

SUPPLIER PORTAL (ORACLE – FUSION) ON-BOARDING AND MAINTENANCE

Okta Installation Guide

CORIX®





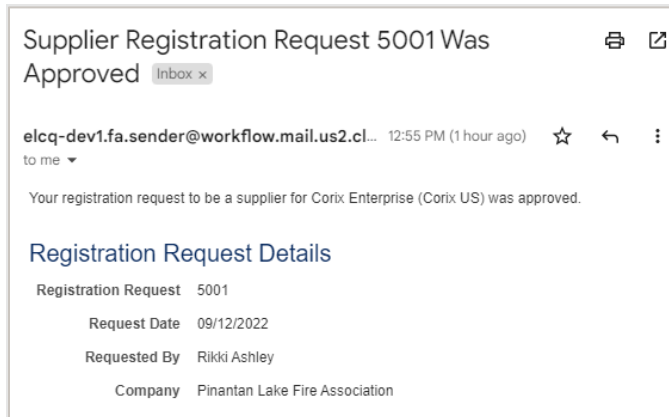
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SUPPLIER PORTAL: FIRST-TIME LOGIN PROCEDURES

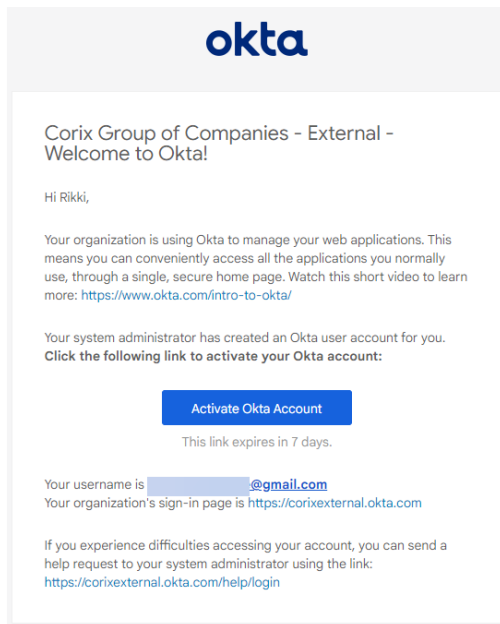


For your convenience, a video has been created to help walk you through this process

- Once registered, Corix will need to approve the registration. An email will be sent to the Prospective Supplier's administrative contact to advise if the registration is approved.



- Once Approved, the Supplier's contact will then receive an email notification for Okta registration, which is Corix's multi-factor authentication tool that allows you to securely login to the Fusion Supplier Portal. This Guide will take you through the step-by-step instructions on setting up your Okta profile.



OKTA INSTALLATION INSTRUCTIONS

OVERVIEW

This guide will take you through the process of registering with Okta, Corix's multi-factor authentication tool. There will be two steps in this process:

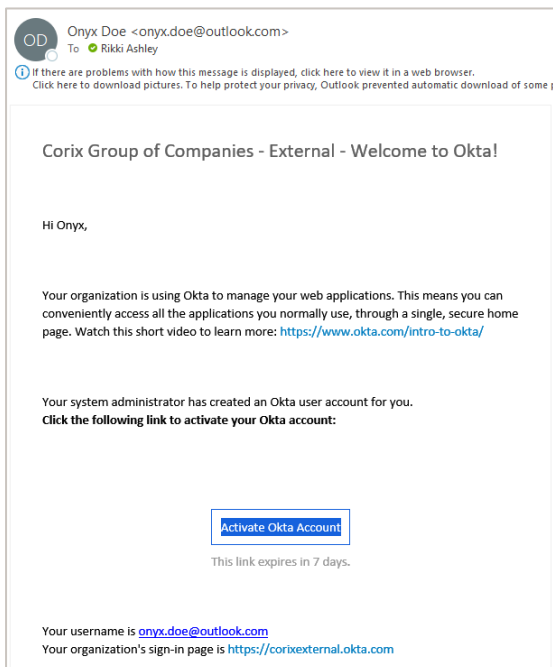
Step 1: Activating your account by setting up a 12-digit password, along with a security question in case you need to reset your password; and adding a mobile phone number as the security method to verify who you are.

Step 2: Logging into to the **corixgroup.okta.com** portal to access the Fusion application where you will find the **Supplier Portal**. This second step will include setting you a mobile phone number again as a security method as you are now using a different web address to access Fusion.

