

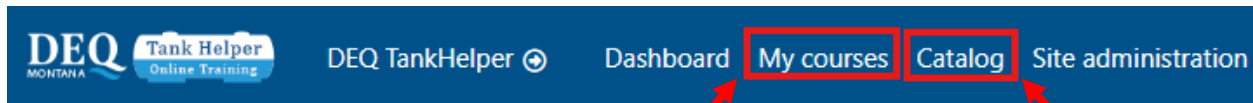
Logging Into Moodle Workplace Using Okta Authentication

This user guide will provide instructions on how to access Moodle Workplace. Any user who has an account created by September 27th will automatically carry over without having to create a new Moodle account. The document is broken into four sections. Please select the section you would like to review from the options below.

Which of the following personas best describes your login process?

- [I have **both** an Okta Account and a Moodle Account](#)
- [I have a Moodle Account, **not** an Okta Account](#)
- [I have an Okta Account, **not** a Moodle Account](#)
- [I **don't** have an Okta **or** Moodle Account](#)

Once you have successfully logged into Moodle Workplace, you will see your dashboard. Depending on your tenant, your dashboard may look a little different.

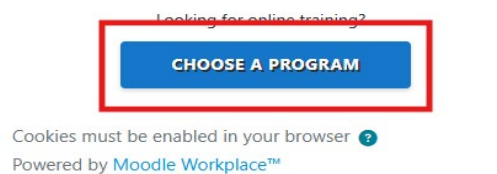


You can view the courses you are enrolled in, are in the process of completing, or have completed in the “My Courses” section.

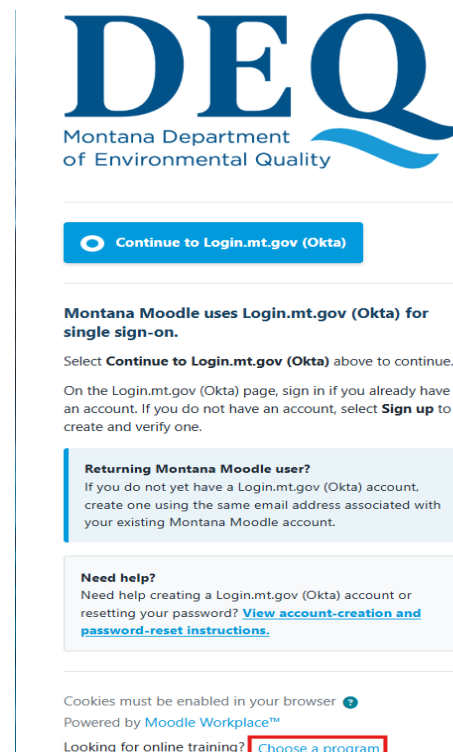
You can view all the courses available in your tenant in by visiting the “Catalog” section.

I have **both** an Okta Account and a Moodle Account

1. Navigate to the home page of the [Moodle Homepage](#)
2. Select the “Choose A Program”. If you have cleared your cache since your last login, then it will look like this.



Otherwise, it may look like this.



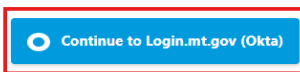
3. Select the Moodle program you would like to sign into and select “Choose a program.”

Looking for a different program? ×

	DEQ TankHelper
	MT Dept of Agriculture - Food and Ag Development
	Pesticide Training and Certification
	DOR Cannabis Legal Sales and Trafficking Education

Cancel Choose a program

4. You will be sent to the home page of Moodle’s new login screen. (The url to Moodle’s login will remain the same as the old Moodle url). Select the button labeled, “Continue to Login.mt.gov (Okta).”



Montana Moodle uses Login.mt.gov (Okta) for single sign-on.

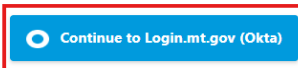
Select **Continue to Login.mt.gov (Okta)** above to continue.

On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

5. You will be asked to sign in using your state Okta account and be prompted to enter your Microsoft Hello pin, which is the pin you would use to log in to your computer.

I have a Moodle Account, **not** an Okta Account

1. Navigate to the home page of Moodle Workplace [Moodle Homepage](#).
2. Select the button labeled, "Continue to Login.mt.gov (Okta)."



Montana Moodle uses Login.mt.gov (Okta) for single sign-on.

Select **Continue to Login.mt.gov (Okta)** above to continue.

On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

3. You will choose the option to sign up for an account.

The logo for the Montana Government's official website, featuring a small map of Montana and the text "MONTANA.GOV OFFICIAL STATE WEBSITE".

