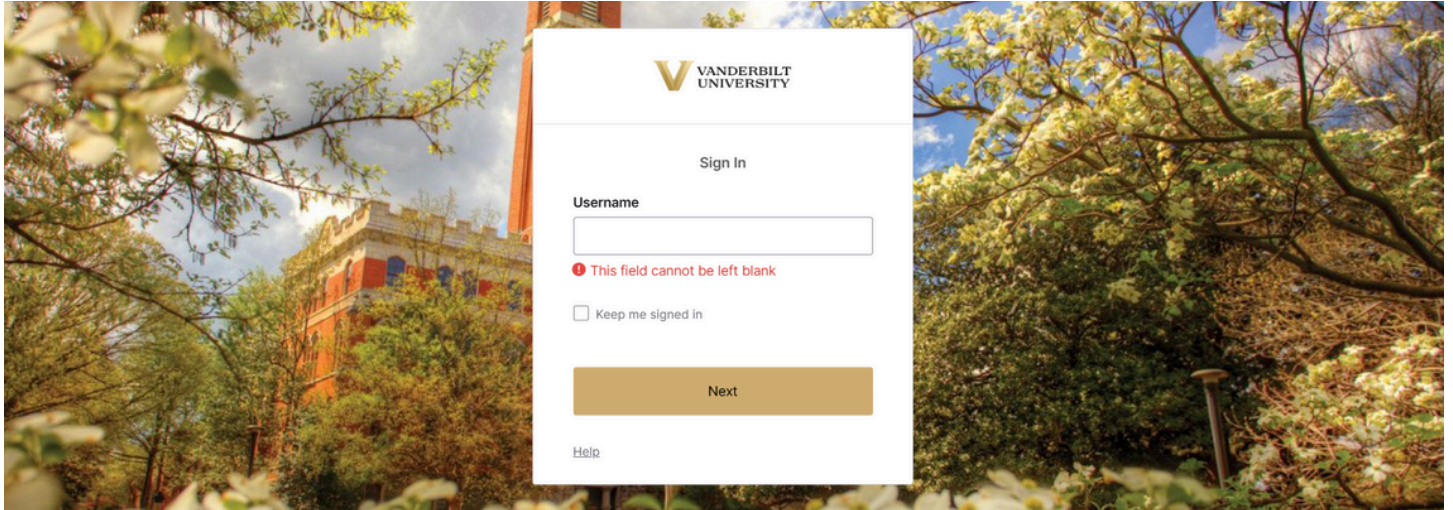


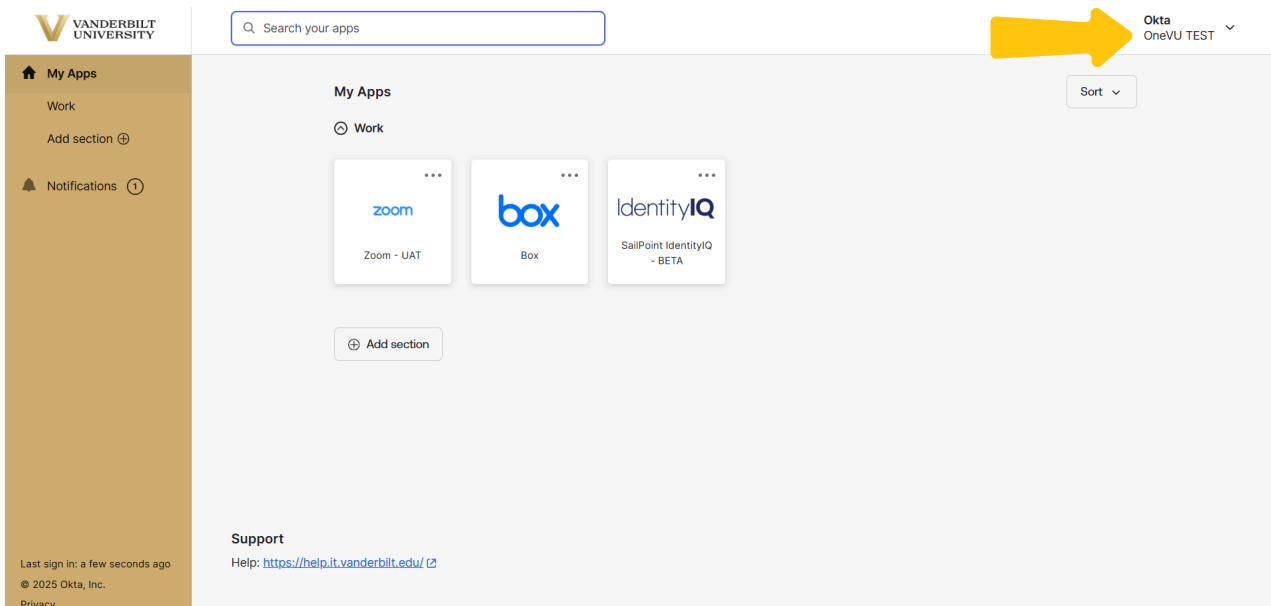
OneVU: Setting up Okta Verify

Navigate to <https://onevu.vanderbilt.edu> in your browser.



Login using your @vanderbilt.edu email and click Next. Then enter your password and click verify. **Note:** This password is the same one you use with your VUNetID.

Once logged in to your OneVU dashboard (as seen below) you will click your name in the top right corner for a Menu to pop up.



Then click settings from the drop down menu.

VANDERBILT UNIVERSITY

Q Search your apps

Okta OneVU TEST ^

My Apps

Work

Add section +

Notifications 1

Zoom - UAT

Box

IdentityIQ

SailPoint IdentityIQ - BETA

Add section +

Okta Onboarding
okta.onboarding@vanderbilt.edu

Settings

Preferences

Recent Activity

Sign out

Support

Help: <https://help.it.vanderbilt.edu/>