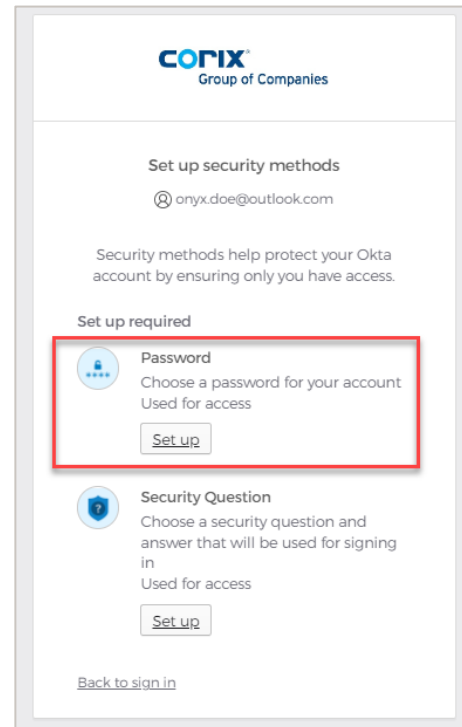
Finally, we will show you how to edit your Okta profile settings in case you need to reset your password or add additional phone numbers for the security method.

STEP 1 - ACTIVATE YOUR OKTA ACCOUNT


1. Open the email you received from Corix Okta and click **Activate Okta Account**.




2. Click **Set up Password**.



3. Enter a **new password** following the password requirements shown and click **Next**.





Set up password

@ onyx.doe@outlook.com

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 4 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

••••••••••
👁

Re-enter password


••••••••••
👁

Next

[Return to authenticator list](#)

[Back to sign in](#)

4. Click **Security Question Set up** to use in case you need to reset your password.




Set up security methods

@ onyx.doe@outlook.com

Security methods help protect your Okta account by ensuring only you have access.

Set up required



Security Question

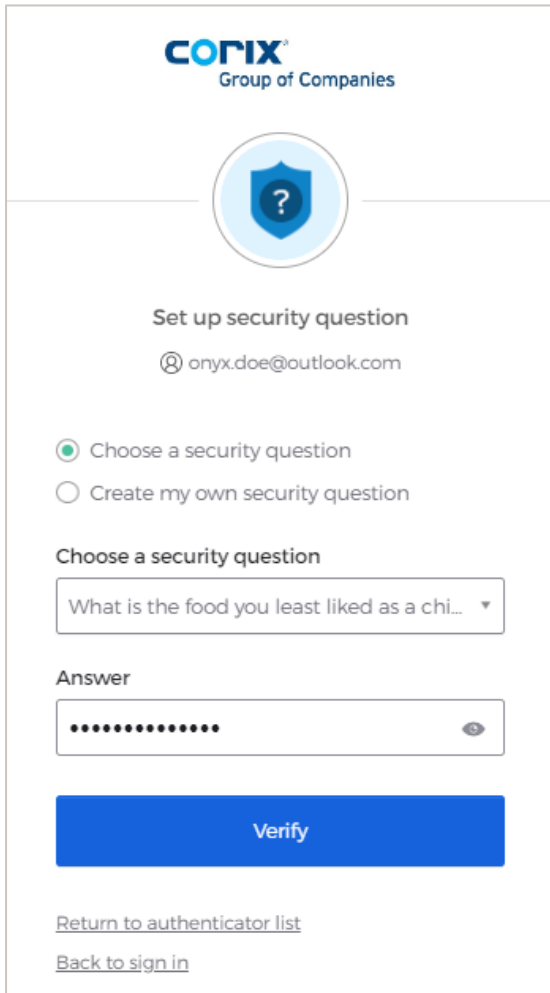
Choose a security question and answer that will be used for signing in

Used for access


Set up

[Back to sign in](#)

5. Select a security question from the drop-down list or create your own. Enter the answer and click **Verify**.




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Set up security question
onyx.doe@outlook.com

