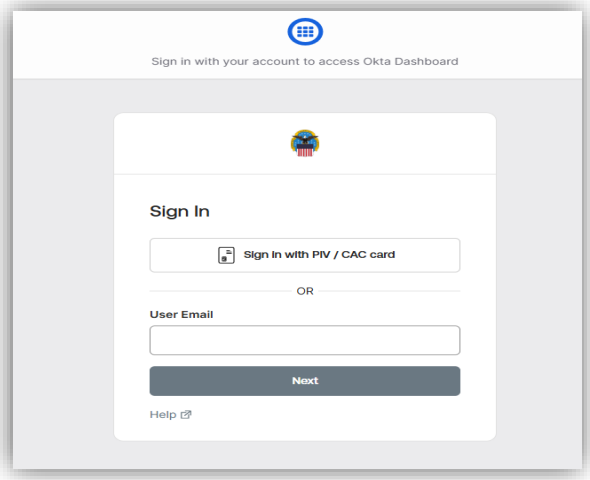
User Login Guide for OKTA SSO Portal

Internal User Login Guide (CAC Required)

This section is for **internal users** who log in using a Department of Defense Common Access Card (CAC). See External below

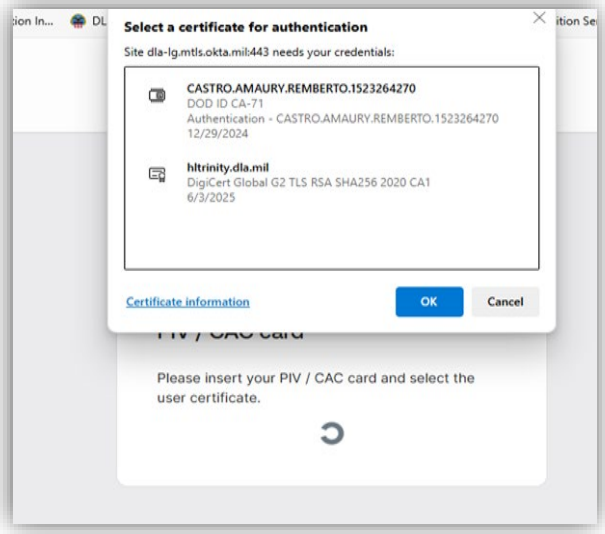
Step-by-Step Instructions:

