

1 What is Okta?

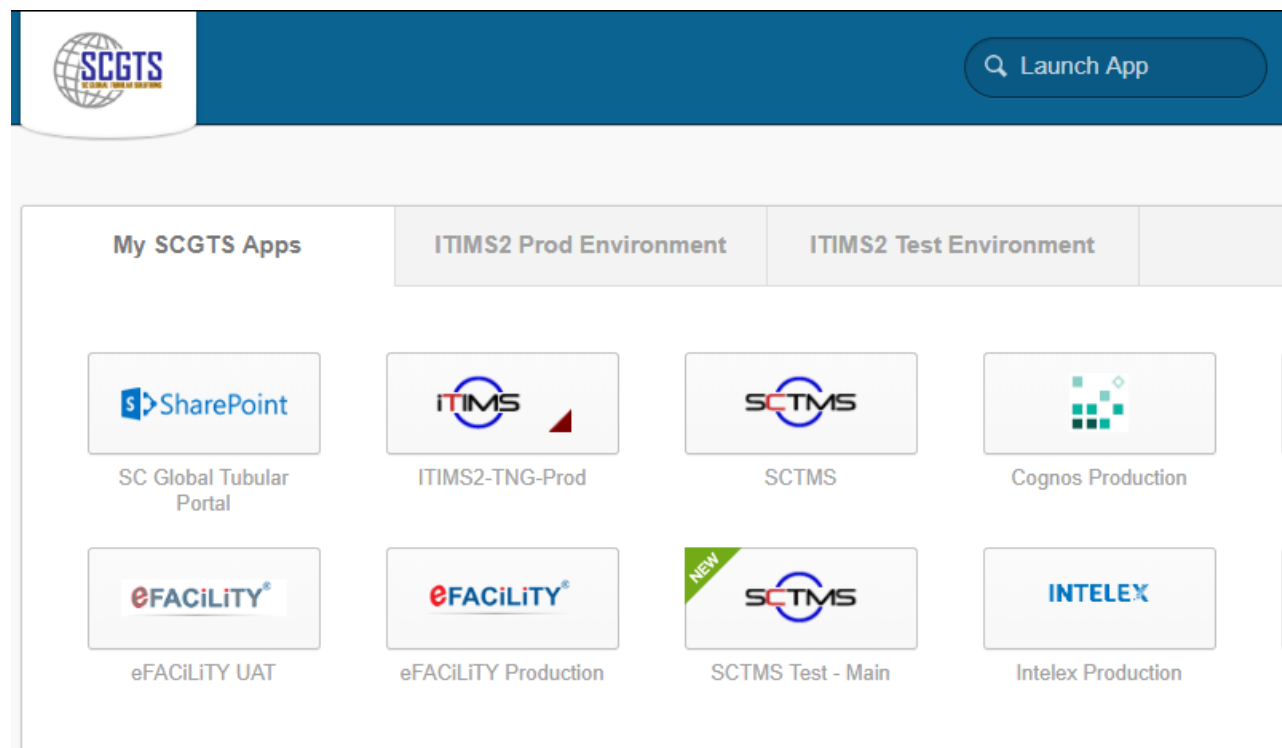
SCGTS understands how frustrating it can be to remember and maintain multiple sets of credentials to access different applications. Okta is a platform that allows us to consolidate all of those sets of credentials into a single username and password. Once fully implemented, you will only need to know a single credential to access all of the applications hosted by SCGTS.

SCGTS is rolling our applications into Okta via a phased approach, meaning you may not be accessing all of your SCGTS applications through Okta right away. Specific dates and applications will be communicated to you during this period of transition.

What are the benefits of Okta?

- **Better overall experience:** The biggest advantage to Okta is that it makes it simple for you to get to the applications you need for work.
- **All your apps, only one password:** use one password to sign-on to your applications from one central location called the "Okta Homepage". **This means you will not have to remember all your passwords.**
- **Easy access from anywhere:** Your Okta Homepage is available in and outside of the office and even on mobile devices. **This means you don't have to be at your desk to use it.**

Okta will lay the foundation for future enhancements and innovation across SCGTS-hosted application.

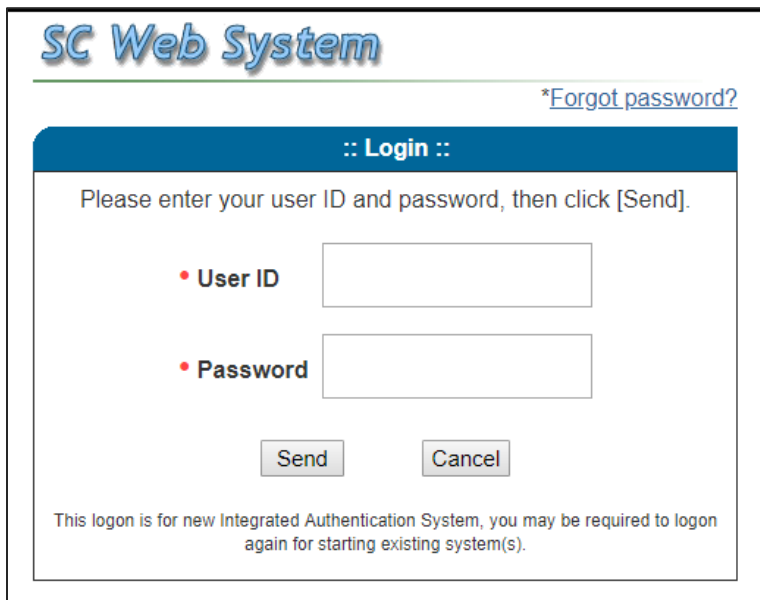


2 How Do I Log into Okta?

One of the best benefits of Okta is that you will only need to remember a single website URL to access your SCGTS applications.

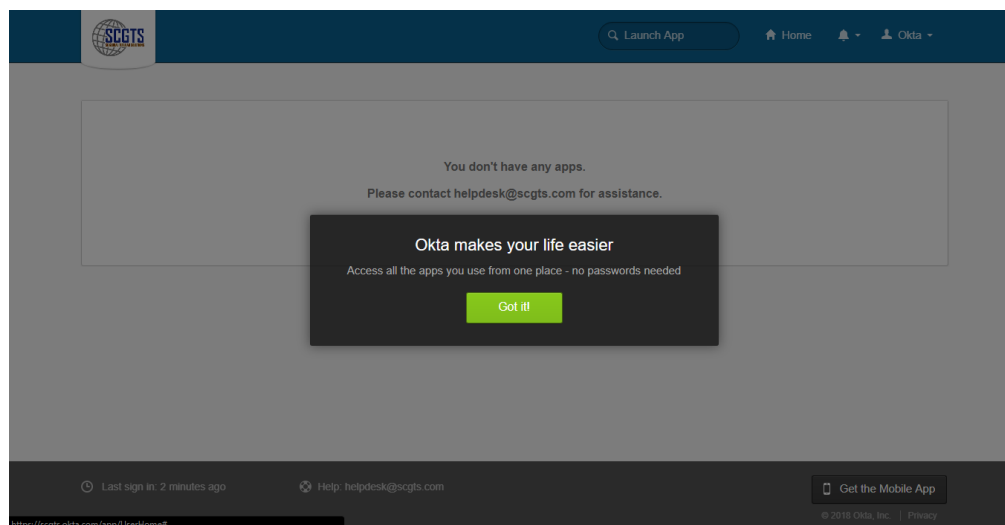
2.1 Sumitomo Users

If you are Sumitomo user, you may sign into Okta via the SC Web System at <https://e-sso2.sumitomocorp.co.jp/fw/dfw/tc/iwudp/sso/scgts> using your Sumitomo ID (氏名番号).



The screenshot shows the 'SC Web System' login interface. At the top, there is a link for '*Forgot password?'. Below this is a blue header with the text ':: Login ::'. The main content area contains the instruction 'Please enter your user ID and password, then click [Send].'. There are two input fields: 'User ID' and 'Password', each preceded by a red bullet point. Below the input fields are 'Send' and 'Cancel' buttons. At the bottom, a note states: 'This logon is for new Integrated Authentication System, you may be required to logon again for starting existing system(s)'.

All the applications for which you have access will appear on your Okta Homepage after signing in.



This section only applies if your email address ends with sumitomocorp.com. Employees of Sumitomo subsidiaries should refer to section 2.2.