☒ Choose a security question
☐ Create my own security question

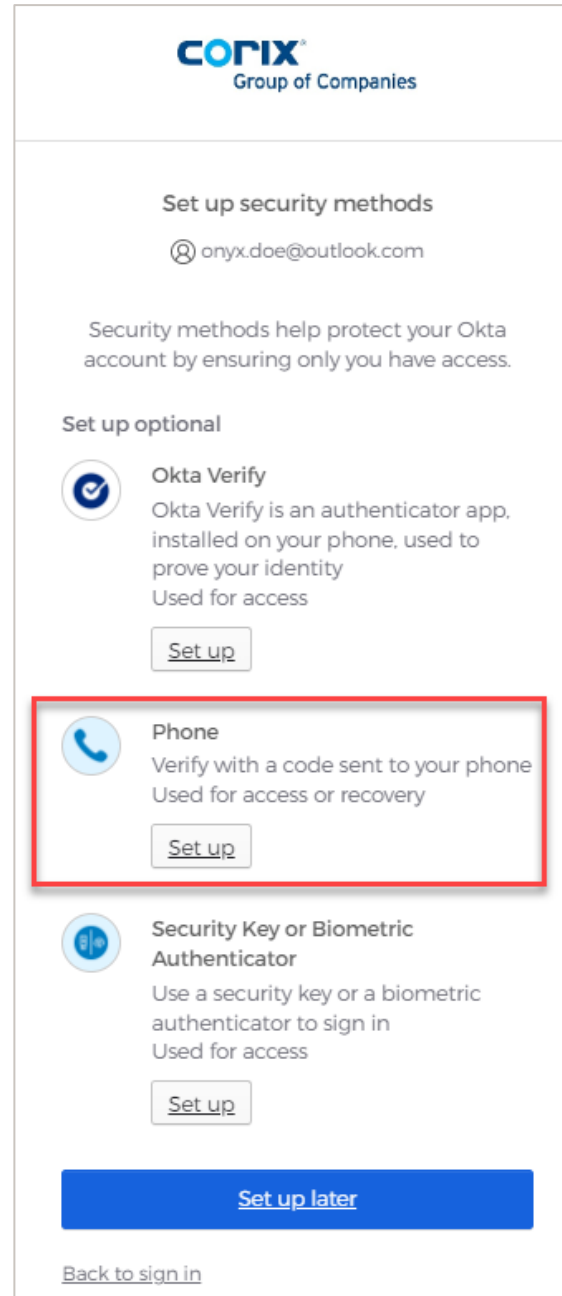
Choose a security question
What is the food you least liked as a chi... ▼

Answer
..... 

Verify

[Return to authenticator list](#)
[Back to sign in](#)

6. Select **Phone Set up** as this is the only security method you will be using.



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Set up security methods
onyx.doe@outlook.com

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

☒ **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)

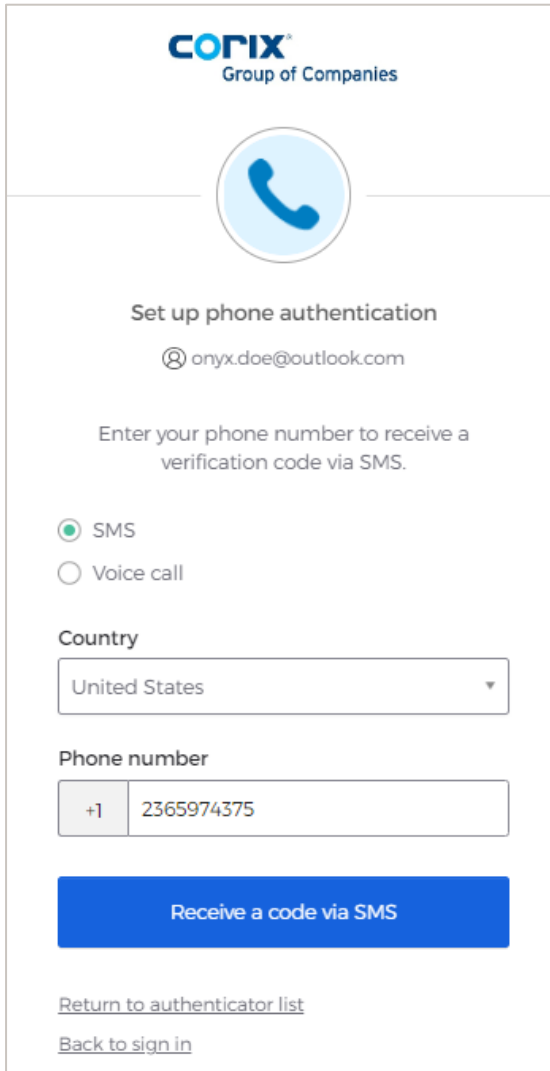
☐ **Phone**
Verify with a code sent to your phone
Used for access or recovery
[Set up](#)

☐ **Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)


Set up later

[Back to sign in](#)


7. Enter your mobile phone number to receive a text (SMS). Click **Receive a code via SMS**.



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Set up phone authentication

 onyx.doe@outlook.com

Enter your phone number to receive a verification code via SMS.