SIGN IN

Username
State Employees use your state network username, all others use email address

Password

☐ Keep me signed in

Sign in

[Forgot password?](#)

OR

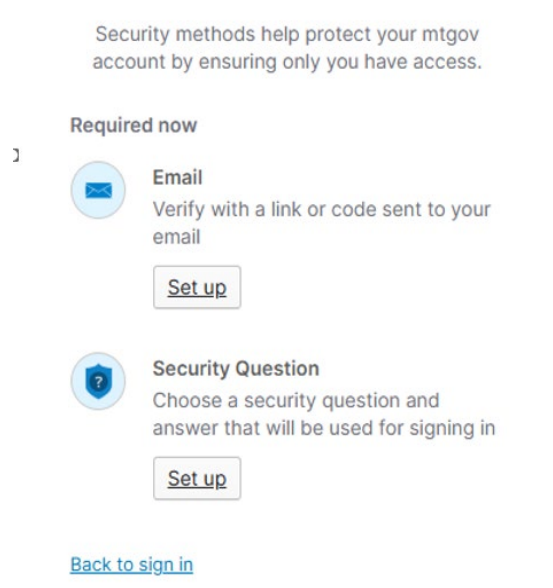
→ **Sign in with Employee Sig...**

[Help](#)

Don't have an account? [Sign up](#)

4. Follow the instructions to create an account using your state credentials for a state employee (cba number) and your email address for non-state employees. You are required to setup two additional security methods to protect your Okta account, which are sending a code to verify your email address and choosing a security question for

signing in, as seen in the screenshot below. Once these security methods are setup, you will see a button, “Continue”, appear near the back to sign in link.



Security methods help protect your mtgov account by ensuring only you have access.

Required now

 **Email**
Verify with a link or code sent to your email
[Set up](#)

 **Security Question**
Choose a security question and answer that will be used for signing in
[Set up](#)

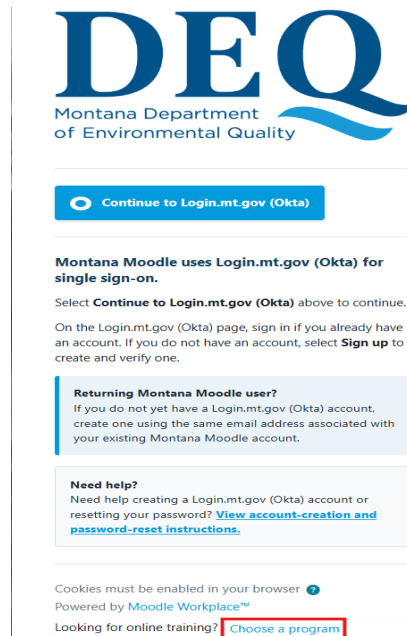
[Back to sign in](#)

5. Once your account is created, you will now be able to login using the “Continue to Login.mt.gov” button on the Moodle login page to access Moodle. You may be automatically redirected to Moodle, but if not, then select the “Continue to Login.mt.gov” button.



I have an Okta Account, **not** a Moodle Account

1. Select this link to take you to the [Moodle Homepage](#). Choose your program by selecting the “Choose a program” link.



DEQ
Montana Department
of Environmental Quality

[Continue to Login.mt.gov \(Okta\)](#)

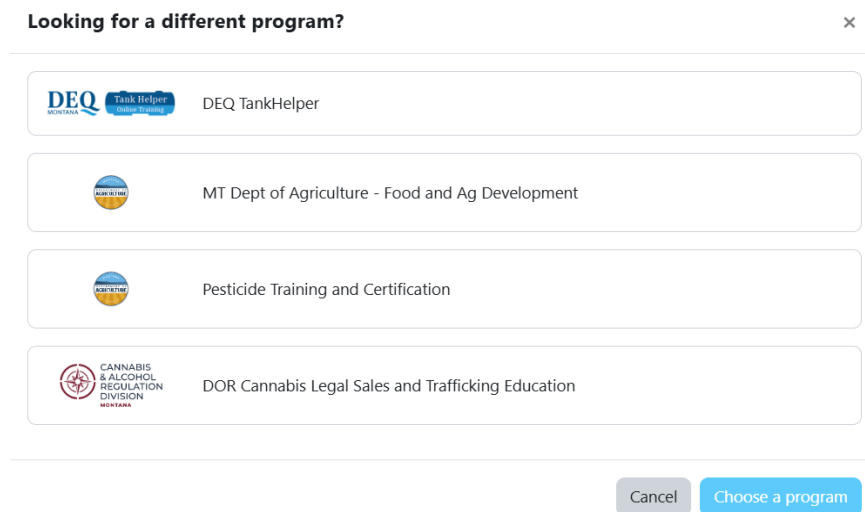
Montana Moodle uses Login.mt.gov (Okta) for single sign-on.
Select **Continue to Login.mt.gov (Okta)** above to continue.
On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

Returning Montana Moodle user?
If you do not yet have a Login.mt.gov (Okta) account, create one using the same email address associated with your existing Montana Moodle account.

