service desk source to have an activation email resent.

Reminder: your email address will be your ILogin Username.



Once the account has been activated the link in this email will no longer work and you will need to access your application by going to <https://login.illinois.gov>

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://login.illinois.gov/help/login>

This is an automatically generated message from State of Illinois. Replies are not monitored or answered.

## 2. Start the account setup process

The link will open


<https://ILogin.Illinois.gov/welcome>

using a special token for your account.

This screen will be ready for your information. All sections need to be completed before clicking **Create My Account**.

Note: the Google Chrome browser is the most stable for Okta.


Welcome to State of Illinois - ILogin, James!  
Create your State of Illinois - ILogin account


**Enter new password**


Password requirements:


- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 4 passwords


Repeat new password

**Choose a forgot password question**  
  
**Answer**

**Add a phone number for resetting your password or unlocking your account using SMS (optional)**  
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

**Add a phone number for resetting your password or unlocking your account using Voice Call (optional)**  
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

**Click a picture to choose a security image**  
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



# 3. Select at least one of the four MFA options

At least one of the four options must be selected for registering Multi-Factor Authentication (MFA).

It is recommended to setup multiple methods. If one method is not available to you or is not working, you can switch to another during login.

## I. Okta Verify (go to page 5 for detailed steps)

Approving a push notification from Okta Verify App by selecting a 'Yes' or 'No' acknowledgement button.  
or

Enter a 6 digit on-time-pass code from the Okta Verify App into the Okta MFA prompt.

## II. Google Authenticator (go to page 7 for detailed steps)

Enter a 6 digit on-time-pass code from the Google Auth App into the Okta MFA prompt.

## III. SMS Authentication (go to page 9 for detailed steps)

Enter a 6 digit numeric code from the text message into the Okta MFA prompt.

## IV. Voice Call Authentication (go to page 10 for detailed steps)

Enter a 6 digit numeric code from an automated voice call into the Okta MFA prompt.

ILogin



### Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



#### Okta Verify

Use a push notification sent to the mobile app.

Setup



#### Google Authenticator

Enter single-use code from the mobile app.

Setup



#### SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup

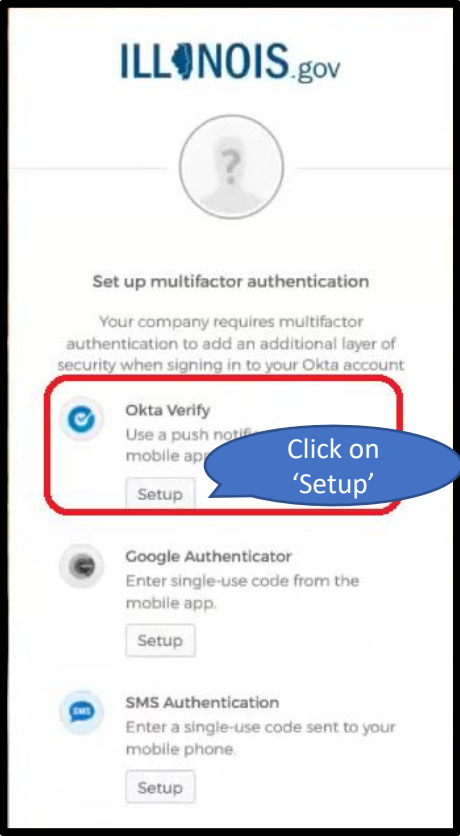
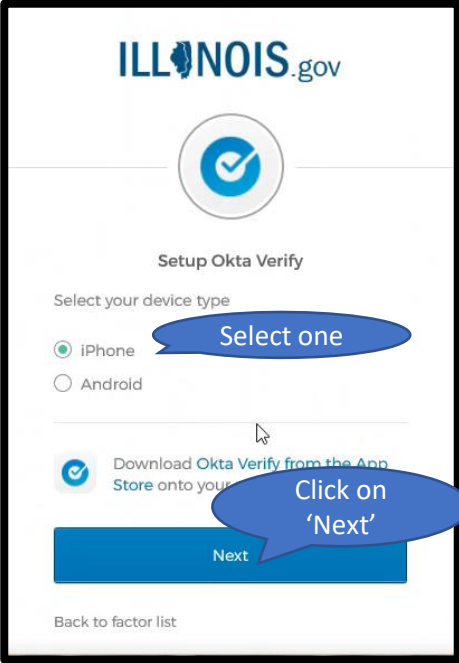
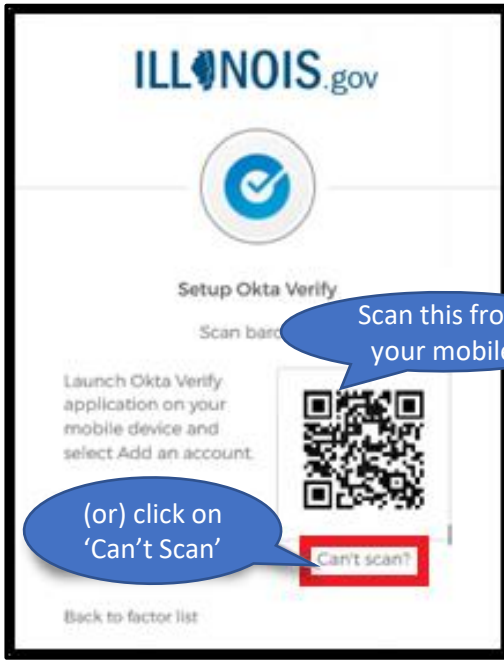