☒ SMS
☐ Voice call

Country

United States ▼

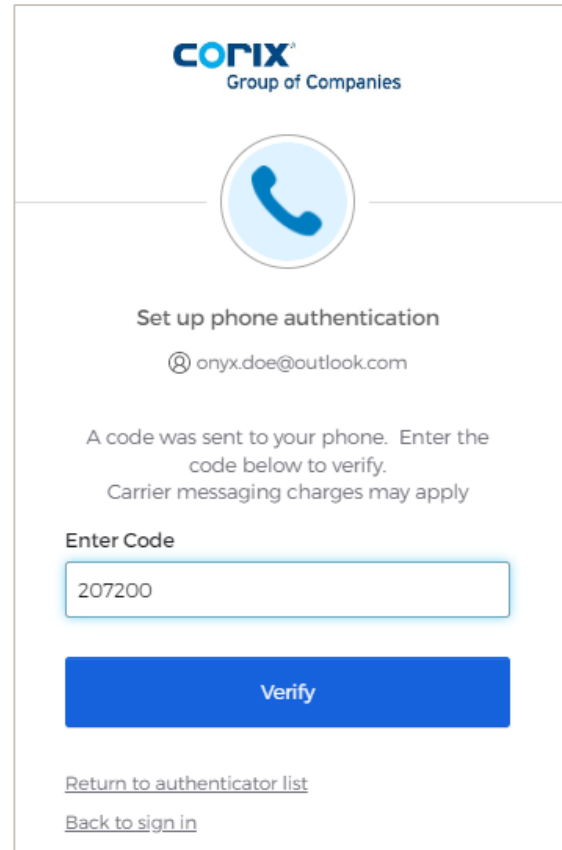
Phone number

+1 2365974375


Receive a code via SMS

[Return to authenticator list](#)
[Back to sign in](#)


8. Enter the **Code** provided in the text message and click **Verify**.



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Set up phone authentication

 onyx.doe@outlook.com

A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

207200

Verify

[Return to authenticator list](#)
[Back to sign in](#)

9. As you will not be using any other type of security method, click **Set up later** to complete Step 1.

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Set up security methods
onyx.doe@outlook.com

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

☒ **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)

☐ **Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)

[Set up later](#)

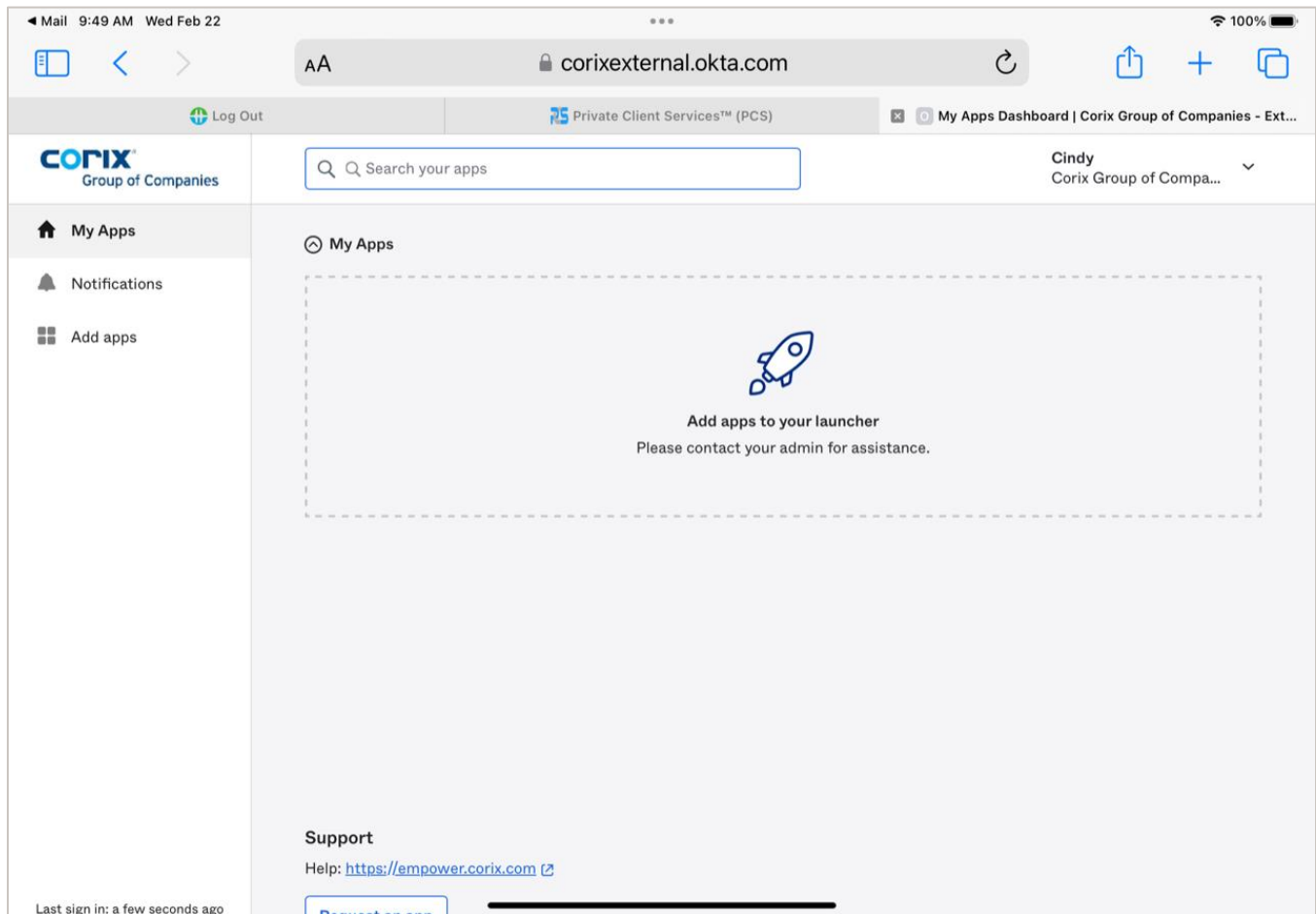
[Back to sign in](#)

