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# Access and Setup Guide: Okta Verify

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# Access and Setup Guide

## Introduction

The Michigan Data Collaborative (MDC) is a nonprofit healthcare data organization at Michigan Medicine. MDC produces dashboards to support Collaborative Quality Initiatives (CQIs) aiming to improve patient outcomes across Michigan.

This Access and Setup Guide describes the steps that you must complete to access the MDC dashboard. If you need assistance with any of these steps, see [Getting Help](#) for support contact information.

## Before You Begin

Verify that your web browser meets one of the following requirements to ensure it will be supported by Tableau:

- Chrome on Windows, Mac, and Android
- Microsoft Edge on Windows
- Mozilla Firefox & Firefox ESR on Windows and Mac
- Apple Safari on Mac and iOS

You may need to contact your local IT support if you do not have permission to install software on your computer.

## Overview

- I. [Obtain a U-M User Account](#)
- II. [Duo to Okta Verify Transition](#)
- III. [Install the Okta Verify App](#)
- IV. [Enroll in Okta Verify](#)
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- VII. [Access the MDC Dashboard](#)
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## Access and Setup Guide

### I. Obtain a U-M User Account

1. Connect with your PO's Acknowledger to request an MDC account.
2. Once MDC receives the request from your PO Acknowledger, you can expect the following communications:
3. **New users** will receive emails containing login credentials and login instructions.
  - i. The first email message will come from [it.accounts@umich.edu](mailto:it.accounts@umich.edu) with the subject line "Your U-M username and password" and will include your username (U-M username) and the instructions on initial password setup.
  - ii. The second email message will come from [mdc-accounts@med.umich.edu](mailto:mdc-accounts@med.umich.edu) with the subject line: "New User Account: Access Granted to MCT2D Interactive Reporting Site".
4. **For existing users**, your existing login credentials will remain the same. We will notify you by email when you have been granted access to the MDC user interface.

If you have any questions in the meantime, please contact the MDC account team at [mdc-accounts@med.umich.edu](mailto:mdc-accounts@med.umich.edu).

### II. Duo to Okta Verify Transition

Currently, Michigan Data Collaborative (MDC) dashboard users are required to log in with their credentials and verify their identity using the Duo app. All University of Michigan (U-M) email account holders will be transitioning from Duo multi-factor authentication (MFA) to Okta Verify starting January 14, 2026, and ending February 25, 2026.

MFA provides a second layer of security to ensure that your account remains secure and to verify that the person logging in is you. Each time you log in to the MDC dashboard, you will get a notification on a separate device to confirm that it is you who is logging in.

**On or Before January 14, 2026:** Download the Okta Verify app to your mobile device.

**January 14, 2026:** Enrollment for Okta Verify begins. Enrolling your U-M account in Okta before the February go-live date will ensure uninterrupted access to your accounts and the MDC dashboards.

**Between January 14 and February 25, 2026: Keep both apps.** Continue to use Duo to log in to the dashboard. Do not delete the Duo app from your mobile device until Okta Verify goes live and you have enrolled your U-M account in Okta Verify.

**February 25, 2026: Okta Verify goes live!** Okta Verify will officially replace Duo as the MFA solution. After U-M implements Okta Verify on this date, you will no longer be able to use Duo for U-M systems, including for accessing the MDC Dashboards.

### III. Install the Okta Verify App

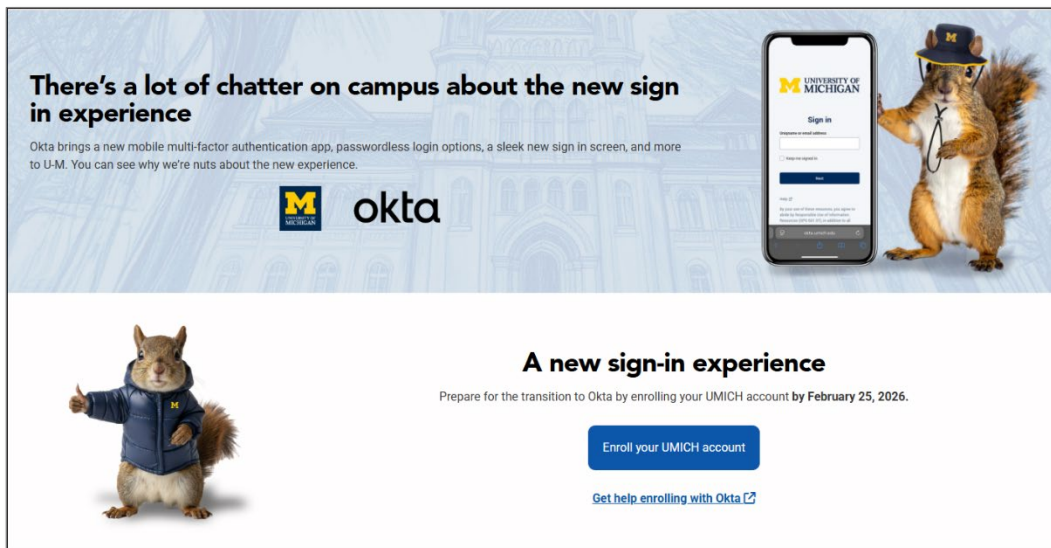
1. Okta Verify is a free application.
2. Okta Verify requires approximately 67.5 MB of internal storage on an Android device and 109.1 MB on an iPhone.
3. Okta Verify requires access to send you notifications and to your device's camera. The camera access is only used to scan a code as part of the activation process.

