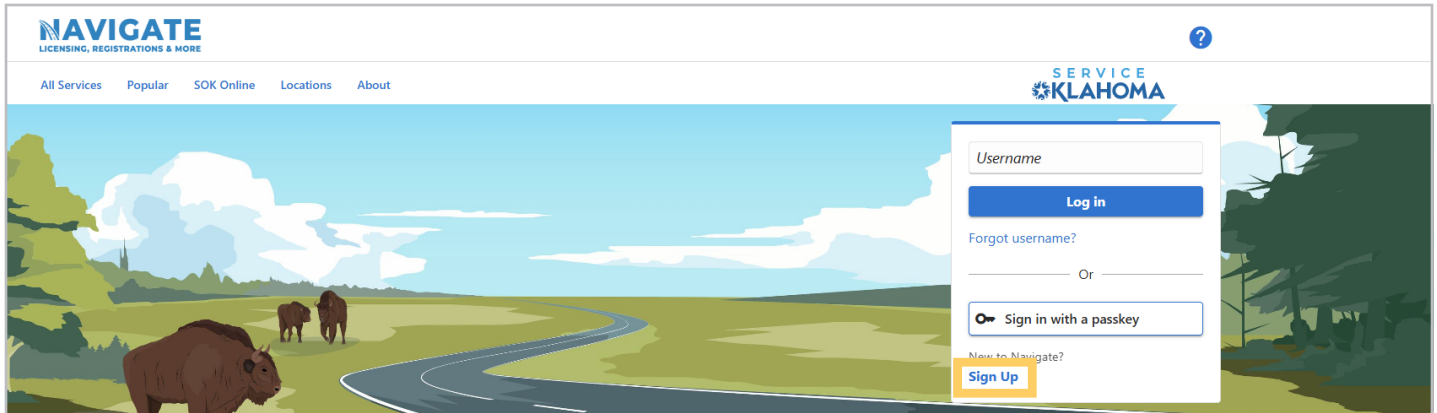


# NAVIGATE

## Create an Account

### STEP BY STEP GUIDE

**STEP 1** Go to the Navigate homepage and click “Sign Up”.



**STEP 2** Type in your **name**, first and last.

#### Create an Account

Name \*  
Required

Username  
Required

Email \*  
Required

Verify Email

#### Password

Password \*  
Required

Confirm Password \*  
Required

- Passwords cannot be reused
- Minimum 10 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

#### Phone Number

Type \*  
Required

**STEP 3** Type in a **username**. This can be your name, email address, or a unique string of characters.

#### Create an Account

Name \*  
Required

Username \*  
Required

Email  
Required

Verify Email

#### Password

Password \*  
Required

Confirm Password \*  
Required

- Passwords cannot be reused
- Minimum 10 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

#### Phone Number

Type \*  
Required

**STEP 4** Type your **email**. Click **“Verify Email”** to receive a two-factor authentication code. **Use the code from your email to complete the verification.**

Create an Account

Name

Required

Username

Required

Email

Required

1

Verify Email

Password

Password

Required

Confirm Password

Required

• Passwords cannot be reused

• Minimum 10 characters

• Passwords must contain both letters and numbers

• Passwords must contain both uppercase and lowercase letters

• Passwords must contain special characters

Phone Number

Type

Required

**STEP 5** Review the password requirements. Type your **password twice** to confirm.

Create an Account

Name

Required

Username

Required

Email

Required

1

Verify Email

Password

Password

Required

Confirm Password

Required

• Passwords cannot be reused

• Minimum 10 characters

• Passwords must contain both letters and numbers

• Passwords must contain both uppercase and lowercase letters

• Passwords must contain special characters

Phone Number

Type

Required

**STEP 6** Under Phone Number, select your phone **“Type”**. Input your **phone number** with area code. Click **“Next”**.

