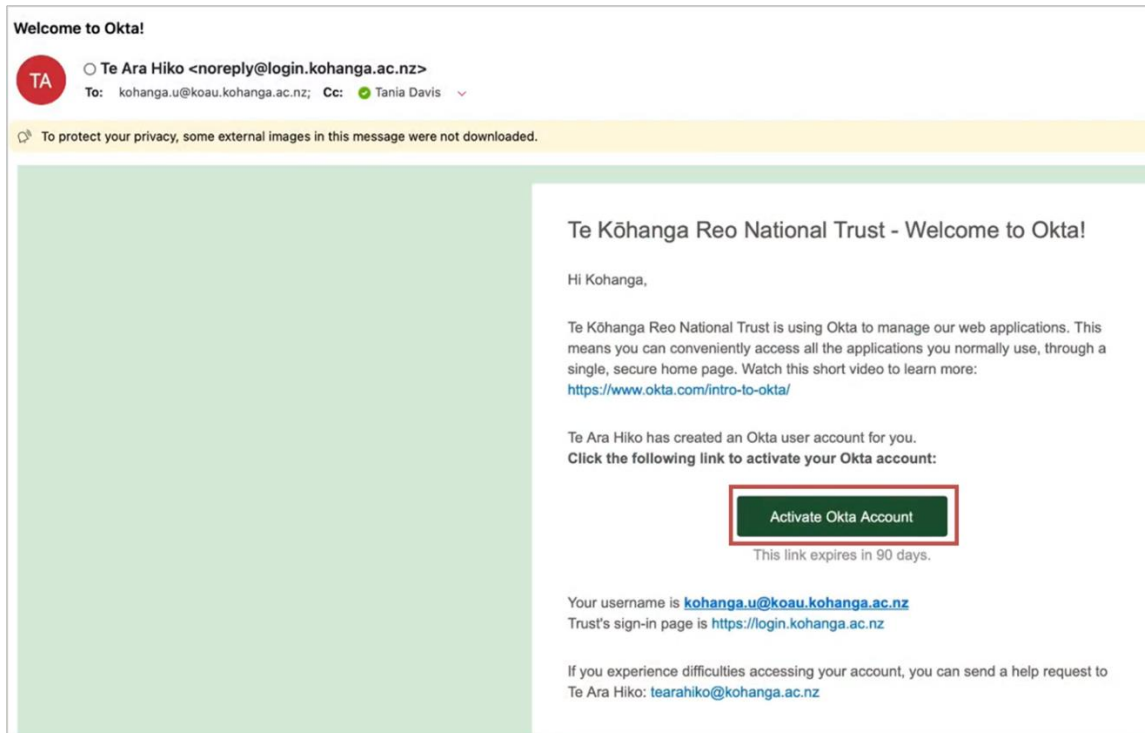


Guide: How to activate your Okta account

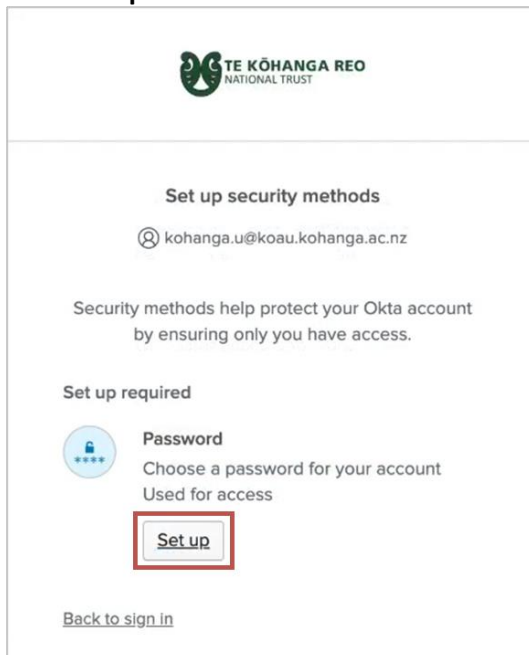
Use this guide to log into OKTA for the first time when you're provided with a login to Trust systems.

