

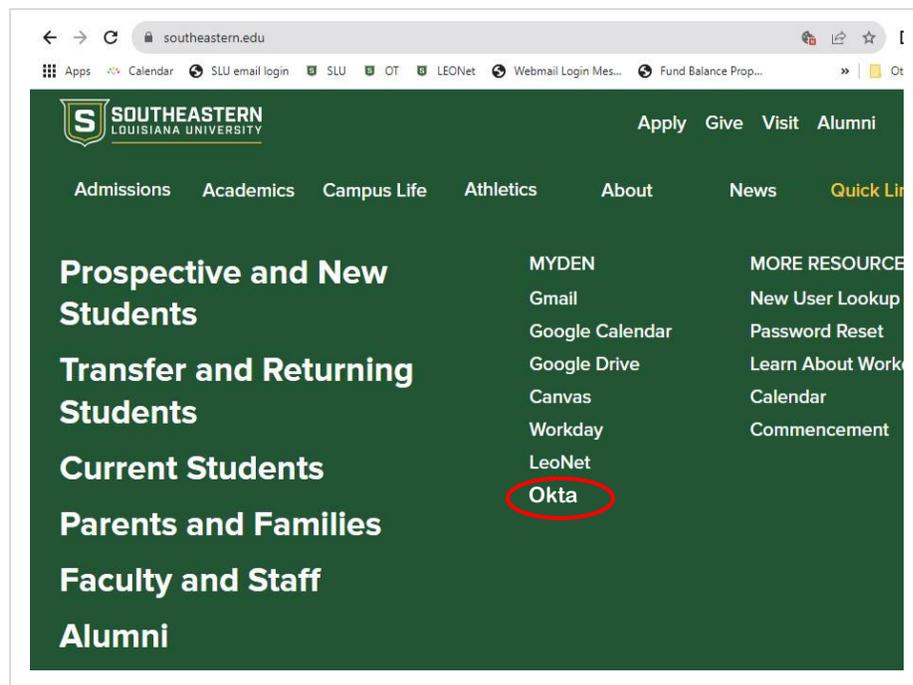


# How to Log IN to Okta!

Once your Okta account has been activated, you are ready to LOG IN to the Okta portal. If you have not activated your account, please see the instruction on “How to SET UP Okta.”

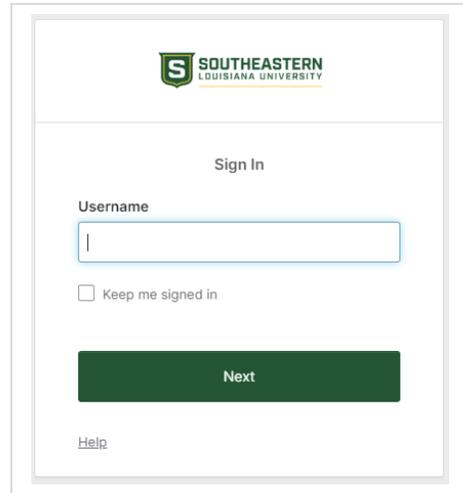
## STEP 1: Access the Okta Login Screen

To access the Okta login screen, either go to <https://login.selu.edu>, and bookmark that page. Or you can navigate to the Okta login screen from the Southeastern home page.



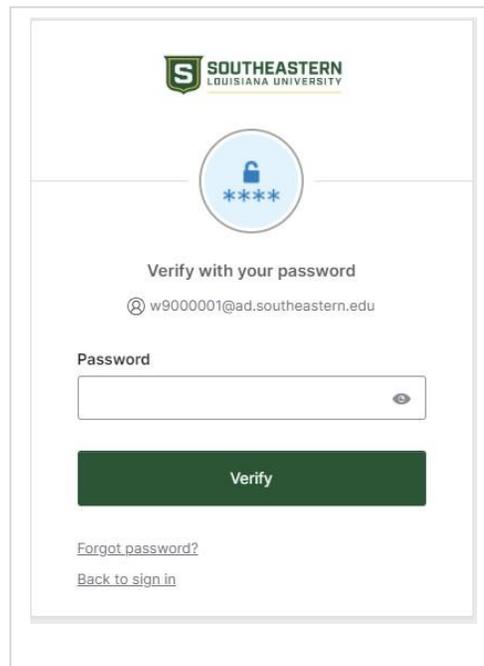
## STEP 2: Log in to Okta

On the Okta login screen, enter your W#.