10. You will now see this screen.

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Signing in to Okta Dashboard
onyx.doe@outlook.com

You are then taken to the **corixexternal.okta.com** dashboard which is not used. Close the browser tab and open a new tab to complete Step 2.

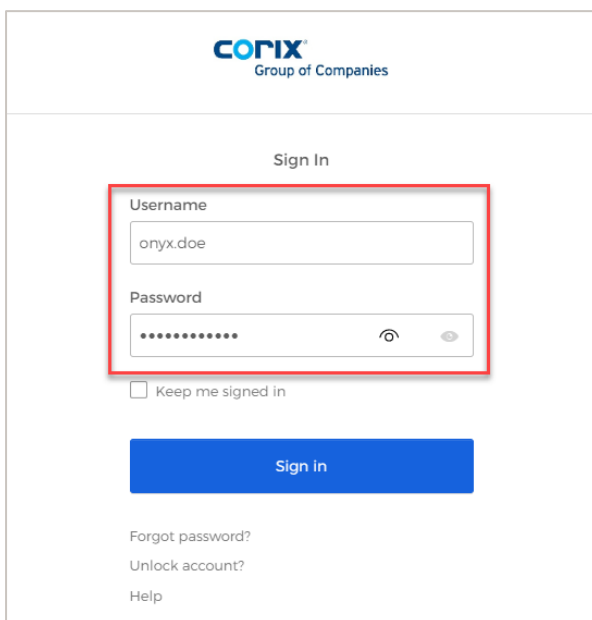


STEP 2 – LAUNCH SUPPLIER PORTAL

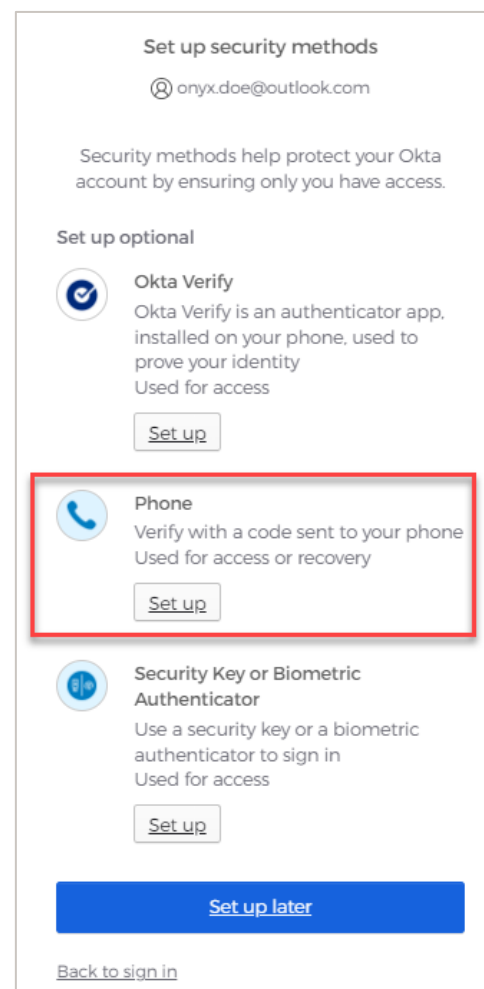
Now that you are authenticated through Okta, you will login to the Okta Dashboard to access the Fusion Supplier Portal. You will need to set up your phone for text messages again as you are now logging into a new web address. If you experience any issues logging in, contact your Corix representative.

