



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

Learning Guide
June 2021

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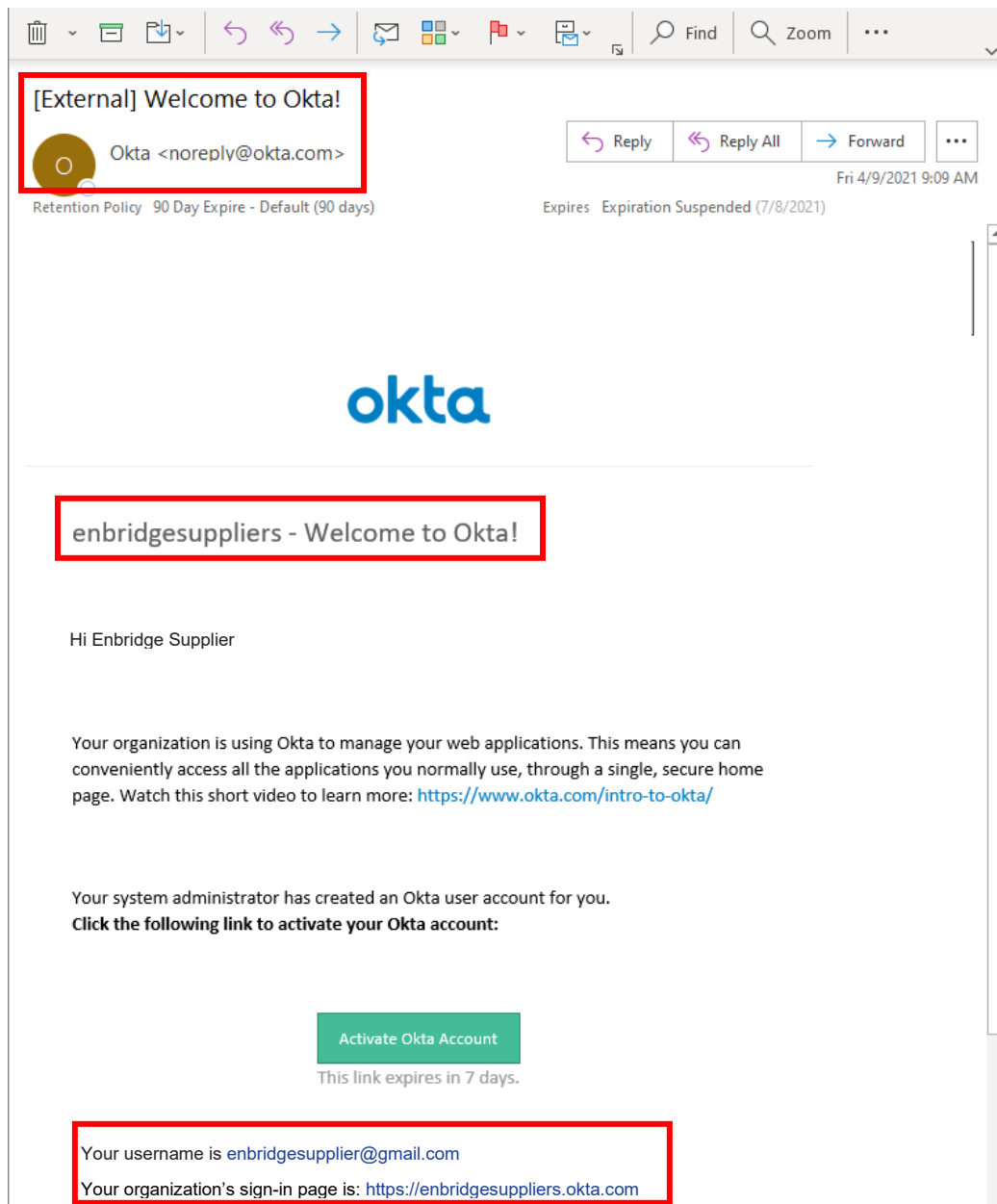
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Activating and Logging in to Okta