Need help?
Need help creating a Login.mt.gov (Okta) account or resetting your password? [View account-creation and password-reset instructions.](#)

Cookies must be enabled in your browser [🔗](#)
Powered by [Moodle Workplace™](#)
Looking for online training? [Choose a program](#)

2. Select the Moodle program, or tenant, you would like to sign into and select “Choose a program.”

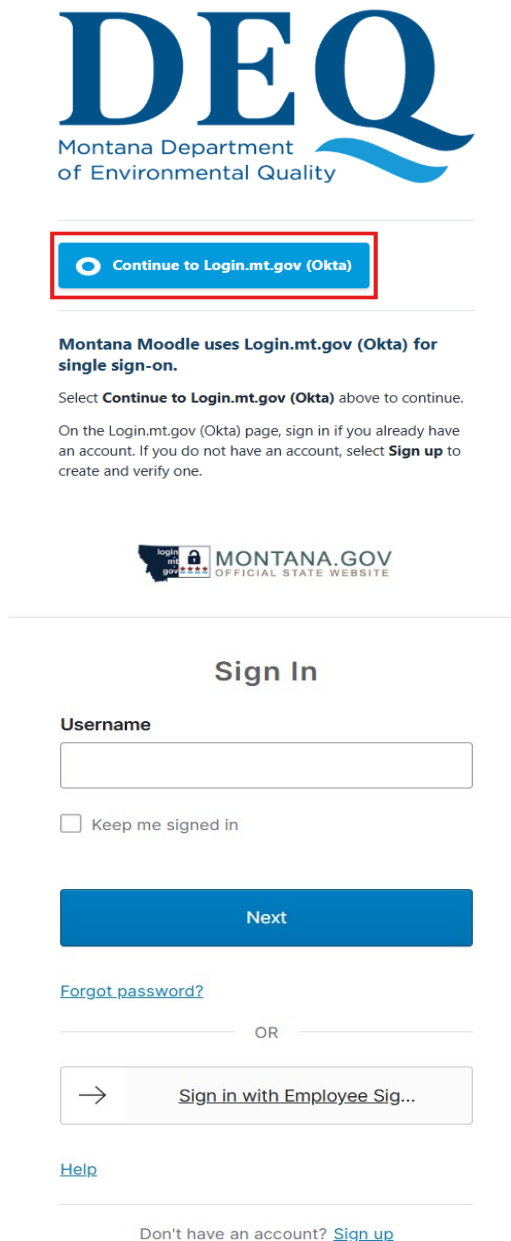


Looking for a different program? ×

	DEQ TankHelper
	MT Dept of Agriculture - Food and Ag Development
	Pesticide Training and Certification
	DOR Cannabis Legal Sales and Trafficking Education

[Cancel](#) [Choose a program](#)

3. Select the button labeled, “Continue to Login.mt.gov (Okta).” When you select this button, you will be redirected to Okta’s sign in page (see the second screenshot below)



DEQ
Montana Department
of Environmental Quality

[Continue to Login.mt.gov \(Okta\)](#)

Montana Moodle uses Login.mt.gov (Okta) for single sign-on.

Select **Continue to Login.mt.gov (Okta)** above to continue.

On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

 MONTANA.GOV
OFFICIAL STATE WEBSITE

Sign In

Username

☐ Keep me signed in

Next

[Forgot password?](#)

OR

→ **Sign in with Employee Sig...**

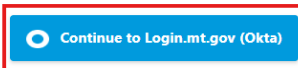
[Help](#)

Don't have an account? [Sign up](#)

4. When you sign in for the first time, you will be signed into the program you have selected with your new Moodle account.

I **don't** have an Okta **or** Moodle Account

1. Navigate to the home page of the [Moodle Homepage](#).
2. Select the button labeled, "Continue to Login.mt.gov (Okta)."



Montana Moodle uses Login.mt.gov (Okta) for single sign-on.

Select **Continue to Login.mt.gov (Okta)** above to continue.