Create an Account

Name

Required

Username

Required

Email

Required

1

Verify Email

Password

Password

Required

Confirm Password

Required

• Passwords cannot be reused

• Minimum 10 characters

• Passwords must contain both letters and numbers

• Passwords must contain both uppercase and lowercase letters

• Passwords must contain special characters

Phone Number

Type

Required

Required

Business Phone

Cell Phone

Home Phone

Create an Account

Name

Required

Username

Required

Email

Required

1

Verify Email

Password

Password

Required

Confirm Password

Required

• Passwords cannot be reused

• Minimum 10 characters

• Passwords must contain both letters and numbers

• Passwords must contain both uppercase and lowercase letters

• Passwords must contain special characters

Phone Number

Type

Cell Phone

Phone Number

Required

**STEP 7** Use the dropdown to select a **security question**. Type the answer twice to confirm. Click **“Next”**.

### Security Questions

To protect your account, these security questions will allow you to reset your password in the future if you forget it. Please select one or more questions and provide the answers for them. Choose questions you will remember and are difficult to guess.

Security Question \*

Required

Answer \*

Required

Confirm Answer \*

Required

+ Add another question

Cancel

< Previous

Next >

**STEP 8** All Navigate profiles must have two-step verification. There are four options: Passkeys, Authentication App, Phone (Text Message), or Email. This example will use an email address. Click **"Add an email"**.

## Protect your Navigate profile with two-step verification

Two-step verification is required to further protect your Navigate profile. Once we have it setup you'll be asked to provide one of these methods to verify your identity each time you log in.

[Disable](#) two-step verification in development environments only.

Passkeys

Sign in without a password using your fingerprint, face, or PIN

⊖

No passkeys

[Add a passkey >](#)

Authentication App

Use an authentication app to generate a security code

⊖

No authentication app

[Set up an authentication app >](#)

Phones

Receive a security code by text message

⊖

No phones

[Add a phone >](#)

Emails

Receive a security code by email

⊖

No emails

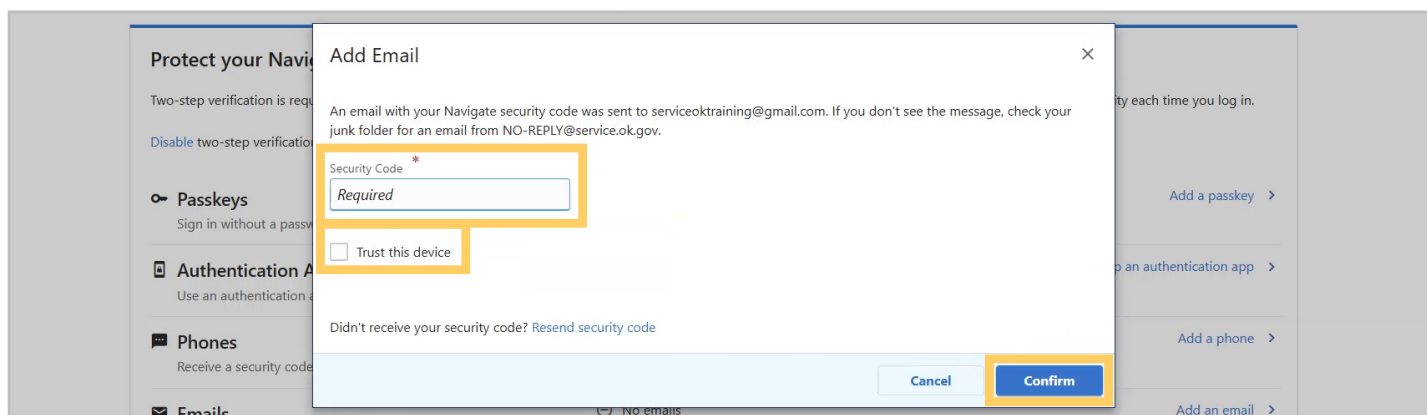
[Add an email >](#)

Enter your **email address**. Click **"Save"**.