### IV. Enroll in Okta Verify

Follow the steps below to enroll your UMICH account in Okta. Note that while not all possible options are described below, these steps provide the simplest method of enrolling in Okta.

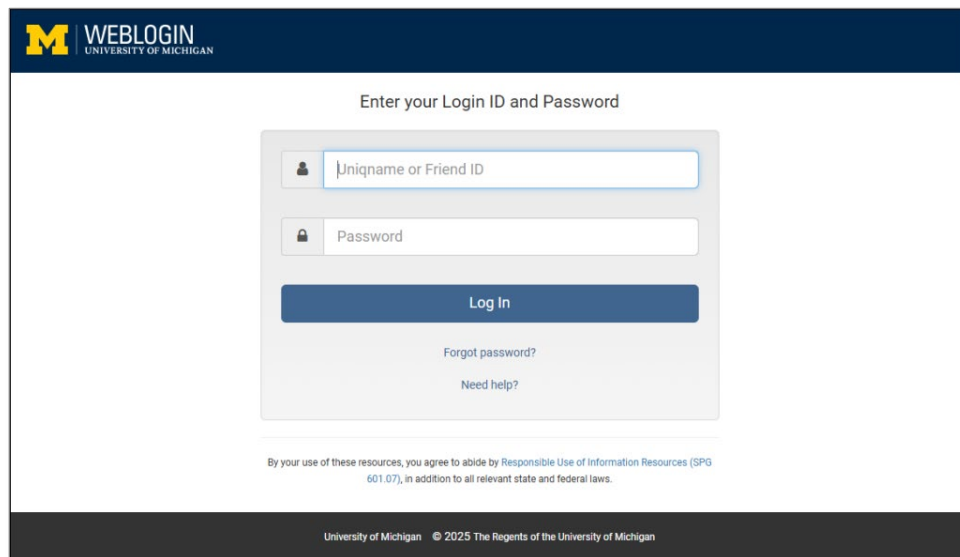
For detailed step-by-step instructions and additional options, including for those who cannot scan a QR code on their mobile device, see [Enroll in Okta Using the Okta Verify App](#).

1. Go to [oktaverify.umich.edu](https://oktaverify.umich.edu) (opens in new window) on your computer.
2. Click **Enroll your UMICH account**.



