

GA@WORK Single Sign On (SSO) via Okta-GETS

DESCRIPTION

This guide will assist *End Users* with the steps to Log in to *GA@WORK* using *Single Sign On* via *Okta-GETS*.

Note: Select the appropriate *Agency* specific *URL* and follow the navigational steps to log in via *SSO* to access *GA@WORK* on *the next slide*.

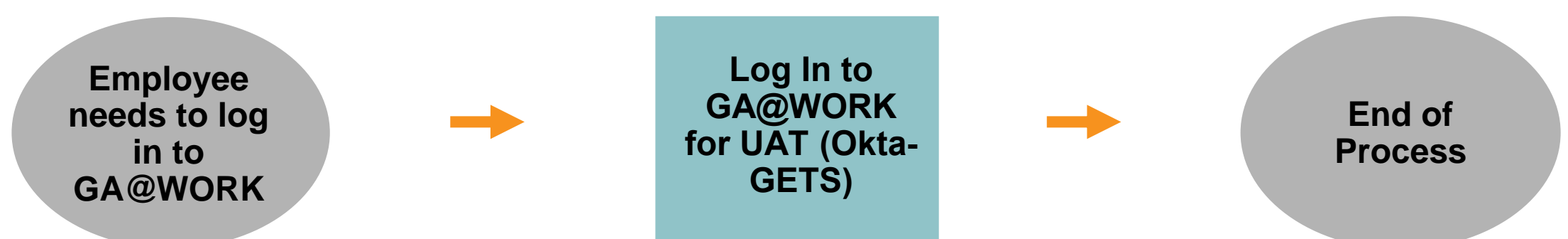
OVERVIEW

The key steps in the process are below:

Use the chart to sign in using SSO to log into GA@WORK using your Agency URL:

1. Open a new tab in your preferred browser.
2. Locate your **State Agency Name**.
3. Click on the appropriate **Agency Specific URL**, type in the address bar and press enter.
4. Follow the **Navigational Steps**.
5. Log into **GA@WORK**

Business Process:



GA@WORK Single Sign On (SSO) via Okta-GETS (Part 1 of 9)

INSTRUCTIONS

State Agency Name and Business Unit #	Agency Specific URL & Navigational Steps	SSO Login Instructions Follow the Instructions below to log in.
<p>Dept. of Administrative Services - GETS 40300</p> <p>Dept. of Public Health - GETS 40500</p> <p>State Accounting Office - GETS 40700</p> <p>Division of DHS – Family & Children Services-GETS 42700</p> <p>Dept. of Human Services - GETS 42700</p> <p>Dept. of Juvenile Justice - GETS 46100</p> <p>Dept. of Behavioral Health and Developmental Disabilities- GETS 44100</p> <p>Dept. of Natural Resources - GETS 46200</p> <p>Professional Standards Commission Corrections, Department - GETS 46700</p> <p>Georgia Bureau of Investigation - GETS 47100</p> <p>Department of Revenue - GETS 47400</p> <p>Department of Driver Services - GETS 47500</p>	<p>https://connect.gets.ga.gov</p>	<p>Accessing Workday via Okta Single Sign-On (SSO):</p> <p>Open a tab of your preferred Web Browser: Microsoft Edge, Chrome or Safari:</p> <ol style="list-style-type: none"> Type Agency URL: https://connect.gets.ga.gov Enter your Username and Password. Click Sign In. Note: You may click <i>Keep me signed in</i> to allow automatic sign in for future logins. Click Select to Enter a Code for Okta Verify. You will be redirected to the Enter a code screen. Note: <i>Pause</i> right here and go to your <i>Mobile or Computer Device.</i> On your mobile or computer device, search and select the Okta application. Note: Location and appearance may vary by device and personal configurations. This guide uses an iPhone. Click the Masked Code. The code will be revealed. Note: This screen will reset code every thirty (30) seconds with a new code. Return to your computer and Enter code from the Okta Verify app. Click Verify. Alternatively, if using a push notification, select Get a push notification.

GA@WORK Single Sign On (SSO) via Okta-GETS (Part 2 of 9)

INSTRUCTIONS

State Agency Name and Business Unit #	Agency Specific URL & Navigational Steps	SSO Login Instructions Follow the Instructions below to log in.
<p>Georgia Technology Authority - GETS 98000</p> <p>Aviation Authority, Georgia - GETS Parent=DOAS 403002</p> <p>GDC - Georgia 92100 Correctional Industries - GETS</p> <p>Georgia Office of the State Treasurer / GETS Parent=DOAS 48600</p> <p>Office of State Administrative Hearings / GETS Parent = DOAS 20200</p> <p>State Ethics Commission / Government Transparency & Campaign Finance Commission – GETS 30400</p>	<p>https://connect.gets.ga.gov</p>	<p>12. On your device, select the Okta application.</p> <p>13. On your device, select the Okta application. Note: Location and appearance may vary by device and personal configurations. This guide uses an iPhone.</p> <p>14. Click GA@Work – UAT. Note: Location of GA@WORK tile will vary depending on personal configurations.</p> <p>15. Click Submit. Note: Click the <i>Box</i> next to <i>Remember this device</i> and <i>Skip</i> to proceed without the device being remembered is optional.</p>

GA@WORK Single Sign On (SSO) via Okta-GETS (Part 3 of 9)

INSTRUCTIONS

1. Open a new tab on preferred browser, type the **Agency URL** in the **Address Bar** and press enter.
2. Enter your **Username** and **Password**.
3. Click **Sign In**.

