



How to enroll and sign in to DOJ Login using Okta Verify

Introduction

The U.S. Department of Justice (DOJ) authenticates the identity of end users to all DOJ applications and networks, including remote access.

DOJ Login leverages alternate authentication credentials to enable secure sign in for exemptions.

This job aid provides instructions for the following:

1. How to enroll in Okta Verify
2. How to sign in to DOJ Login using Okta Verify

Note: This job aid only is for end users of DOJ components using DOJ Login.

How to enroll in Okta Verify

1. Enter <https://dojloginexternal.usdoj.gov/> in a web browser to launch DOJ Login.
2. Enter your DOJ Login ID in the Email Address field and click the **Next** button in the DOJ Login window (Figure 1).

Figure 1: Email Address field

3. Enter your DOJ Login password in the Password field and click the **Verify** button in the Verify with your password screen (Figure 2).



<h2 style="text-align: center;">DOJ LOGIN</h2> <div style="text-align: center;">  <p>****</p> </div> <p style="text-align: center;">Verify with your password</p> <p style="text-align: center;">  @usdoj.gov </p> <p>Password</p> <input style="width: 100%;" type="password"/> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Verify"/> </div> <p style="font-size: small;"> Verify with something else Back to sign in </p>	<h3>NOTICE TO USERS</h3> <p>You are accessing U.S. Government information technology and/or information systems which includes: (1) this information technology, (2) this information system, (3) all information technology devices connected to this network, and (4) all devices and storage media attached to this information system or to information technology on this network.</p> <p>This information technology and information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy when using this information technology and/or information system and the government may monitor, intercept, search and/or seize data transiting through or stored within. Unauthorized or improper use may result in disciplinary action as well as civil and/or criminal penalties.</p>
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Figure 2: Verify with your Password

- Click the **Set up** button (Figure 3) and wait for the Set up Okta Verify QR code to display on-screen (Figure 4).

Note: Do not close the Set Up Okta Verify QR code displayed on the screen because the screen is required again during enrollment process.

<h2 style="text-align: center;">DOJ LOGIN</h2> <div style="text-align: center;"> <p>Set up security methods</p>  @usdoj.gov </div> <p style="text-align: center; font-size: small;">Security methods help protect your account by ensuring only you have access.</p> <p>Set up required</p> <div style="display: flex; align-items: center;">  <div> <p>Okta Verify</p> <p style="font-size: x-small;">Okta Verify is an authenticator app, installed on your phone, used to prove your identity Used for access</p> </div> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Set up"/> </div> <p style="font-size: small; margin-top: 10px;">Back to sign in</p>	<h3>NOTICE TO USERS</h3> <p>You are accessing U.S. Government information technology and/or information systems which includes: (1) this information technology, (2) this information system, (3) all information technology devices connected to this network, and (4) all devices and storage media attached to this information system or to information technology on this network.</p> <p>This information technology and information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy when using this information technology and/or information system and the government may monitor, intercept, search and/or seize data transiting through or stored within. Unauthorized or improper use may result in disciplinary action as well as civil and/or criminal penalties.</p>
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Figure 3 Set up security methods



5. Scan the Set up Okta Verify QR code displayed on your computer screen with the camera of your mobile device (Figure 4) when prompted for the QR code.

Note: Android users must search for Okta Verify in the Google Play App Store on their mobile phone and tap the Install button (Figure 5) if Okta Verify is not installed. iPhone/iOS users must search for Okta Verify in the App Store on their iPhone and tap the Get button (Figure 6).