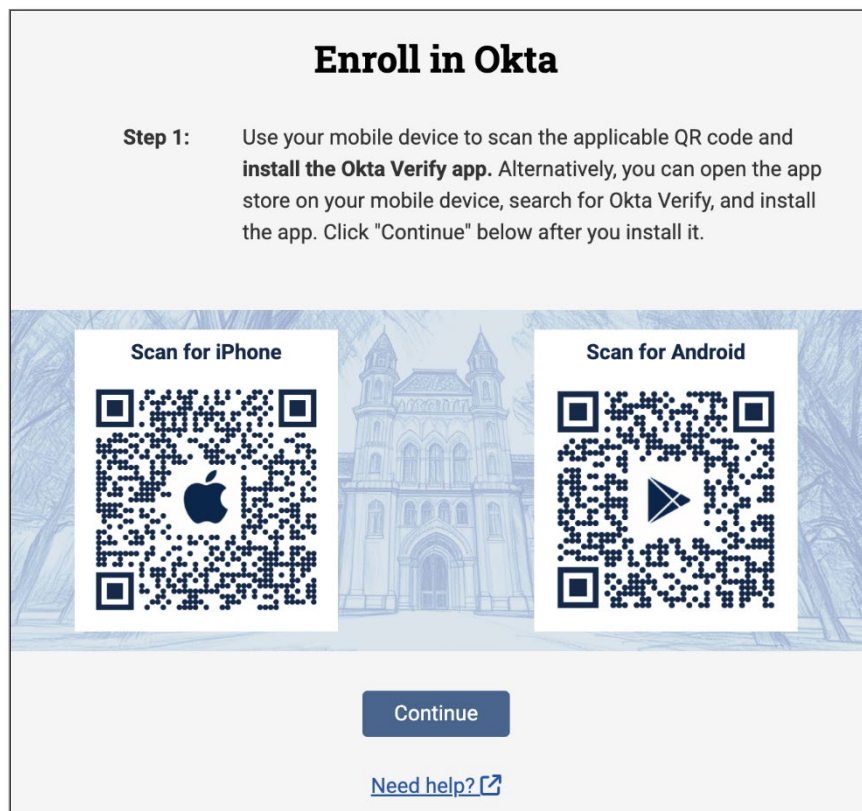
## Access and Setup Guide

3. Log in with your unquname and UMICH password and complete Duo authentication.



The image shows the University of Michigan Weblogin page. At the top is the University of Michigan logo and the text "WEBLOGIN UNIVERSITY OF MICHIGAN". Below this is a heading "Enter your Login ID and Password". There are two input fields: "Uniquname or Friend ID" and "Password". Below the fields is a blue "Log In" button. Under the button are links for "Forgot password?" and "Need help?". At the bottom, there is a small disclaimer: "By your use of these resources, you agree to abide by Responsible Use of Information Resources (SPG 601.07), in addition to all relevant state and federal laws." The footer contains "University of Michigan © 2025 The Regents of the University of Michigan".

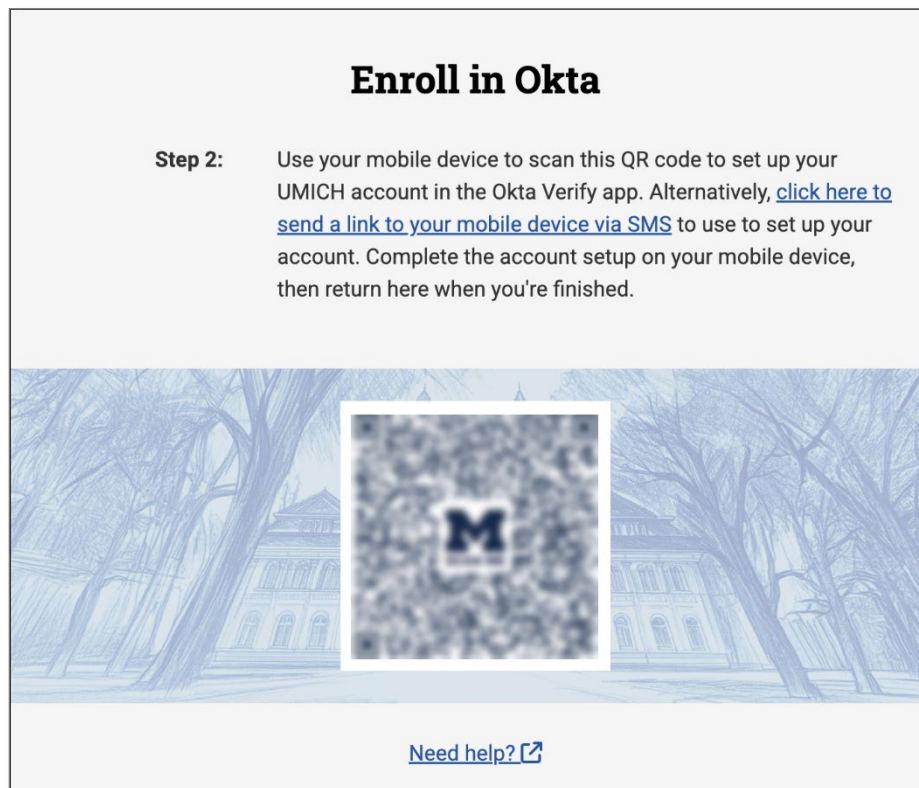
4. Scan the applicable QR code with your mobile device to download the Okta Verify app. Once the app is downloaded, return to your computer and click **Continue**.  
*Note: Ignore any prompts in the Okta Verify app for now and close it.*