#### Voice Call Authentication

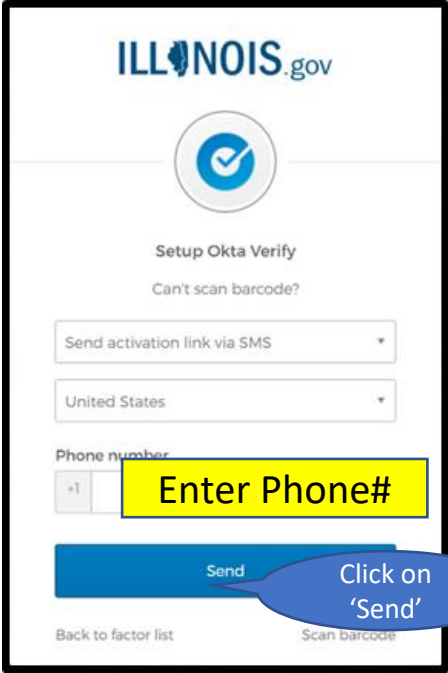
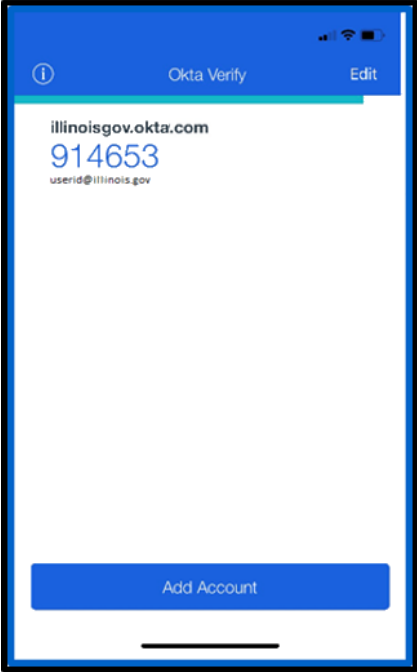
Use a phone to authenticate by following voice instructions.

