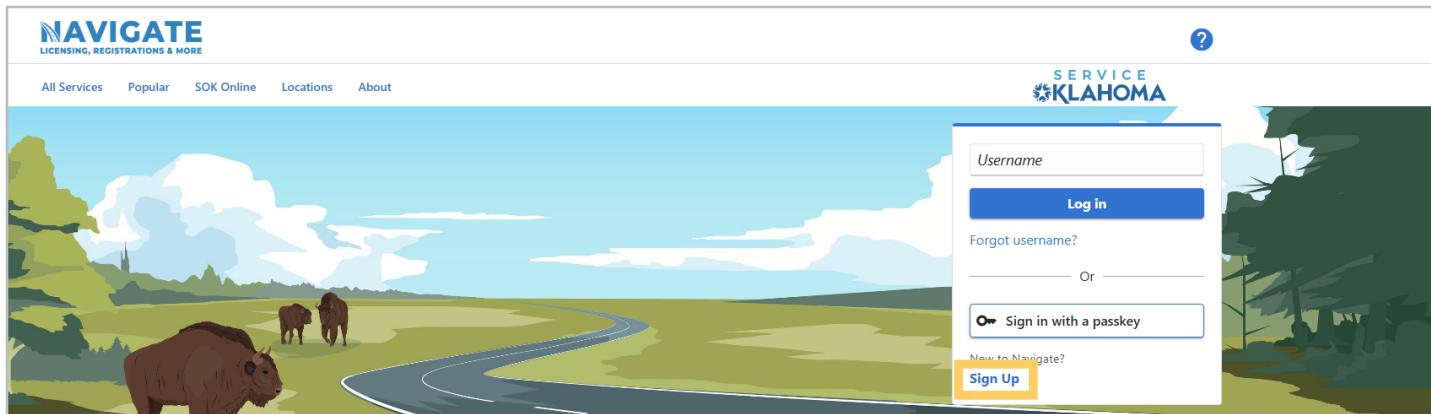


NAVIGATE

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.

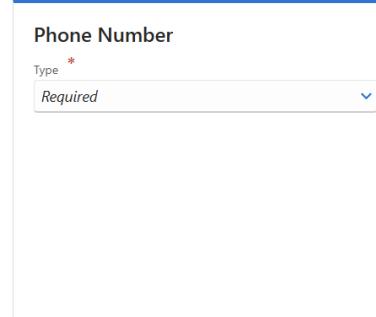
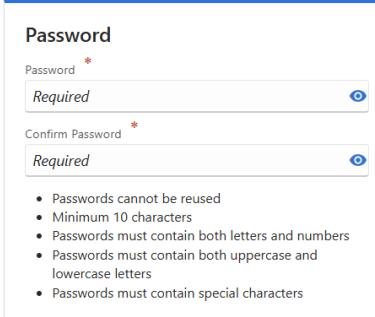
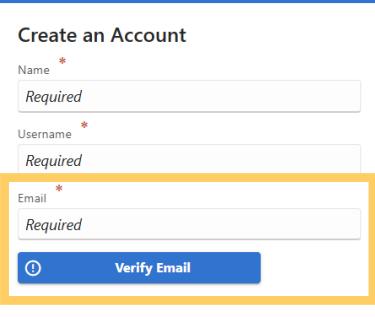
A screenshot of the 'Create an Account' form. The 'Name' field is highlighted with a yellow box. Other fields include 'Username', 'Email', and a 'Verify Email' button. The 'Password' and 'Phone Number' sections are also visible.

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

A screenshot of the 'Create an Account' form. The 'Username' field is highlighted with a yellow box. Other fields include 'Name', 'Email', and a 'Verify Email' button. The 'Password' and 'Phone Number' sections are also visible.

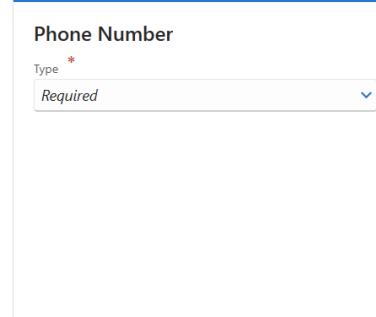
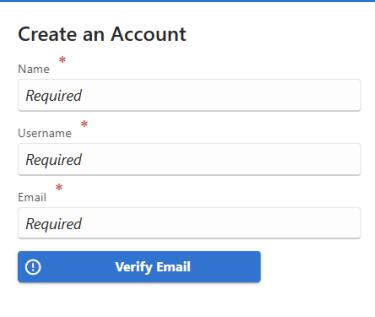
STEP 4

