## Log on Instructions for FESS

A) Go to <u>https://fess.foxinc.com</u>. Enter your email and password, click sign in.



B) The first time you log on, you will be prompted to choose a security image. Choose an image by clicking on it and click 'Create My Account'



C) You will also, the first time, be presented with an initial screen when enrolling in Multifactor Authentication (MFA) via Okta, Select Setup under Okta Verify.



D) Select device type



E) Download/Install Okta Verify from the Google Play Store or Iphone App Store and scan the QR Code on the screen.



F) Success screen. Click Finish.

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Set up multifactor authentication		
You car	n configure any additional optional factor or click finish	
Enrolled factors		
0	Okta Verify	
Additional optional factors		
	SMS Authentication Enter a single-use code sent to your mobile phone.	
	Setup	
۲	Voice Call Authentication Use a phone to authenticate by following voice instructions. Setup	
	Finish	

G) Next time you log in, select Send Push to your device (device name in parenthesis) and Approve on your mobile device if details presented are correct.



## H) It will take you into FESS.

