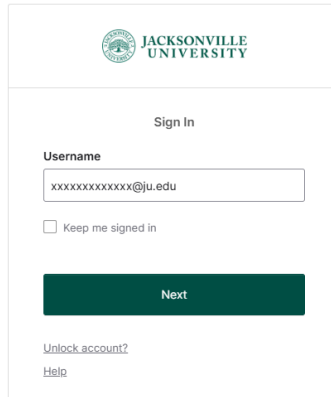


ADDING SECONDARY EMAIL ACCOUNT

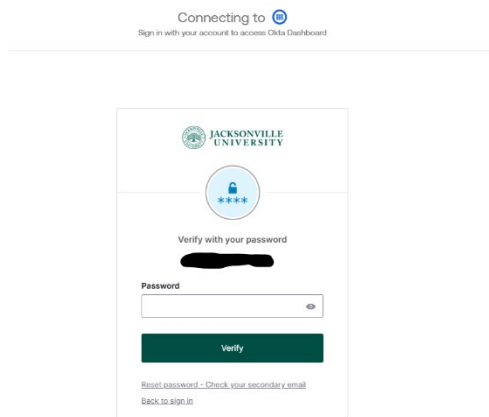
Visit <https://jacksonvilleuniversity.okta.com/>

Login with your Jacksonville University email address and click Next.



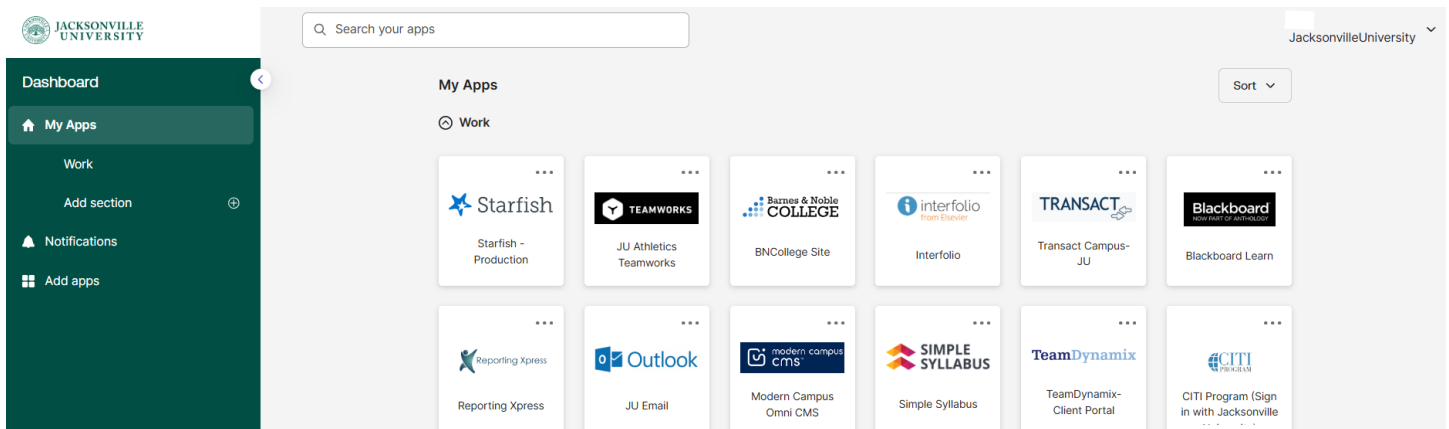
The image shows the Okta Sign In page for Jacksonville University. At the top is the Jacksonville University logo. Below it is the text "Sign In". There is a "Username" label followed by a text input field containing "xxxxxxxxxxxx@ju.edu". Below the input field is a checkbox labeled "Keep me signed in". A large green button labeled "Next" is positioned below the checkbox. At the bottom of the form are two links: "Unlock account?" and "Help".

Authenticate your account through Okta Verify, then enter your password.