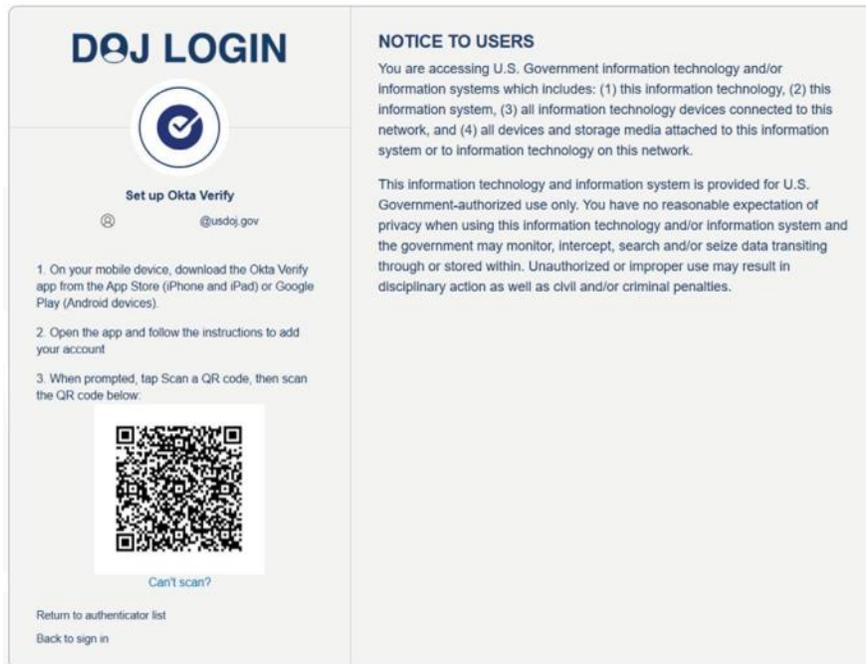


Figure 4: Set up Okta Verify QR code on computer screen

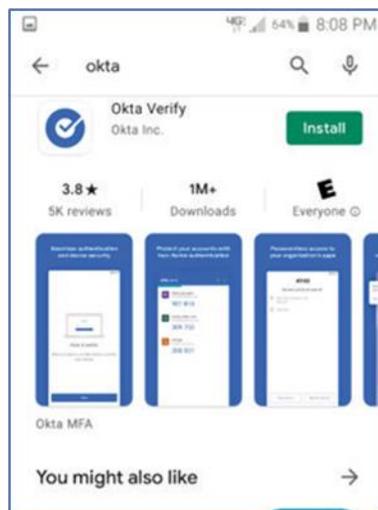


Figure 5: Okta Verify search results in *Android mobile device*

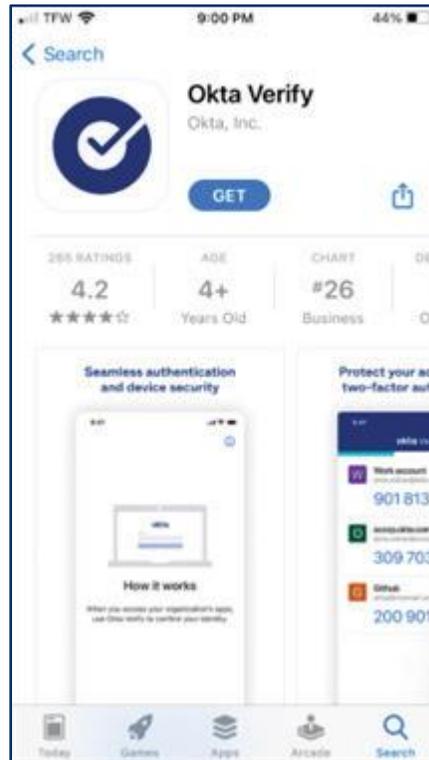


Figure 6: Okta Verify in App Store on iPhone/iOS and **Get** button

6. Tap the **Enable** button if your mobile device supports Face ID (Figure 7).



Figure 7 Enable Face ID



7. Tap the **Done** button (Figure 8).

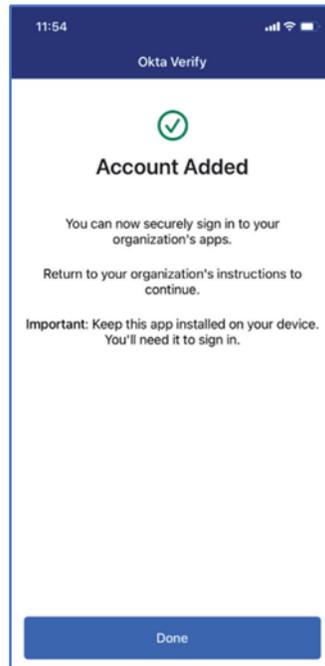


Figure 8 Account Added

8. The My Apps dashboard displays after successful enrollment (Figure 9).

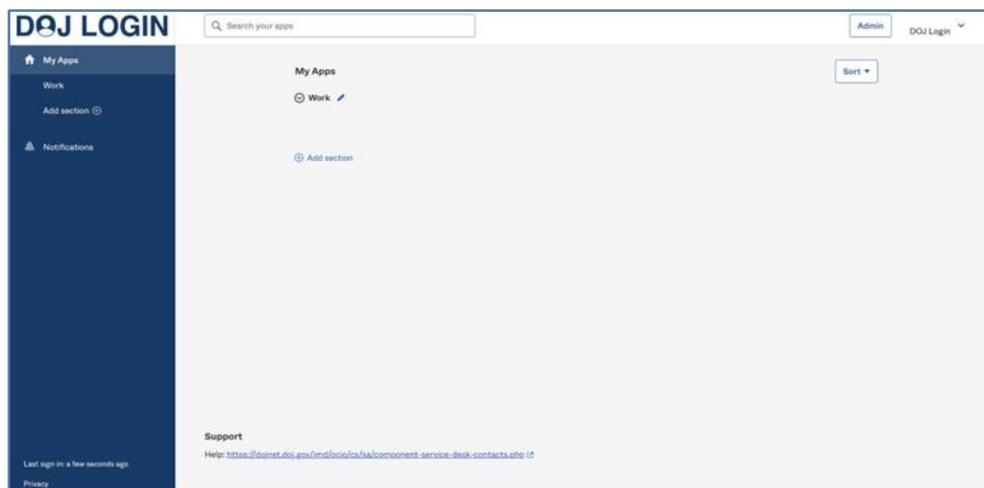


Figure 9 My Apps Dashboard



How to sign in to DOJ Login using Okta Verify

Note: Okta Verify enrollment is required to sign in to DOJ Login using Okta Verify. Enrollment instructions are provided above, *1) How to enroll in Okta Verify*.

1. Select an application in the Windows Start menu on a DOJ computer, or select an application on a DOJ mobile device, or enter an application URL in a web browser.
2. Enter your DOJ Login ID in the Email Address field and click the **Next** button in the DOJ Login window (Figure 10).

Note: DOJ Login automatically launches when opening applications.

The screenshot shows the DOJ Login sign-in interface. At the top, there is a dark blue header with the U.S. Department of Justice seal and the text 'U.S. Department of JUSTICE'. Below this is a light gray box containing the 'DOJ LOGIN' title. On the left side of this box, there is a 'Sign in (PIV credential)' button, followed by 'OR', and a message: 'If you do not have a PIV card please enter your email address below to sign in.' Below this message is an 'Email Address' input field and a 'Next' button. At the bottom left of the sign-in area is a link that says 'Need help signing in?'