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



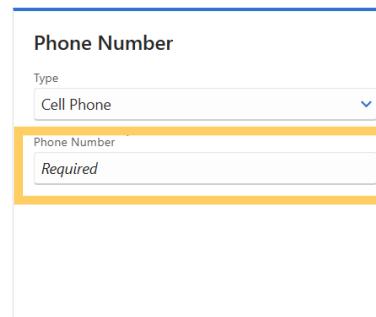
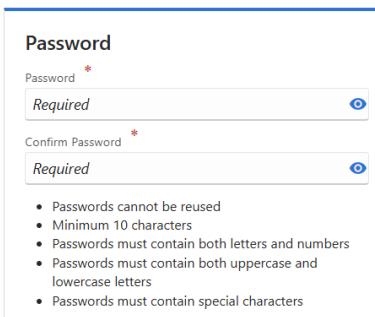
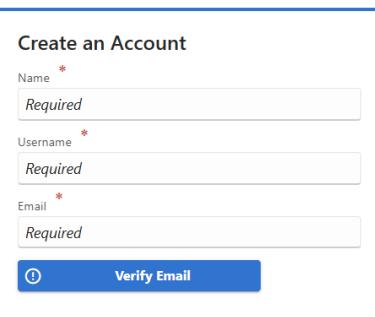
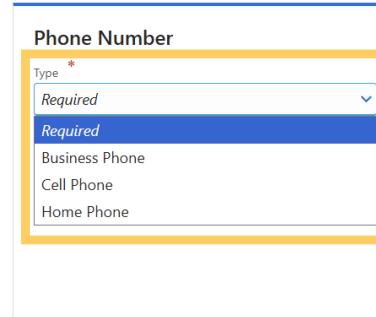
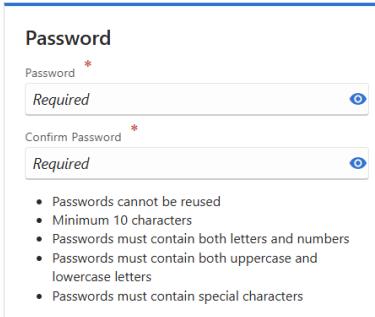
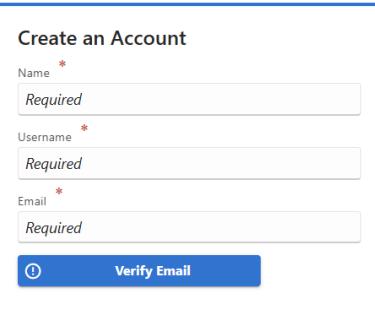
STEP 5