Note: You may *click Keep me signed in* to allow automatic sign in for future logins.

1

Georgia Enterprise Technology Services

https://connect.gets.ga.gov/

Georgia®

Sign In

Username

Password

Keep me signed in

Sign in

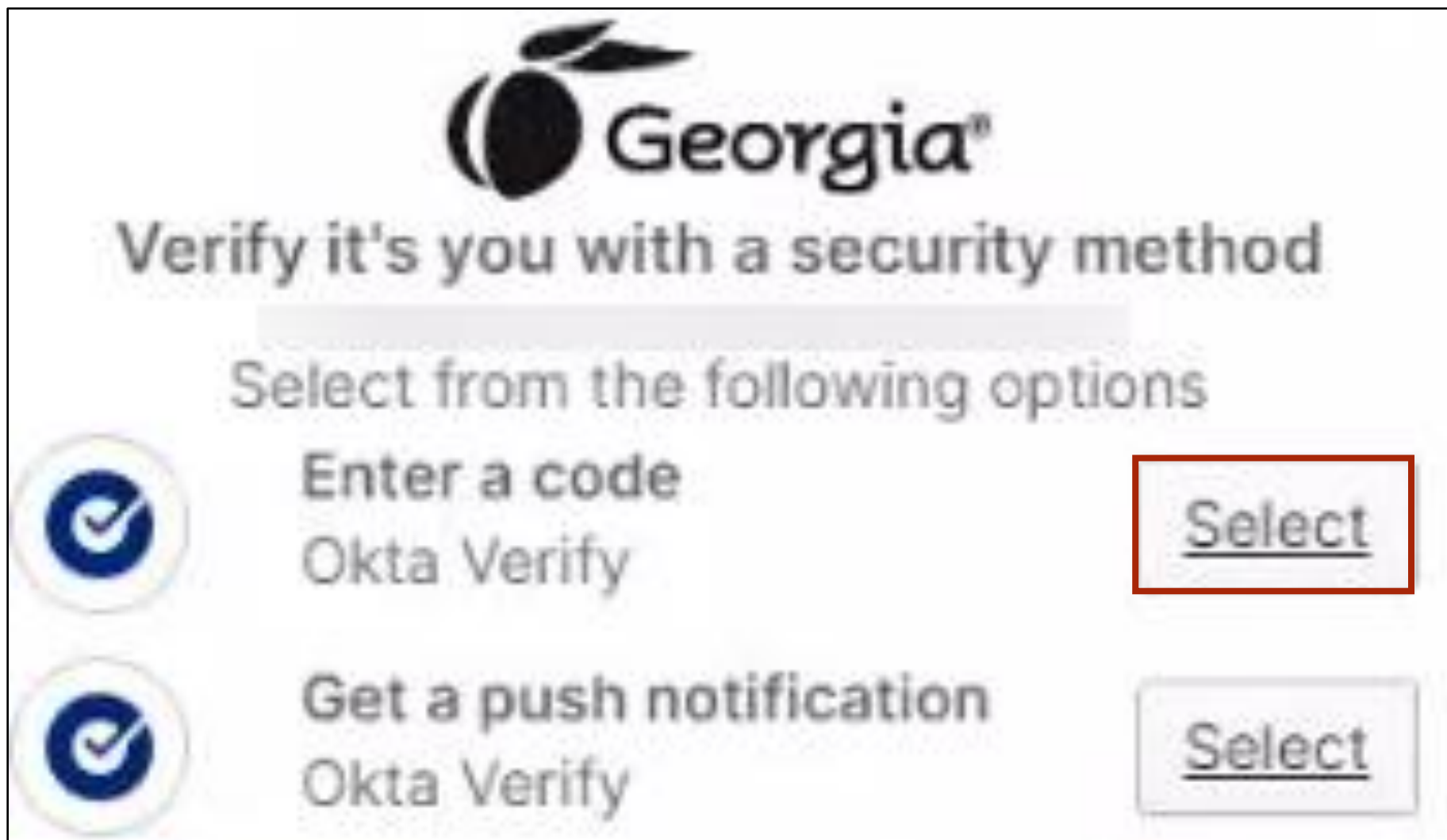
2

3

Log In to GA@WORK for UAT (Okta-GETS) (Part 4 of 9)