Setup

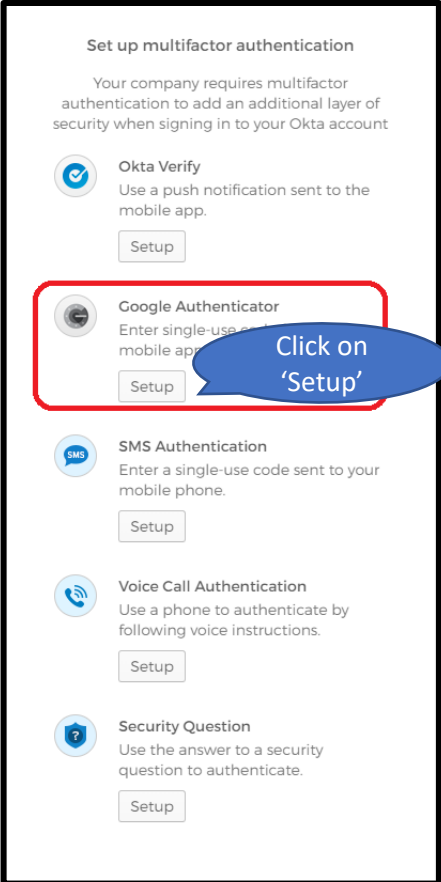
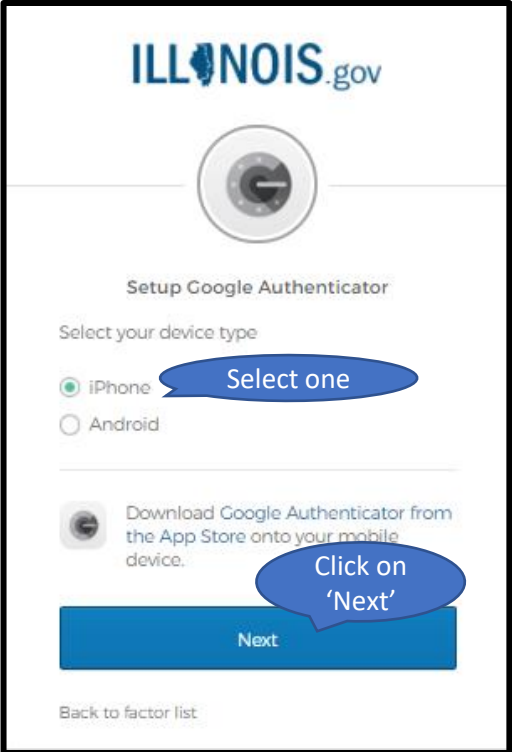
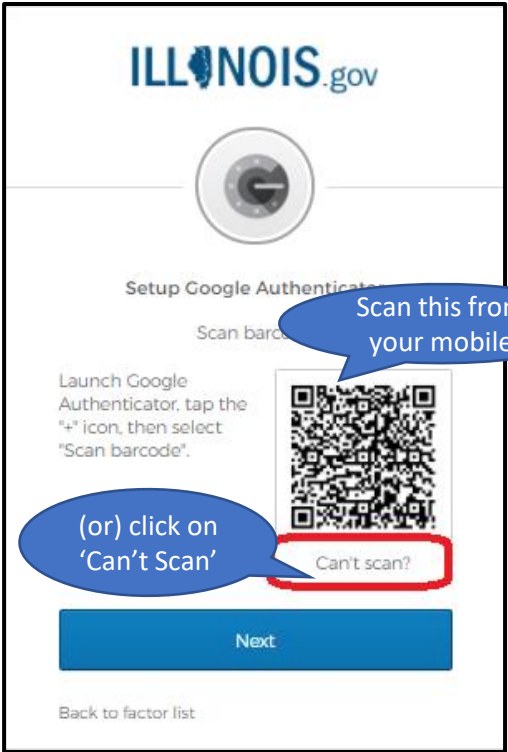
# Option I: Okta Verify

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Okta Verify</i> and click on <i>'Setup'</i></p>	<p><u>User Action:</u> Select <i>device type</i> and download the <i>'Okta Verify'</i> App to your smartphone</p>	<p><u>User Action:</u> Scan code from <i>Okta Verify</i> App in your mobile (or) proceed to <b>Step 4</b> to enter manually</p>
		

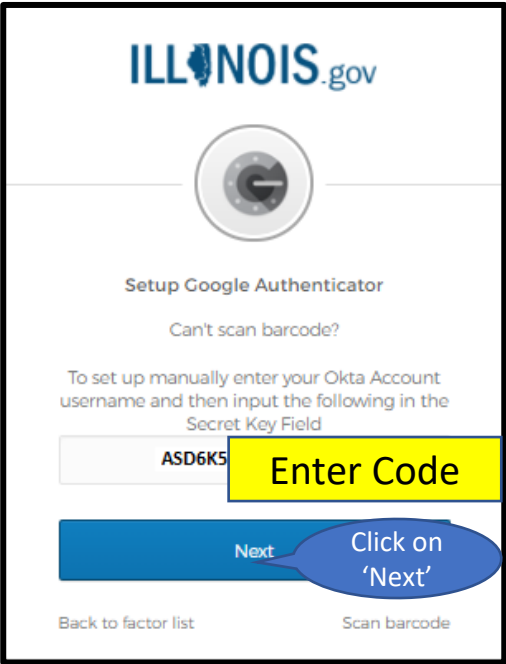

# Option I: Okta Verify

Step 4	Step 5
<p><u>User Action:</u> Enter phone number manually and click the link in SMS to activate 'Okta Verify'.</p>	<p>Sample Screenshot from phone depicting a registered account.</p>
	