- After setting up your organizations Okta profile, open a browser and enter the following URL:
corixgroup.okta.com

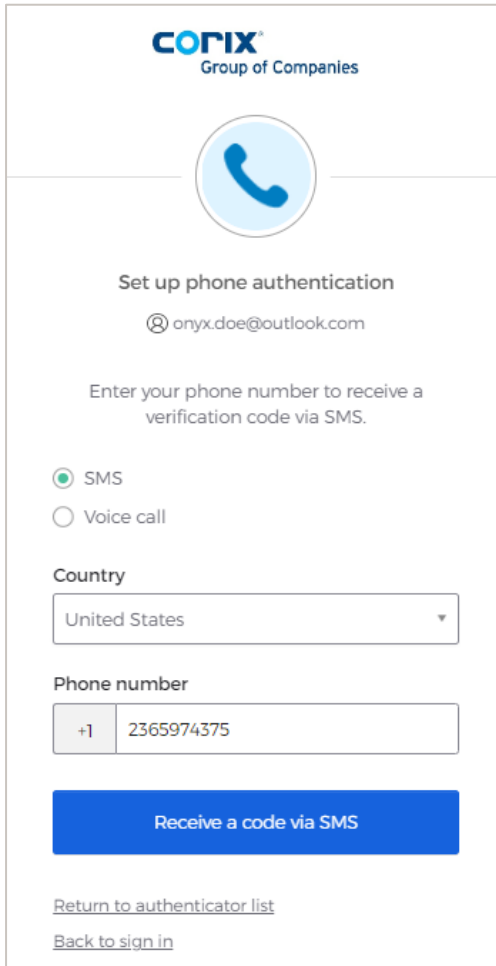
- Enter your **firstname.lastname** in the **Username** field and then your **Password** and click **Sign In**




- Select **Phone Set up** as this is the only security method you will be using.



3. Enter your mobile phone number to receive a text (SMS). Click **Receive a code via SMS**.



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Set up phone authentication
onyx.doe@outlook.com

Enter your phone number to receive a verification code via SMS.

☒ SMS
☐ Voice call

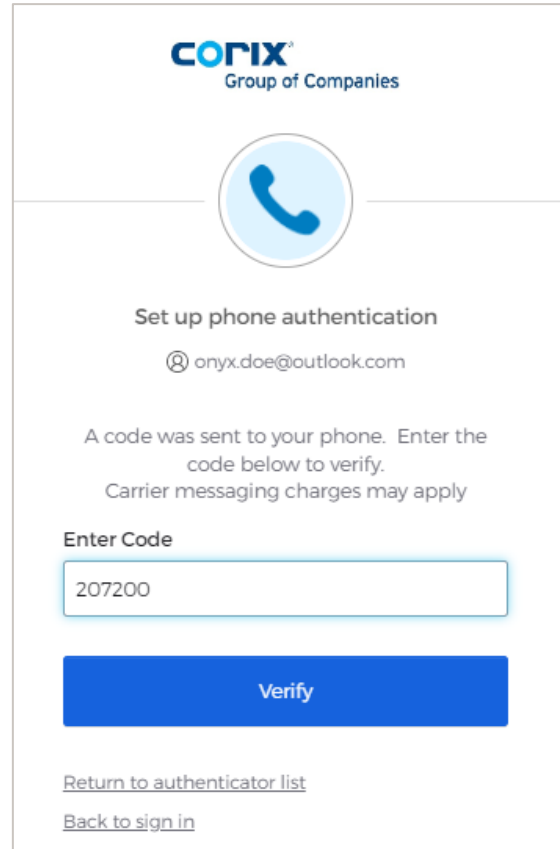
Country
United States

Phone number
+1 2365974375


Receive a code via SMS

[Return to authenticator list](#)
[Back to sign in](#)

4. Enter the **Code** provided in the text message and click **Verify**.



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Set up phone authentication
onyx.doe@outlook.com

A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code
207200

Verify

[Return to authenticator list](#)
[Back to sign in](#)

5. As you will not be using any other type of security method, click **Set up later** to complete Step 1.

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Set up security methods
onyx.doe@outlook.com

Security methods help protect your Okta account by ensuring only you have access.