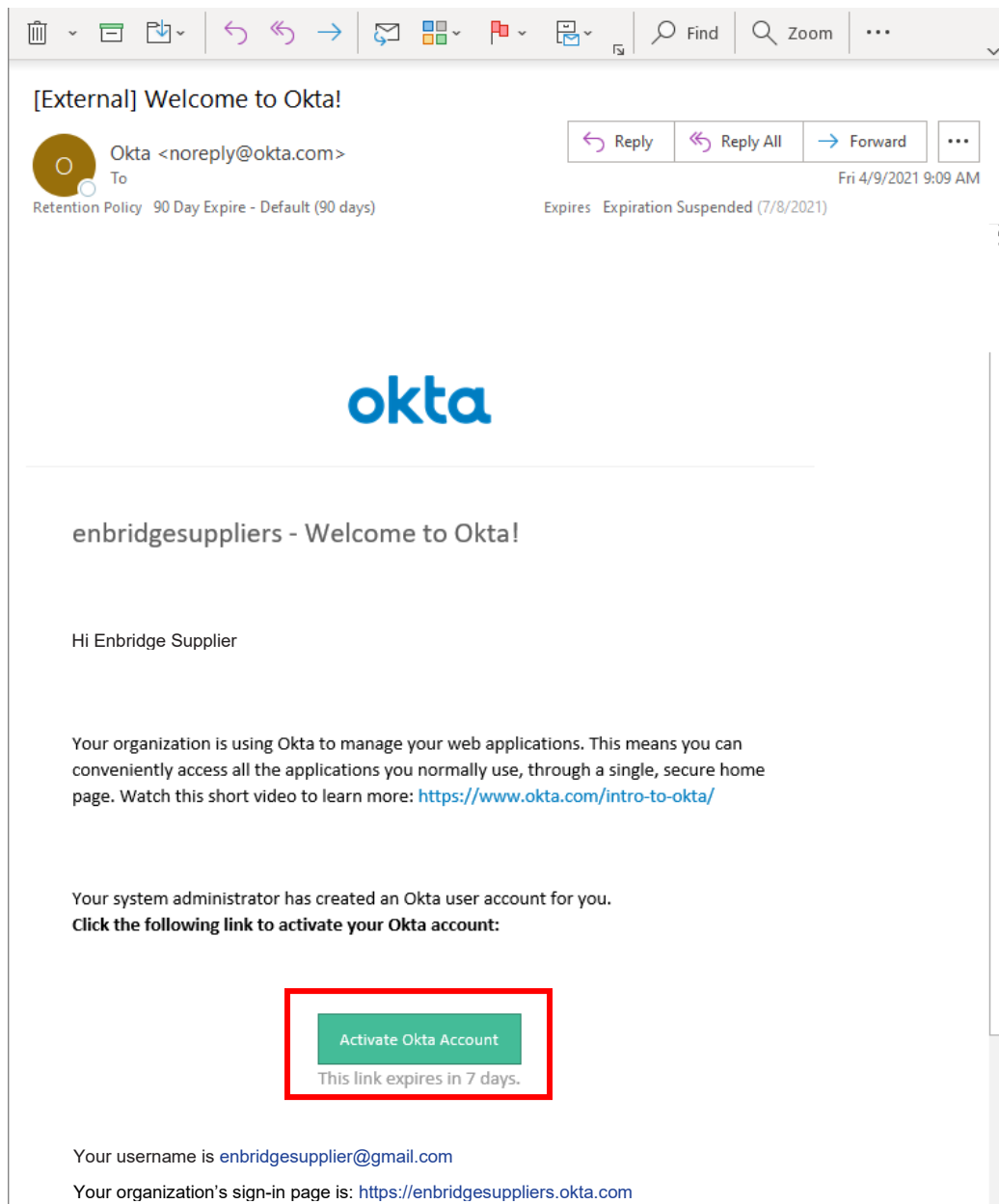
Purpose	This learning guide provides details of how to activate and login to your Enbridge Okta user account to access the Oracle Supplier Portal
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Okta Welcome Email

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.*

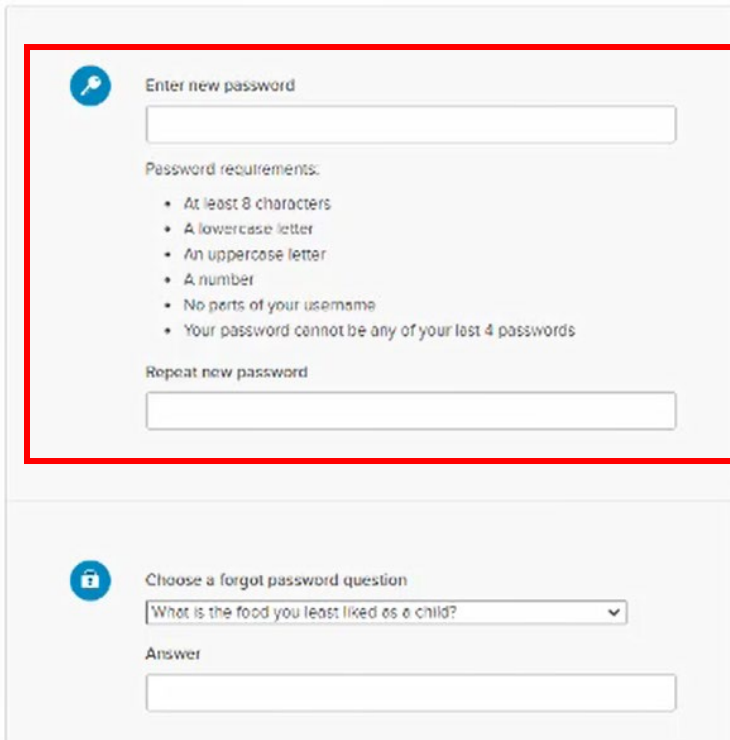


Create Your Okta Account

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

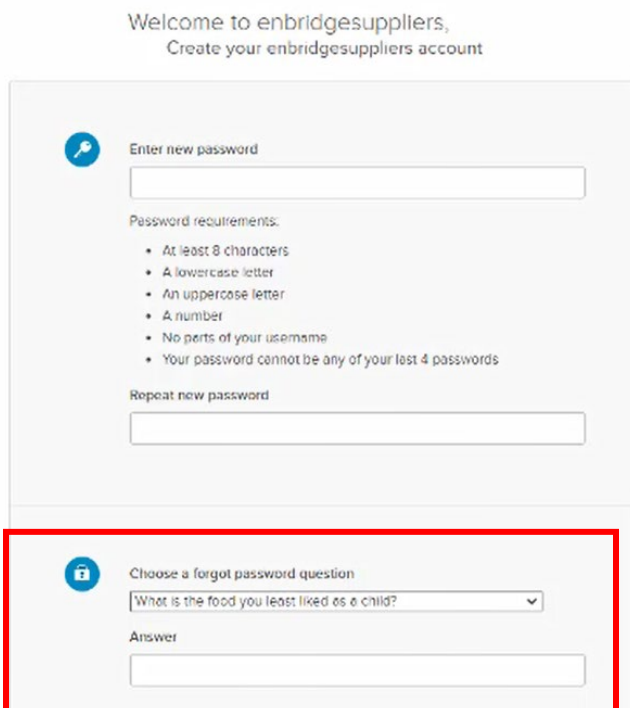
- No parts of your username
- Your password cannot be any of your last 4 passwords