Last sign in: a few seconds ago
© 2025 Okta, Inc.

Then under the grey section that says Security Methods, you will select Set up next to Okta Verify.

VANDERBILT UNIVERSITY

Q Search your apps

Okta OneVU TEST ^

My Apps

Main

Add section +

Notifications 2

Account

Edit Profile

Personal Information

First name Oktatestuser

Last name Alumni

Okta username oktatestuser.alumni@vanderbilt.edu

Primary email oktatestuser.alumni@vanderbilt.edu

Secondary email

Mobile phone

Cost center 46700

Display name Alumni, Oktatestuser

Organization VU

vanderbiltPersonStudentEmpl 00nullnull ID

Change LDAP Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 9 password(s)

Security Methods

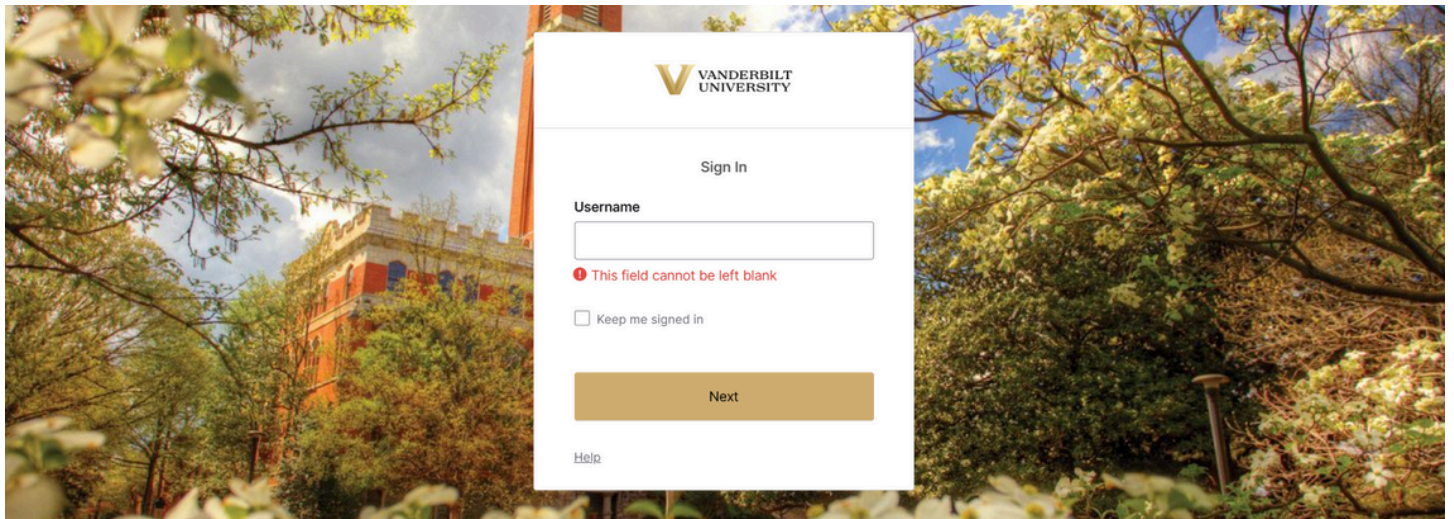
Security methods help your account security when signing in to Okta and other applications.