# Option II: Google Authenticator

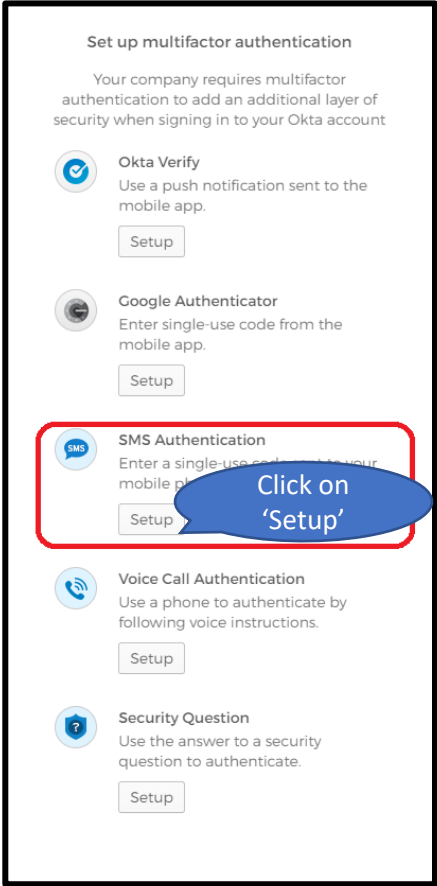
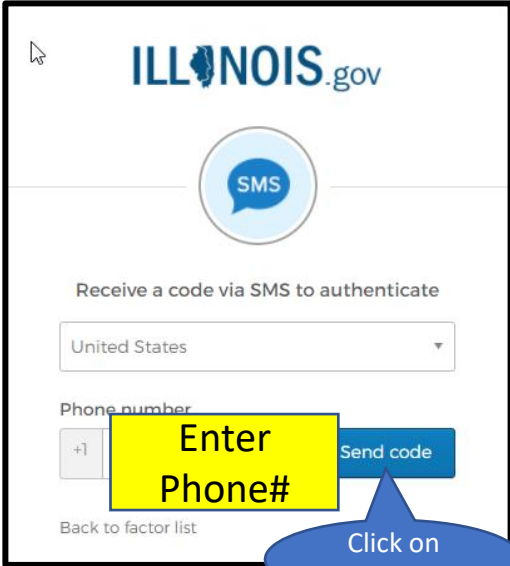
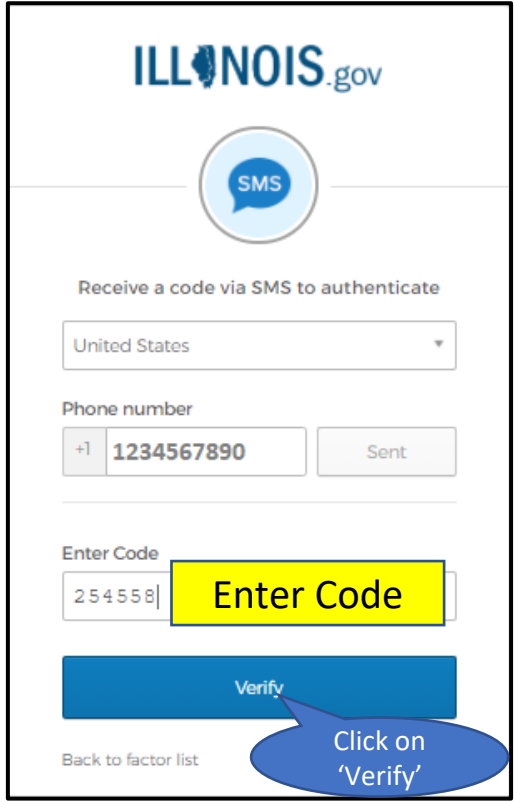
Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Google Authenticator</i> and click on 'Setup'</p>	<p><u>User Action:</u> Select device type and download the 'Google Authenticator' App to your smartphone</p>	<p><u>User Action:</u> Scan code from <i>Google Authenticator</i> App in your mobile (or) proceed to <b>Step 4</b> to enter manually</p>
		