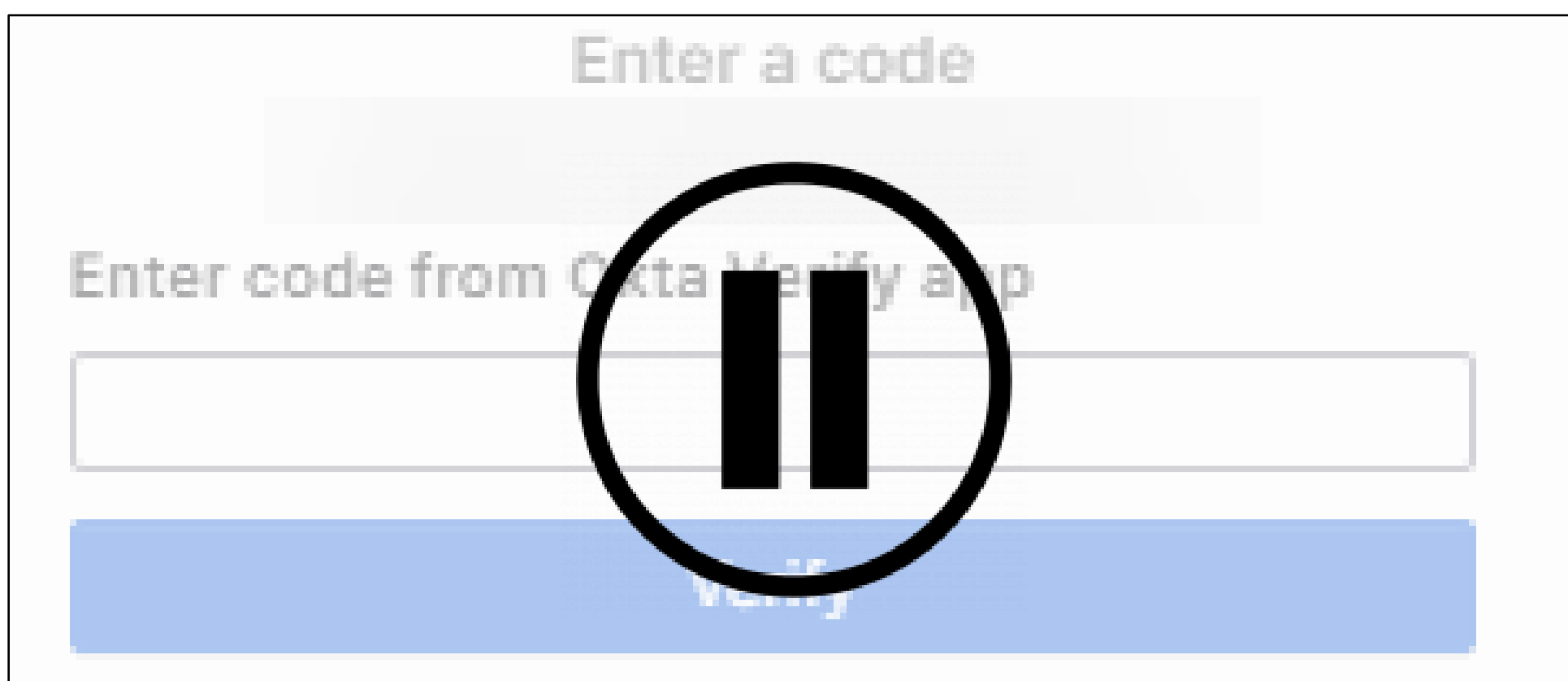
INSTRUCTIONS

- Click **Select** to **Enter a Code for Okta Verify**.



- You will be redirected to the **Enter a code** screen.

Note: *Pause* right here and go to your Mobile or Computer Device.

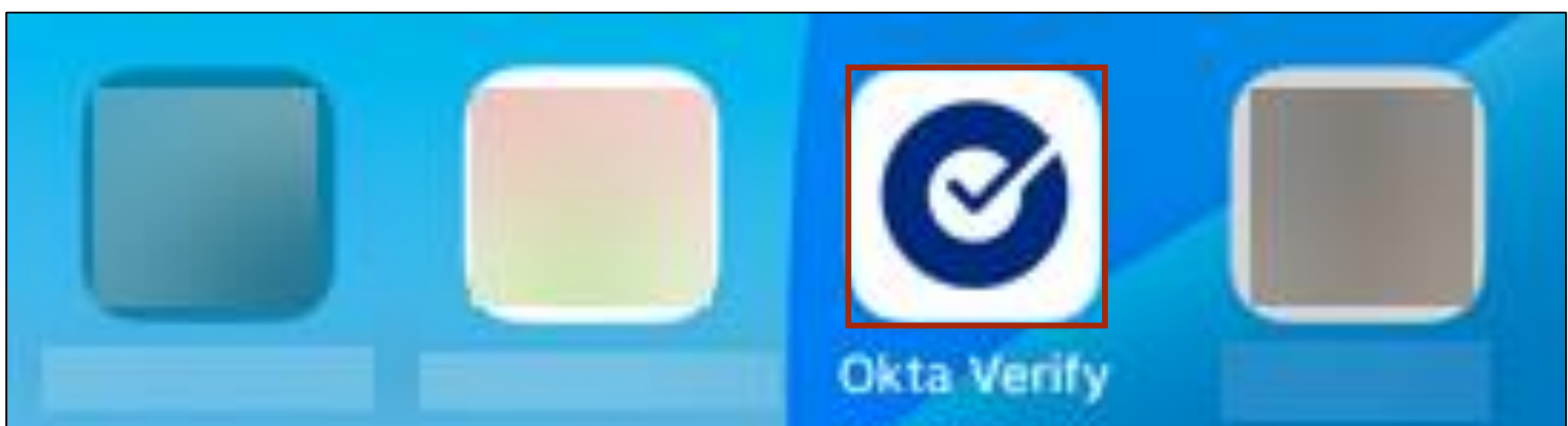


Log In to GA@WORK for UAT (Okta-GETS) (Part 5 of 9)