. On the right side of the gray box is a 'NOTICE TO USERS' section. The notice text reads: 'You are accessing U.S. Government information technology and/or information systems which includes: (1) this information technology, (2) this information system, (3) all information technology devices connected to this network, and (4) all devices and storage media attached to this information system or to information technology on this network. This information technology and information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy when using this information technology and/or information system and the government may monitor, intercept, search and/or seize data transiting through or stored within. Unauthorized or improper use may result in disciplinary action as well as civil and/or criminal penalties.' At the bottom of the page, there is a dark blue footer with the U.S. Department of Justice seal and the text 'U.S. Department of Justice'.

Figure 10 DOJ Login Sign in (PIV credentials)

3. Enter your DOJ Login password in the Password field and click the **Verify** button in the Verify with your password window (Figure 11).



DOJ LOGIN

Verify with your password

@ @usdoj.gov

Password

Verify

Verify with something else

Back to sign in

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Figure 11: Verify with your password

4. Click the **Select** button for Get a push notification (Figure 12).

DOJ LOGIN

Verify it's you with a security method

@ @usdoj.gov

Select from the following options

Enter a code Okta Verify **Select**

Get a push notification Okta Verify **Select**

Back to sign in

NOTICE TO USERS

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Figure 12 Verify it's you with a security method screen

5. Click the **Send push** button (Figure 13).

Note: Okta Verify sends the push notification to your mobile device.



Figure 13 Get a push notification screen

6. Tap the **Leave On** notification on your mobile device (Figure 14).

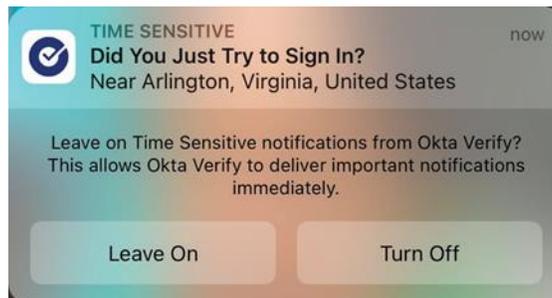


Figure 14: Leave On notification on mobile device

7. Tap the correct number on the Verify the Sign-in Attempt popup screen on your mobile device (Figure 15).

Note: The selected number must be identical to the number shown on the Push notification sent screen on your computer (Figure 16).