Welcome to enbridgesuppliers,
Create your enbridgesuppliers account



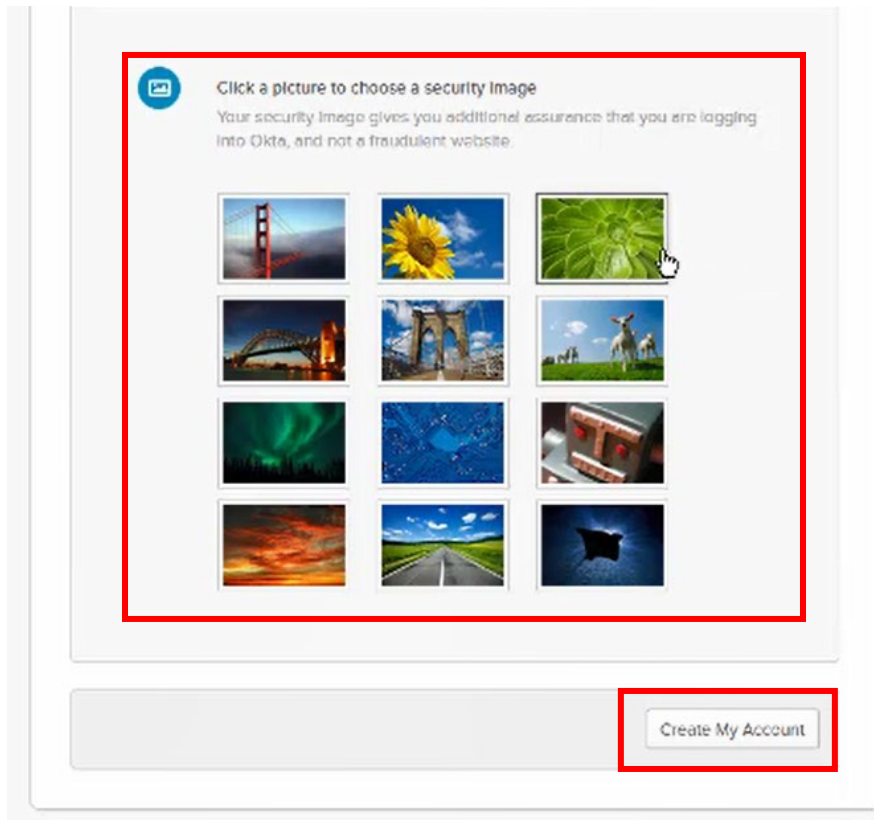
The screenshot shows a web form for creating an account. The top section, titled "Enter new password", is highlighted with a red border. It contains a text input field, a list of password requirements, and a "Repeat new password" field. The requirements are: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of the username, and not being one of the last 4 passwords. Below this, the "Choose a forgot password question" section is visible, featuring a dropdown menu with the question "What is the food you least liked as a child?" and an "Answer" text input field.

5. Choose a **Forgot Password Question** and **Answer**.



This screenshot is identical to the one above, showing the account creation form. In this version, the "Choose a forgot password question" section is highlighted with a red border. The dropdown menu is set to "What is the food you least liked as a child?" and the "Answer" field is empty.

6. Select a **Security Image** picture and click **Create My Account**.



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 the **MFA method** of your preference by clicking the **Setup** button. Okta verify is the recommended method, but any one of the three can be selected. Complete the steps for your preferred **MFA method**.

For additional support on MFA, visit the Okta support page:

https://support.okta.com/help/s/end-user-adoption-toolkit/setting-up-mfa-for-end-users?language=en_US



Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



Okta Verify

Use a push notification sent to the mobile app.

Setup



Google Authenticator

Enter single-use code from the mobile app.

Setup



SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup

8. Once you have completed the Setup of your MFA, you can add additional MFA methods if you choose, or click **Finish** to proceed. The MFA method you have chosen will be indicated by a green check mark.



Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors



SMS Authentication



Additional optional factors



Okta Verify

Use a push notification sent to the mobile app.