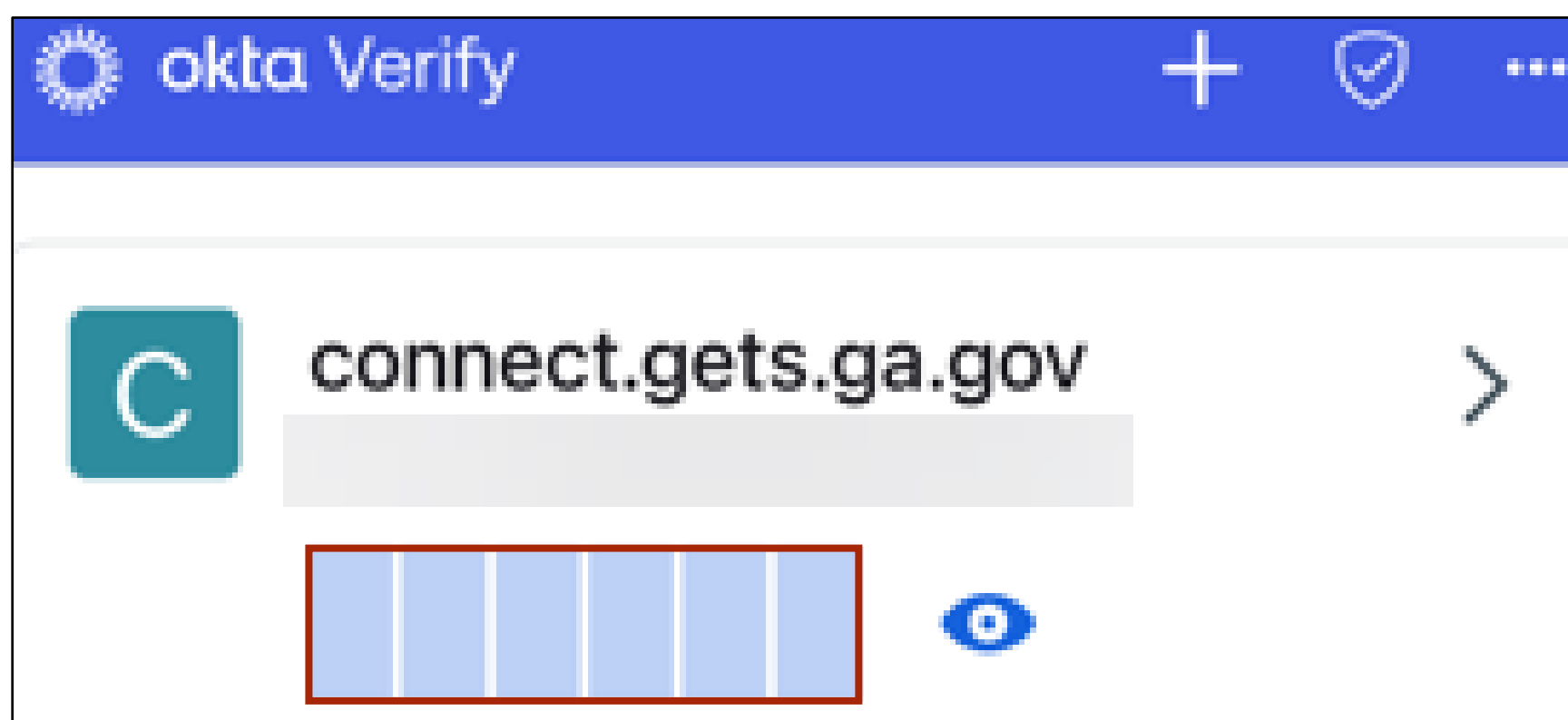
INSTRUCTIONS

6. On your mobile or computer device, search and select the **Okta** application.

Note: Location and appearance may vary by device and personal configurations. This guide uses an iPhone.