# Option II: Google Authenticator

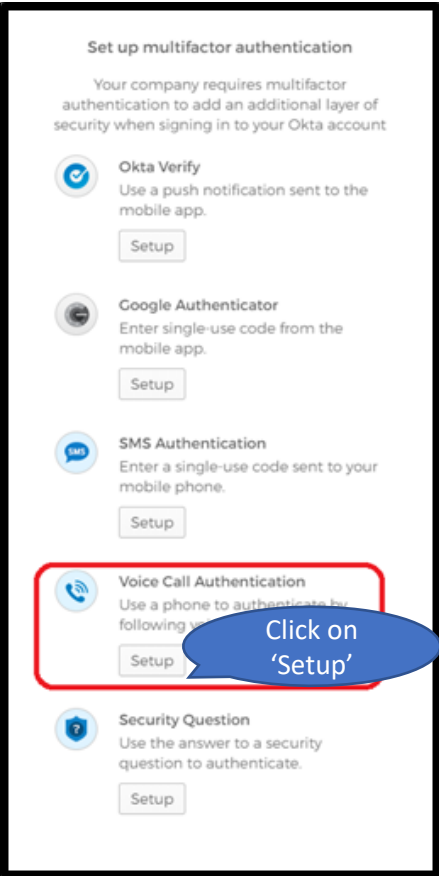
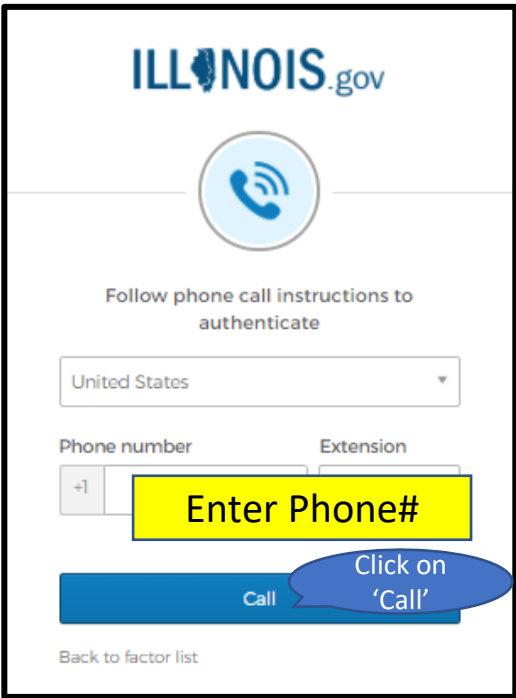
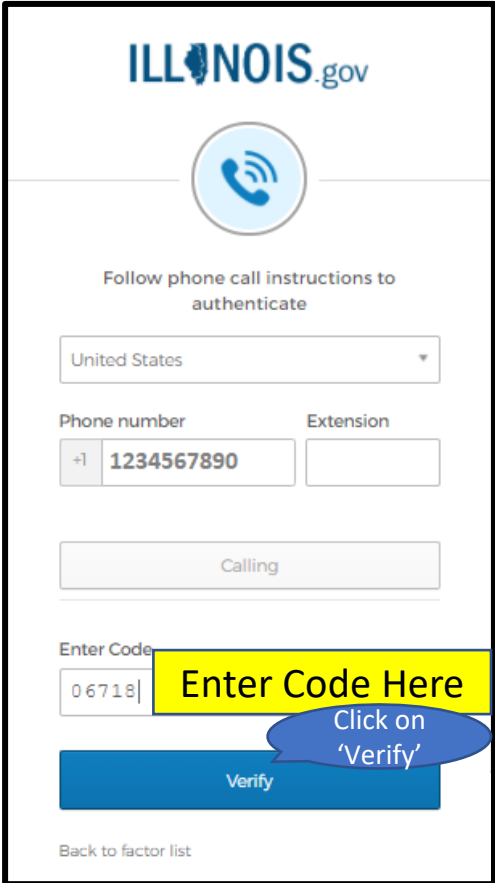
Step 4	Step 5
<p><u>User Action:</u> Enter Account ID manually and enter the Secret Key to activate Google Authenticator.</p>	<p>Sample Screenshot from phone depicting a registered account.</p>
	