2.2 All Other Users

Sign into Okta with the below URL:

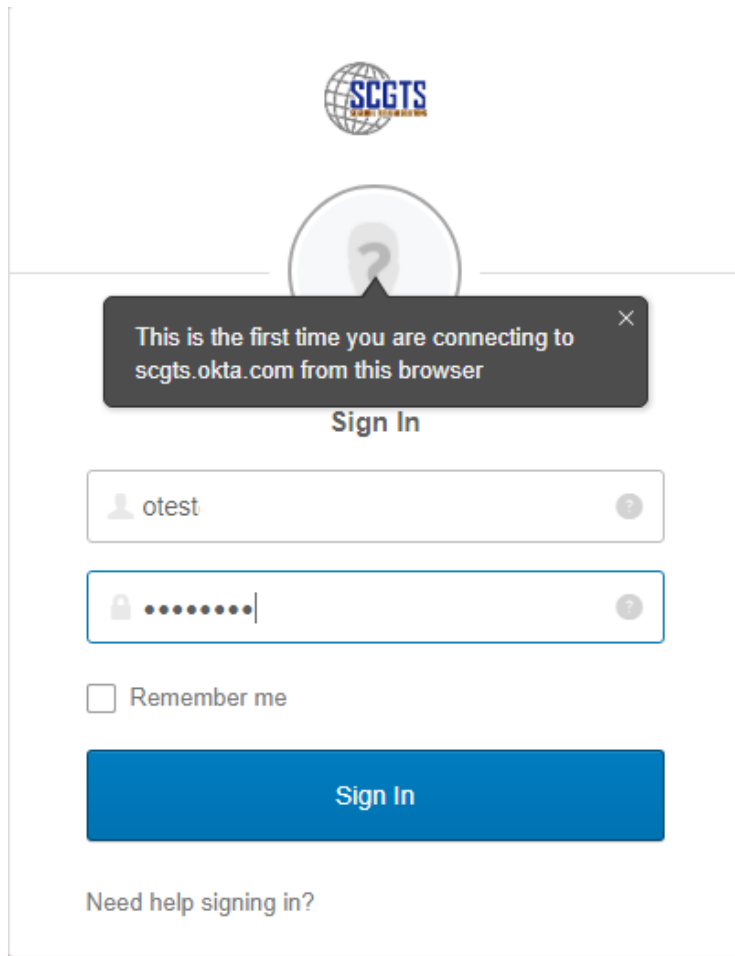
<https://scgts.okta.com>

All the applications for which you have access will appear on your Okta Homepage after signing in.

The first time you sign into Okta, you will need to set up your profile:

**Note: while Okta supports all major modern web browsers such as Edge, Chrome, IE11, and Safari, ITIMS will still require the use of IE11 at this time.*

1. In your browser, navigate to <https://scgts.okta.com>.
2. In the username field, enter your **SCGTS username**. In the password field, enter your **SCGTS password**.



This is the first time you are connecting to scgts.okta.com from this browser

Sign In

otest

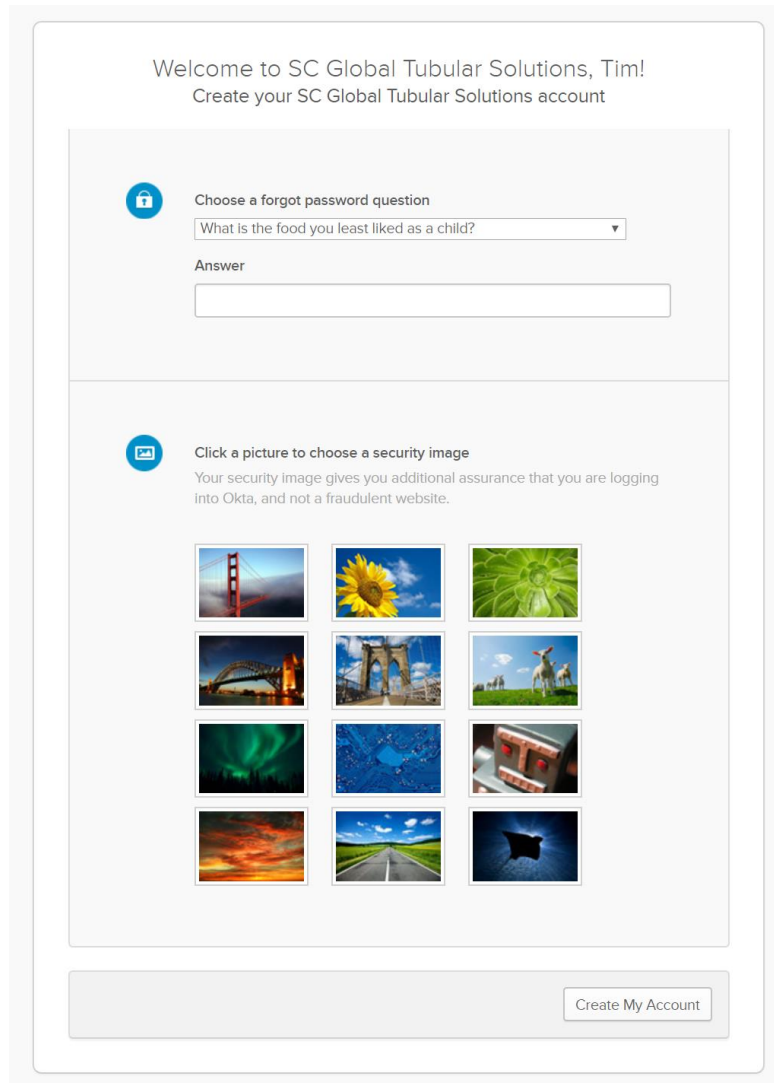
.....

☐ Remember me

Sign In

Need help signing in?

3. If this is the first time you have signed into Okta, you will see the screen below.



Welcome to SC Global Tubular Solutions, Tim!
Create your SC Global Tubular Solutions account

 Choose a forgot password question

What is the food you least liked as a child? ▼

Answer

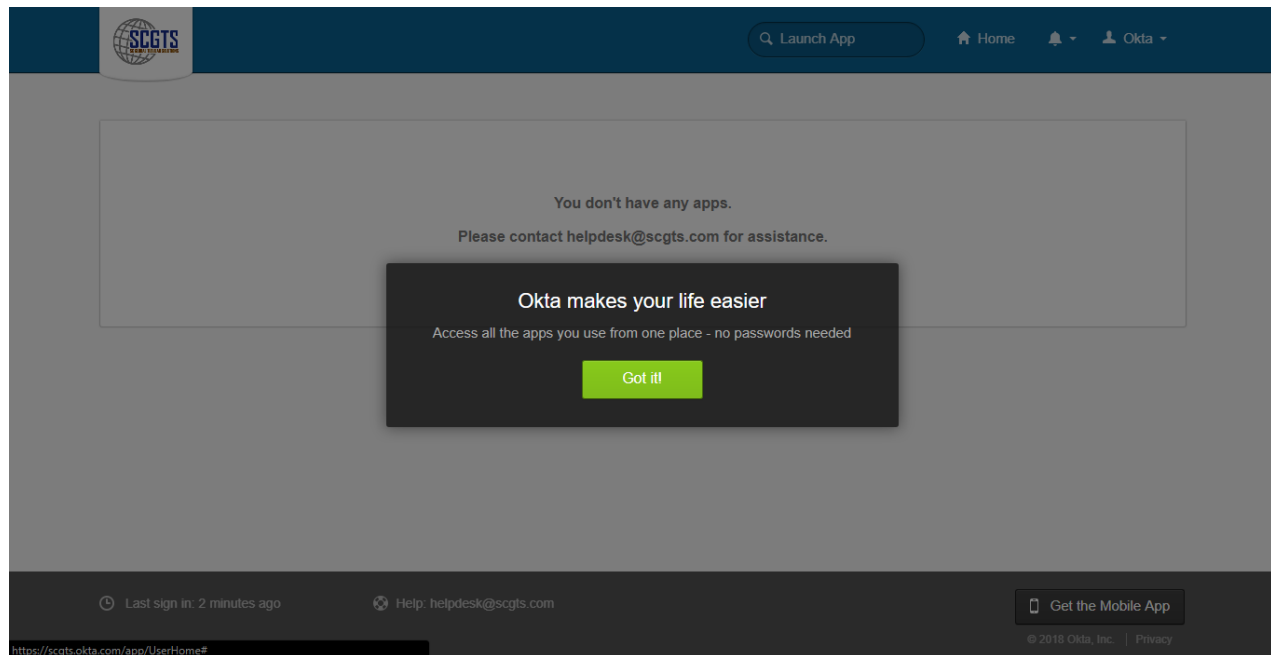
 Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