Setup



Google Authenticator

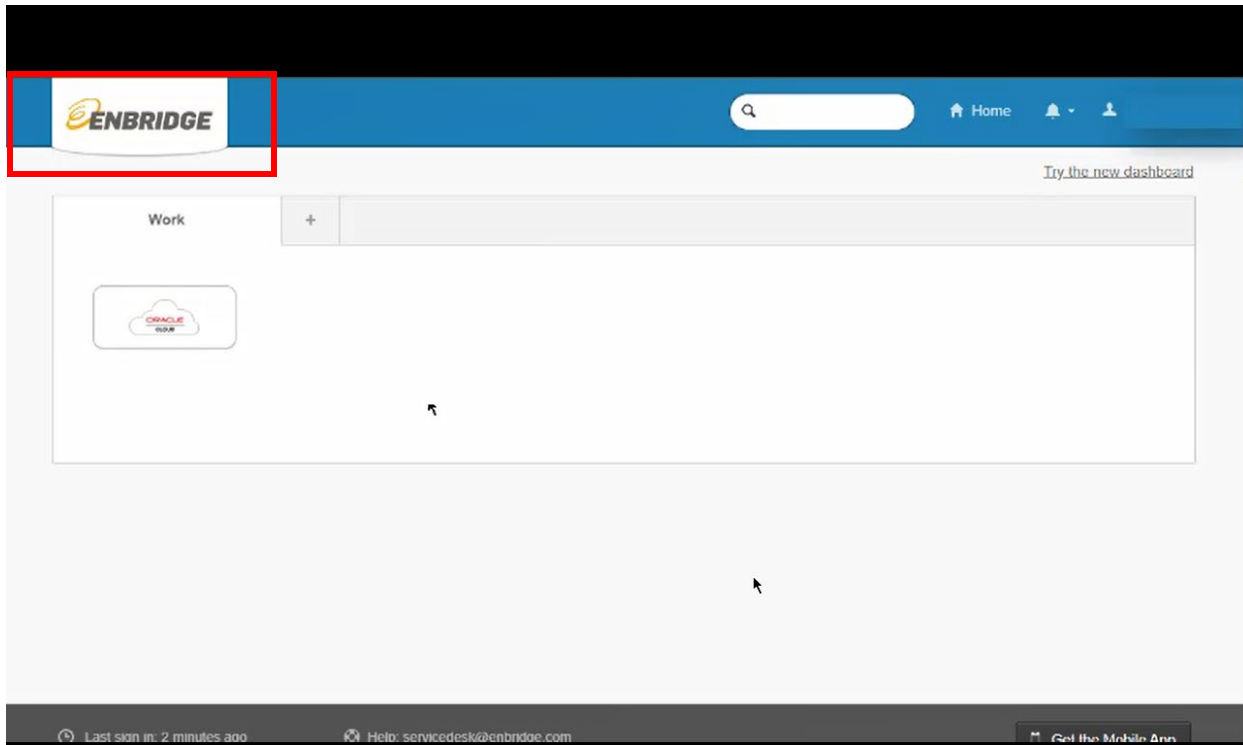
Enter single-use code from the mobile app.

