#### Step 1: Enroll Windows Hello Camera in Oakland Sesame

Refer to the following instructions to set up a built-in **Windows Hello Camera** in **Oakland Sesame** on your County-owned workstation.

1. From the **Windows Search** bar, type **sign-in options**:



2. Select Sign-in options from the popup Start menu.



3. From the Settings screen in the Sign-in options section, click Windows Hello Face.

| Settings              |   | – 🗆 X   |
|-----------------------|---|---|
| வ் Home               | Sign-in options   |   |
| Find a setting        | *Some of these settings are hidden or managed by your organization. |   |
| Accounts              | Manage how you sign in to your device                               | Lock your PC in a second  |
| Accounts              | Select a sign-in option to add, change, or remove it.               | To protect your private info and help<br>keep your device safe, press Windows |
| RΞ Your info          | Windows Hello Face           Sign in with your camera (Recommended) | logo key + L before you walk away<br>from your PC.                            |
| 🖾 Email & accounts    | Windows Hello Fingerprint   |   |
| Sign-in options       | Sign in with your fingerprint scanner (Recommended)                 | Related settings  |
| Access work or school | Windows Hello PIN<br>Sign in with a PIN (Recommended)               | Lock screen   |
| <b>Q a</b>            | 四 Security Key  | Help from the web   |
| Sync your settings    | Sign in with a physical security key                                | Changing your Microsoft account<br>password                                   |
|                       | Password<br>Sign in with your account's password                    | Resetting local account password  |
|                       |   | Enabling passwordless sign-in   |

4. From the Windows Hello Face window, click the Set up button.



5. From the **Windows Hello setup** screen, click the **Get started** button.

| Windows Hello setup  | ×   |
|--|---|
| Welcome to Windows H   | Hello   |
| Your device just got more person<br>complex passwords and start u<br>your device, verify your identity | onal. Say goodbye to entering<br>sing your fingerprint to unlock<br>/, and buy things in the Store. |
| Learn more   |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| Get started  | Cancel  |
|  |   |

6. Verify your account password. From the **Windows Security** screen, type your *IAM* password and click the **OK** button.

| Windows  | Security          |              | × |
|----------|-------------------|--------------|---|
| First, v | erify your accour | nt password. |   |
| 8        | OAKNTDM\smithj    |              |   |
| 7 1      | Password          |              |   |
|          |                   |              |   |
|          | ОК                | Cancel       |   |
|          |                   |              |   |

- 7. From the **Set up a PIN** screen, in the **New PIN** field, type a new PIN. When selecting a new PIN, keep in mind that PINs:
  - MUST be 6 numerical characters
  - Pattern cannot be repeating or in a numerical order (222333, 123456)
  - Letters and symbols are not required however, to include checkmark the **Include letters and symbols** option.

**Note:** If applicable, click the **PIN requirements** link for more information.

| Windows S               | ecurity  |  | ×       |
|-------------------------|--|--|---------|
| Set up                  | a PIN  |  |         |
| Create a l<br>easier to | PIN to use in place of pa<br>sign in to your device, a | asswords. Having a PIN m<br>pps, and services. | akes it |
|                         | New PIN  |  |         |
| _                       | Confirm PIN  |  |         |
|                         | Include letters and                                    | symbols  |         |
|                         | ОК   | Cancel   |         |
|                         |  |  |         |

- 8. In the **Confirm PIN** field, type your PIN again and click the **OK** button.
- 9. Look at the camera on your workstation and follow the onscreen prompts to set up face recognition.



10. From the Windows Hello setup screen, click the Close button.



11. The following screen will be displayed confirming that face recognition is complete:



12. From the **Settings** screen, click the **Close** (**X**) button in the top right corner.

#### Step 2: Enroll Windows Hello Camera into Okta Fastpass-Okta Verify (New way to MFA)

Once setup is complete for **Windows Hello Camera** on your County-owned workstation, you MUST enroll into OKTA Fastpass – Okta Verify.

13. From the Windows Search bar, type Okta Verify:



14. Select **Okta Verify** from the popup **Start** menu.



15. Click "Get Started".

You will be presented with the sign-in URL screen. This should be auto filled with **oakgov.okta.com**. if it is not, please enter **oakgov.okta.com**.

| Okta Verify       |                               | _ | × |
|-------------------|-------------------------------|---|---|
| ← Back            |                               |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
|                   | First, enter your sign-in URL |   |   |
|                   | oakgov okta com               | ן |   |
|                   |                               | J |   |
|                   | Next                          |   |   |
|                   | Don't know your sign-in URL?  |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
|                   |                               |   |   |
| Click <b>Next</b> |                               |   |   |

16. You will now be prompted to log into Okta and/or validate using your Multifactor of choice. Follow the onscreen instructions for validating your identity. (Your options may look different)

| Ver | ify it's you with a security n         | nethod |
|-----|--|--------|
|     | 8 smithj@oakgov.com                    |        |
|     | Select from the following opt          | tions  |
| Ø   | Enter a code                           | Select |
| 9   | ond terry                              |        |
| Ø   | Get a push notification<br>Okta Verify | Select |
|     | Password                               | Select |
|     |  |        |

17. After choosing your MFA option Okta Verify should access you to enable Windows Hello. Click **Enable** 



18. If you already have Windows Hello setup on your computer, you will be prompted to verify your identity with either a faceID, Fingerprint or PIN. If you have multiple Windows Hello devices set up, you can click on **More Choices** and choice your preferred MFA option.

| Windows Security  | × | More choices     |  |
|---|---|------------------|--|
| Making sure it's you Please confirm your login to https://oakgov.okta.com/ through Okta Verify. |   | Face             |  |
| Too far away! Try moving a bit closer.  |   | र्जे Fingerprint |  |
| Cancel  |   | PIN              |  |

19. Upon completion you will be presented the user Account screen. The following is an example showing Okta Verify is successfully configured.

|         |  | 14 1 |   |
|---------|--|------|---|
|         | Accounts   | •    | > |
| Rawoolf | John Smith<br>smithj@oakgov.com<br>oakgov.okta.com | >    |   |
|         | Use another account                                | )    |   |
|         |  |      |   |
|         |  |      |   |
|         |  |      |   |

From the Accounts screen, click the Close (X) button in the top right corner.

#### To Log into Windows Using Windows Hello Camera

1. Stare at the camera at the top of your County-owned workstation. Once face recognition is complete you should be logged into windows.

OR

2. If applicable from the **Windows** login screen, click the **Sign-in options** link.

- Click the Click the
- Stare at the camera at the top of your County-owned workstation. Once face recognition is complete you should be logged into windows.

**Note:** If face recognition is not working, you can always log into **Windows** using the PIN you created above.