7. Click the masked code.

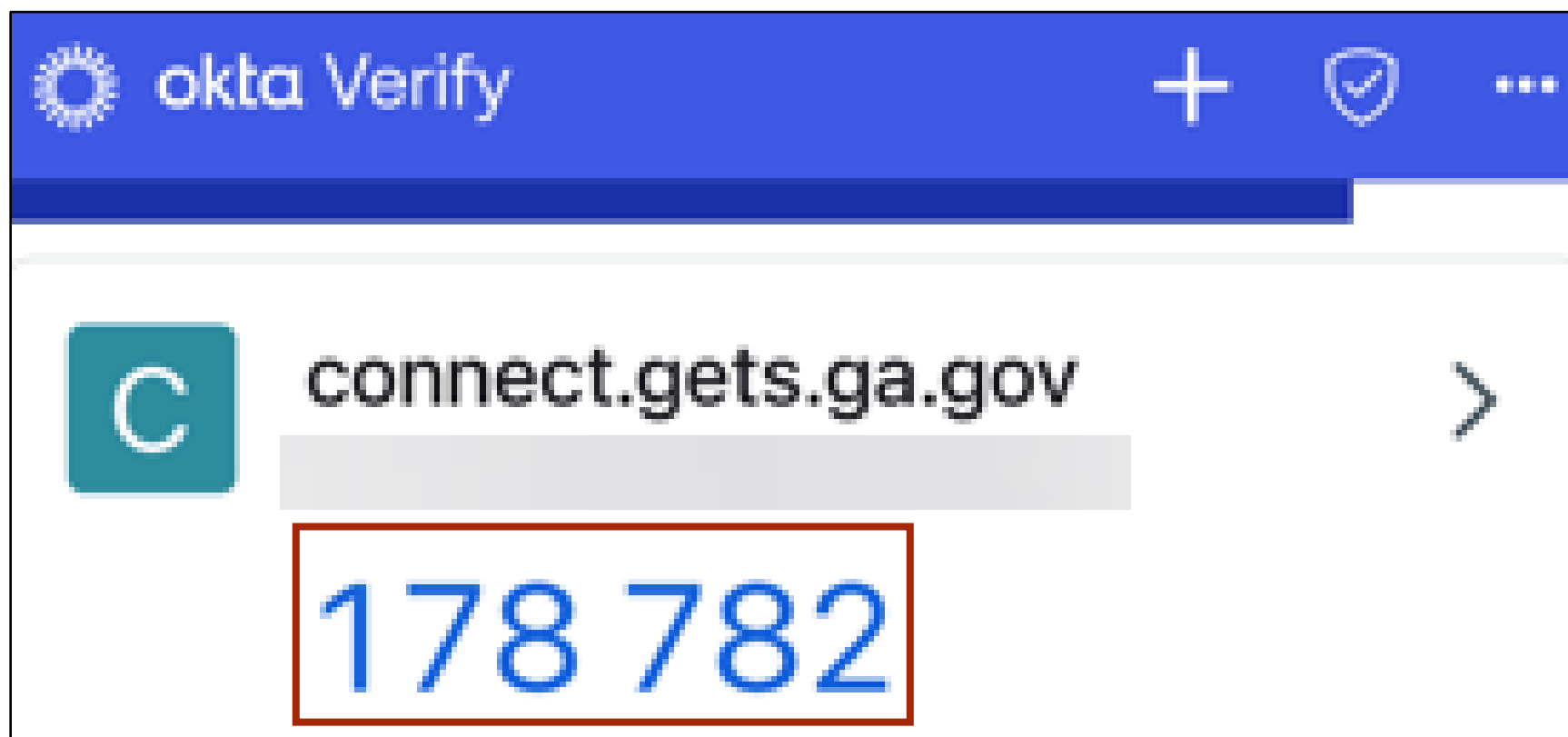


Log In to GA@WORK for UAT (Okta-GETS) (Part 6 of 9)

INSTRUCTIONS

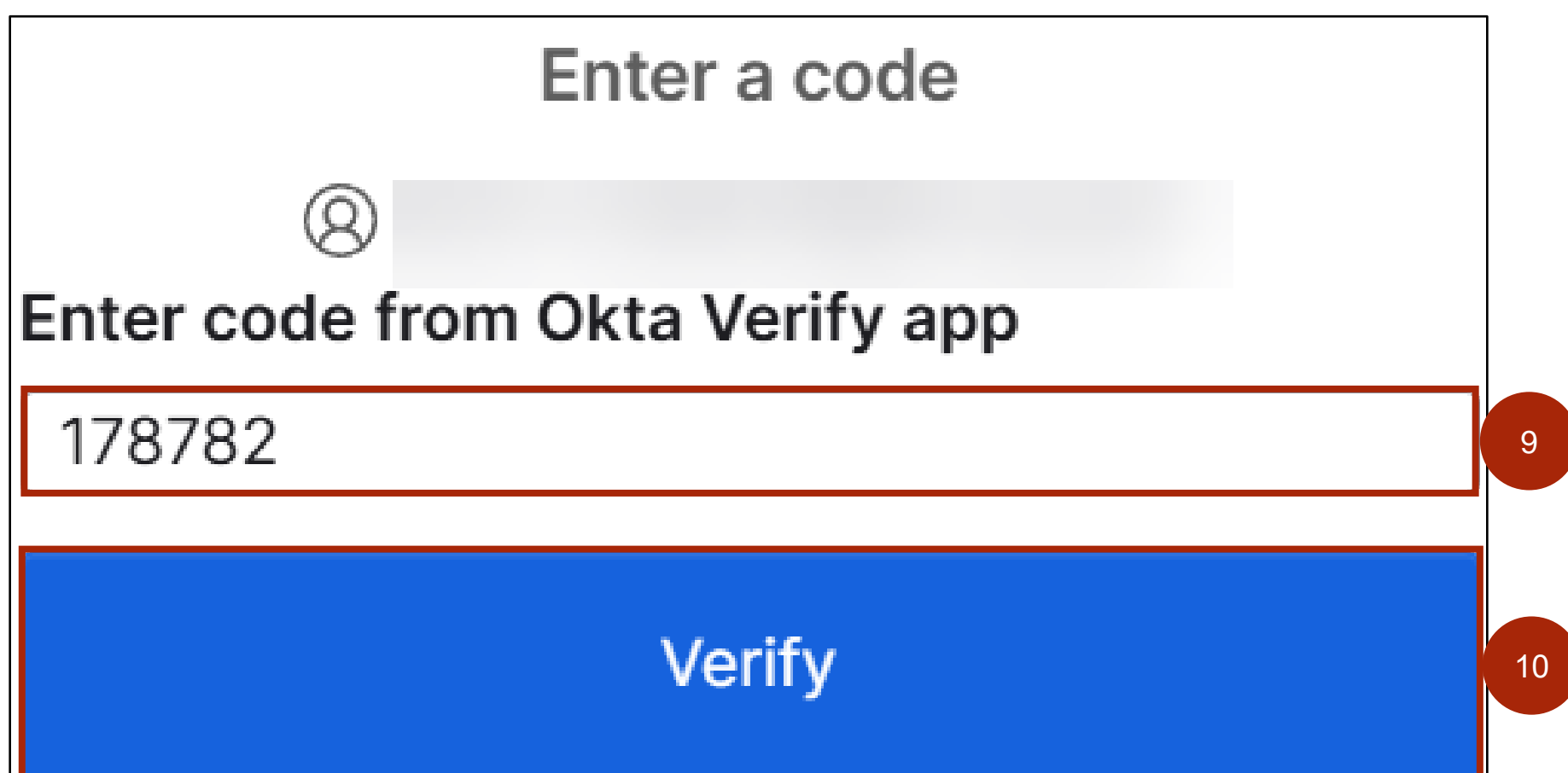
8. A code will be revealed.

