

# Skidmore College Account Activation Instructions

Welcome to Skidmore College. Before activating your account, verify you have received your Skidmore ID number from the Pre-College Senior Program Coordinator.

We recommend you use Chrome or Firefox web browsers.

1. Click here to Start: [https://app.skidmore.edu/idm\\_activate/](https://app.skidmore.edu/idm_activate/)
2. **Verify Your Identity/Welcome to Skidmore College's Account Activation.** Enter your Skidmore ID provided by HR or Admissions and your date of birth. Click Submit.

**SKIDMORE**  
Skidmore Account Activation

### Verify Your Identity

Welcome to Skidmore College's Account Activation!

As a new member of the Skidmore community, you will need to create an official Skidmore login (username). This login will give you access to various Skidmore systems such as your Skidmore email, Scribner Library and course registration.

You will need your Skidmore ID to continue. This was provided to you [insert location/email]. If you have not received this information, employees should contact [hr@skidmore.edu](mailto:hr@skidmore.edu) and students should contact [fy@skidmore.edu](mailto:fy@skidmore.edu).

To activate your account, you will need to complete the following [four] steps:

- Verify your Identity (this Step)
- Verify your User ID Selection
- Verify your Email Address and Alias
- Activate your Account

**NOTE:** By proceeding you are certifying that you are the authorized user for whom this account is being created. Access to the system is closely monitored for security.

**Please begin by entering your Skidmore ID and Date of Birth**

Skidmore ID:

DOB

**HELP DESK**  
Lory Scribner Library, 1st Floor  
Hours: 8:30AM - 6:00PM, M-F  
☎ 518-580-5900  
📧 [helpdesk@skidmore.edu](mailto:helpdesk@skidmore.edu)

**COLLEGE INFO**  
815 North Broadway  
Saratoga Springs, NY 12888  
☎ 518-580-5000  
📧 [info@skidmore.edu](mailto:info@skidmore.edu)

2021 © Skidmore College CREATIVE THOUGHT MATTERS

3. **Verify Your Identity.** Verify your information is correct. Click Continue.

### Verify Your Identity

Welcome to Skidmore College's Account Activation!

Please verify the information below is correct then click continue.

Preferred Name:  
First Name:

Middle Name:

Last Name:

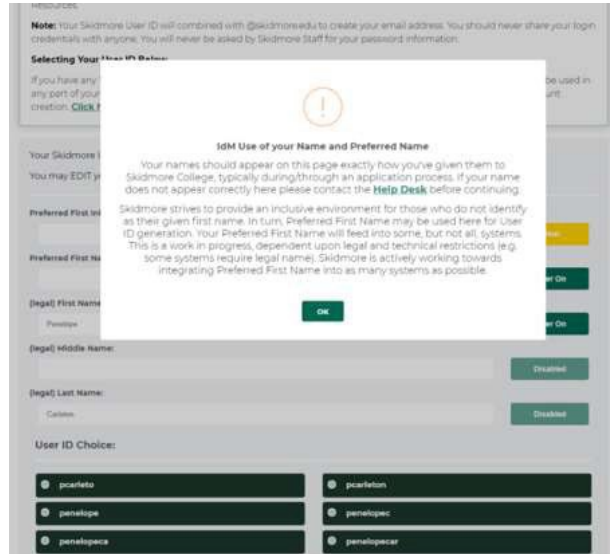
Date of Birth:

Skidmore ID:

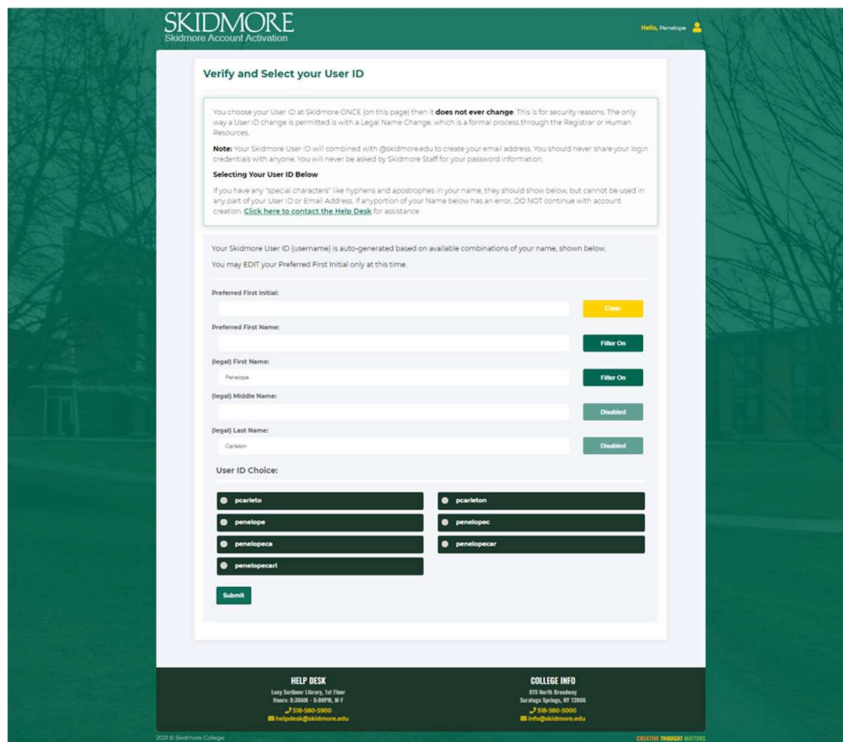
*If any of this information is incorrect please contact the helpdesk below.*

**LIVE SUPPORT**  
ONLINE  
Live Chat Software by Kialo

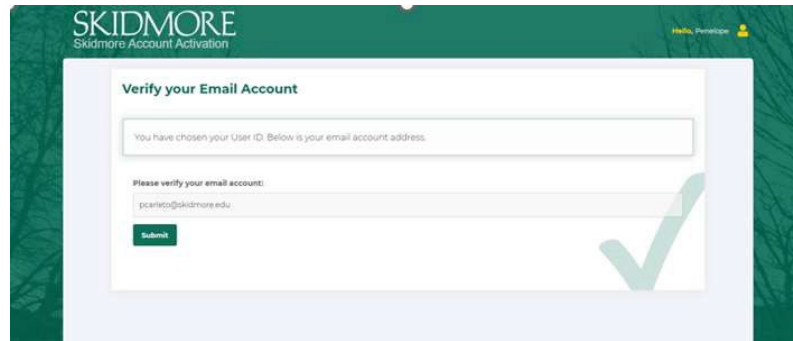
- Special instructions on the use of your name and preferred name. Read the onscreen instructions. Click OK



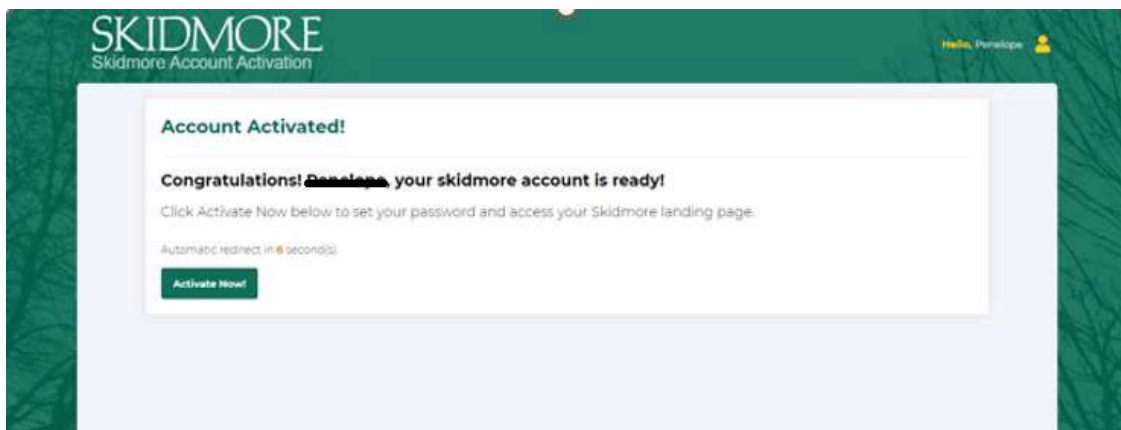
- Verify and Select your User ID. Follow the onscreen instructions. Verify your information. Click Submit



6. **Verify your email account.** Note: You can't change this after you hit submit. Click Submit.



7. **Account Activated** - Click Activate Now



Please note: You will see this page as your account is being activated.