Okta Verify Set up

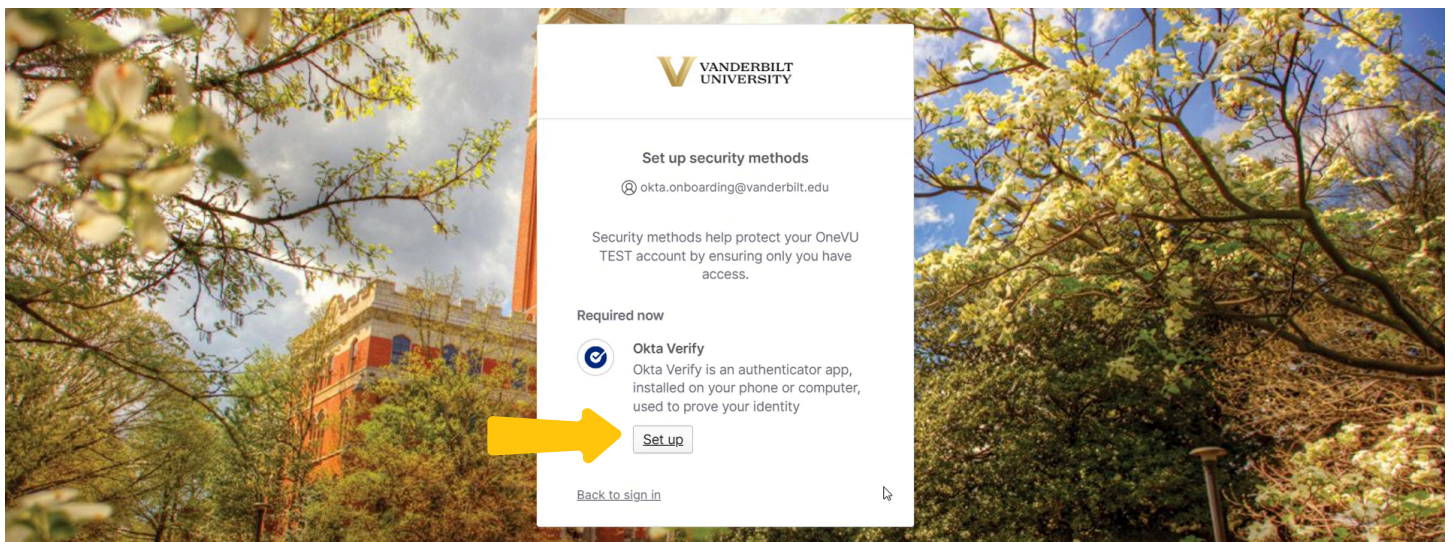
Security Key or Biometric Authenticator Set up