Note: This screen will reset code every thirty (30) seconds with a new code.



9. Return to your computer and **Enter code from the Okta Verify app.**

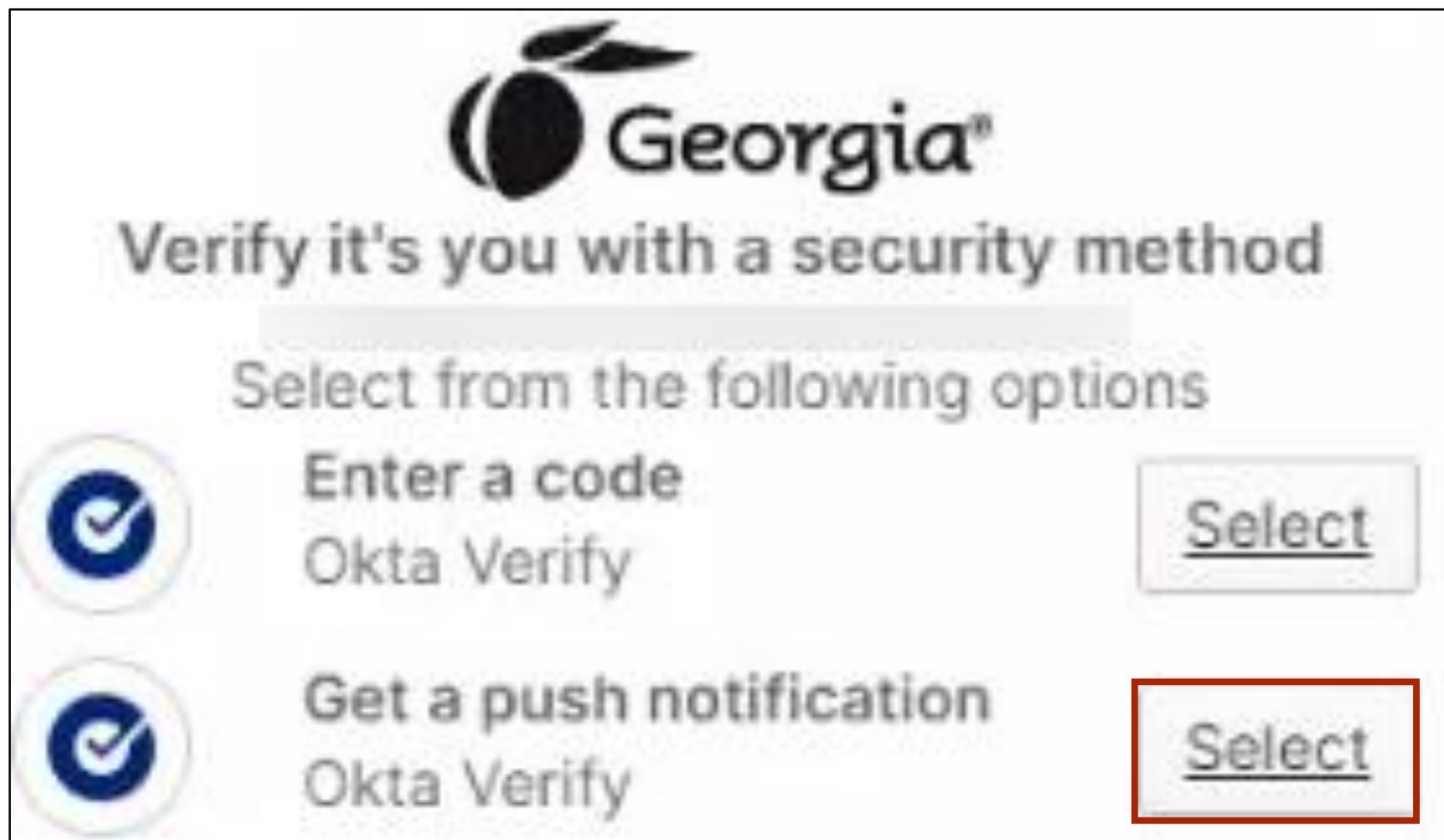
10. Click Verify.



Log In to GA@WORK for UAT (Okta-GETS) (Part 7 of 9)