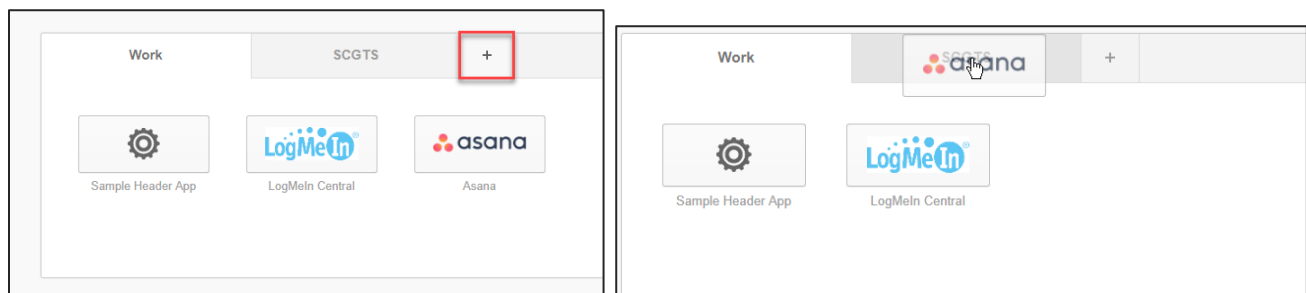
Create My Account

- Choose a “forgot password question”. If you need to reset your password, Okta will ask you for the answer to your selected question.
 - Click a picture to choose a security image. Every time you sign into Okta, you will see your security image. This provides assurance that you are logging into the SCGTS Okta system, and not a fraudulent website.
 - Click “Create My Account” after filling in the above.
4. After successfully logging in, you will see your Okta Homepage.



Any applications that you have access to will appear as icons here. Simply click one to sign into that application.

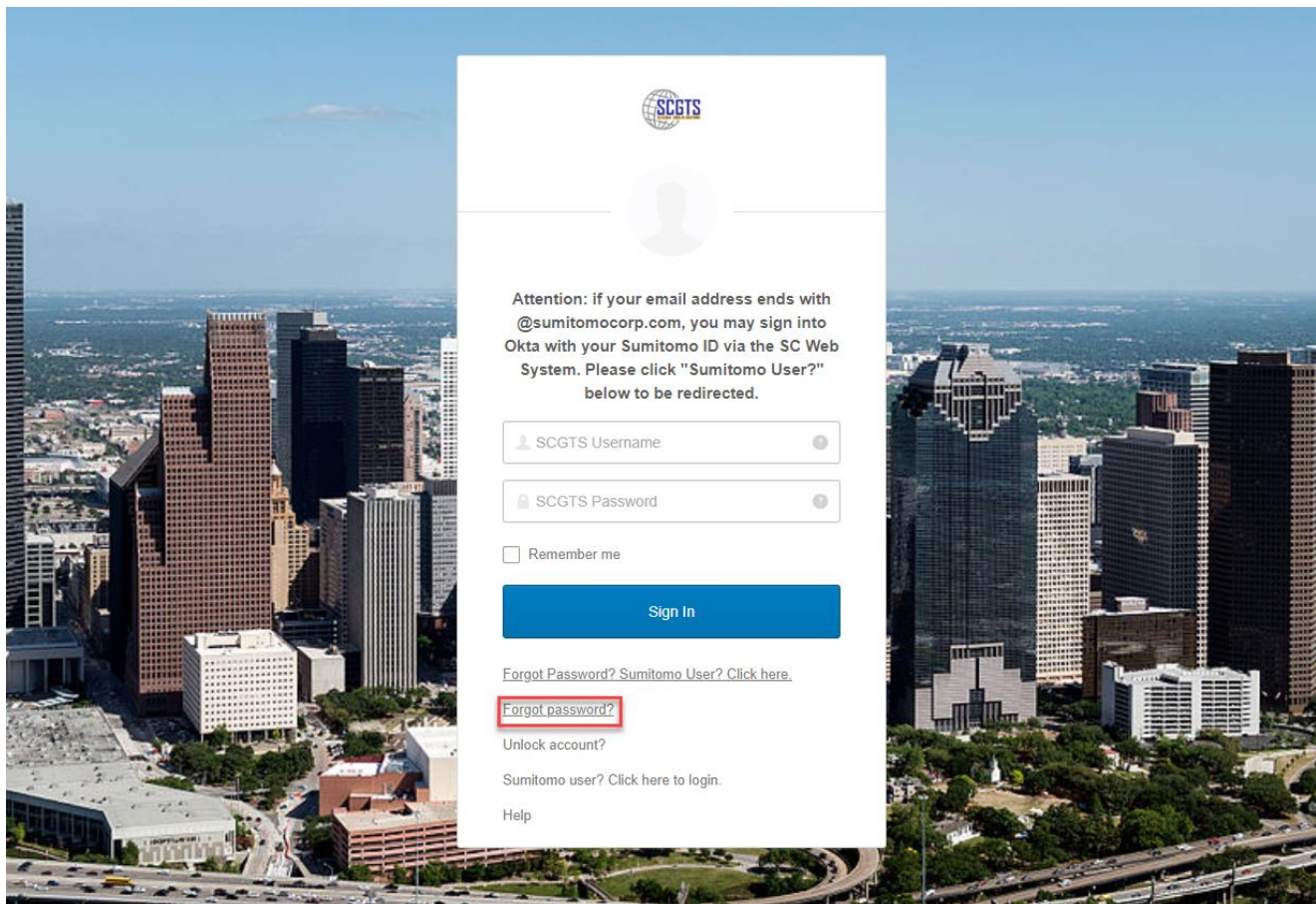
Note: You can rearrange your icons (also called 'chiclets') by dragging and dropping them. You can also create new folders by clicking the + button. You can then drag your applications into the newly created folder.



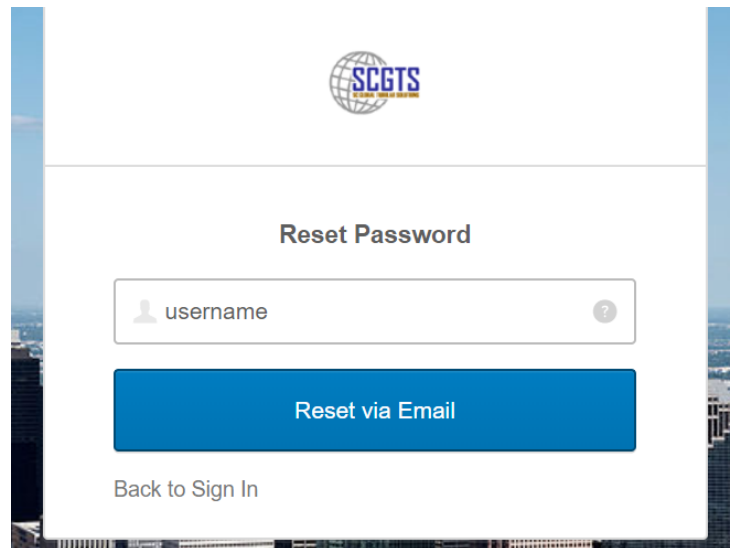
3 What if I Forget My Password?

NOTE TO SUMITOMO USERS: If your email address ends with **sumitomocorp.com**, you should be using the SC Web System to sign into Okta (<https://e-sso2.sumitomocorp.co.jp/fw/dfw/tc/iwidp/sso/scgts>) and will never need to reset your SCGTS Okta password as shown below. Please contact your local IT support if you need assistance logging in through the SC Web System.