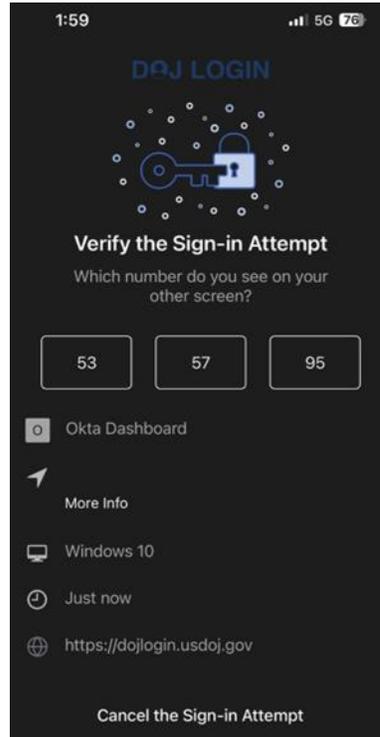


Figure 15: Verify the Sign-in Attempt

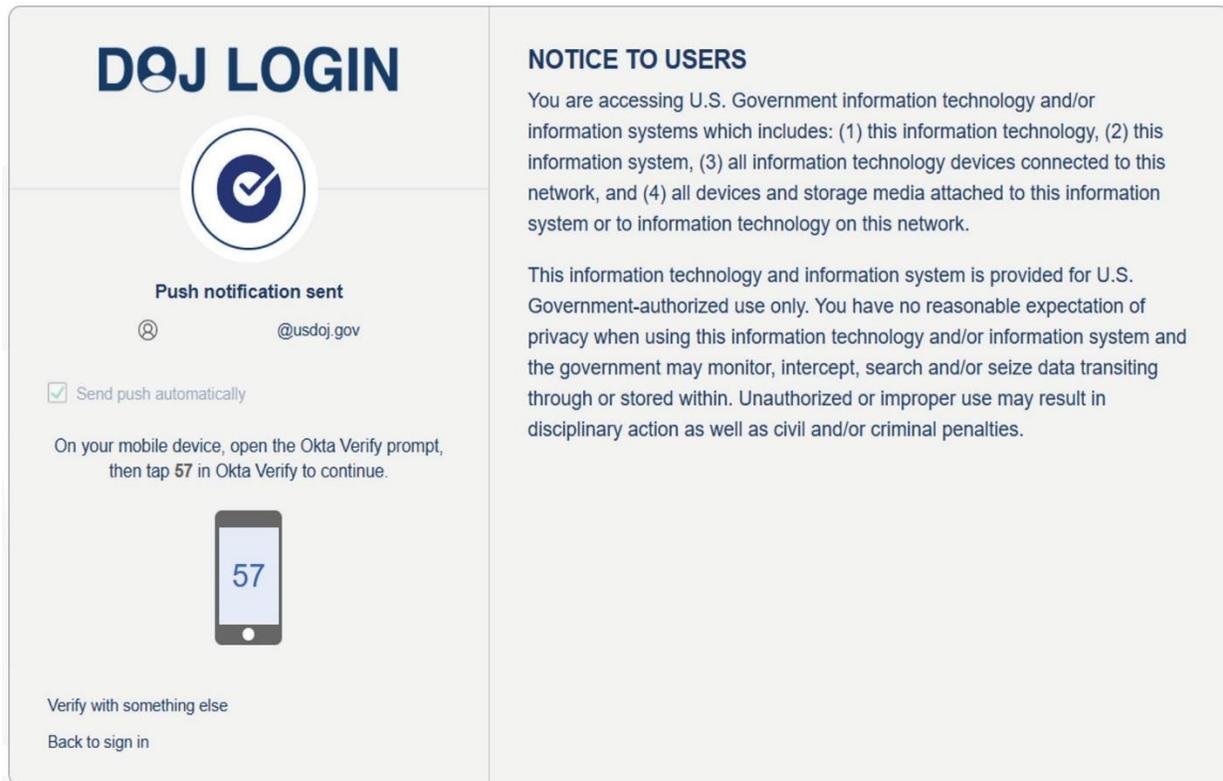


Figure 16: Push notification sent screen

The selected application will be available after a successful sign in to DOJ Login using Okta Verify.

Assistance

For any assistance or inquiries regarding your DOJ Login account, please contact our ECAS Customer Support team at ECAS.techsupport@usdoj.gov or call us at 1-877-388-3842. Our support hours are Monday to Friday, except on federal holidays, from 6 a.m. to 8 p.m. Eastern Time.