Log into <https://skidmore.okta.com/>

Next, you will be prompted to set up Okta Verify or Google Authenticator on your mobile device.

**Don't have a smartphone?** No problem! Email the IT Help Desk at [helpdesk@skidmore.edu](mailto:helpdesk@skidmore.edu) and let them know you need help setting up your account without a mobile device.

## Setting Up Okta Verify (Mobile Devices)

1. This setup requires you to scan a QR style barcode using your mobile device. Please use Chrome or Firefox on your computer to go through the setup. Download and install Okta Verify on your mobile device before you begin this process.

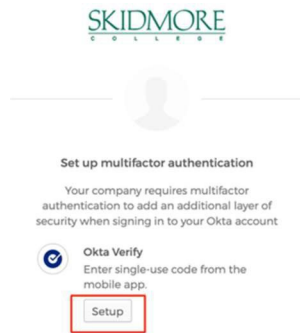
iPhone – Okta Verify in the App Store:

<https://apps.apple.com/us/app/okta-verify/id490179405>

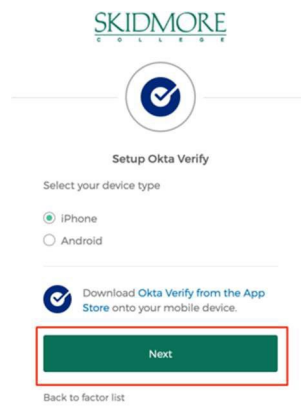
Android – Okta Verify in the Google Play store:

[https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=com.okta.android.auth&hl=en_US&gl=US)

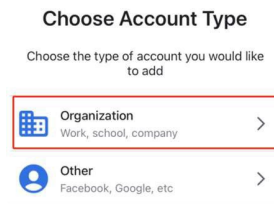
2. On the Setup multifactor authentication dialog, click **Setup**



3. At the Setup Okta Verify dialog, click on your device type on the computer screen.



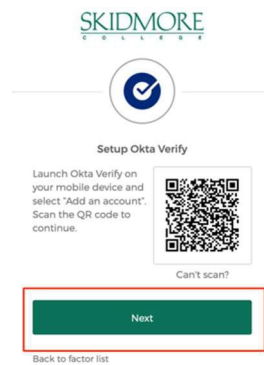
4. On your mobile device start the Okta Verify app. Click the + in the upper right corner and create a new account. On the Choose Account Type screen tap Organization



- On the Verify to Continue screen, tap **Scan a QR code** on your mobile device.



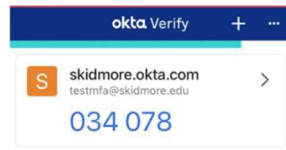
5. On the computer, Click **Next** to display the QR Code.



6. When the QR code is displayed on the computer screen, point the phone camera at the QR code and frame it on the box displayed on the phone screen. When the phone scans the code, on the Account Added screen, tap **Done**.

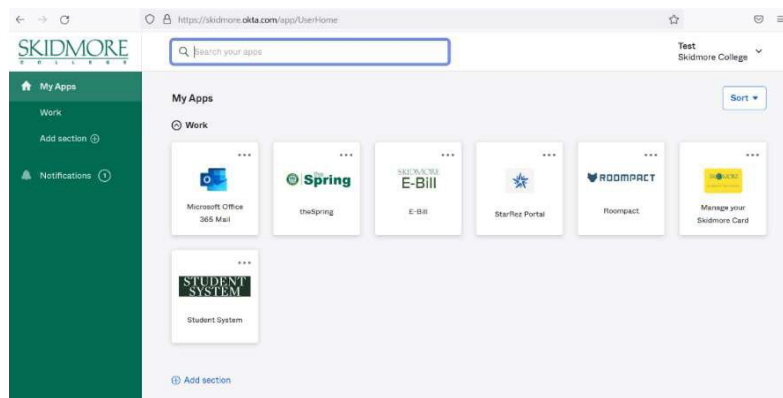


7. A six digit verification code will be displayed in the Okta App on your phone.



You are now in the Skidmore Application dashboard. Please bookmark this page.

Click on the drop-down arrow in the top right by Skidmore College and Click Sign Out.



**Please Note:**

You may not see all applications to which you have access in the dashboard at your first login. Access to applications may take up to 48 hours to complete.