End All Sessions

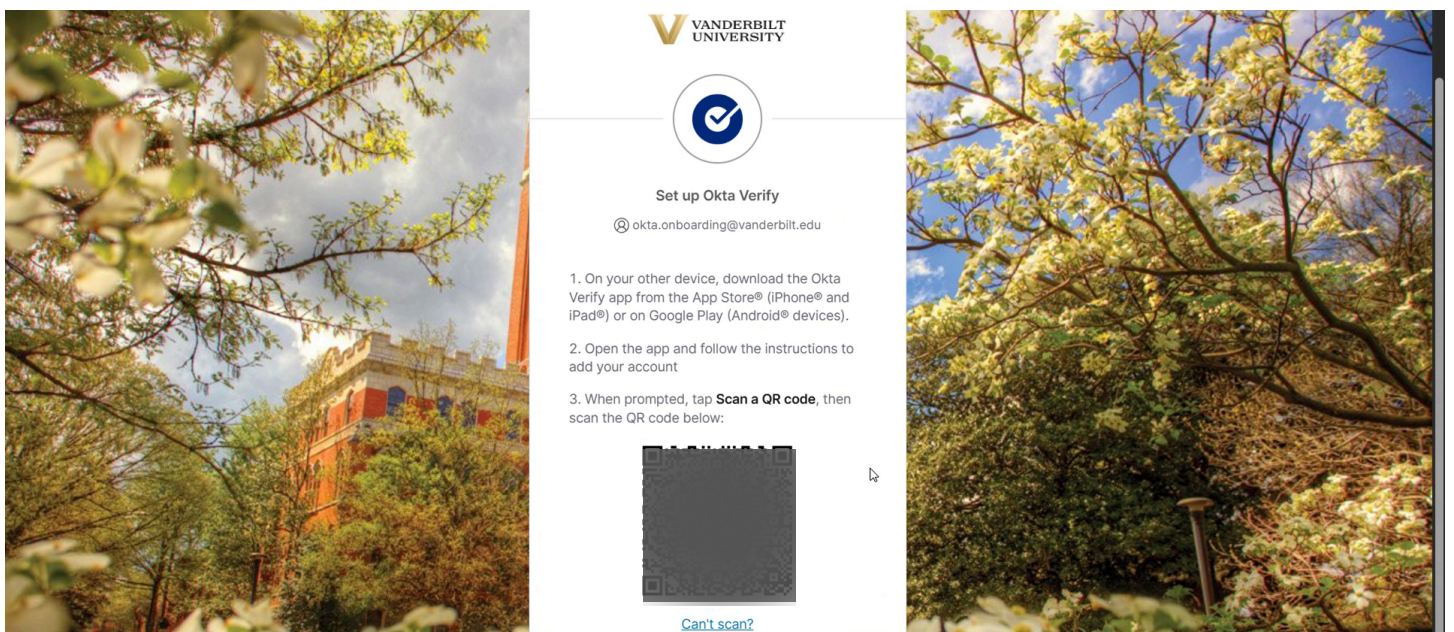
You will be prompted to enter your password again for authentication. Once you enter your password, click verify.



You will be prompted to enter your password again for authentication. Once you enter your password, click verify.



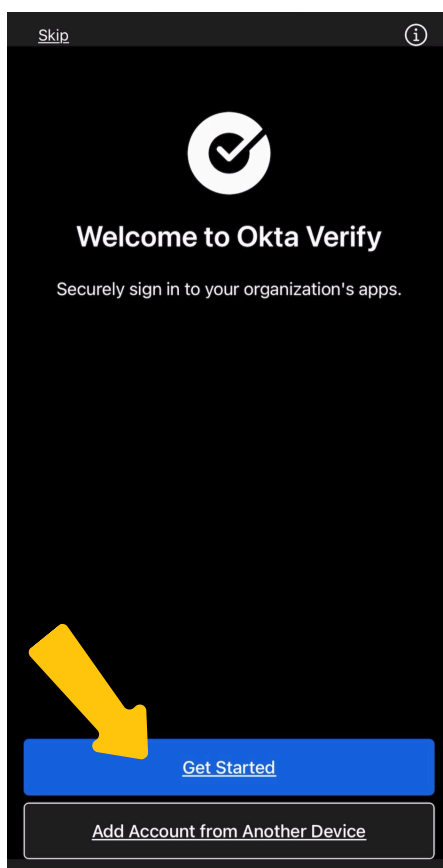
A screen with a QR code will appear (seen below). Leave this window open, but we will switch to your mobile device for next steps.