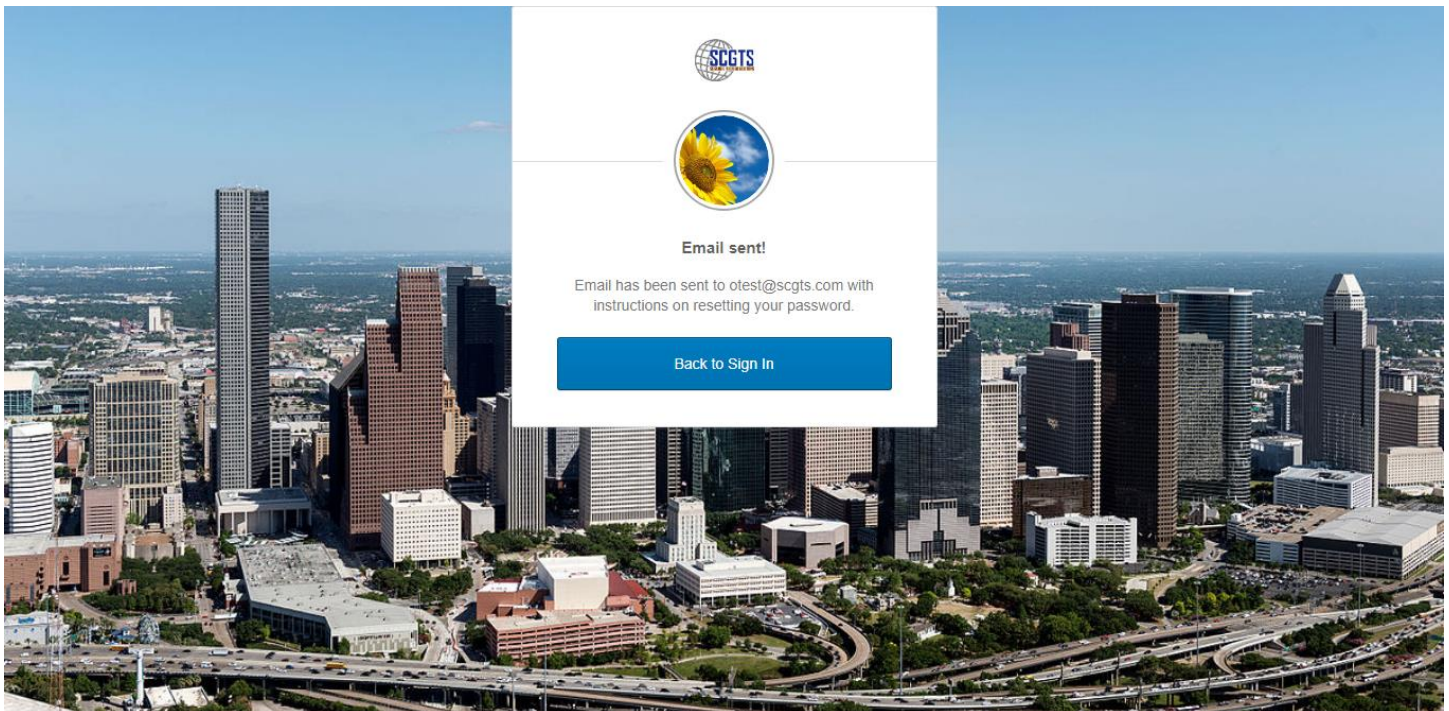
If you forget your password, click “Need help signing in?” on the login page and choose “Forgot password?”



Then, enter your username or email address and click “Reset via Email”.

The image shows a 'Reset Password' form. At the top is the SCGTS logo. Below it, the title 'Reset Password' is centered. There is a text input field with a placeholder 'username' and a question mark icon on the right. Below the input field is a large blue button labeled 'Reset via Email'. At the bottom of the form is a link that says 'Back to Sign In'.

You will receive a confirmation that a reset email has been sent. Now, check your email for the message from Okta.



Powered by Okta

[Privacy Policy](#)

The email you receive will look similar to the below message:



SC Global Tubular Solutions - Okta Password Reset Requested

Hi Okta,

A password reset request was made for your Windows Active Directory account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for otest@scgts.com:

Reset Password

This link expires in 2 days.

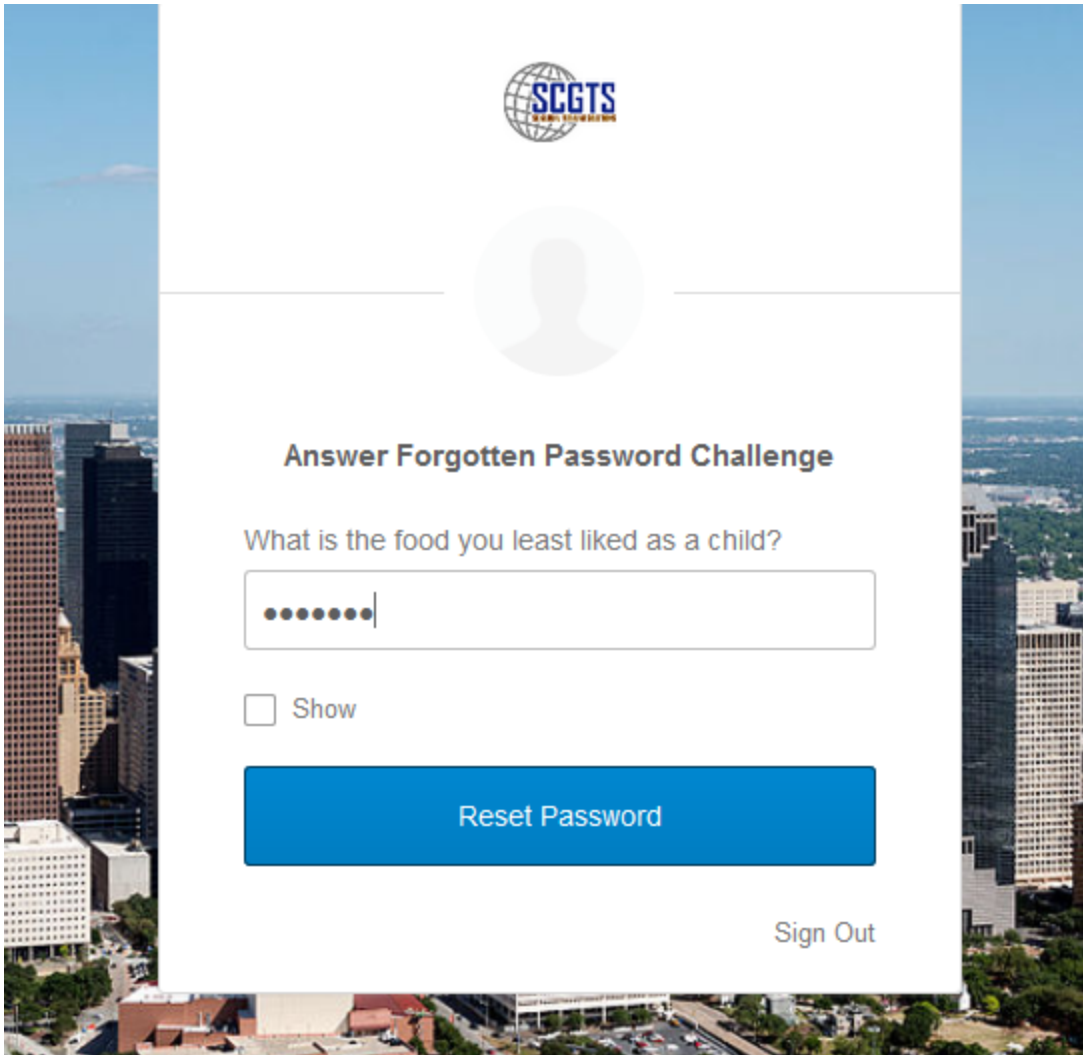
If you experience difficulties accessing your account, send a help request to your administrator:

Go to your Sign-in Help page. Then click the Request help link.

This is an automatically generated message from [Okta](#). Replies are not monitored or answered.

Click the “Reset Password” button.

You will be prompted to enter your previously selected security question:



SCGTS

Answer Forgotten Password Challenge

What is the food you least liked as a child?

.....