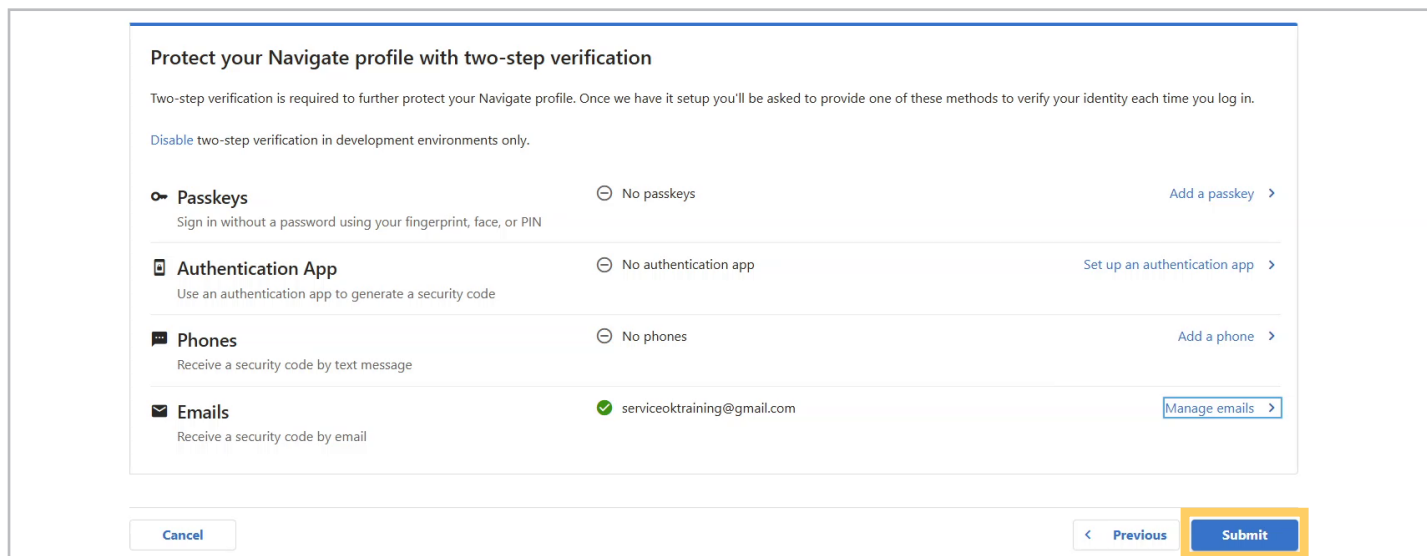
The image shows a screenshot of the Microsoft Authenticator app's 'Add Email' dialog box. The dialog is a white rectangle with rounded corners, featuring a close button (an 'X' icon) in the top right corner. The title 'Add Email' is at the top left. Below the title, a paragraph states: 'A security code will be sent via email when trying to log in. Add NO-REPLY@service.ok.gov to your email whitelist to prevent security codes going to your junk folder.' This is followed by the question 'What email address would you like to use?'. Below the question is a text input field with a red asterisk icon and the placeholder text 'Required'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'. The background is a blurred view of the app's main settings screen, which has the heading 'Protect your Navigate profile with two-step verification'. It lists four options: 'Passkeys' (with a key icon), 'Authentication App' (with a smartphone icon), 'Phones' (with a phone handset icon), and 'Emails' (with an envelope icon). Each option has a brief description and a right-pointing arrow. The 'Emails' option is currently selected, showing a minus sign icon and the text 'No emails'.

Get the security code from your email, add it to the box, and click **“Confirm”**.

**Note:** If you are on a personal device, select the checkbox for **“Trust this device”** to reduce the frequency of two-step verification.



Click **“Submit”**.



**STEP 9** Click **“Printable View”** to print this page for your records. Click **“Log In”** to access your new Navigate account.