Steps:

1. You'll receive an email from the Trust. Click **Activate Okta Account**.



2. Click **Set up**.



3. Enter your new password, then re-enter it in the box below and click **Next**.
Note: Review the requirements for your password in the top section of the screen.

TE KŌHANGA REO
NATIONAL TRUST

Set up password

kohanga.u@koau.kohanga.ac.nz

Password requirements:

- At least 8 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
- Password can't be the same as your last 4 passwords

Review the password requirements

Enter password

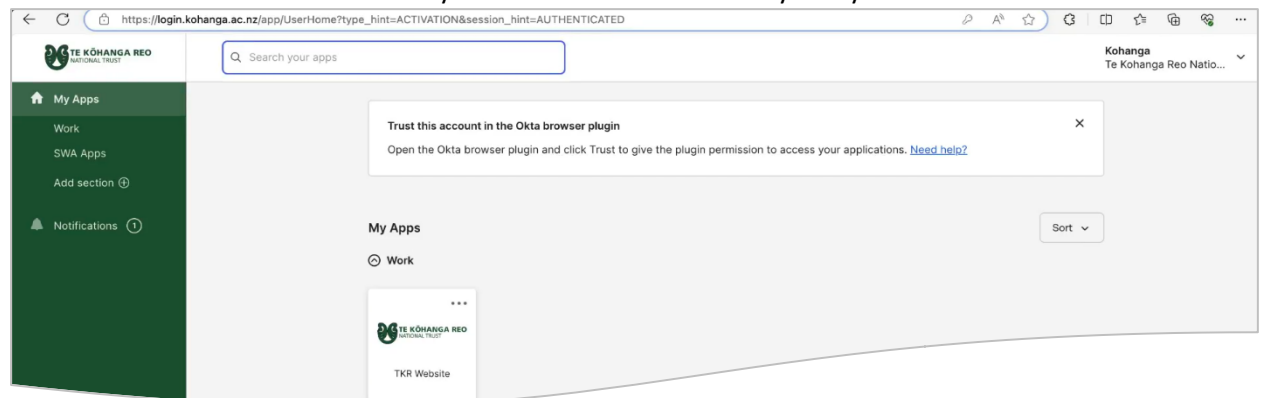
Re-enter password

Next

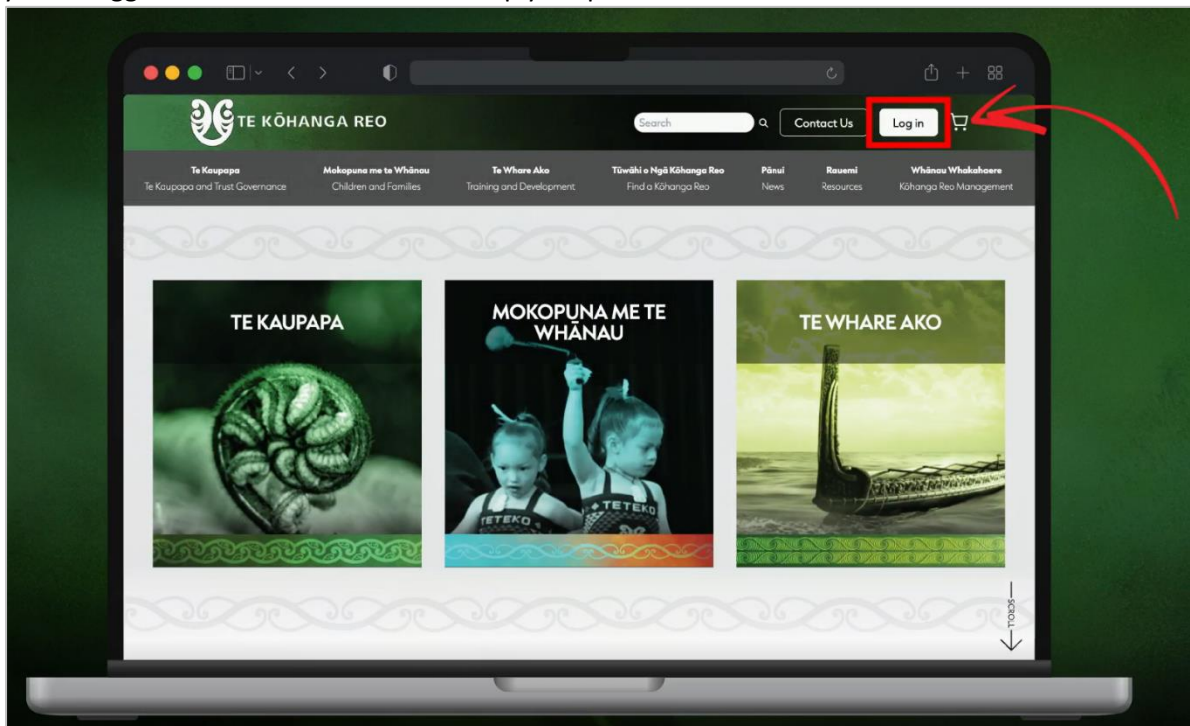
[Return to authenticator list](#)