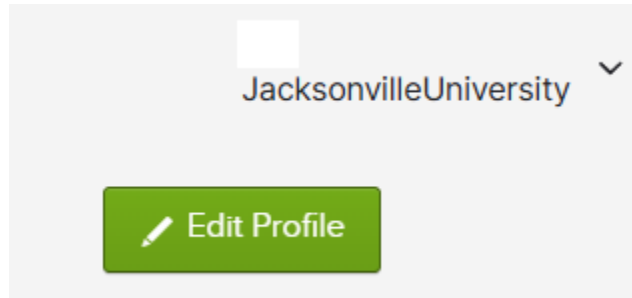
The image shows the Okta Verify authentication page. At the top, it says "Connecting to" with a small Okta logo and "Sign in with your account to access Okta Dashboard". Below this is the Jacksonville University logo and a circular icon with a lock and four asterisks. The text "Verify with your password" is centered above a blacked-out password field. Below the field is a "Password" label and another text input field. A large green button labeled "Verify" is at the bottom. At the very bottom, there are two small links: "Reset password - Check your secondary email" and "Back to sign in".

You will then be signed into your Okta Verify Dashboard.

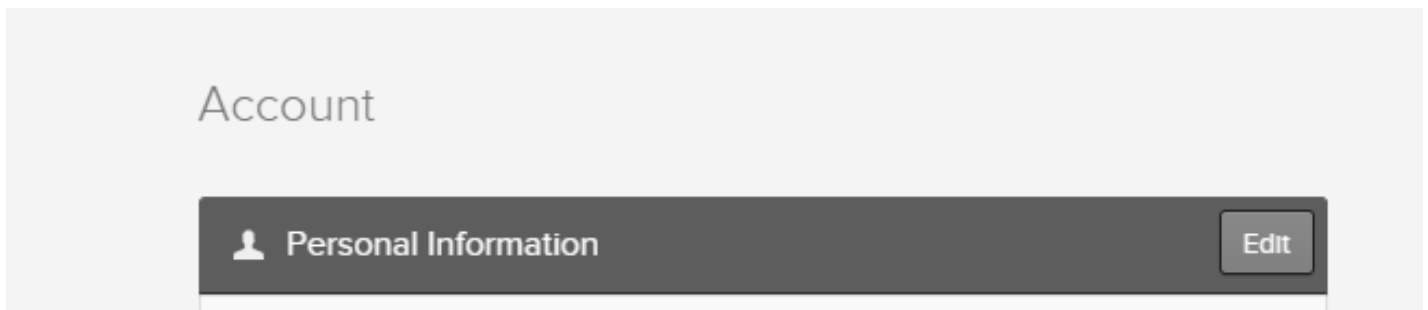


The image shows the Okta Verify Dashboard for Jacksonville University. On the left is a dark green sidebar with the Jacksonville University logo at the top. The sidebar contains a "Dashboard" header and several menu items: "My Apps" (with a home icon), "Work", "Add section" (with a plus icon), "Notifications" (with a bell icon), and "Add apps" (with a grid icon). The main content area has a search bar at the top that says "Search your apps". Below the search bar is the "My Apps" section, which is currently set to "Work". A "Sort" dropdown menu is in the top right corner. The dashboard displays a grid of application tiles, each with a logo and name: Starfish (Starfish - Production), TEAMWORKS (JU Athletics Teamworks), Barnes & Noble COLLEGE (BNCollege Site), interfolio (Interfolio), TRANSACT (Transact Campus - JU), Blackboard (Blackboard Learn), Reporting Xpress, Outlook (JU Email), modern campus cms (Modern Campus Omni CMS), SIMPLE SYLLABUS (Simple Syllabus), TeamDynamix (TeamDynamix-Client Portal), and CITI (CITI Program (Sign in with Jacksonville)).

From the computer desktop, in the upper right-hand corner, click on the drop-down menu option – select “Settings” – Click on “Edit Profile”



Under Personal Information select “Edit”



In the Secondary email section, type in a secondary email account (a personal email account – not your JU email account) that you have access to if your JU account needs to be recovered.



Then click “Save”