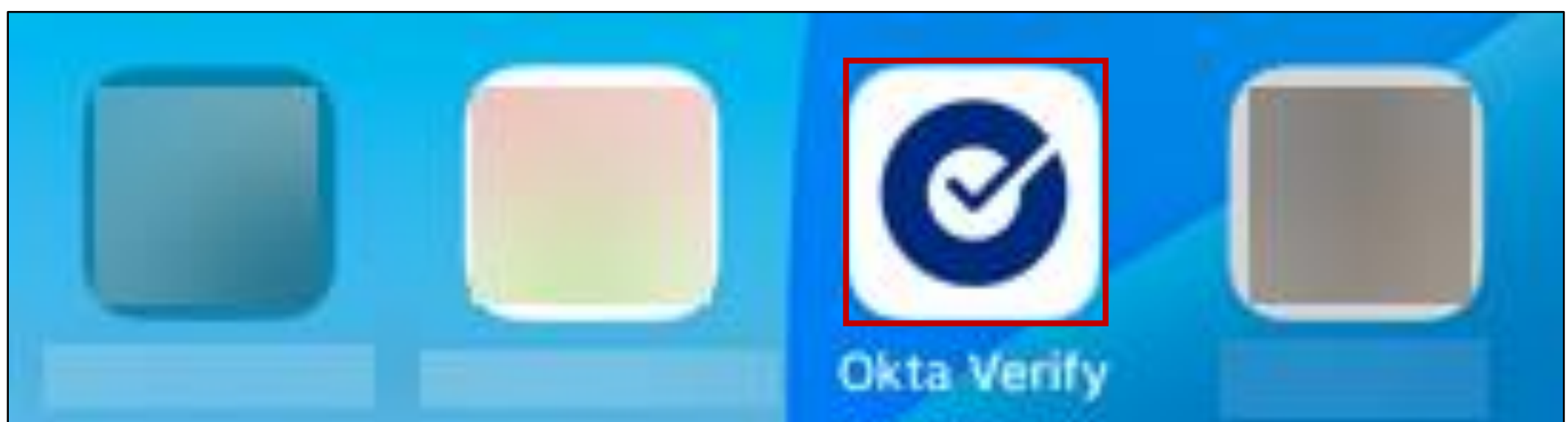
INSTRUCTIONS

11. Alternatively, if using a push notification, select **Get a push notification**.



12. On your device, select the **Okta** application.

Note: Location and appearance may vary by device and personal configurations. This guide uses an iPhone.



Log In to GA@WORK for UAT (Okta-GETS) (Part 8 of 9)

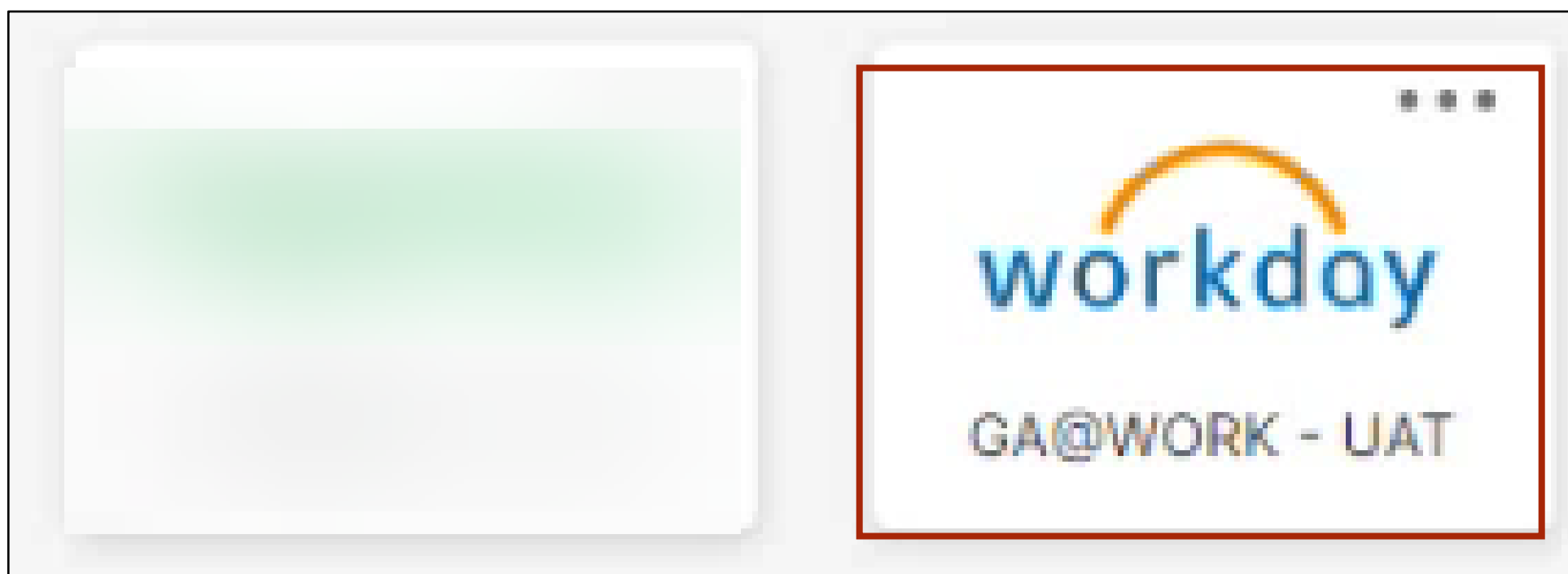
INSTRUCTIONS

13. Click **Yes, It's Me.**



14. Click **GA@Work – UAT.**

Note: Location of GA@WORK tile will vary depending on personal configurations.