Setup

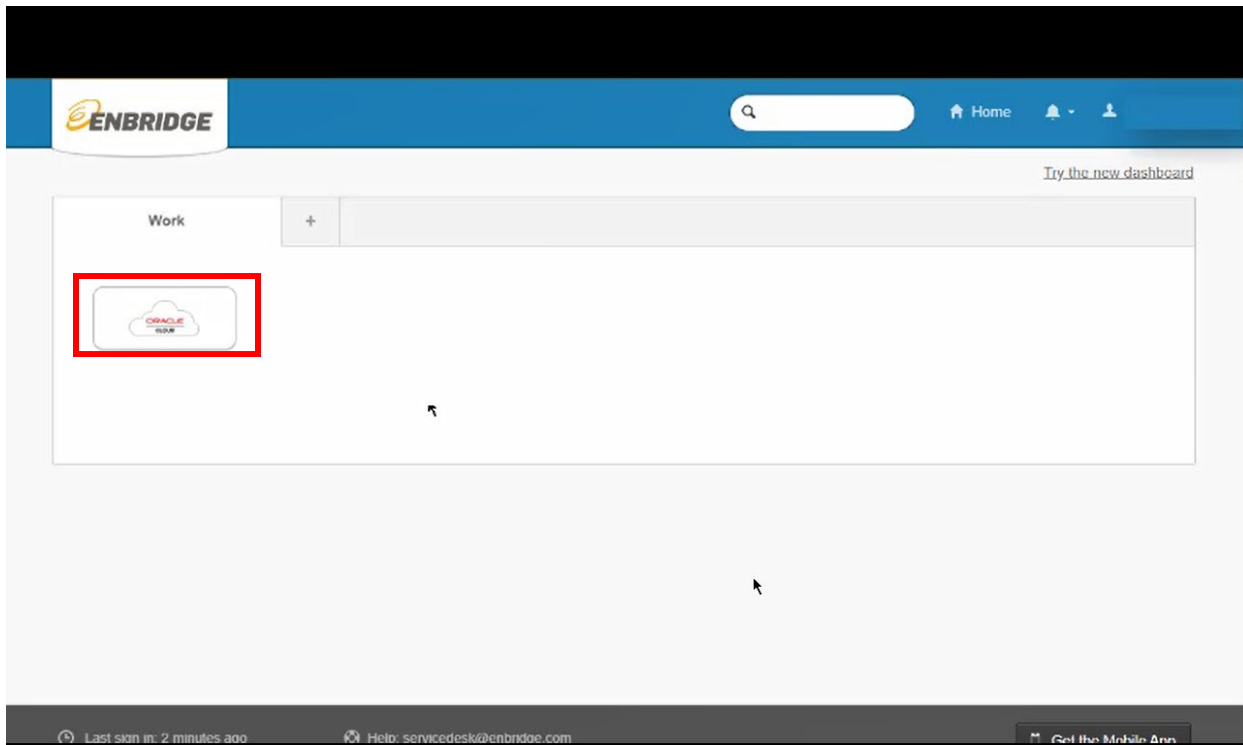
Finish

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

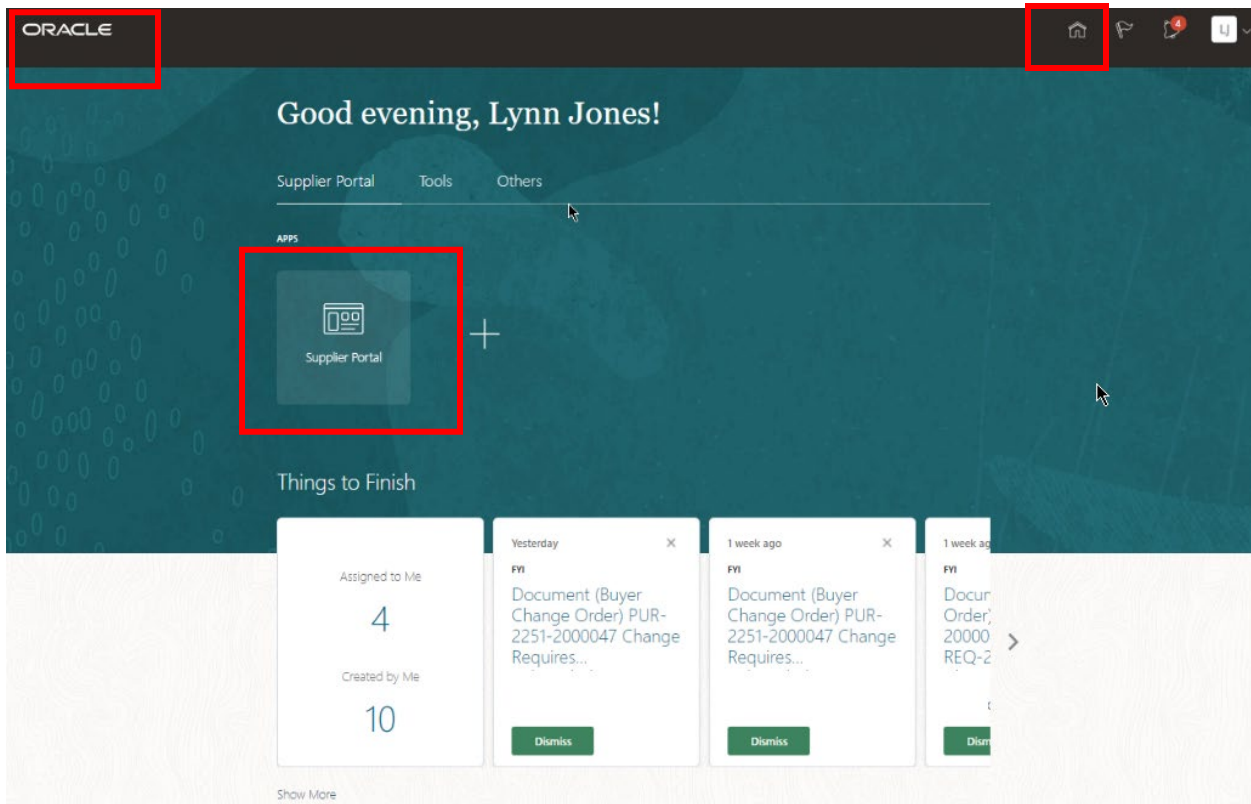
9. You will be directed to the **Enbridge Okta Supplier Dashboard** page.



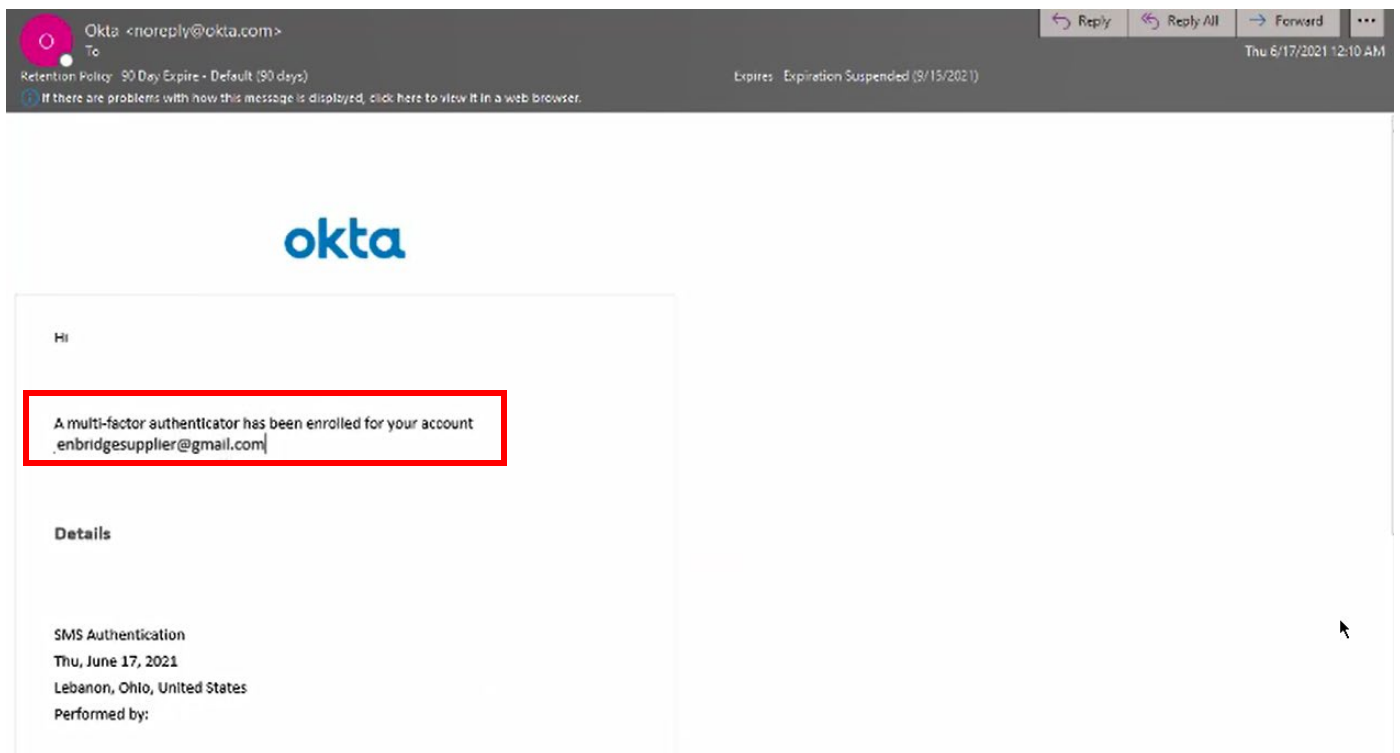
10. Click on the **Oracle Cloud** icon.