The image shows the Okta Sign In screen for Southeastern Louisiana University. At the top left is the university logo. The main heading is "Sign In". Below it is a "Username" label and a text input field containing a vertical bar. Underneath the input field is a checkbox labeled "Keep me signed in". A large green button labeled "Next" is centered below the checkbox. At the bottom left, there is a small link labeled "Help".

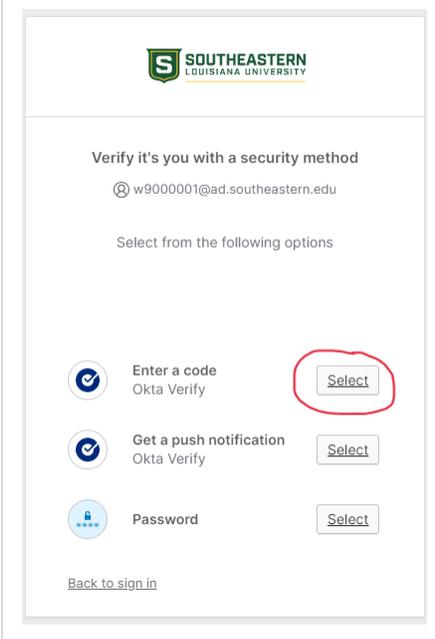
Then enter your regular email password and click "Verify".



The image shows the Okta "Verify with your password" screen for Southeastern Louisiana University. At the top left is the university logo. Below it is a circular icon containing a padlock and the text "\*\*\*\*\*". The main heading is "Verify with your password". Below the heading is the email address "w900001@ad.southeastern.edu" with a small icon to its left. Underneath is a "Password" label and a text input field with a toggle icon on the right. A large green button labeled "Verify" is centered below the input field. At the bottom left, there are two links: "Forgot password?" and "Back to sign in".

Open the Okta Verify app on your phone. You will need to use the Okta Verify app (on your phone) to verify your identity.

On your computer, select “Enter a Code” and then enter the code provided by the Okta Verify app (on your phone). The code will change every 30 seconds. If the code is about to change, wait until the next code appears.



The screenshot shows a web-based security selection interface. At the top, the Southeastern Louisiana University logo is displayed. Below the logo, the text reads "Verify it's you with a security method" followed by the email address "w9000001@ad.southeastern.edu". A prompt "Select from the following options" is centered below the email. Three options are listed, each with a circular icon and a "Select" button to its right. The first option, "Enter a code Okta Verify", has its "Select" button circled in red. The second option is "Get a push notification Okta Verify" and the third is "Password". At the bottom left, there is a link that says "Back to sign in".

**S** SOUTHEASTERN  
LOUISIANA UNIVERSITY

Verify it's you with a security method

📧 w9000001@ad.southeastern.edu

Select from the following options

- 👉 Enter a code  
Okta Verify
- 👉 Get a push notification  
Okta Verify
- 🔒 Password

[Back to sign in](#)