On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

3. You will choose the option to sign up for an account.

The logo for the Montana Government's official website, featuring a small Montana state map icon and the text "MONTANA.GOV OFFICIAL STATE WEBSITE".

SIGN IN

Username
State Employees use your state network username, all others use email address

Password

☐ Keep me signed in

Sign in

[Forgot password?](#)

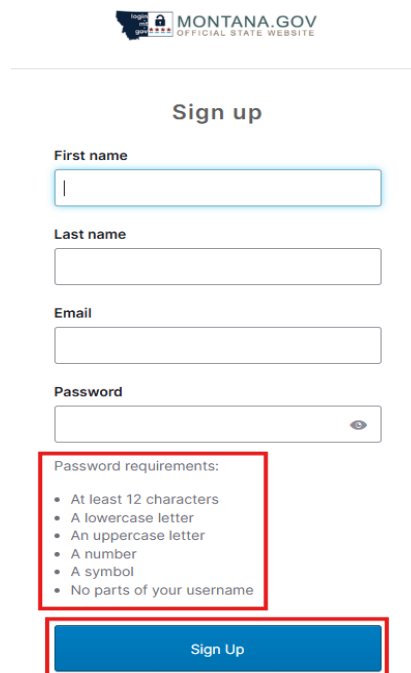
OR

→ **Sign in with Employee Sig...**

[Help](#)

Don't have an account? [Sign up](#)

4. Follow the password instructions to create an Okta account, as seen in the screenshot below. Once your Okta account is created, stay signed in and move on to step 5.



The screenshot shows the 'Sign up' form on the Montana.gov website. The form includes fields for 'First name', 'Last name', 'Email', and 'Password'. The 'Password' field is highlighted with a red box, and a red box also highlights the 'Sign Up' button. A red box also highlights the password requirements list.

Sign up

First name

Last name

Email

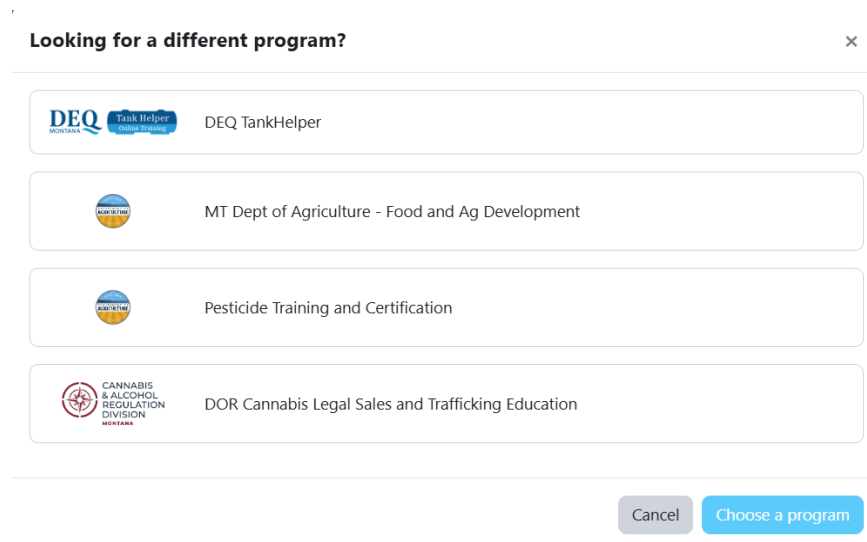
Password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username

Sign Up

5. If you aren't automatically redirected to Moodle's homepage, then follow this link. [Moodle Homepage](#). Select the Moodle program, or tenant, you would like to sign into and select "Choose a program."



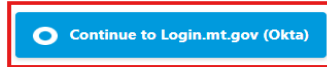
The screenshot shows a dialog box titled 'Looking for a different program?' with a close button (X) in the top right corner. The dialog lists four programs, each with a logo and a name. At the bottom, there are two buttons: 'Cancel' and 'Choose a program'.

Looking for a different program? X

-  DEQ TankHelper
-  MT Dept of Agriculture - Food and Ag Development
-  Pesticide Training and Certification
-  DOR Cannabis Legal Sales and Trafficking Education

Cancel **Choose a program**

6. Select the button labeled, “Continue to Login.mt.gov (Okta).”



Montana Moodle uses Login.mt.gov (Okta) for single sign-on.

Select **Continue to Login.mt.gov (Okta)** above to continue.

On the Login.mt.gov (Okta) page, sign in if you already have an account. If you do not have an account, select **Sign up** to create and verify one.

7. When you sign in for the first time, you will be signed into the program you have selected with your new Moodle account.