1. **Navigate to the OKTA SSO Portal**
   Go to: https://login-legacy.dla.mil

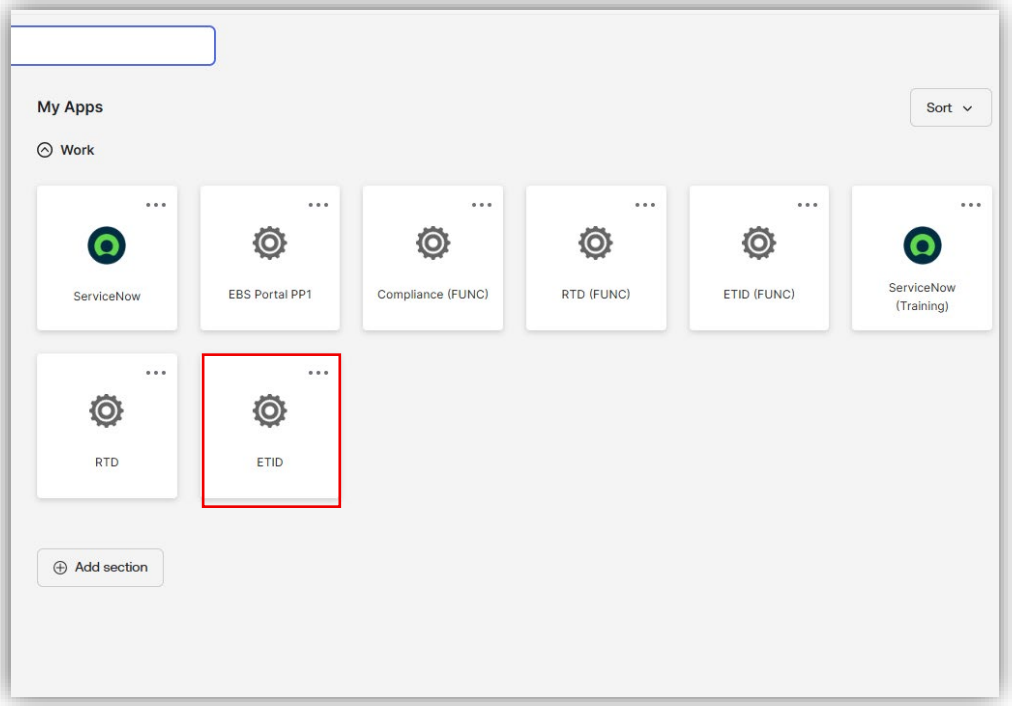


2. **Insert Your CAC**
   Ensure your Common Access Card (CAC) is inserted into your card reader.

3. **Select Certificate**
   When prompted, select your **Authentication certificate**.



4. **Login and Access Dashboard**
   After successful authentication, the OKTA dashboard will appear. You will see tiles representing each application you are authorized to access. Select ETID.

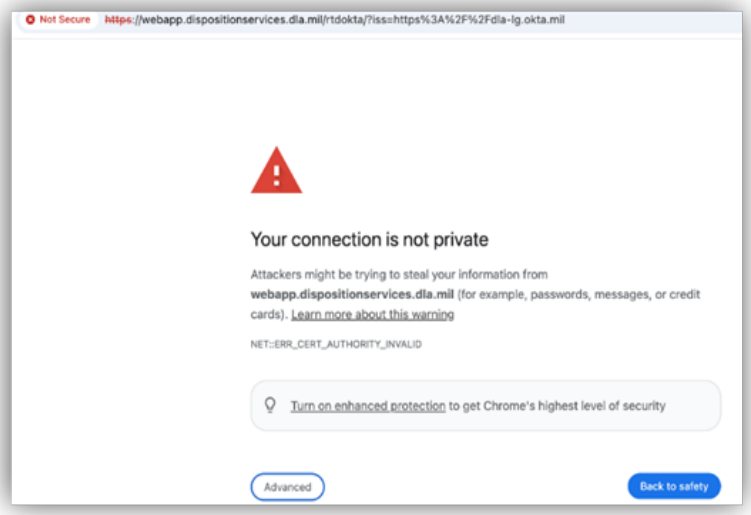


5. **Select Application Tile**
   Click on the tile for the application you wish to access. You will be redirected automatically.

⚠ *Note on Security Settings for Non-Secure Networks*

If you are logging in from a non-secure or public network (e.g., home internet or hotel Wi-Fi), you may need to adjust your browser's **privacy or security settings**:

- Allow pop-ups and JavaScript for the OKTA portal site
- Add the OKTA portal URL to your browser's "Trusted Sites" or "Allowed Sites"
- Clear your browser cache and cookies
- Try using a different browser (Chrome, Edge, Firefox, etc.)



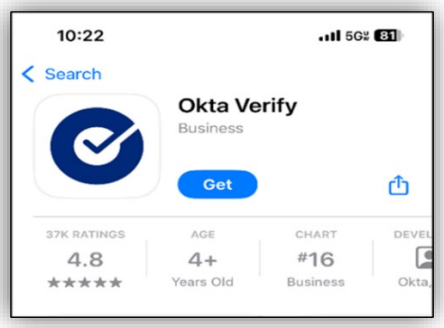
External User Login Guide (Username & Password with MFA)

This section is for **external users** who log in using a username and password.

External users must use **Multi-Factor Authentication (MFA)** through **Okta Verify**.

Before You Begin:

- **Download the Okta Verify App** from the Apple App Store or Google Play Store. This app will be used to authenticate your login using a code. **(Contact your IT Department for assistance with mobile app)**



Step-by-Step Instructions:

1. **Navigate to the OKTA SSO Portal**
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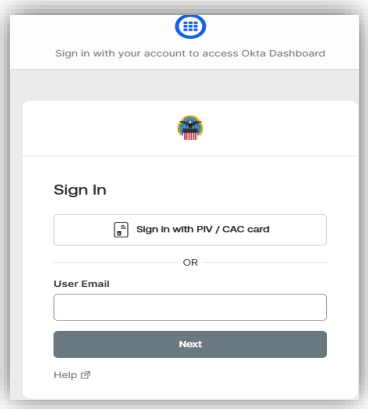
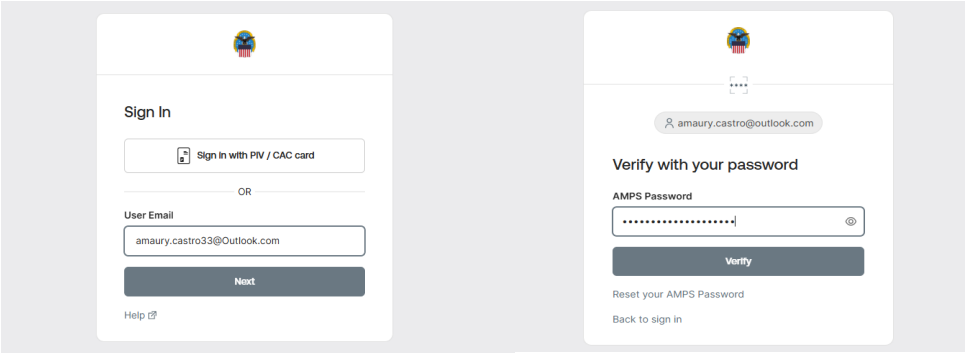
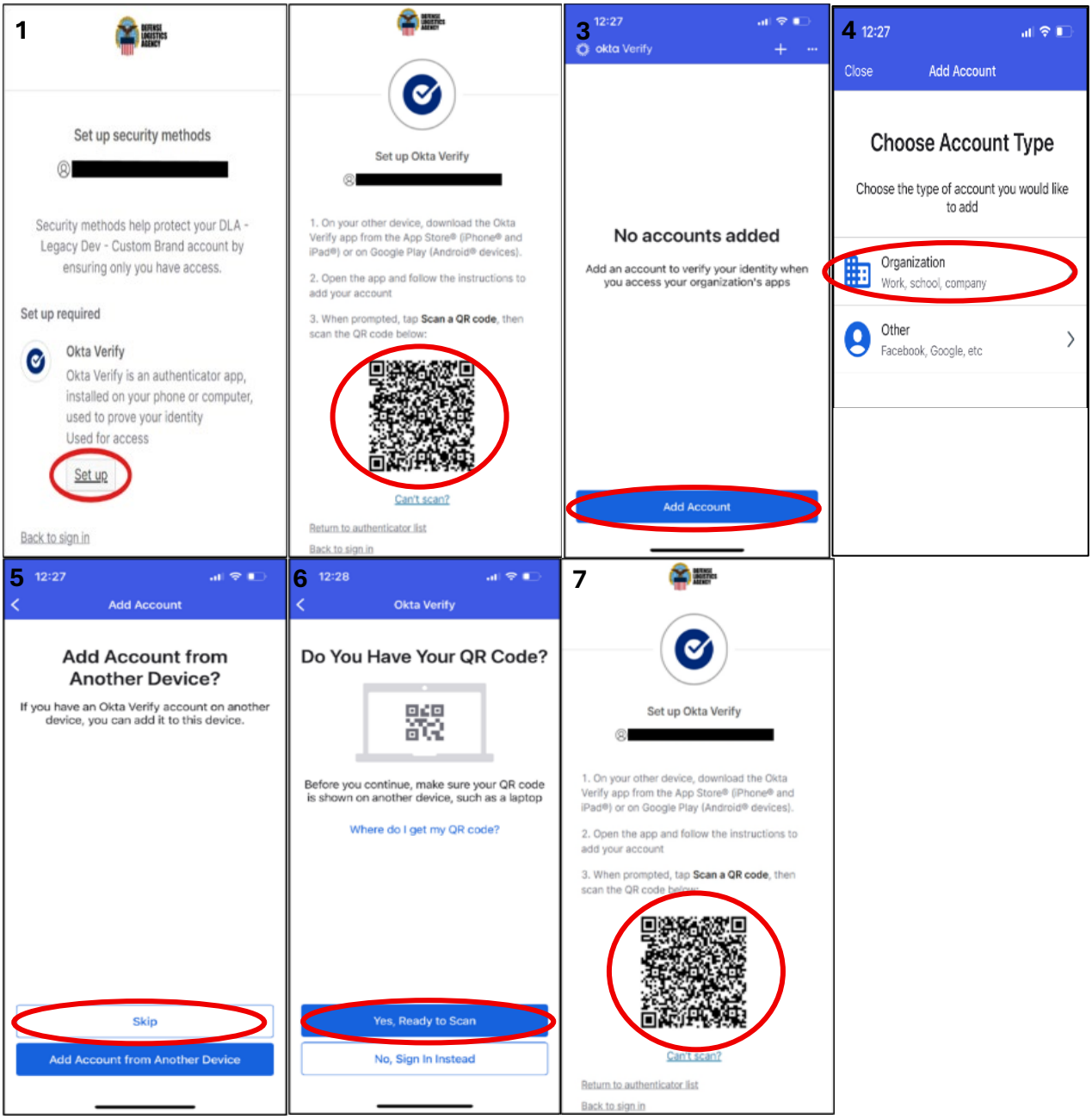