Set up optional

☒ **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)

☐ **Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)

[Set up later](#)

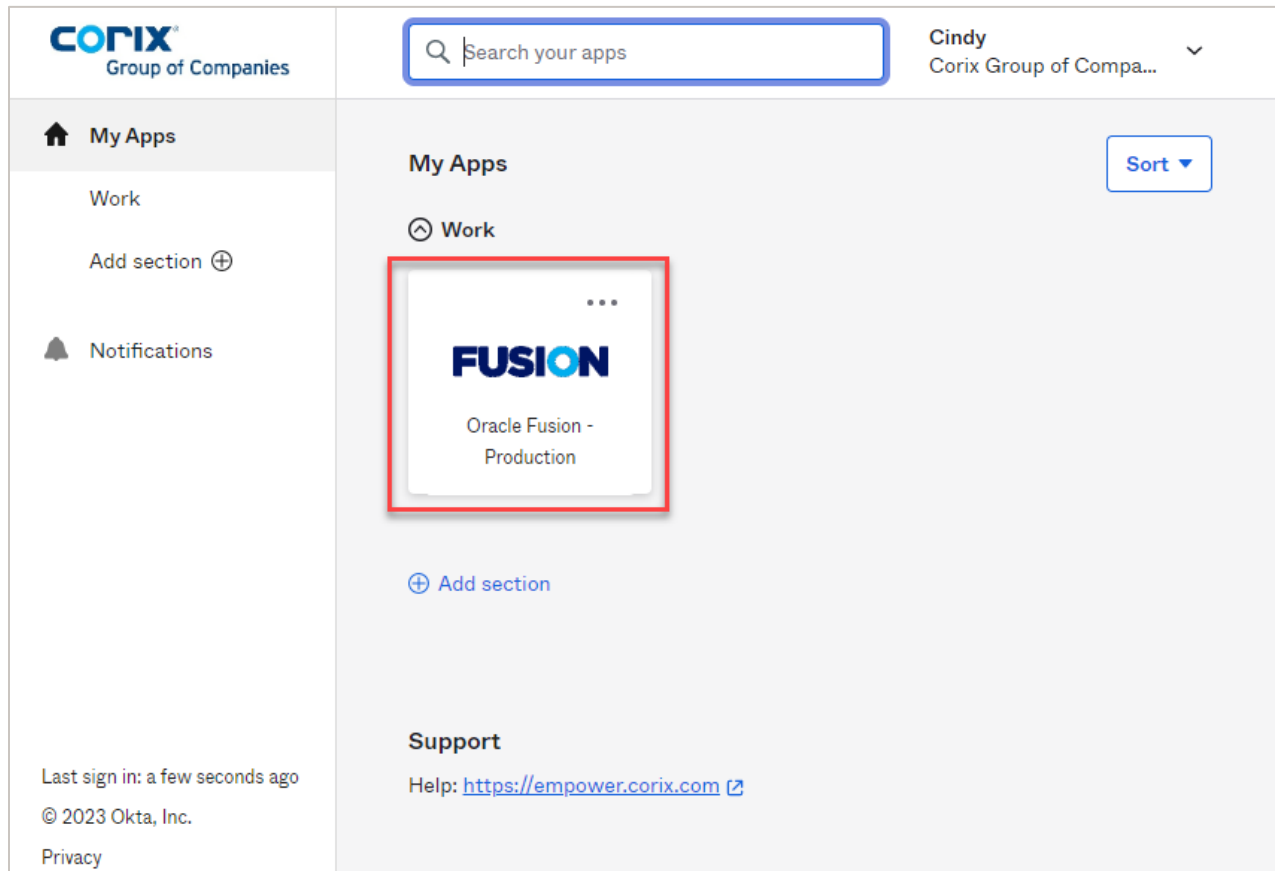
[Back to sign in](#)

6. You will now see this screen.

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Signing in to Okta Dashboard
onyx.doe@outlook.com

- You will now be taken to the **Okta Dashboard** where you will be able to access the **Fusion** application to access the **Supplier Portal**.



- Visit the *Supplier Portal How To Guide* for instructions on how to use the **Supplier Portal**.


UPDATE YOUR OKTA PROFILE SETTINGS


There are times when you may wish to reset your password or add an additional, or change, the existing phone security method. This is done through the Okta Settings menu.

