ENB Oracle Supplier Portal: Activating and Logging in to Your Enbridge Okta Account

Learning Guide June 2022

Contents

Activating and Logging in to Okta	3
Okta Welcome Email	3
Create Your Okta Account	4
Choose a Multi-Factor Authentication (MFA) Method	6
Logging in to Okta and Oracle Cloud Supplier Portal for the First Time	7
Logging in to Okta and Oracle Cloud Supplier Portal1	2

Activating and Logging in to Okta

Purpose	This learning guide provides details of how to activate and login to
	your Enbridge Okta user account to access the Oracle Supplier
	Portal

Okta Welcome Email

- 1. Enbridge will create an **Okta** user account when they create your **Oracle Supplier Portal** account.
- 2. You will receive **Welcome** email from **okta.com**. The email will display your username and the sign-in page: https://enbridgesuppliers.okta.com



3. Click on the **Activate Okta Account** link in the email. *Note: you have 7 days from the time you receive the email to activate your Okta account.*

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enbridgesuppliers - Welcome to Okta!	
Hi Sarah,	
Hi Enbridge Supplier	
Your organization is using Okta to manage your web applications. This means you can	
conveniently access all the applications you normally use, through a single, secure home	
page. Watch this short video to learn note. https://www.okta.com/intro-to-okta/	
Your system administrator has created an Okta user account for you. Click the following link to activate your Okta account:	
Activate Okta Account	
This link expires in 7 days.	
Your username is <u>sarah.case@enbridge.com</u>	
Your organization's sign-in page is https://enbridgesuppliers.okta.com	
Your username is enbridgesupplier@gmail.com	

Create Your Okta Account

- 4. Create your **Okta** account by creating a new **password**. The password requirements are:
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username

Your organization's sign-in page is: https://enbridgesuppliers.okta.com

• Your password cannot be any of your last 4 passwords

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	A lowercase letter
	 An uppercase letter
	A number
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	Repeat new password
2	Choose a forgot password question

5. Choose a Forgot Password Question and Answer.

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2	Enter new password
	Password requirements:
	At least 8 characters
	A lowercase letter
	 An uppercase letter
	A number
	 No parts of your username
	 Your password cannot be any of your last 4 passwords
	Repeat new password
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6. Select a Security Image picture and click Create My Account.

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Choose a Multi-Factor Authentication (MFA) Method

7. Okta uses a Multi-Factor Authentication method, which requires a user to provide two or more verification factors. This method is more secure than standard usernames and passwords.

Select your **MFA method** by clicking the **Setup** button. **Okta Verify** is the recommended method, but Google Authenticator can also be used. If you **cannot** download an app to your mobile device, please contact the **Enbridge Supplier Portal Support Center** at **supplierportal@enbridge.com**.

For additional support on MFA, visit the Okta support page: <u>https://support.okta.com/help/s/end-user-adoption-toolkit/setting-up-mfa-for-end-users?language=en_US</u>



Setting Up Your Okta Verify Application

8. You will need to download the **Okta Verify** application to your mobile device through your phone's app store.

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9. From the Okta login page, select your device type and click Next.

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	Setup Okta Verify
 iP Ar 	hone Indroid (C
0	Download Okta Verify from the App Store onto your mobile device
	Next

10. You will be prompted to launch **Okta Verify** on your mobile device.



Back to factor list

11. On your mobile device click **Add Account**.

12:22 ◀
Ways to verify
When signing in, enter a code from this app, tap Yes on a push notification, or tap the "Sign in using Okta Verify on this device" button.
Add Account

12. Your device will prompt you to scan the QR code from your computer. Scan the QR code from your **Okta** login page (see **Step 10**).

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Yes, Ready to Scan				
No, Sign In Instead		Back to	o factor list	

Logging in to Okta and Oracle Cloud Supplier Portal for the First Time

13. You will be directed to the **Enbridge Okta Supplier Dashboard** page.

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14. Click on the **Oracle Cloud** icon.

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15. You will be directed to the **Oracle Cloud Supplier Portal Home Page**.

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16. You will receive a confirmation email from **okta.com** confirming that a multi-factor authenticator has been enrolled for your account.

Okta <noreply@okta.com> To Retention Policy: 90 Day Expire - Default (90 days) () If there are problem: with how this message is displayed, click here to view it in a web browser.</noreply@okta.com>	Expires Expiration Suspended (9/15/2021)	← Reply	の Reply All	→ Forward Thu 6/17/2021 12:10 AM
okta				
Hi A multi-factor authenticator has been enrolled for your account enbridgesupplier@gmail.com				
Details				
SMS Authentication Thu, June 17, 2021 Lebanon, Ohio, United States Performed by:				*

Logging in to Okta and Oracle Cloud Supplier Portal

- 17. To begin a new session in the Oracle Cloud Supplier Portal, navigate to the Enbridge Okta login page provided in your Welcome email (see Step 2) or click on the link: <u>https://enbridgesuppliers.okta.com</u>
- 18. Sign In using the Username and Password you used to create your Okta account.

	Sign In	
Usernam	e	
Password	I	
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Reme	mber me	
	Sign In	
Need help	signing in?	

19. Send a login notification to your mobile device by clicking the **Send Push** button.



20. Accept the Push notification on your mobile device to be directed to **Enbridge Okta Supplier Dashboard** page on your computer.



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21. Click on the **Oracle Cloud** icon.

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22. You will be directed to the **Oracle Cloud Supplier Portal Home Page**.

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	Good evening, Supplier Portal Tools	Lynn Jones!			A
,	Assigned to Me 4 created by Me 10	Vesterday X FV Document (Buyer Change Order) PUR- 2251-2000047 Change Requires Dkmiss	1 week ago X Pri Document (Buyer Change Order) PUR- 2251-2000047 Change Requires Dismiss	1 week ag FV Docur Order, 20000 REQ-2 t t	

23. You can now begin transacting in the Oracle Supplier Portal.