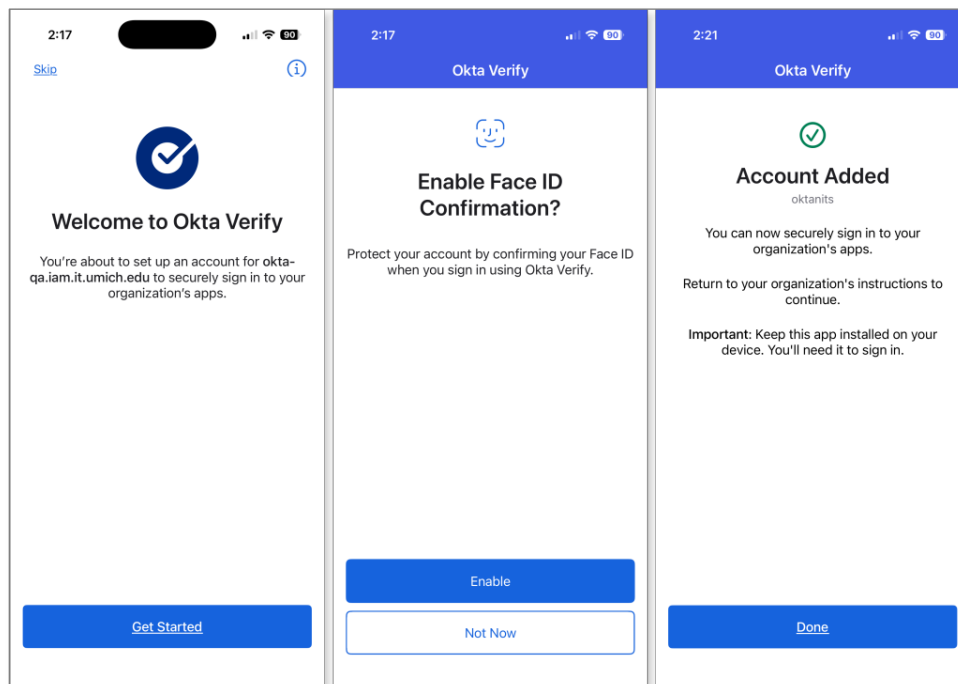
The image shows the "Enroll in Okta" page. The title "Enroll in Okta" is at the top. Below it is "Step 1:" followed by instructions: "Use your mobile device to scan the applicable QR code and **install the Okta Verify app**. Alternatively, you can open the app store on your mobile device, search for Okta Verify, and install the app. Click "Continue" below after you install it." There are two QR codes: "Scan for iPhone" with an Apple logo and "Scan for Android" with an Android logo. At the bottom is a blue "Continue" button and a link "Need help?" with an external link icon.

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5. With your mobile device, scan the QR code that displays on your computer.



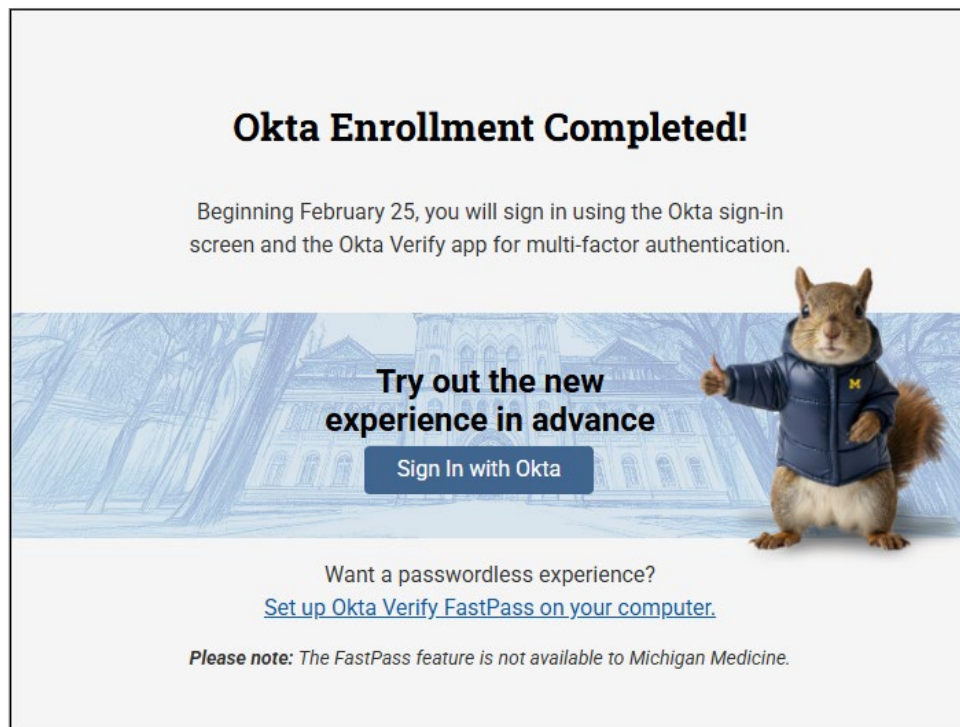
6. On your mobile device, tap **Get Started**. If desired, tap **Enable** to enable biometric authentication (Face ID or Fingerprint ID) or tap **Not Now** to bypass this feature. Tap **Done**, close the Okta Verify mobile app, and return to your computer.