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



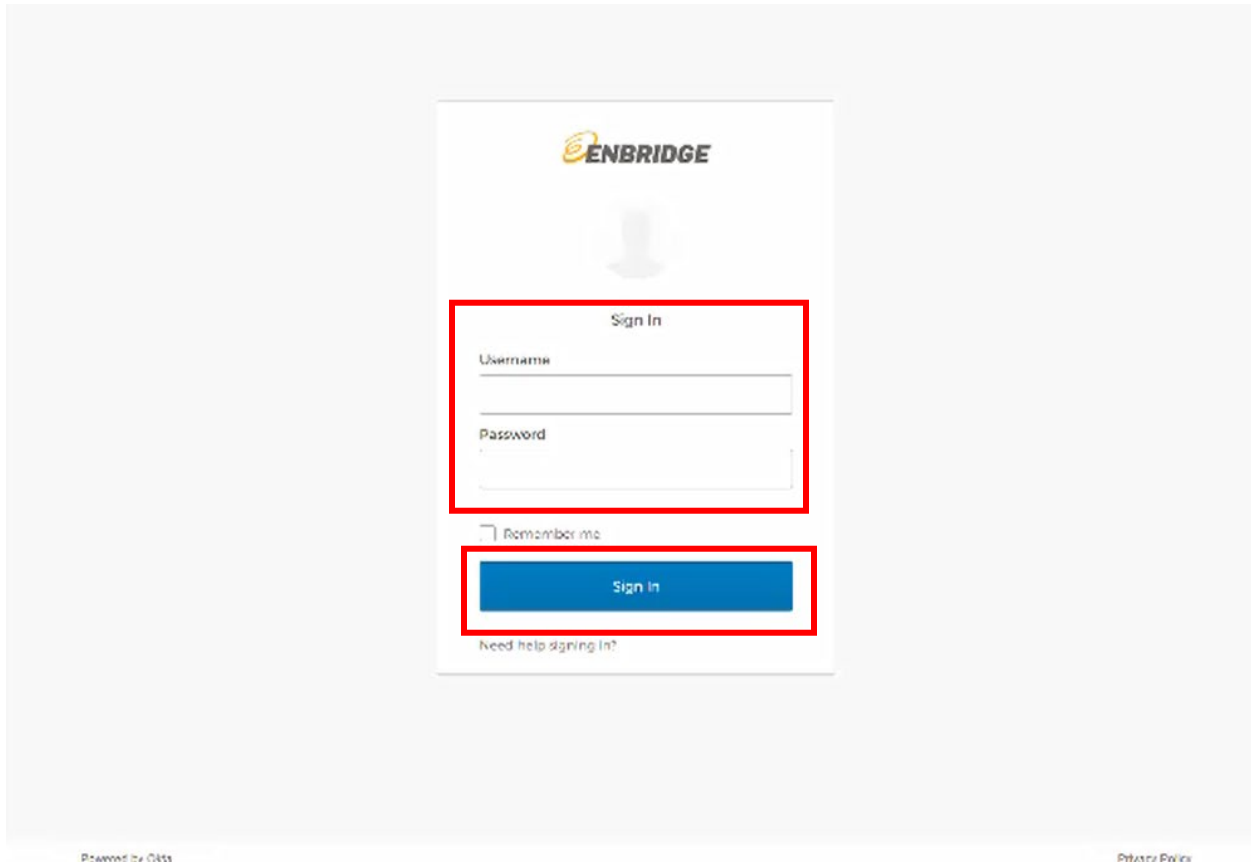
12. You will receive a confirmation email from **okta.com** confirming that a multi-factor authenticator has been enrolled for your account.



