

# Okta Instructions

To get to our Non-DPHHS employee access request form and the confidentiality agreement you will need an Okta account. Be sure to fill out the [Access Request](#) first then you can sign the [Confidentiality Agreement](#).

If you are filling out the access request form yourself from the above link you will end up at the screen for step 2. If someone did it for you then start with step 1. If you already have an Okta account then it should take you right to the form you need as it should auto log you on.

- 1) You received an email that looks like this:

Subject: Confidentiality Agreement for System & File Access  
From: SITSD Service Desk  
To: [REDACTED]  
Cc: HHSNetworkSecurity@mt.gov, [REDACTED]

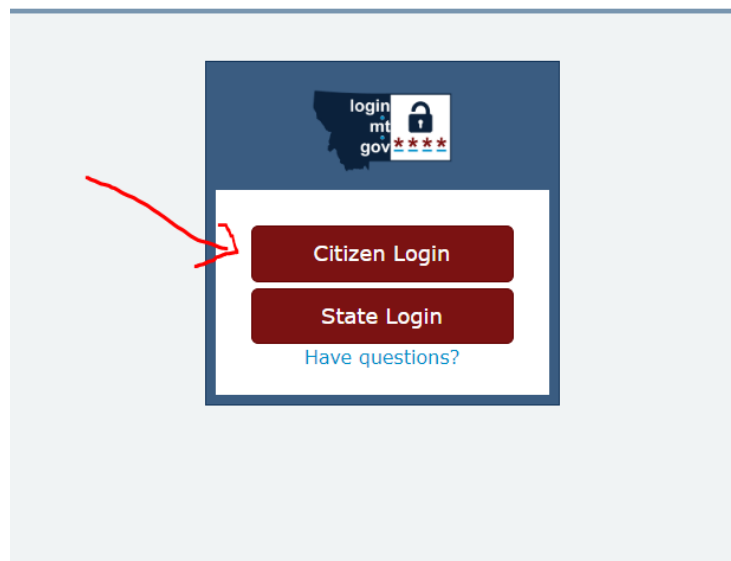
Please complete the confidentiality agreement form located [here](#).

When prompted for the REQ#, please enter the following: REQ0

After completion you will be notified when your access has been granted.

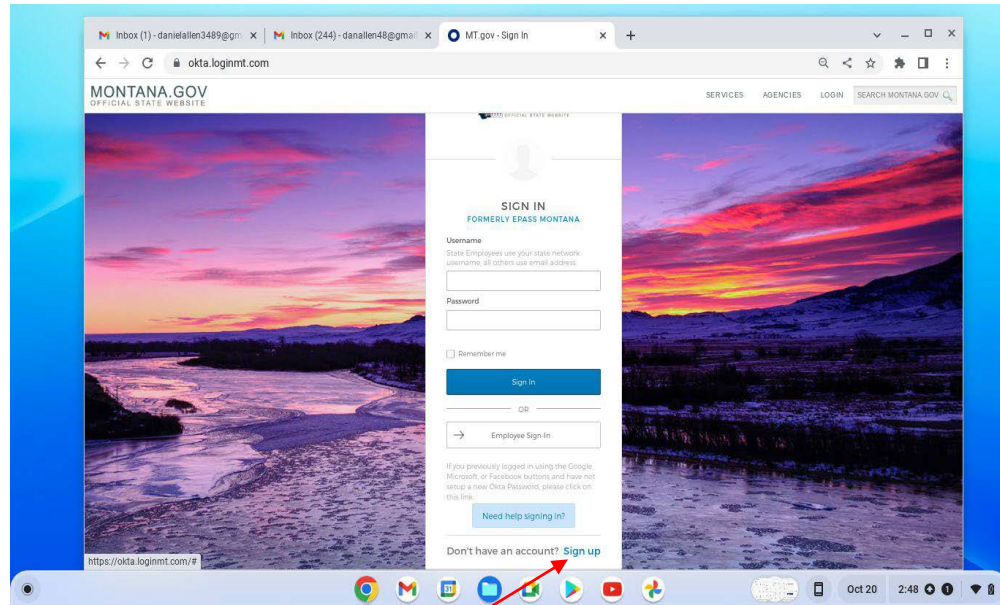
a.