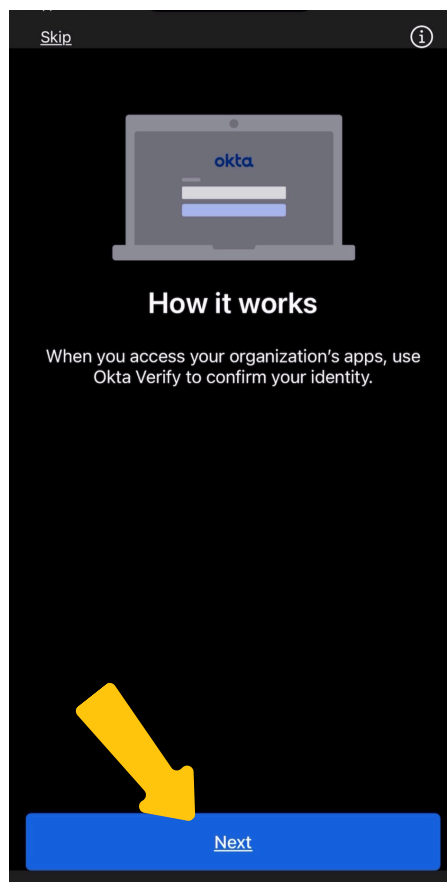
On your mobile device, go to either the Apple App Store or the Google Play Store and search for “Okta Verify” and select download. The application icon is displayed below.



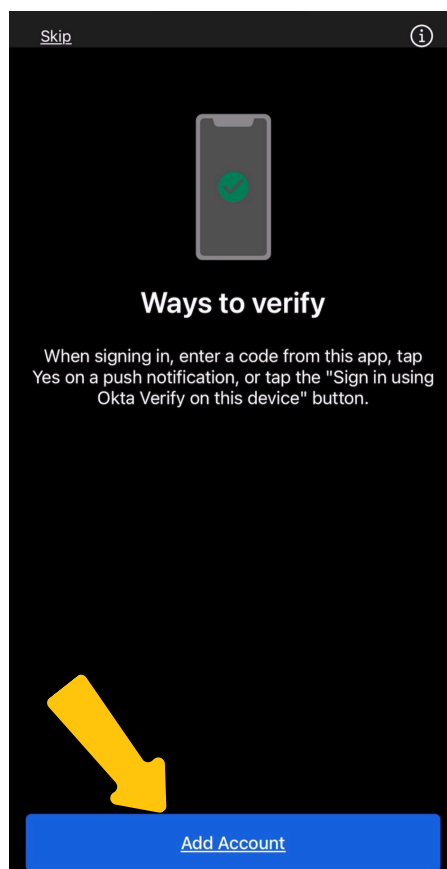
Once downloaded, you will open the application, and select "Get Started".



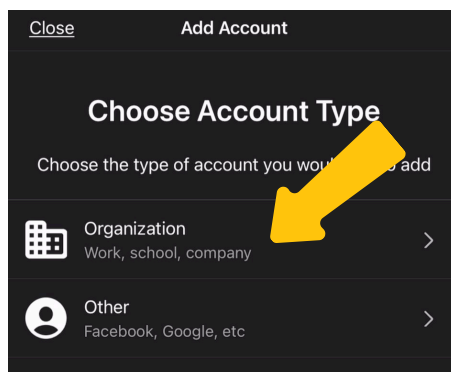
Then select “Next”



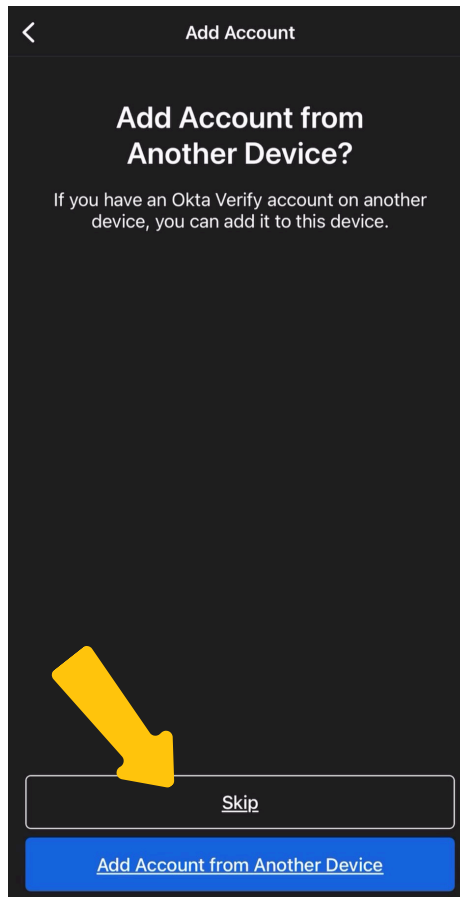
Then select “Add Account”