# Option III: SMS Authentication

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select SMS Authentication.</p>	<p><u>User Action:</u> Enter a Mobile phone number and click on “Send Code”.</p>	<p><u>User Action:</u> Enter the code received on the mobile phone and click ‘Verify’.</p>
		

# Option IV: Voice Call Authentication

Step 1	Step 2	Step 3
<p><u>User Action:</u> Select <i>Voice Call Authentication</i></p>	<p><u>User Action:</u> Enter a Mobile phone number and click 'Call'.</p>	<p><u>User Action:</u> Enter the code given during the phone call and click 'Verify'.</p>
		

# 4. MFA Methods Setup

## User Action:

Once you have successfully setup your multiple MFA methods click *Finish*.

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Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- Security Question ☒

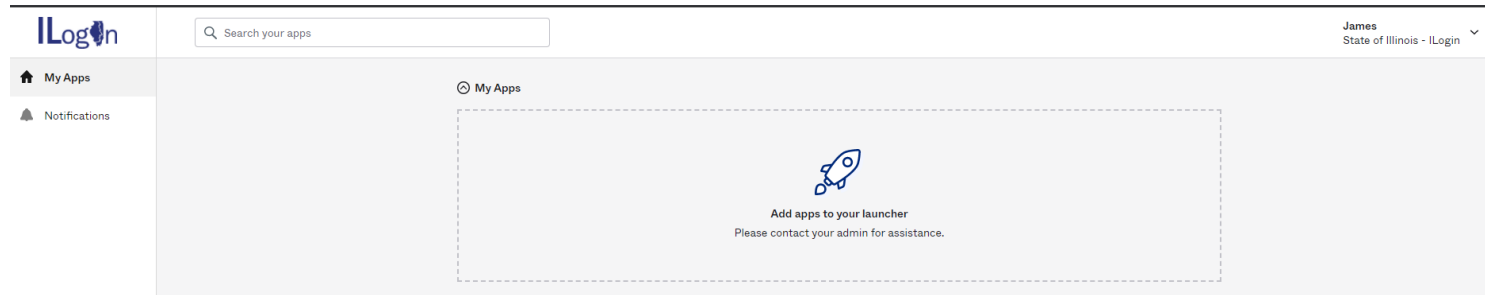
Additional optional factors

- Okta Verify  
Use a push notification sent to the mobile app.
- Google Authenticator  
Enter single-use code from the mobile app.
- SMS Authentication  
Enter a single-use code sent to your mobile phone.
- Voice Call Authentication  
Use a phone to authenticate by following voice instructions.

Click on 'Finish'

## 5. Logged in to ILogin home Dashboard

Your account is now setup, and your application chiclet(s) will be listed in the user dashboard



## 6. Logout of ILogin home Dashboard

To logout of your ILogin user dashboard, click on your name in upper righthand corner and click **sign out**. You may have multiple windows open with your various apps which can all be closed out.

## 7. ILogin account Settings: Additions, Changes and Adjustments after initial setup

You can make additions, changes or adjustments by clicking your name in the upper righthand corner and then selecting Settings

The screenshot shows the ILogin account settings interface. The top navigation bar includes the ILogin logo, a search bar for apps, and the user's name 'James State of Illinois - ILogin' with a dropdown arrow. The left sidebar contains 'My Apps' and 'Notifications'. The main content area is titled 'Account' and features four settings panels, each with an 'Edit' button:

- Personal Information:** Fields for First name (James), Last name (Dean), Okta username (James.Dean@mailinator.com), Primary email (James.Dean@mailinator.com), and Mobile phone.
- Security Image:** A section explaining that the security image provides additional assurance, followed by a placeholder image of a yellow flower.
- Change Password:** A section with password requirements (at least 8 characters, lowercase letter, uppercase letter, number, symbol, no parts of username, no first/last name, and not a previous password). It includes input fields for Current password, New password, and Confirm new password, with a 'Change Password' button at the bottom.
- Forgotten Password Question:** A section explaining the purpose of the question and a field for the Question.

At the bottom left, it says 'Last sign in: 3 minutes ago' and '© 2021 Okta, Inc. | Privacy'.

You can make changes to or add (Optional):

- Security Image (change)
- Extra Verification (MFA) (change or add)
- Change Password (change)
- Forgot Password recovery options (change or add)