- 2) When you click that link in the email it will bring you to here:

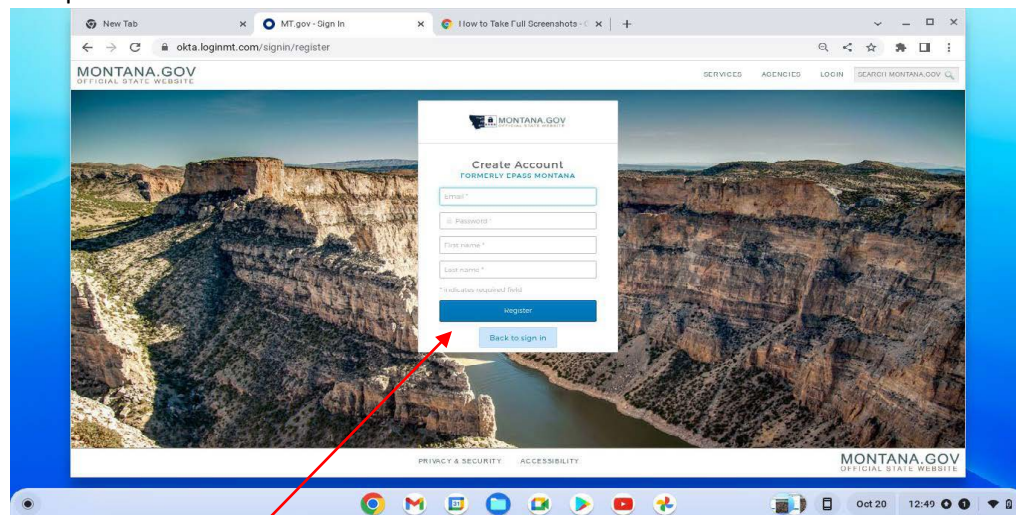


a.

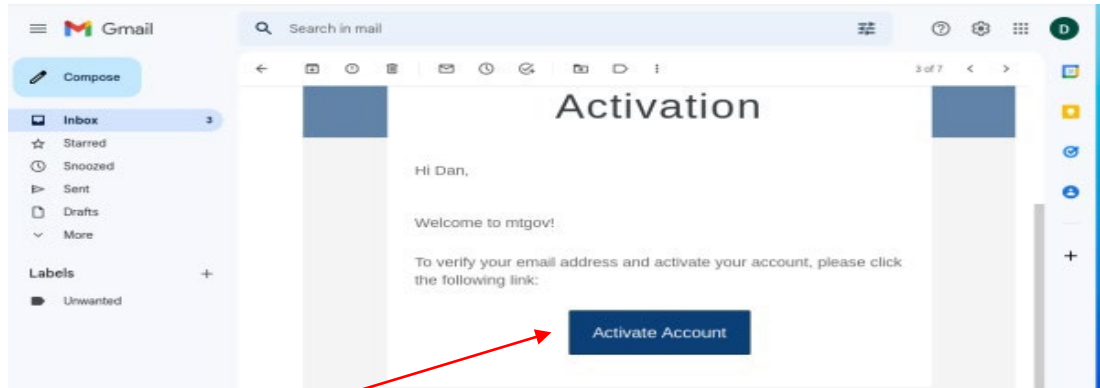
- b. Choose "Citizen Login"
- 3) That will bring you here:



- a.
  - b. Click "Sign up" at the very bottom.
- 4) Enter the required information in the fields shown.



- a.
  - b. Then click register.
- 5) This will send an email to you so you can verify your account. The email will come from [noreply@okta.com](mailto:noreply@okta.com) with the subject line of "Activate Account"
- a. It could be in your Spam or Junk folder if you don't see it in your inbox
- 6) YOU MUST FIND THIS EMAIL TO CONTINUE
- 7) The email should look like this:



a.

b. Click Activate Account

8) This will take you to the Okta Dashboard which you can ignore as the forms are not there.

9) Once signed up you can click either the [Access Request](#) link if you were doing this on your own and continue the process or you need to go back to this email and click the link

Subject: Confidentiality Agreement for System & File Access  
From: SITSD Service Desk  
To: [REDACTED]  
Cc: HHSNetworkSecurity@mt.gov, [REDACTED]

Please complete the confidentiality agreement form located [here](#).

When prompted for the REQ#, please enter the following: REQ(

After completion you will be notified when your access has been granted.

a.