[Back to sign in](#)

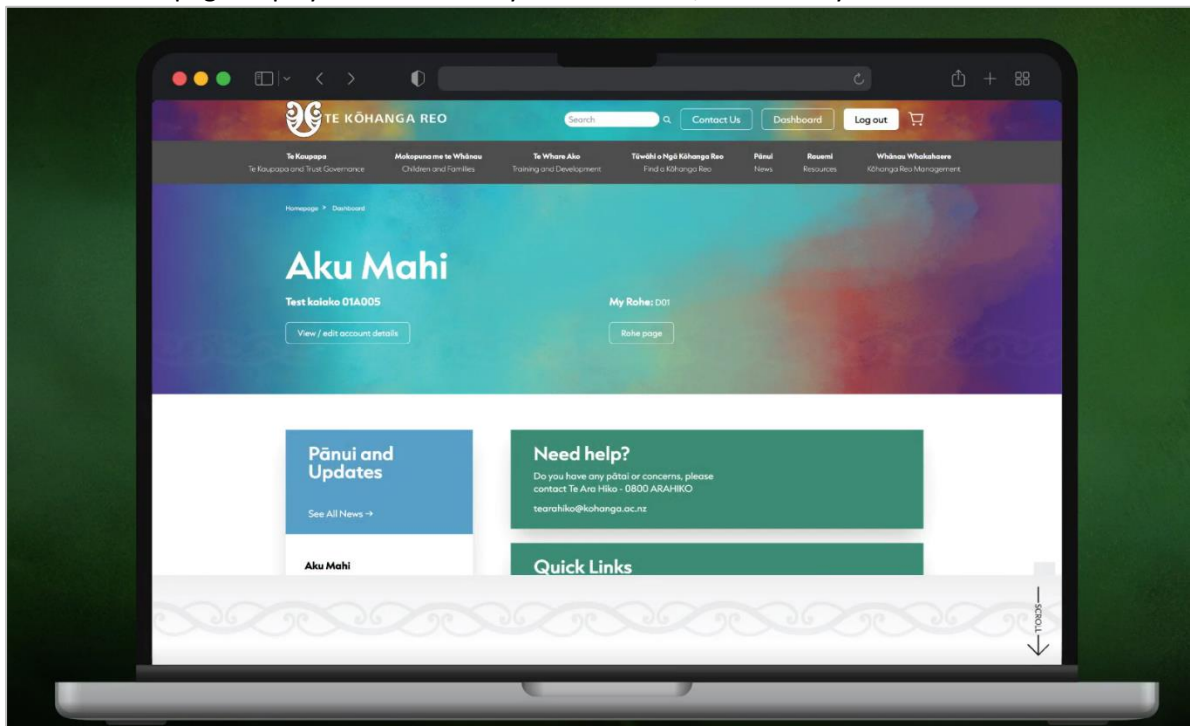
4. Close the Okta dashboard screen as you won't use this to access your systems.



5. Go to the Kōhanga Reo website, click **Log in** and enter your password.
Note: This is what you'll do each time you want to log into the Kōhanga Reo intranet now that you've logged in for the first time and set up your password.



6. The Aku Mahi page displays. This is where you'll find news, access to systems and more.



See the Introduction to Aku Mahi video for more information about this page.