☐ Show

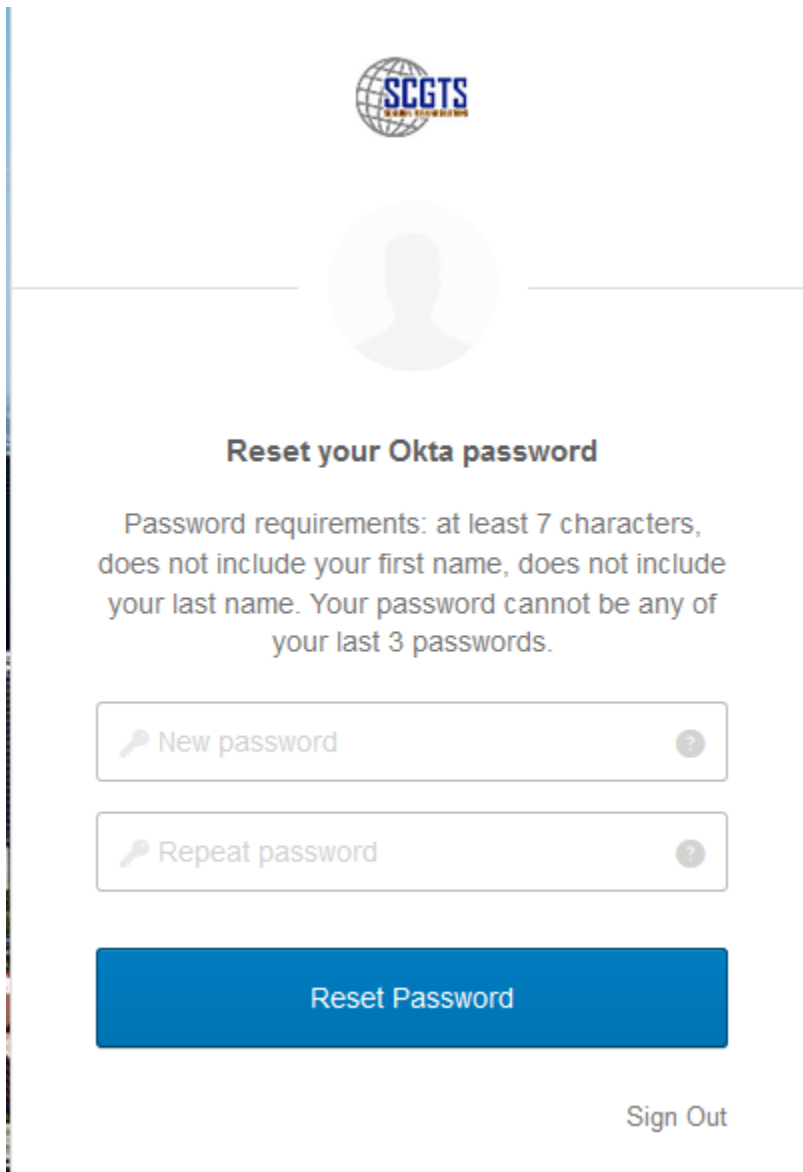
Reset Password

Sign Out

Answer the question and click “Reset Password”.

Note: If you cannot remember the answer to your security question, please contact helpdesk@scgts.com for assistance.

Enter your new password and click “Reset Password”.



The image shows a screenshot of an Okta password reset interface. At the top, there is a SCGTS logo and a placeholder for a user profile picture. Below this, the heading "Reset your Okta password" is displayed. A paragraph of text outlines the password requirements: at least 7 characters, no first or last names, and not a previous password. There are two input fields: "New password" and "Repeat password", each with a key icon and a help icon. A large blue "Reset Password" button is positioned below the fields. At the bottom right, there is a "Sign Out" link.





Reset your Okta password

Password requirements: at least 7 characters, does not include your first name, does not include your last name. Your password cannot be any of your last 3 passwords.

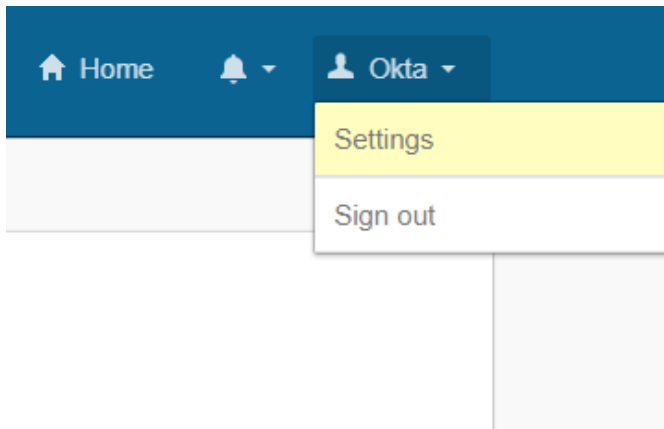
 New password 

 Repeat password 

Reset Password

[Sign Out](#)

Note: you may also reset your password at any time by signing into the Okta Homepage. Just click your name in the upper-right corner and select **Settings**.



Find the section titled “Change Password” and enter your current and new password. Then click “Change Password”.

 **Change Password**

Password requirements: at least 7 characters, does not include your first name, does not include your last name. Your password cannot be any of your last 3 passwords.

Enter current password

Enter new password

Repeat new password

Change Password

*Please be aware that if you have an RSA token, you may be required to enter it before you can change your password on this screen.

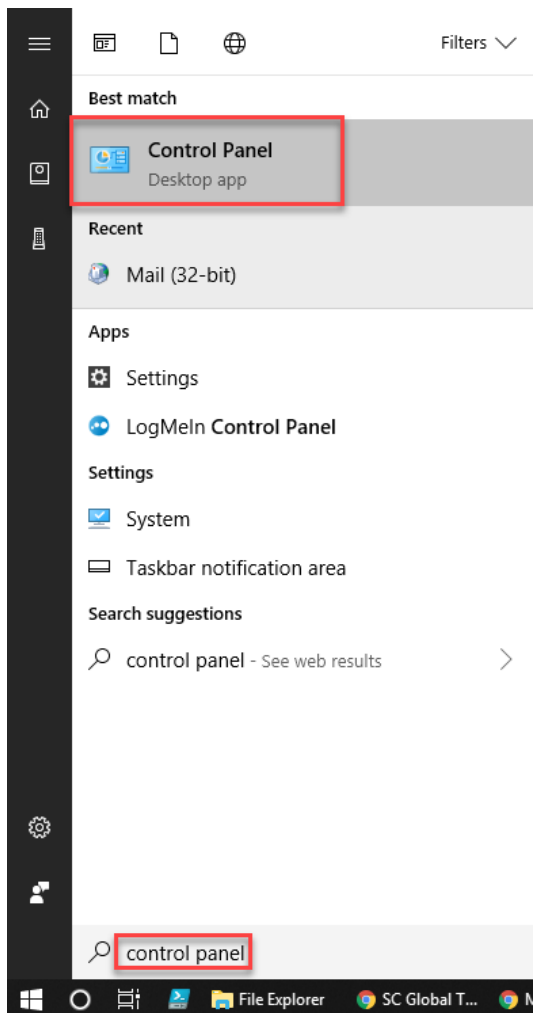
4 ITIMS2 JRE Setup

NOTE: This section is only applicable for access to the ITIMS2 system. You may ignore this section if you do not need or have access to ITIMS2.

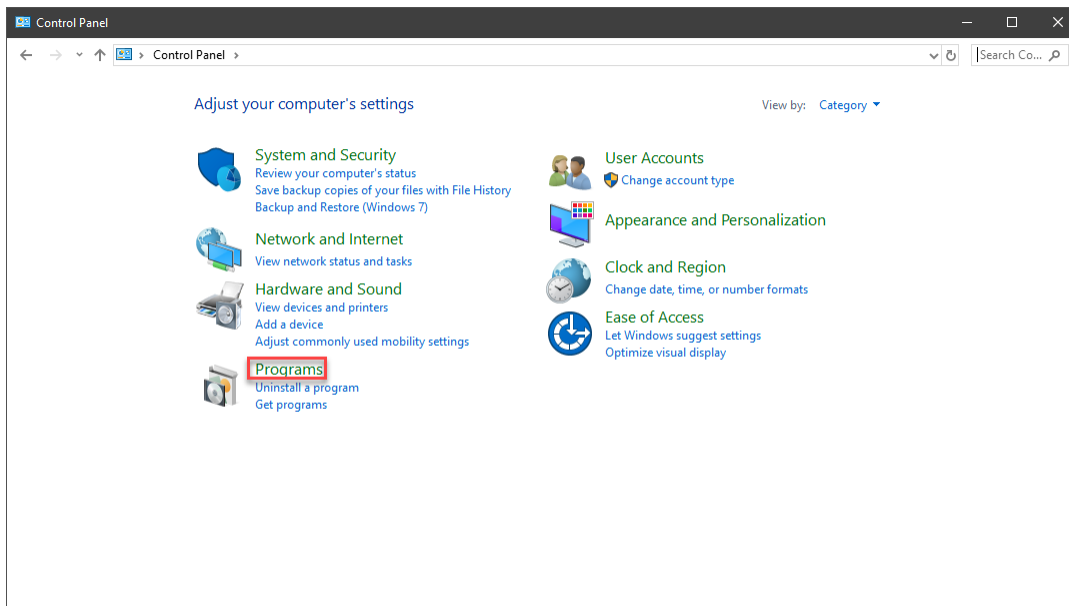
You or your IT department should install Java version 8u121, which is available for download here: <http://itims2.scgts.com/Files/jre-8u121-windows-i586.zip>. ITIMS will not work correctly with newer versions of Java. It is advised to turn off automatic updates for Java after installing.