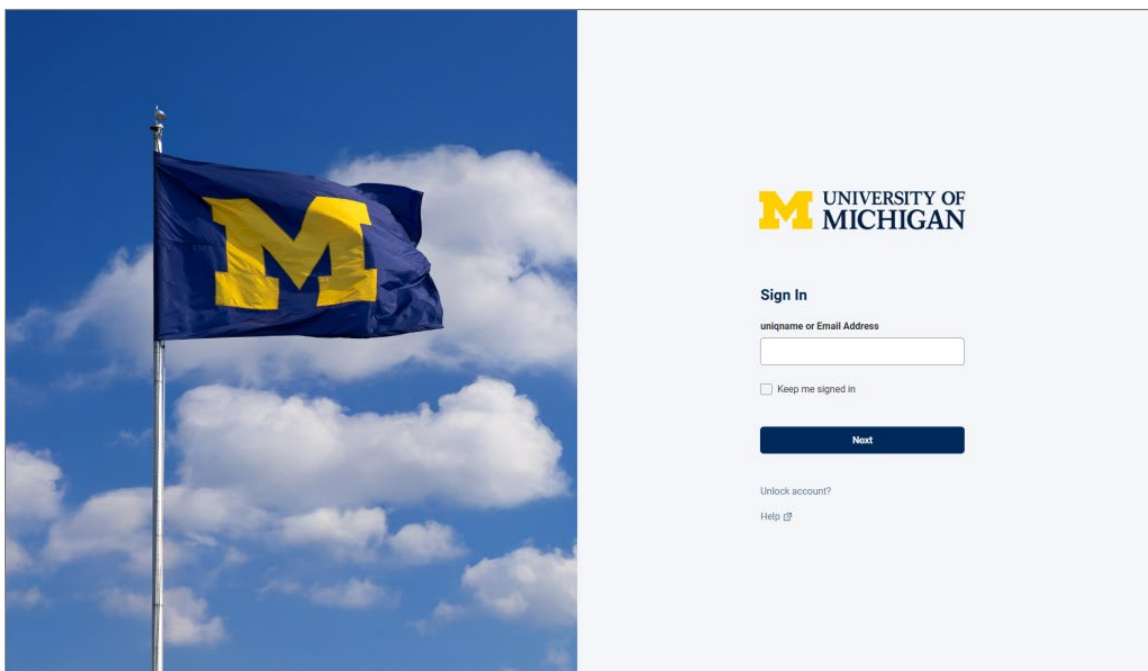


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7. (Optional) Click **Sign in with Okta** to test your Okta login.

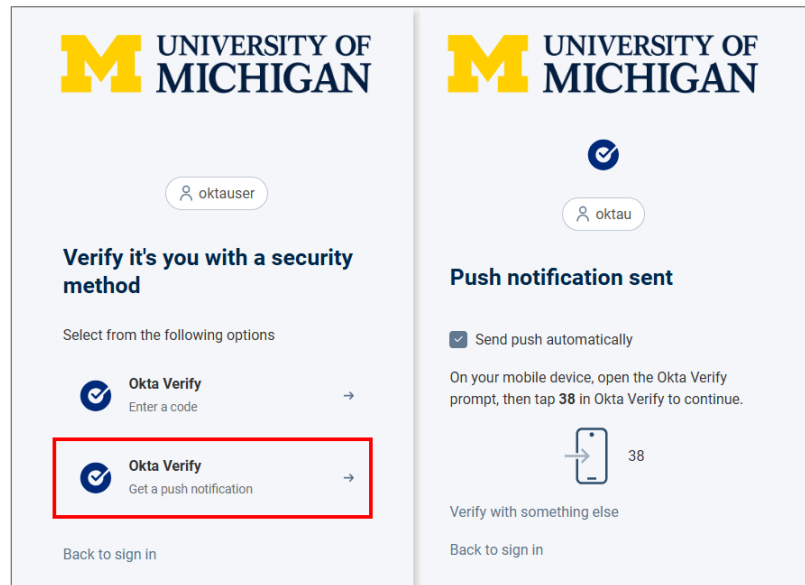


8. Log in to the Okta Sign-In page with your username and UMICH password.



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9. Select the **Okta Verify – Get a push notification** option. A verification number displays on your computer and notification is sent to your mobile device. Open the notification on your mobile device, tap the corresponding number, and complete biometric authentication, if prompted.