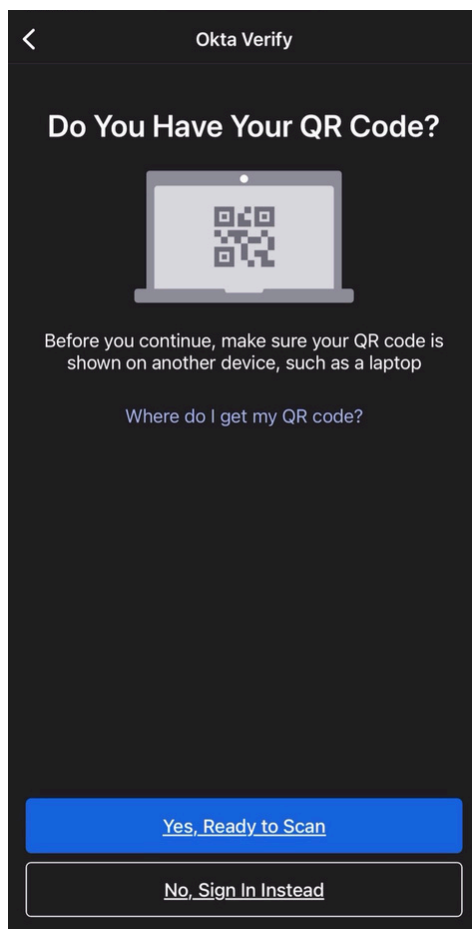
Then select “Organization”



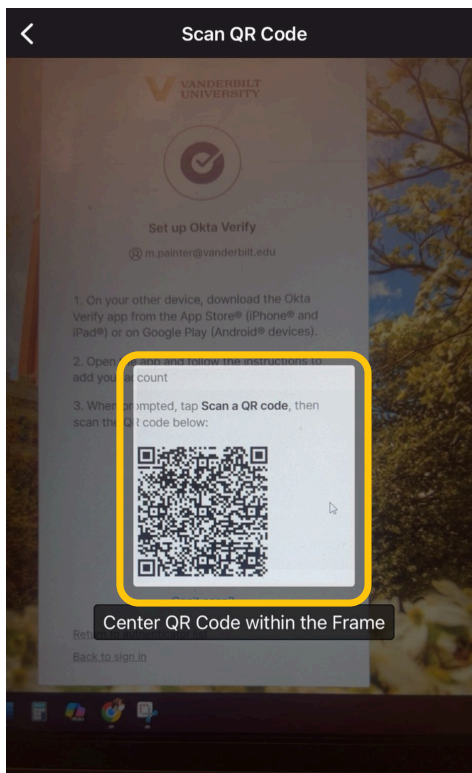
Then select “Skip”