4.1 Configure JRE 8

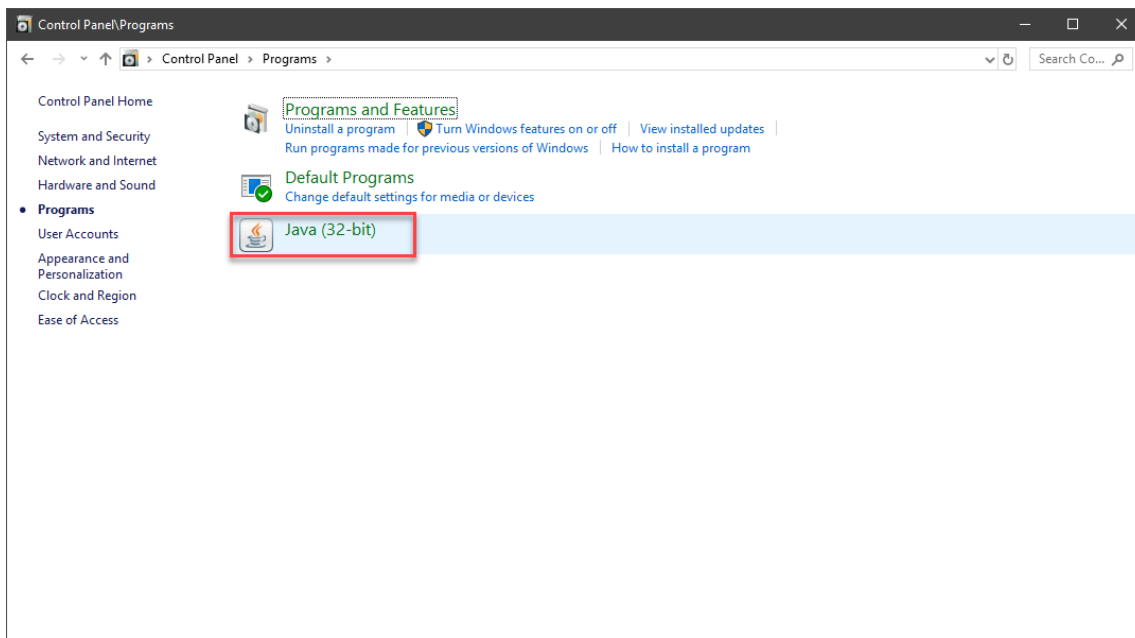
Go to Control Panel by typing Control Panel in the Windows search:



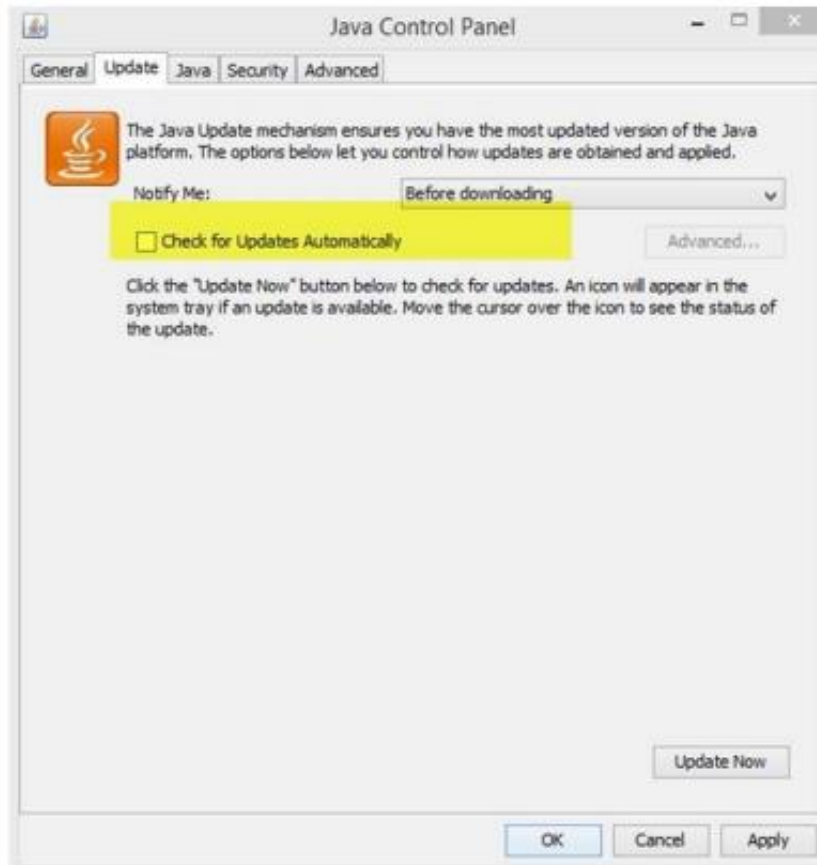
Click “Programs”



Click “Java”



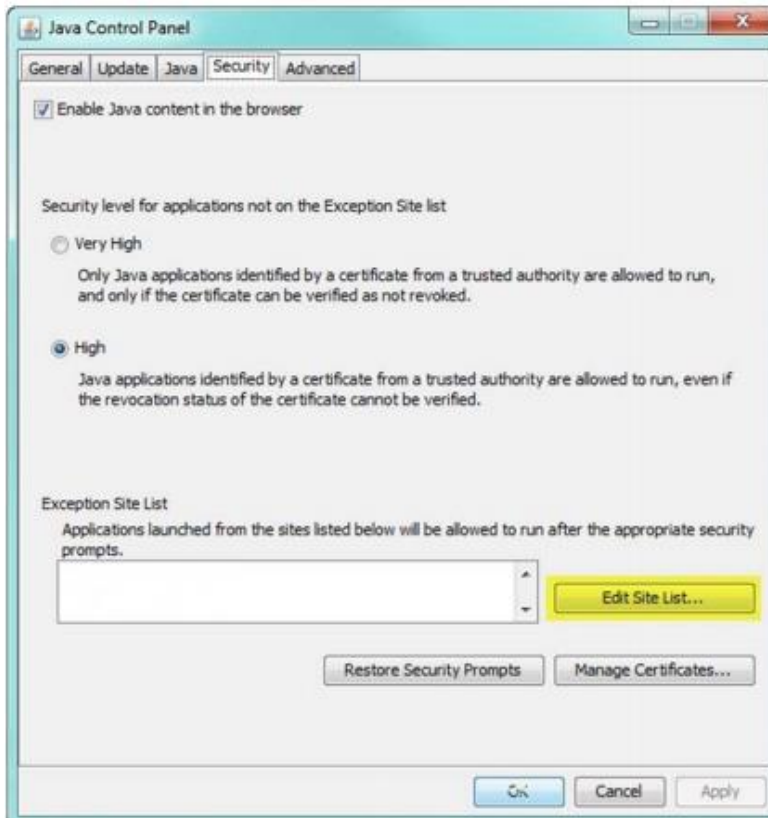
Go to the Update table and uncheck “Check for Updates Automatically”



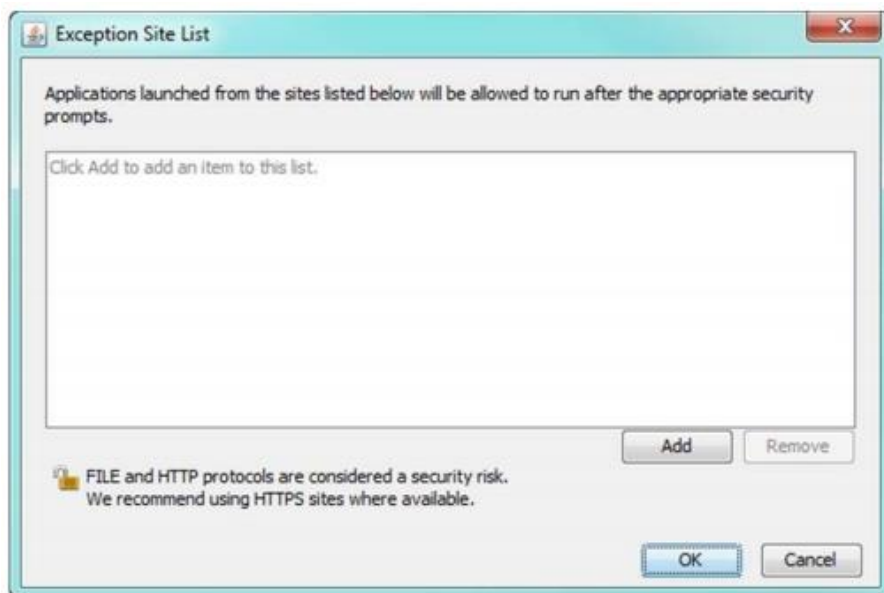
Go to the Security tab; ensure the “Enable Java content in the browser” box is checked.