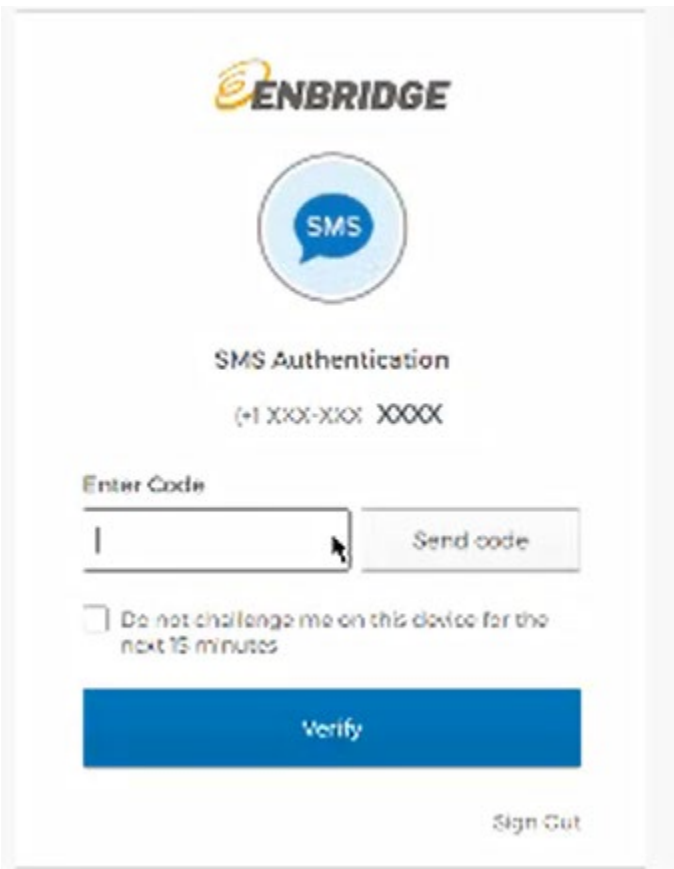
Logging in to Okta and Oracle Cloud Supplier Portal

13. 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: <https://enbridgesuppliers.okta.com>

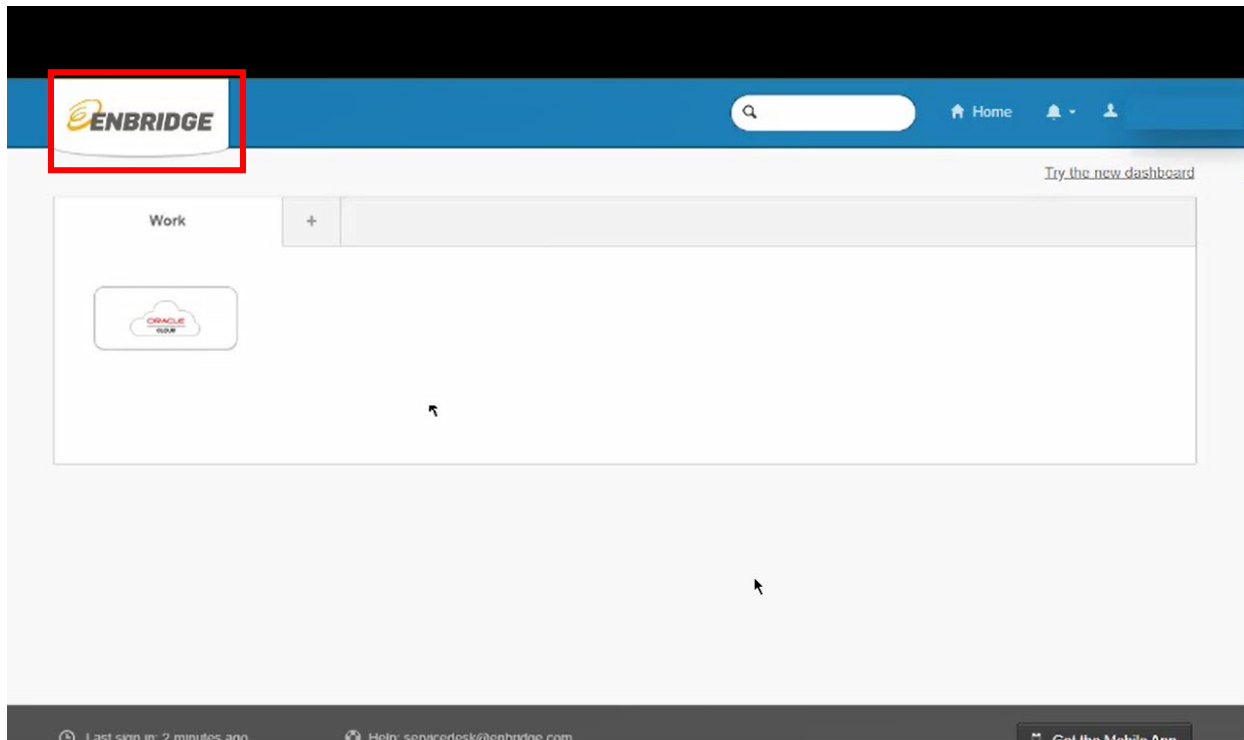
14. **Sign In** using the **Username** and **Password** you used to create your **Okta** account.