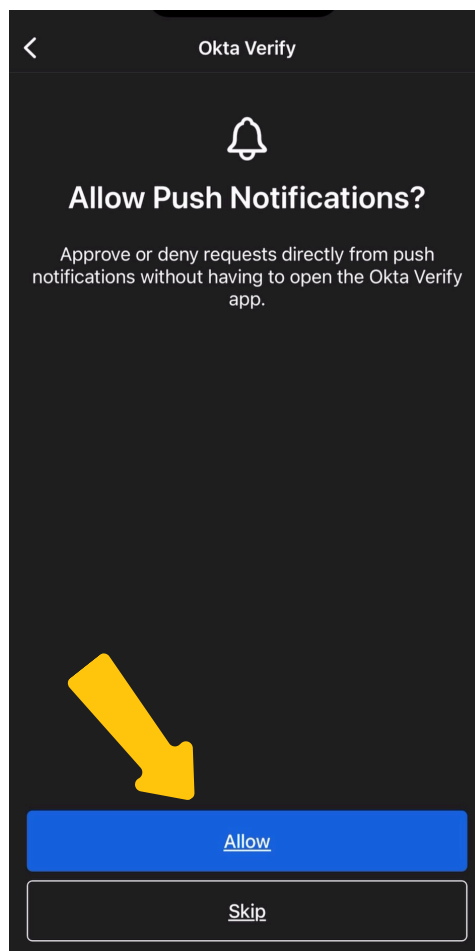
Then select “Yes Ready to Scan” - your mobile device will likely require you to allow the application to use your camera.



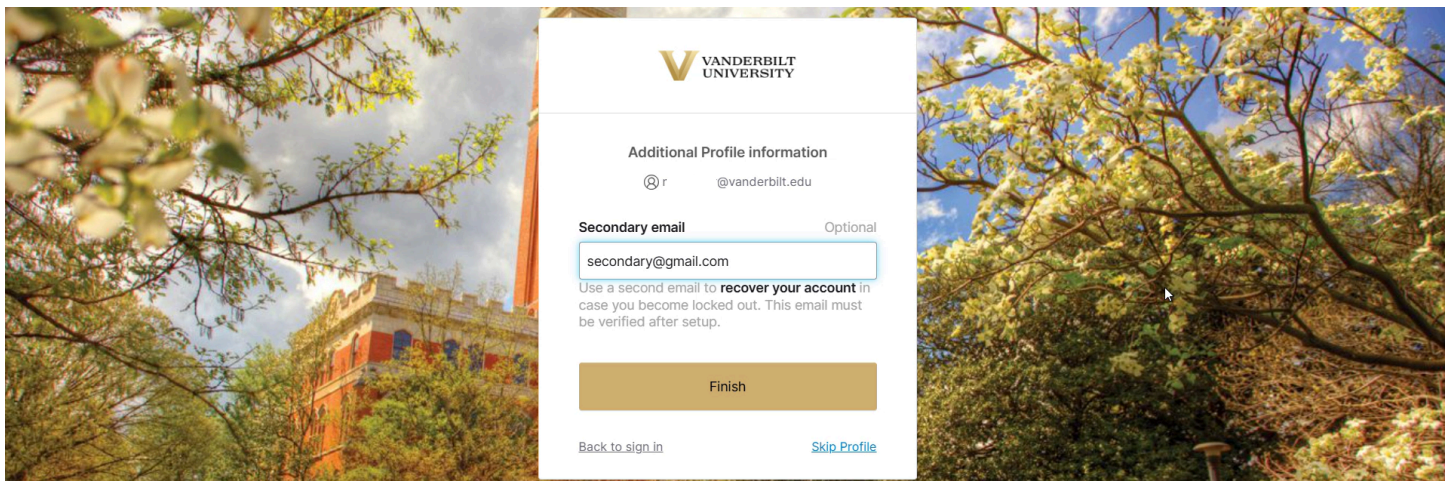
Scan the QR Code on your other device.



We highly recommend allowing the application to send you push notifications so that when Okta Verify sends you a push, it came come through on your phone without having to navigate to the app.



Now go back to your computer screen and click "continue". Then Enter your personal **non-Vanderbilt email address**. This email will be used in the event that you have lost access to your account and your and then you can choose "Finish".



Now you are in your OneVU dashboard. **Note:** To complete the secondary email address registration, you will want to navigate to your personal email account, find the email that was sent to you from One VU and select "confirm the email".

🏠 My Apps

Work

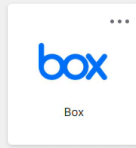
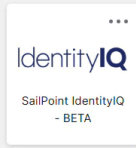
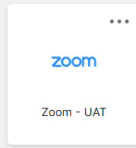
Add section ➕

🔔 Notifications ①

My Apps

Sort ▾

🕒 Work



➕ Add section