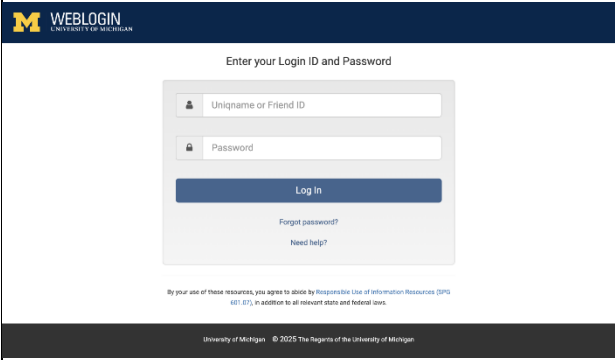
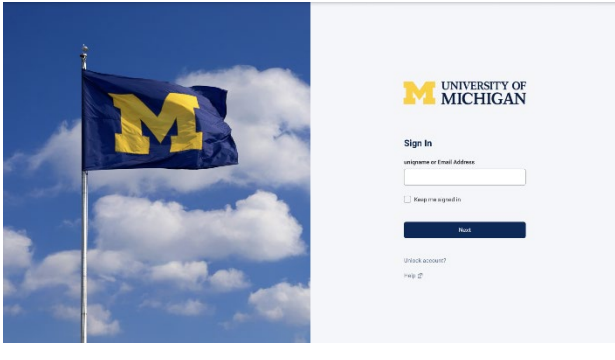
You are now successfully enrolled in U-M Okta. You can close the Okta Verify app on your mobile device and close any browser windows you used to enroll.

Source: [Enroll in Okta | U-M Information and Technology Services](#)

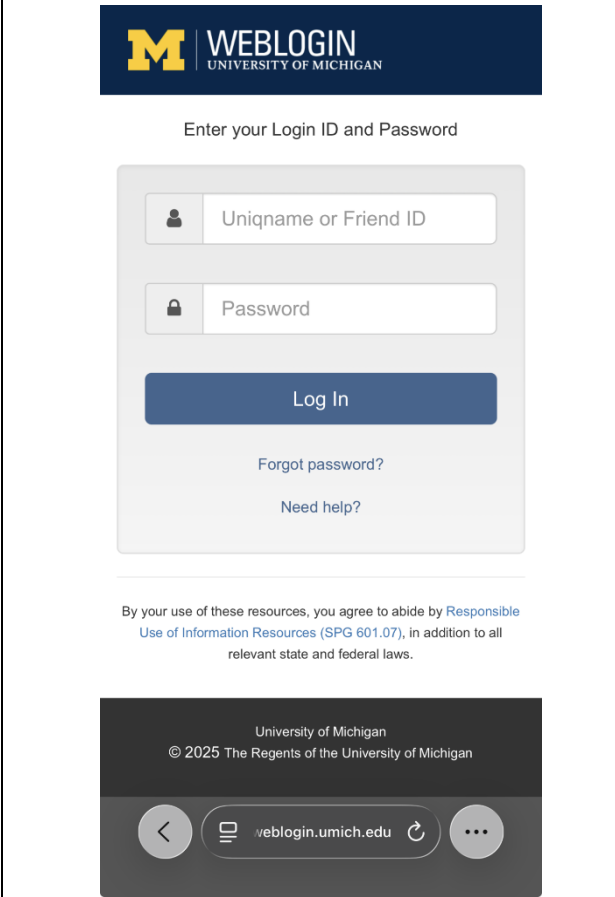
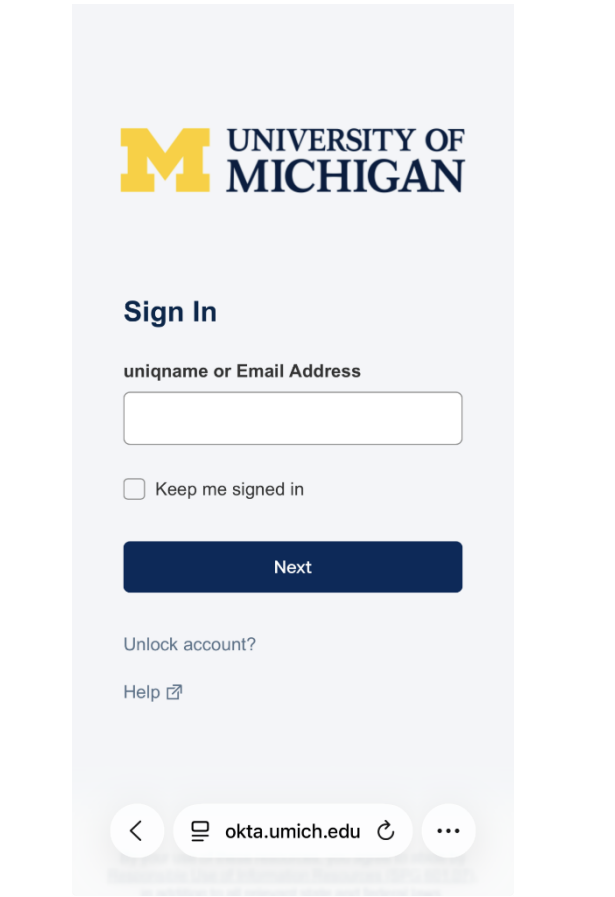