2. **Enter Your Login Credentials**
   - Enter your **user email (If email address needs to be updated, please reach out to AMPS via the DISA Service Global Desk)** click **Next**
   - Enter your **AMPS password**, then click **Verify**



3. **Enroll in MFA (First-Time Users Only)**
   You will be prompted to set up **Okta Verify** (Steps align with images below):

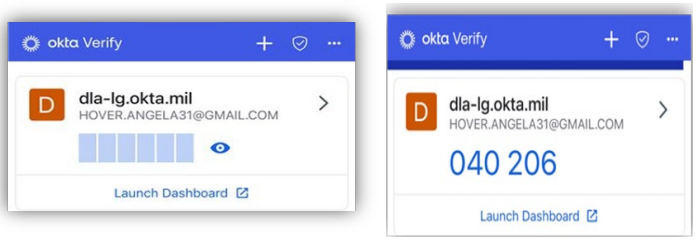
    1. Click the **Set up** button
    2. Once the QR code appears on the screen open the **OKTA Verify** app on your mobile device (download it from the App Store or Google Play if you have not done so already).
    3. Select **Add Account**
    4. Select **Organization** as account type
    5. Choose **Skip** when prompted to add from another device
    6. Press **Yes, Ready to Scan** when asked about a QR code
    7. Use your phone camera to scan the QR code on your computer screen, shown in step 2.



4. **Complete Setup**
   Follow remaining prompts to complete setup. Choose **SKIP** for push notifications if prompted.

5. **Future Logins**

   - After logging in to the OKTA platform and selecting a tile, you will be prompted to enter a code from Okta Verify App during the login process.
   - Once you open your OKTA Verify app you will see the dla-lg-okta.mil account you set up. Click the eyeball icon and then enter the code displayed **(User has 30 seconds to use rolling code)** in the OKTA verify app to complete sign-in.

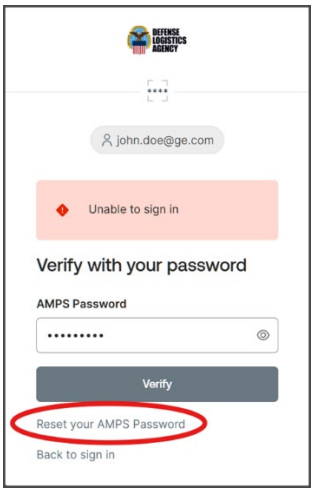


? Frequently Asked Questions

AMPS Password Reset

If you forget your password or receive an “Unable to sign in” message:

1. Click **Reset your AMPS Password** on the login screen
2. If prompted to select a certificate, click **Cancel**
3. Enter your **DLA User ID** (e.g., EAB3020)
4. Follow the password reset instructions sent to your email



Account Lockout Timeframe

User’s accounts will be automatically locked after **30 days of inactivity**. To prevent lockout, users must log in at least once every 30 days.

⚠ Need Help?

Contact the **DISA Global Service Desk**: - Phone: 844-DISA-HLP (844-347-2457) or DSN 850-0032
- Select **Option 5 (Fourth Estate Agencies)**
- Then speak or enter **“D-L-A”** to connect with a support agent