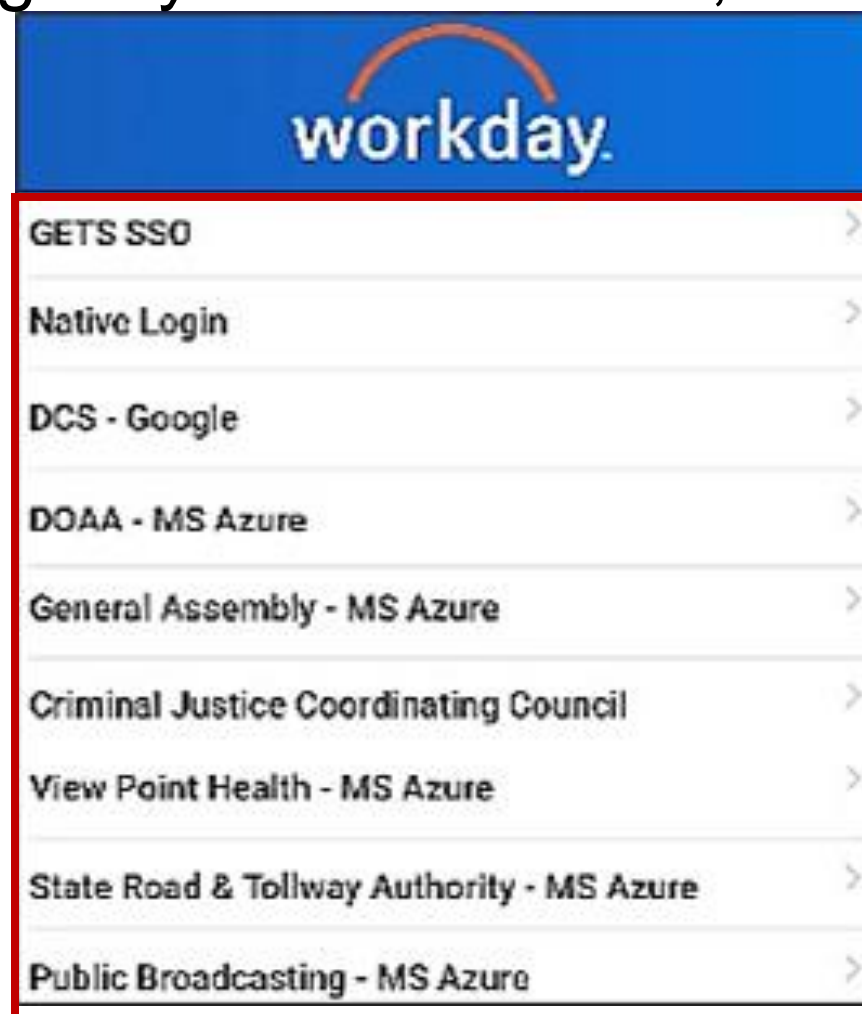


Log In to GA@WORK for UAT (Okta-GETS) (Part 9 of 9)

INSTRUCTIONS

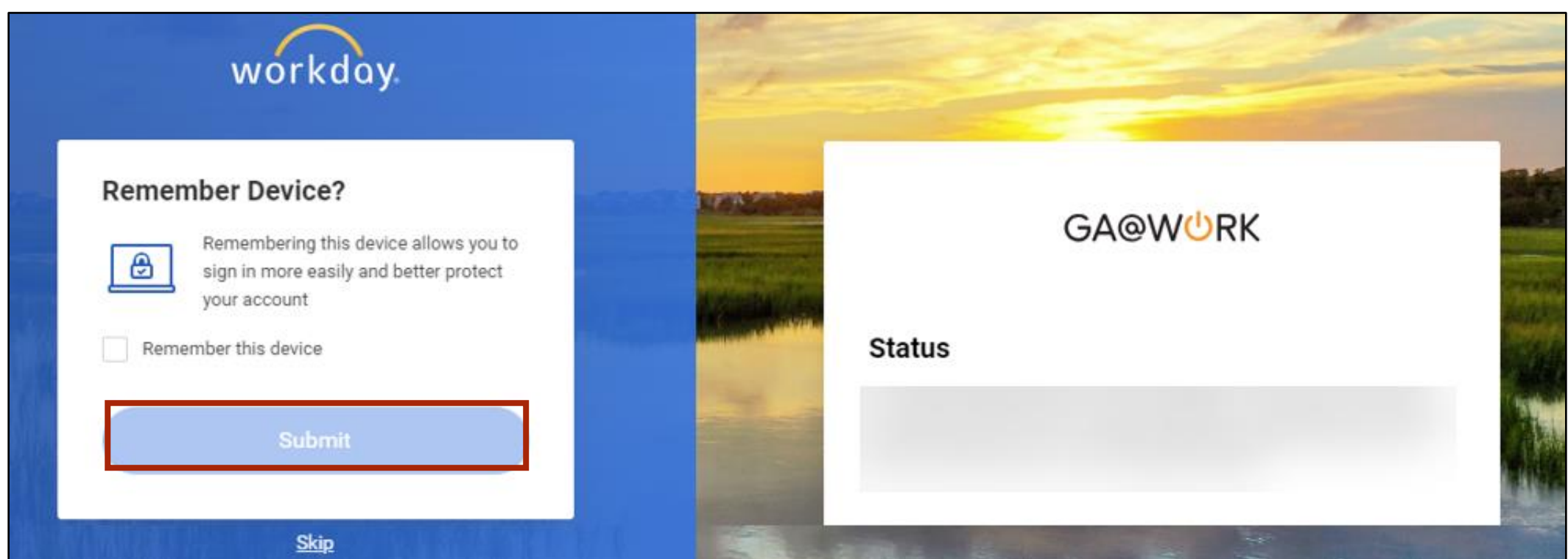
15. Select the appropriate Identity Provider (IdP) provided for your Agency, if applicable.

Note: If your agency is not in the list, select *Native Login*.



16. Click **Submit**.

Note: Click the *Box* next to *Remember this device* and *Skip* to proceed without the device being remembered is optional.



You have successfully logged in to GA@WORK for UAT (Okta-GETS).