## V. Comparing Duo vs Okta Verify Sign-In Screens

### Old vs New Desktop Sign-In Screen

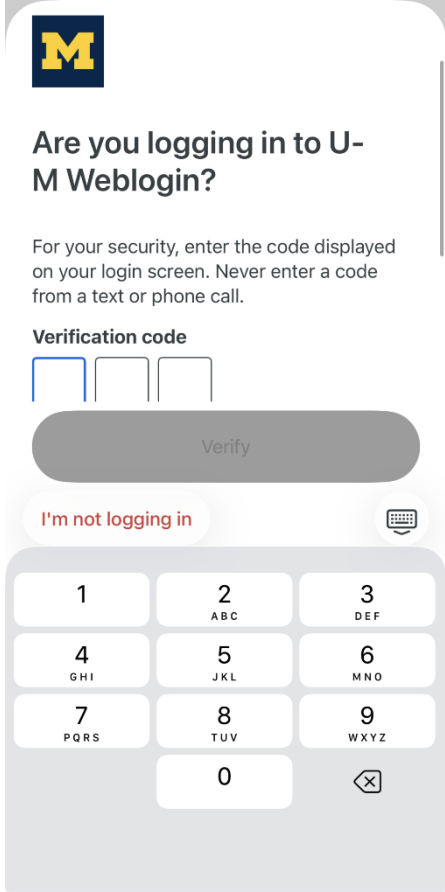
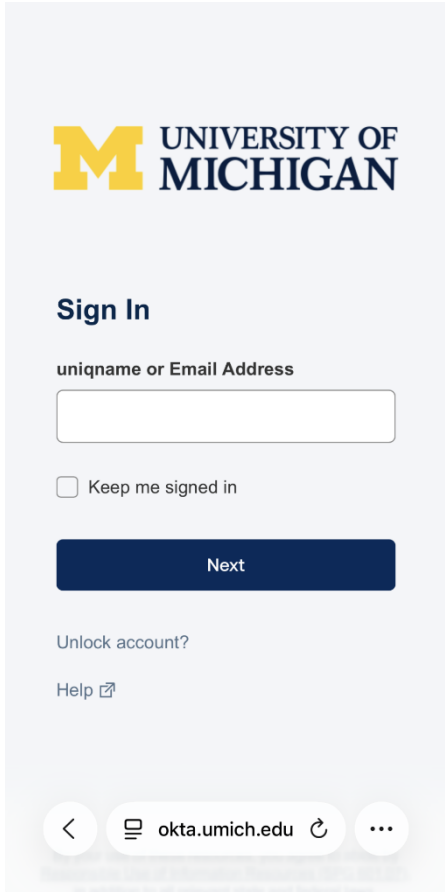
Current U-M Weblogin Sign-In Screen	Upcoming Okta Sign-In Screen
 The current U-M Weblogin sign-in screen features a dark blue header with the 'M' logo and 'WEBLOGIN UNIVERSITY OF MICHIGAN'. Below the header, a light gray box contains the text 'Enter your Login ID and Password'. Inside this box are two input fields: 'Username or Friend ID' and 'Password', each with a corresponding icon (person and lock). A blue 'Log In' button is positioned below the fields. Links for 'Forgot password?' and 'Need help?' are located at the bottom of the box. At the very bottom of the screen, a small line of text states: 'By your use of these resources, you agree to abide by Responsible Use of Information Resources (SPG 601.07), in addition to all relevant state and federal laws.' The footer of the page includes 'University of Michigan © 2025 The Regents of the University of Michigan'.	 The upcoming Okta sign-in screen has a light blue background. On the left, there is a large image of the University of Michigan flag. On the right, the 'M' logo and 'UNIVERSITY OF MICHIGAN' text are displayed. Below this, the heading 'Sign In' is followed by an input field for 'username or Email Address'. A checkbox labeled 'Keep me signed in' is present, along with a blue 'Next' button. At the bottom, there are links for 'Unlock account?' and 'Help' with an external link icon.