## Step 3: Using the Okta User Portal

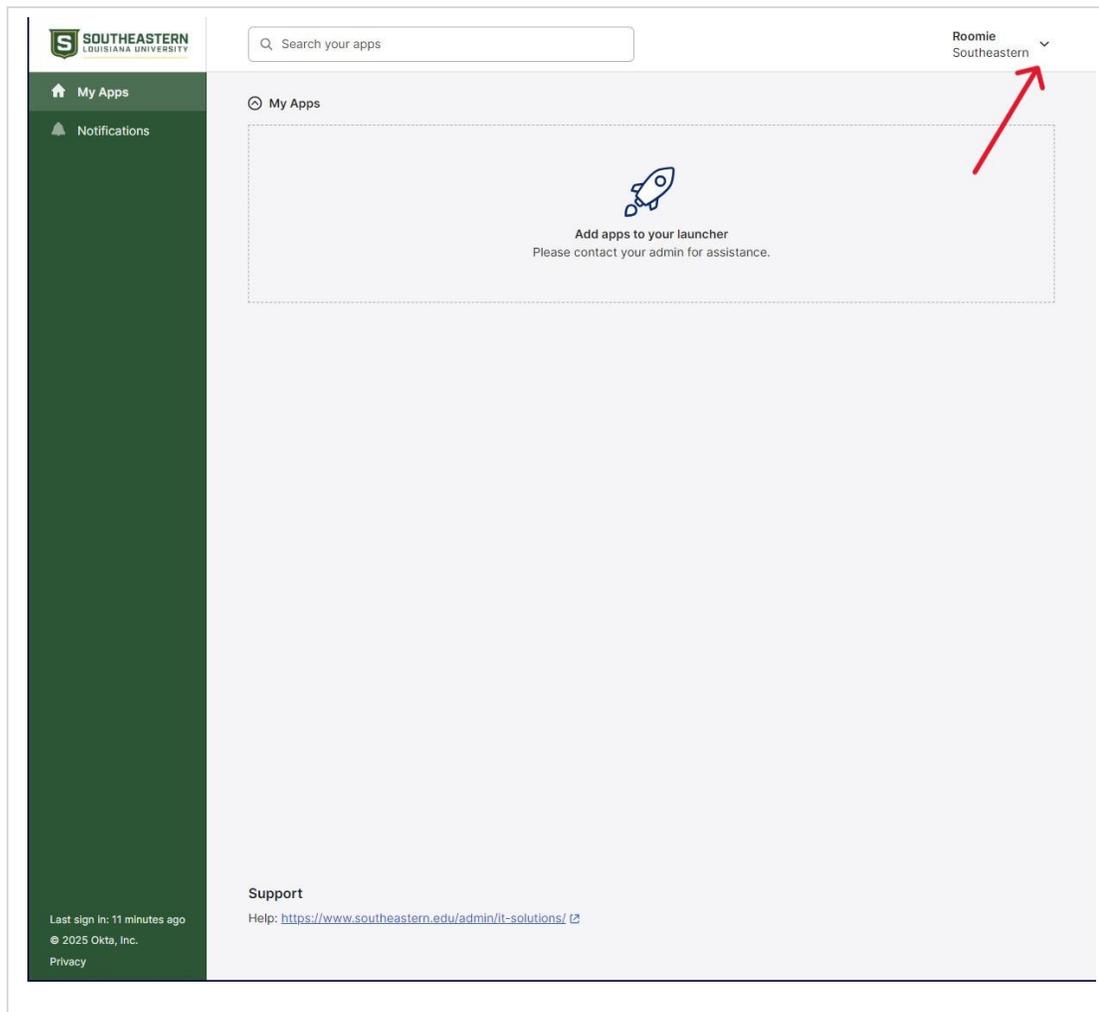
You should now be in the Okta portal. Below is the home page.

In the future, Southeastern Gmail, Workday, Canvas, and your calendar will all be added to the portal. As apps are added to the Okta portal, you will see them on this page and be able to launch the application without the need for further logins.

During Phase I of the Okta implementation, Okta will replace the current Password Reset system.

### To Reset Your Password:

- Click the down arrow indicated
- Click **Settings**



From the settings screen you will have the option to reset your password and add other security methods, such as a security key or biometric authenticator.

The screenshot displays the Okta account settings interface for a user named Roomie Southeastern. The page is organized into several sections:

- Personal Information:** A table listing user details such as First name (Roomie), Last name (Lion), Okta username (w900001@ad.southeastern.edu), Primary email (roomie.lion@selu.edu), Secondary email (shannonsclortino@yahoo.com), Mobile phone, seluWorkdayID (w900001), and seluAffiliation ([STUDENT]).
- Display Language:** A section showing the current language is set to English, with a note that it was automatically set by the browser and can be changed in the settings.
- Change Password:** A section with a red circle highlighting the password change fields. It includes a list of password requirements (at least 12 characters, lowercase and uppercase letters, a number, a symbol, no parts of the username or last name, and not a recent password). Below the requirements are three input fields: Current password, New password, and Confirm new password. A checkbox for "Sign me out of all other devices" and a "Change Password" button are also present.
- Security Methods:** A section showing various security methods. It includes "Okta Verify" (with a "Set up another" button), "moto g stylus" (with a "Remove" button), "Security Key or Biometric Authenticator" (with a "Set up" button), and "Google Authenticator" (with a "Remove" button).

The left sidebar contains navigation options for "My Apps" and "Notifications". The top right corner shows the user's name "Roomie Southeastern" and a dropdown arrow. The bottom left corner of the sidebar displays "Last sign in: 9 minutes ago" and "© 2025 Okta, Inc. Privacy".

If you need assistance, please contact the Help Desk:

Student Help Desk – (985) 549.2700  
[studenthelpdesk@southeastern.edu](mailto:studenthelpdesk@southeastern.edu)

Faculty Help Desk – (985) 549.5555  
[helpdesk@southeastern.edu](mailto:helpdesk@southeastern.edu)