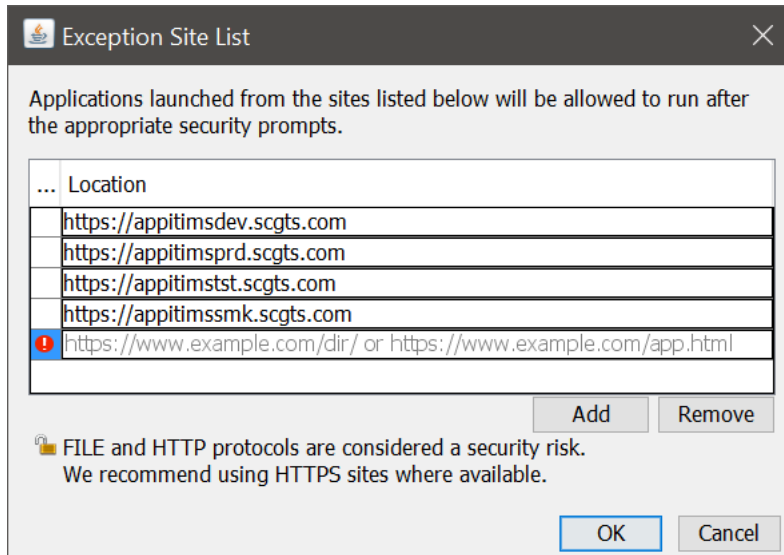
Staying in the Security tab, click on the Edit Site List button.



Exception Site List will be displayed.



Click **Add** and enter the URLs as shown:



Add each of the new URLs:

<https://appitimsdev.scgts.com> (for access to ITIMS2 Dev)

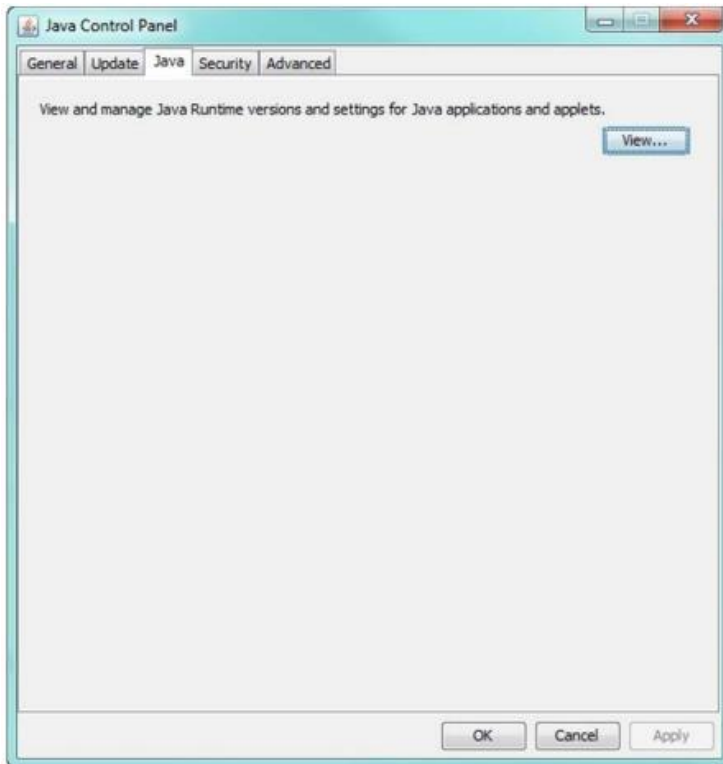
<https://appitimstst.scgts.com> (for access to ITIMS2 Test)

<https://appitimssmk.scgts.com> (for access to ITIMS2 Smoke Environment)

<https://appitimsprd.scgts.com> (for access to ITIMS2 Production)

Click **OK** to save and close the Java configuration window.

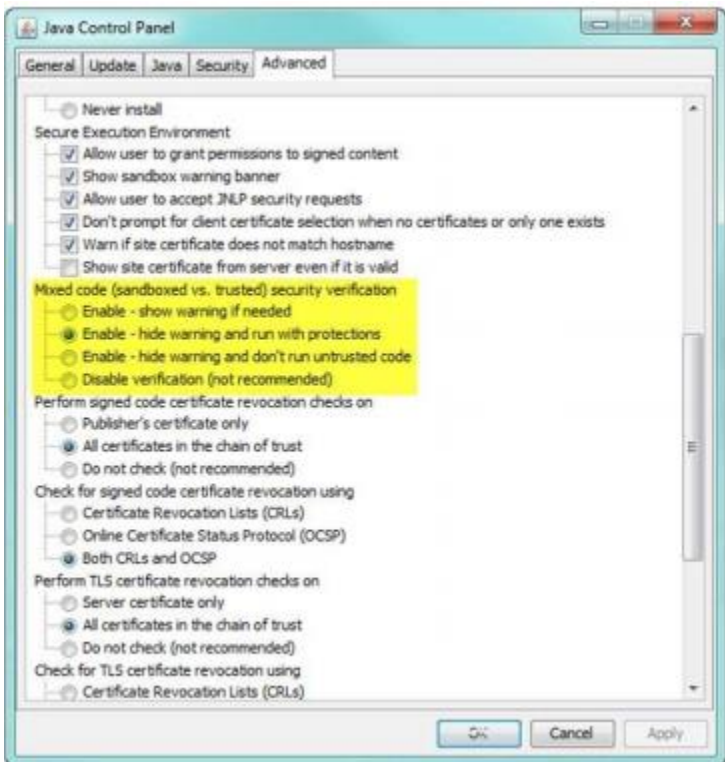
Now, go to the Java tab and click the "View button:



Ensure the "Enabled" box is checked. Paste the following line into the "Runtime Parameters" column and click OK when done.

-Djava.vendor="Sun Microsystems Inc."

Go to the Advanced tab and scroll down and find “Mixed code (sandboxed vs. trusted) security verification”. Select “Enable – hide warning and run with protections”. Click OK when done.



4.2 Configure WebUtil Setup

The ITIMS application uses the WEBUTIL function to upload documents. In order for the WEBUTIL function to work, the following files should be copied to the folder “C:\Program Files\Java\jre1.8.0_121\bin” for JRE version 8u121.



Note: You need to have full permission to the folder “C:\Program Files (x86)\Java\jre1.8.0_121” and its contents to copy the files and for WebUtil to work properly. If you do not have permission, please contact your IT department.

You can download a Zip file containing the files via the ITMS2 Homepage:
<http://itims2.scgts.com/Files/WebUtilFiles.zip>

After the files are copied, please restart your machine. Now you should be able to upload documents to ITIMS.

5 RSA Authentication

NOTE: This section is only applicable for access to the ITIMS2 system from outside the SCGTS network. You may ignore this section if you do not need or have access to ITIMS2.