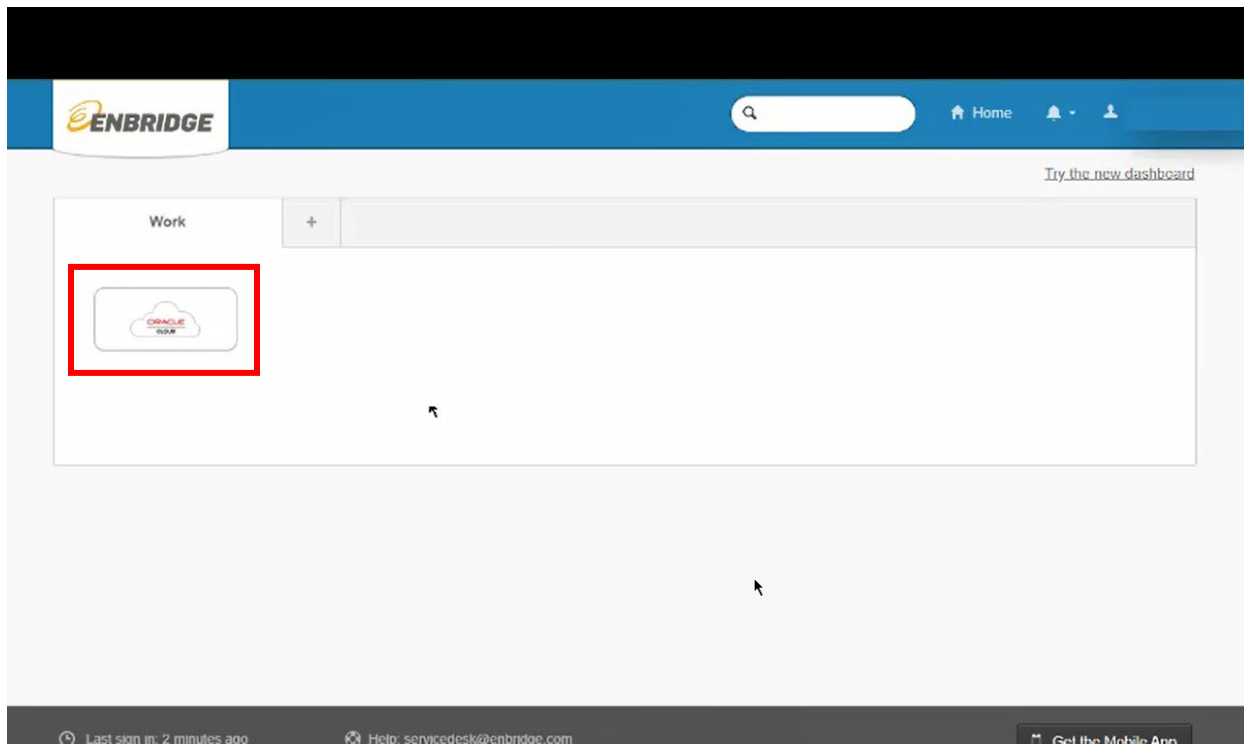
15. Follow the prompts of the **MFA method** that you have chosen.



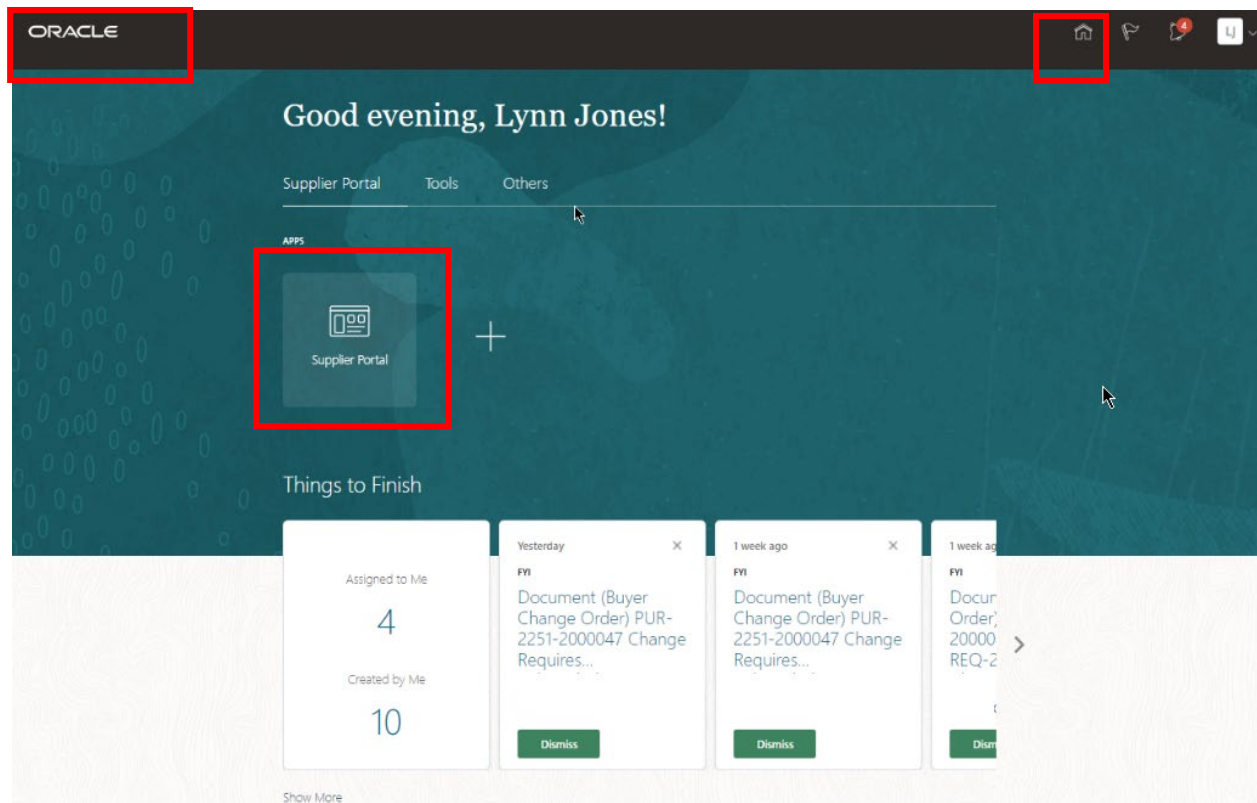
16. You will be directed to the **Enbridge Okta Supplier Dashboard** page



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



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



19. You can now begin transacting in the **Oracle Supplier Portal**.