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

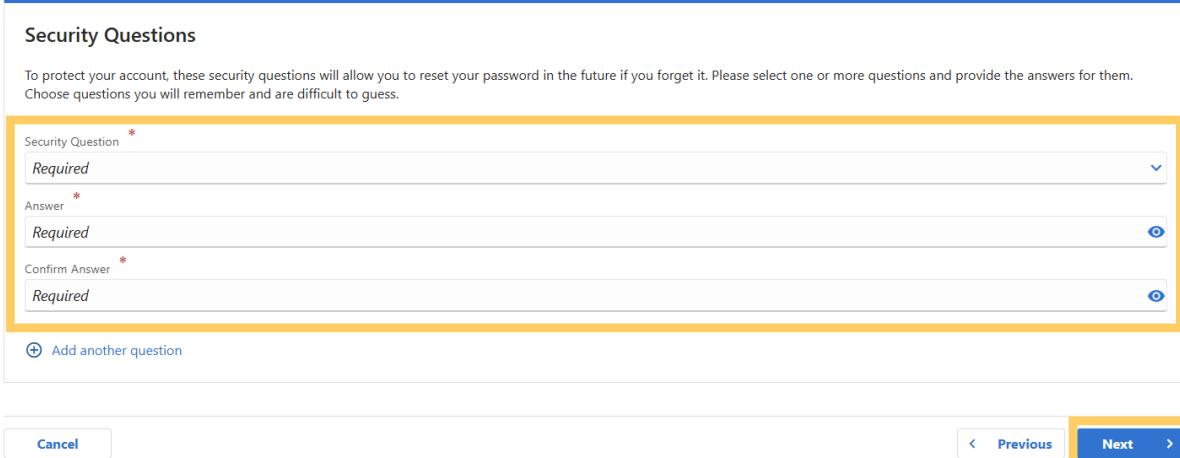


STEP 6

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



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 *

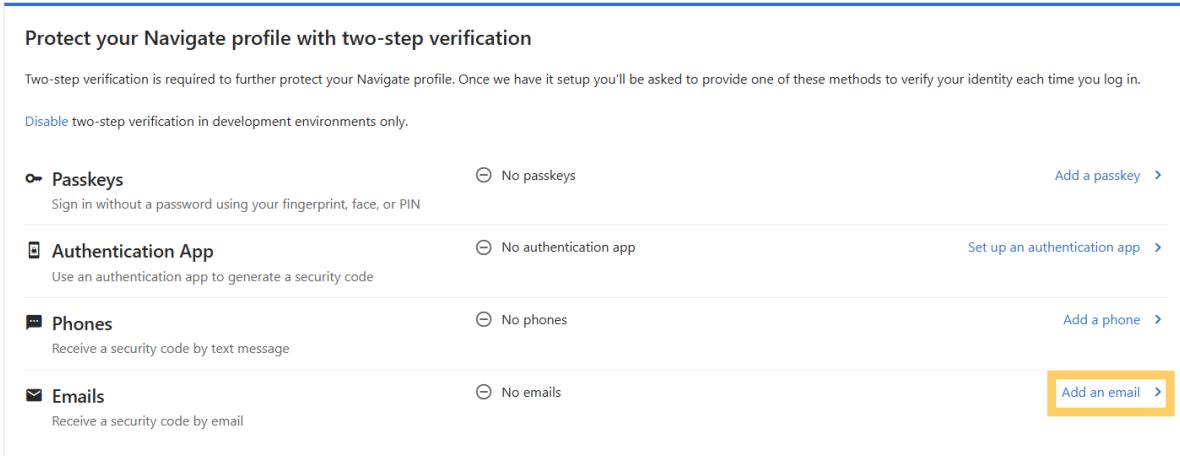
Required

[⊕ Add another question](#)

[Cancel](#) [Previous](#) **Next** [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 No passkeys [Add a passkey >](#)

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

Authentication App No authentication app [Set up an authentication app >](#)

Use an authentication app to generate a security code

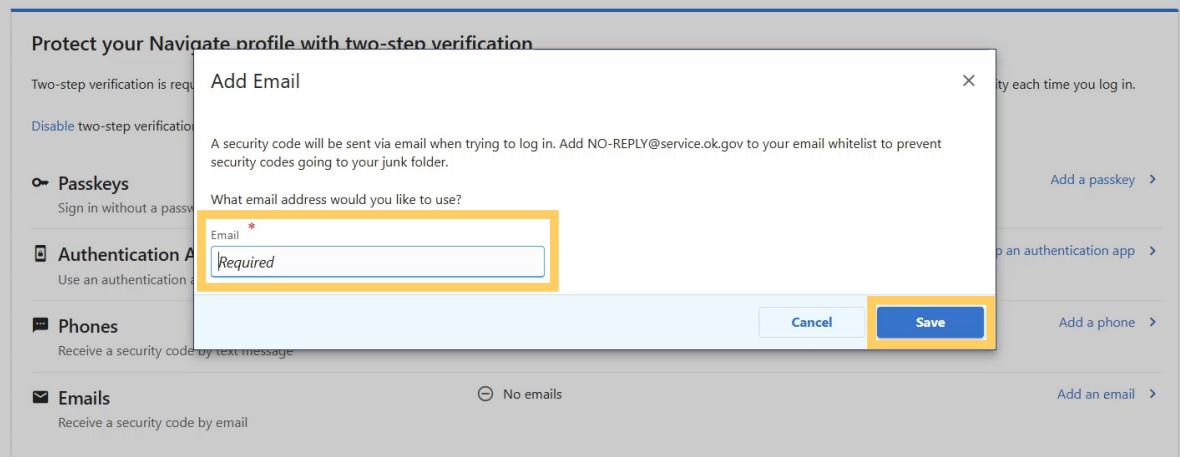
Phones No phones [Add a phone >](#)

Receive a security code by text message

Emails No emails **Add an email >**

Receive a security code by email

Enter your **email address**. Click “**Save**”.



Protect your Navigate profile with two-step verification

Two-step verification is required to further protect your Navigate profile.

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

Passkeys No passkeys [Add a passkey >](#)

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

Authentication App No authentication app [Set up an authentication app >](#)

Use an authentication app to generate a security code

Phones No phones [Add a phone >](#)

Receive a security code by text message

Emails No emails [Add an email >](#)

Receive a security code by email

Add Email

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.

What email address would you like to use?