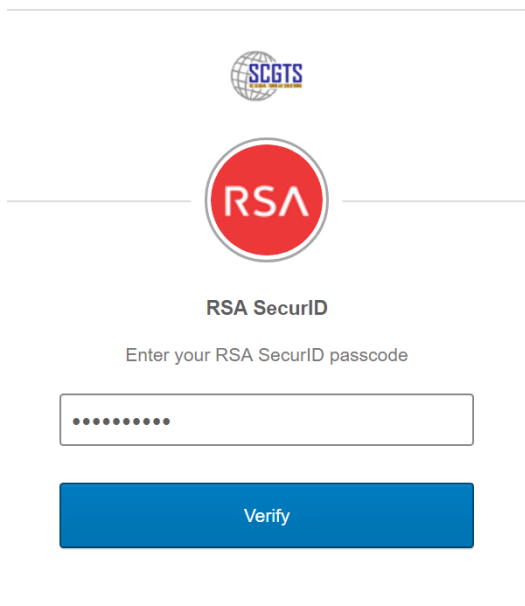
If you need to resync your RSA fob, follow directions as shown here:

<http://itims2.scgts.com/Files/Procedure%20to%20Resync%20FOB.pdf>

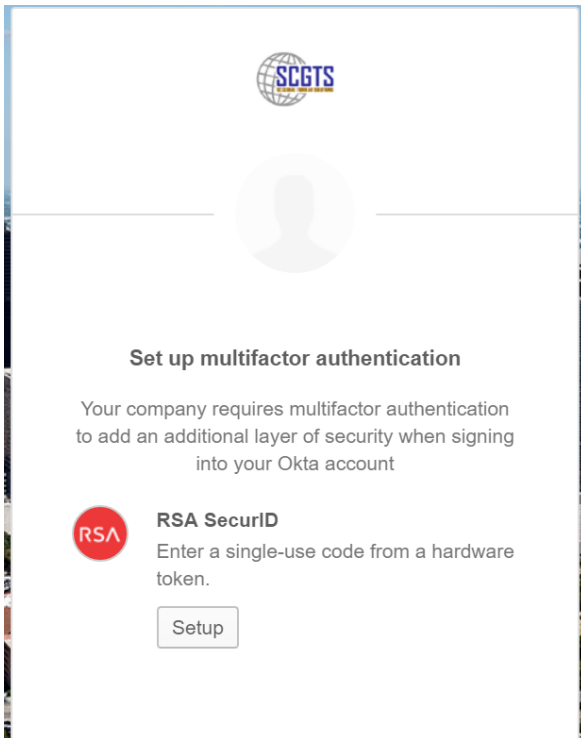
As a reminder, RSA passcodes are comprised of two elements: a PIN (which is always the same) and the 6-digit RSA token code. For example, if your PIN is 9876, and the tokencode displayed on your fob is 123456, then the passcode you enter will be 9876123456.

Follow the steps below to use RSA Authentication when signing into ITIMS2 with Okta.

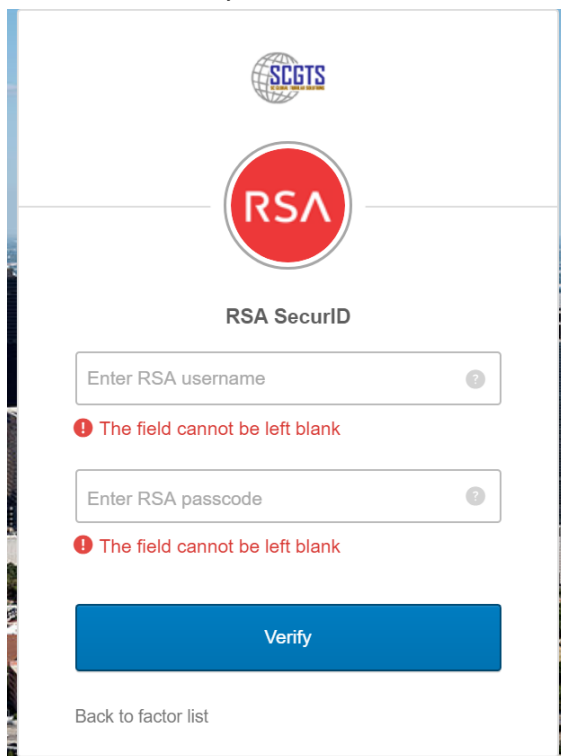
If you have already used RSA in Okta, simply enter your PIN plus the token code from your RSA fob when prompted:



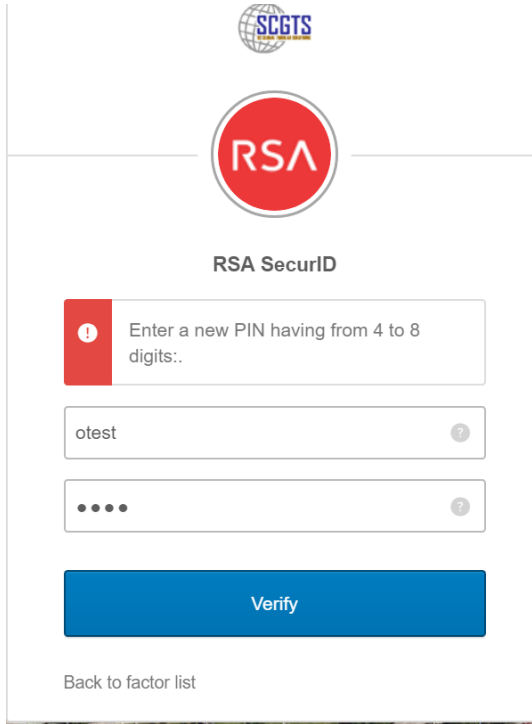
If you have never used RSA with Okta, a brief setup is required. Click “Setup” and follow the steps below.



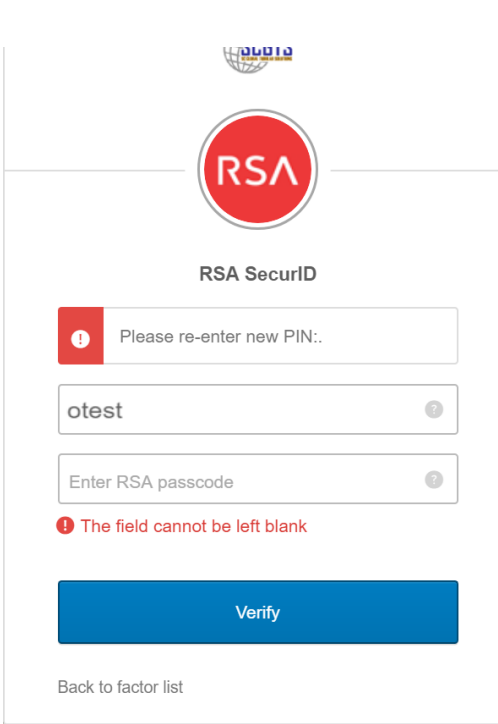
1. Enter your RSA username and PIN+tokencode and click **Verify**; you will then be signed into the application and have completed RSA setup. If you have not yet established a PIN, just enter the tokencode from your RSA fob.



- If prompted to create a PIN, do so by following the prompts. You will need to enter it twice. Note: The RSA Passcode field may maintain your previous input. Simply select it and delete it before entering your new PIN. This bug has been acknowledged by Okta, and they are working on a fix.

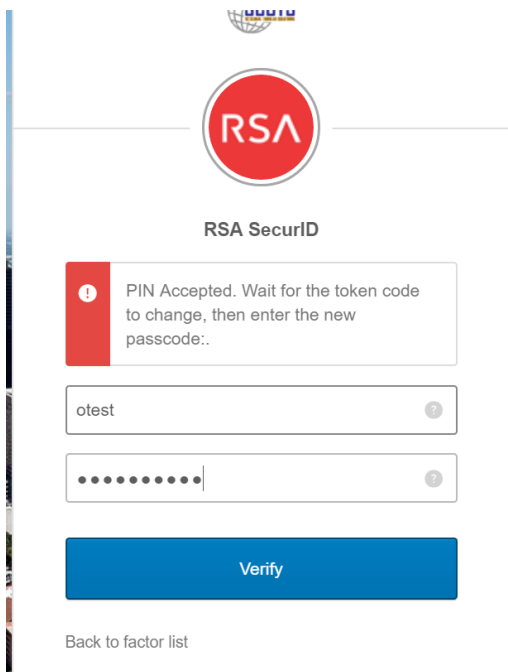


The first screen shows the RSA SecurID logo and a prompt: "Enter a new PIN having from 4 to 8 digits:..". Below this is a text input field containing "otest" and a masked PIN field with four dots. A blue "Verify" button is at the bottom, along with a "Back to factor list" link.



The second screen shows the RSA SecurID logo and a prompt: "Please re-enter new PIN:..". Below this is a text input field containing "otest" and a masked PIN field with four dots. A red error message "The field cannot be left blank" is displayed below the PIN field. A blue "Verify" button is at the bottom, along with a "Back to factor list" link.

- Finally, wait for the tokencode on your fob to change, then enter your new PIN+tokencode to authenticate.



The third screen shows the RSA SecurID logo and a prompt: "PIN Accepted. Wait for the token code to change, then enter the new passcode:..". Below this is a text input field containing "otest" and a masked PIN field with eight dots. A blue "Verify" button is at the bottom, along with a "Back to factor list" link.