1. From within the **Okta Dashboard**, click the down-arrow beside your name in the top right corner and select **Settings**.

2. Even though you are already logged in, you will be asked to verify that you are authorized to make this change. Select applicable **option**.

3. Verify with your password.





Verify with your password

@ cindy.doe@outlook.com


Password


Verify

[Forgot password?](#)

[Verify with something else](#)

4. Verify with your Phone.





Verify with your phone


@ cindy.doe@outlook.com


Send a code via SMS to +1 XXX-XXX-4375

Carrier messaging charges may apply

Receive a code via SMS

[Receive a voice call instead](#)





Verify with your phone

@ cindy.doe

A code was sent to +1 XXX-XXX-4375. Enter the code below to verify.

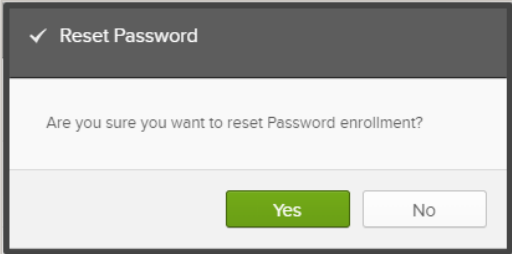
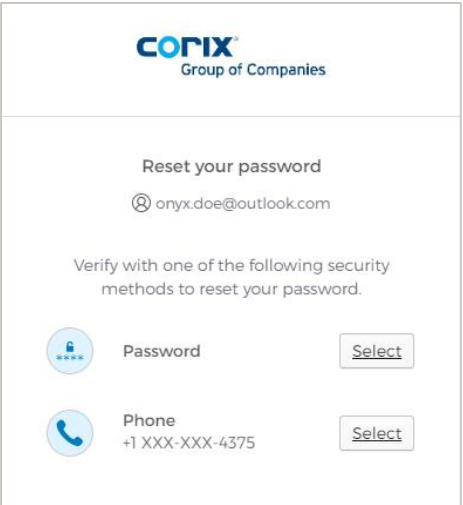
Carrier messaging charges may apply

Enter Code

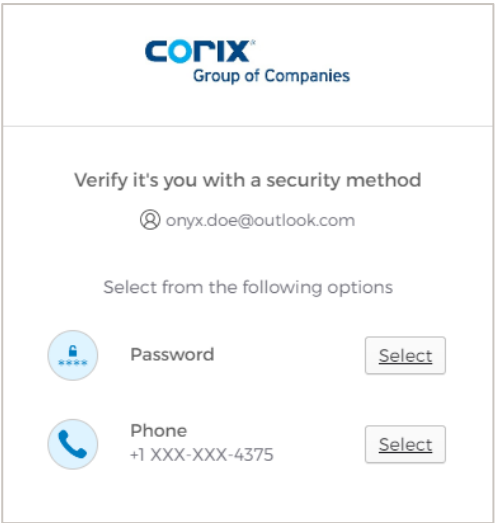
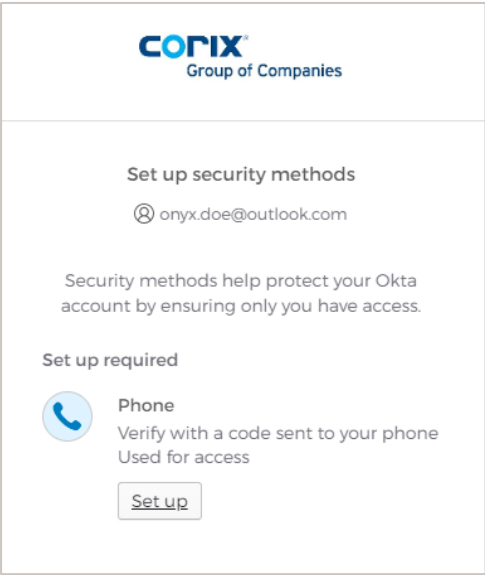
Verify

[Back to sign in](#)

RESET PASSWORD

<p>1. Click Reset.</p>	<p>2. Click Yes.</p> 
<p>3. You will need to verify with both security methods, so pick one and then the other will appear once you complete the first one.</p> 	<p>4. Follow instructions to reset password.</p>

SET UP ANOTHER PHONE

<p>1. Click Set up Another.</p>	<p>2. You will need to verify with both security methods, so pick one and then the other will appear once you complete the first one.</p> 
<p>3. Click Set up.</p> 	<p>4. Follow instructions to set up another phone number.</p>