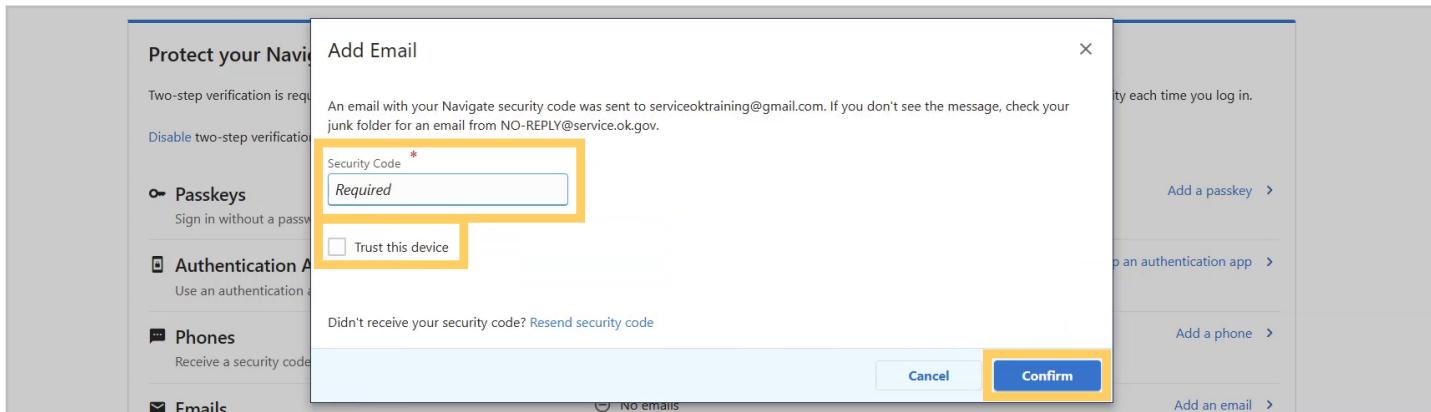
Email *

Required

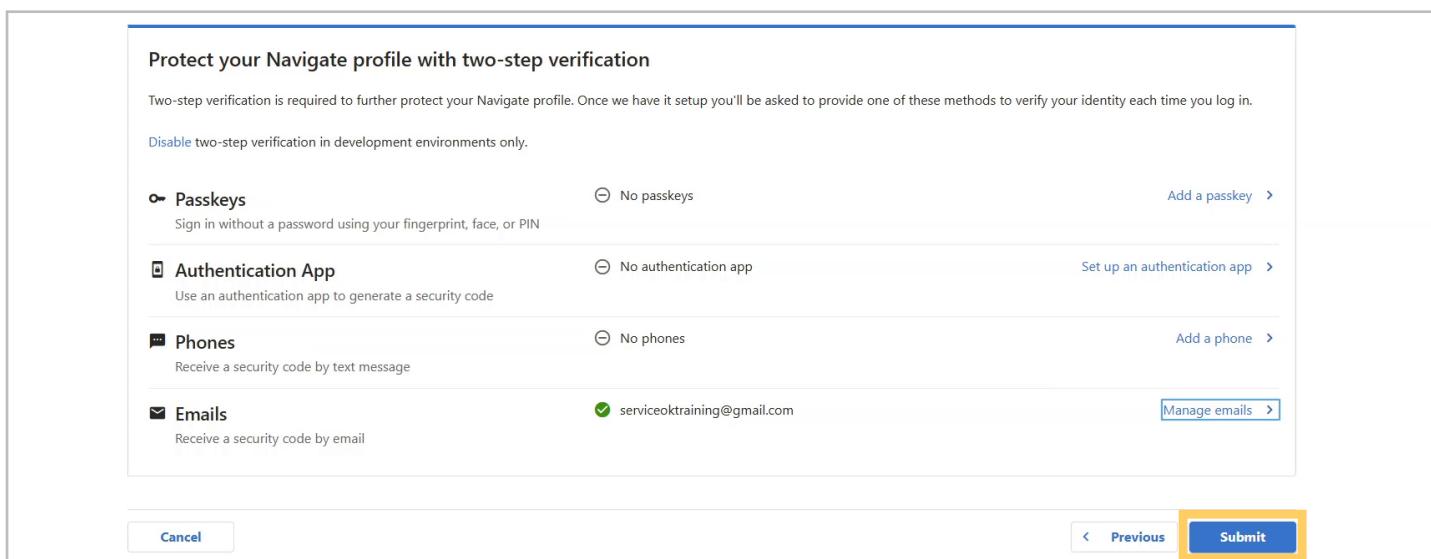
[Cancel](#) **Save** [Save](#)

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.