### Old vs New Mobile Sign-In Screen

Current Mobile U-M Weblogin Sign-In Screen	Upcoming Mobile Okta Sign-In Screen
 The current mobile U-M Weblogin sign-in screen has a dark blue header with the 'M' logo and 'WEBLOGIN UNIVERSITY OF MICHIGAN'. Below the header, the text 'Enter your Login ID and Password' is shown. A light gray box contains two input fields: 'Username or Friend ID' (with a person icon) and 'Password' (with a lock icon). A blue 'Log In' button is below the fields. Links for 'Forgot password?' and 'Need help?' are at the bottom of the box. A line of text states: 'By your use of these resources, you agree to abide by Responsible Use of Information Resources (SPG 601.07), in addition to all relevant state and federal laws.' The footer shows 'University of Michigan © 2025 The Regents of the University of Michigan' and a mobile browser address bar with 'weblogin.umich.edu'.	 The upcoming mobile Okta sign-in screen has a light blue background. It features the 'M' logo and 'UNIVERSITY OF MICHIGAN' text. Below this is the heading 'Sign In' followed by an input field for 'username or Email Address'. A checkbox labeled 'Keep me signed in' and a blue 'Next' button are present. At the bottom, there are links for 'Unlock account?' and 'Help' with an external link icon. The mobile browser address bar at the bottom shows 'okta.umich.edu'.

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### Old vs New MFA App

Current Mobile U-M Weblogin Sign-In Screen	Upcoming Mobile Okta Sign-In Screen
 <p>The current screen features the University of Michigan 'M' logo at the top. Below it, the text asks 'Are you logging in to U-M Weblogin?'. A security notice states: 'For your security, enter the code displayed on your login screen. Never enter a code from a text or phone call.' A 'Verification code' section has three empty input boxes. A 'Verify' button is below the boxes. At the bottom, there is a numeric keypad with letters for letters (e.g., ABC for 2) and a backspace icon. A link 'I'm not logging in' is also present.</p>	 <p>The upcoming screen features the University of Michigan logo at the top. Below it, the text says 'Sign In'. There is a text input field for 'username or Email Address'. A checkbox for 'Keep me signed in' is below the field. A 'Next' button is below the checkbox. At the bottom, there are links for 'Unlock account?' and 'Help'. The mobile browser address bar shows 'okta.umich.edu'.</p>

Source: [Signing in with Okta | U-M Information and Technology Services](#)

## VI. Account Lifecycle with Okta

With the transition to Okta for identity and access management at U-M, a new account lifecycle will be introduced in order to reduce security risks associated with inactive accounts.

**Keeping Your Account Active.** Once the transition to Okta occurs on February 25, 2026, **you will be required to sign in to your UMICH or Friend account at least once a year** in order to retain access.

Source: [Account Lifecycle with Okta | U-M Information and Technology Services](#)

### VII. Access the MDC Dashboard

To access the MDC Dashboard, navigate to the [Michigan Data Collaborative](#) website and click [Login](#).

To access the User Guide for a specific project, navigate to the Support page for the project on the MDC website and select the User Guide link.

### VIII. Getting Help

If you need additional help with any steps in this guide, access the resources below.

#### General Account Information

If you have questions about how to access the MDC dashboard, contact MDC at [MichiganDataCollaborative@med.umich.edu](mailto:MichiganDataCollaborative@med.umich.edu).

#### Password Help

If you have forgotten your password, email [mdc-accounts@med.umich.edu](mailto:mdc-accounts@med.umich.edu) to get instructions on resetting your password.

#### Okta or Password Help

For Okta or additional password help, contact the U-M ITS Service Center.

**Service Center Hours:** Mon–Thurs: 7 am–7 pm; Fri: 7 am–6 pm; Sat: Closed; Sun: 2–7 pm

**Chat:** [Chat Support / U-M Information and Technology Services](#)

**Phone:** 734-764-4357

**Email:**

Password help: [4HELP@umich.edu](mailto:4HELP@umich.edu)

Okta transition help: [okta-transition@umich.edu](mailto:okta-transition@umich.edu)

**Website:** Visit the U-M [Okta Help](#) page.

**FAQS:** [Okta Verify Multi-Factor Authentication \(MFA\)](#)

**Notes:** When you contact ITS, be prepared to provide the following information, as applicable:

- If possible, access your U-M ID, U-M username (username), and Level-1 password.
- Inform the service desk employee that you are a user of the Michigan Data Collaborative's User Portal. You are not a U-M employee; however, you have an MDC Sponsored Account with a U-M ID and username to access the MDC dashboard.