



FLORIDA DEPARTMENT
OF CHILDREN AND FAMILIES

MYFLFAMILIES.COM

DCF APP Launcher

USER ACCOUNT SETUP



APP LAUNCHER



DCF APP Launcher User Account Setup

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DCF APP Launcher User Account Setup

1. Overview

The DCF Identity and Access Management application, APP Launcher, is a modernized solution that will provide the ability to **centralize all authentication** within the agency with Single Sign On (SSO) capabilities and **provide seamless interoperability between state agencies** through Identity federation and in compliance with the Florida Cybersecurity Standards (FCS), 60GG-2 F.A.C.

This process document outlines the steps that end-users must take to configure their DCF APP Launcher Identity and Access Management account. This will enable DCF Employees to reset their own Microsoft Active Directory passwords and will ultimately serve as a portal for DCF Applications for both Employees (Active Directory Users) and External Agency Partners (Universal Directory Users).

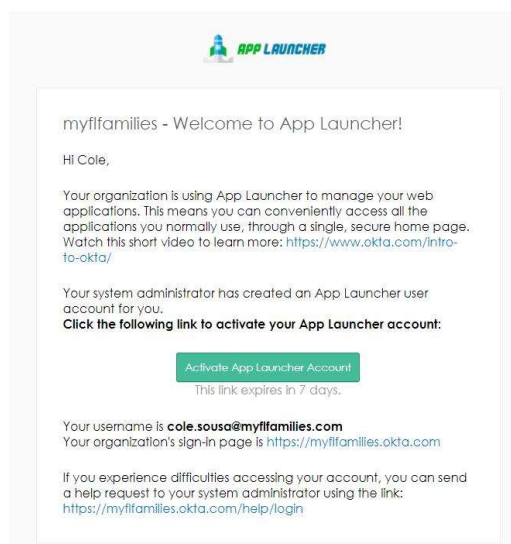
2. Audience

This process document pertains to all DCF employees, contractors, and agency partners who will access DCF Applications from the DCF APP Launcher application.

3. Activating DCF APP Launcher Account (External Agency Partners)

DCF Employees do not need to activate their account and can skip this section.

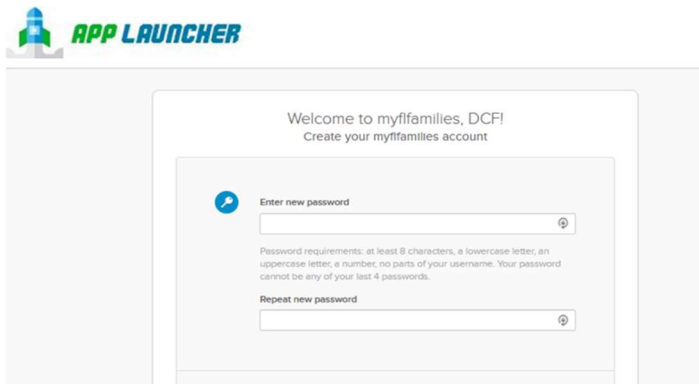
Non-DCF Employees (Universal Directory Users) will receive an email from noreply@okta.com when their account has been configured.



A. Click the “Activate APP Launcher Account” button in the Welcome to APP Launcher email.

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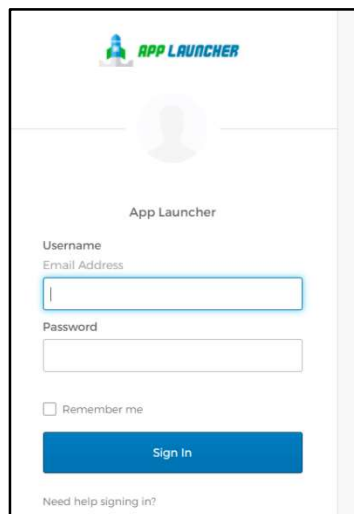
- B. You will be prompted to create a new password for your DCF APP Launcher account. This password must meet the minimum requirements listed.



- C. Your new password must be 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.
- D. Continue to [Section 5 \(Update Account Information\)](#) to complete the setup of your account.

4. Logging in to DCF APP Launcher Account

- A. Open a browser window and type myffamilies.okta.com in the Address bar.
- B. In the Username field, type your email address. Your username is your email address.



- C. **DCF Employees** will use their Active Directory Password to log in.
- D. **Non-DCF Employees** will use the password they selected when activating their DCF APP Launcher account.

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E. Click Sign in

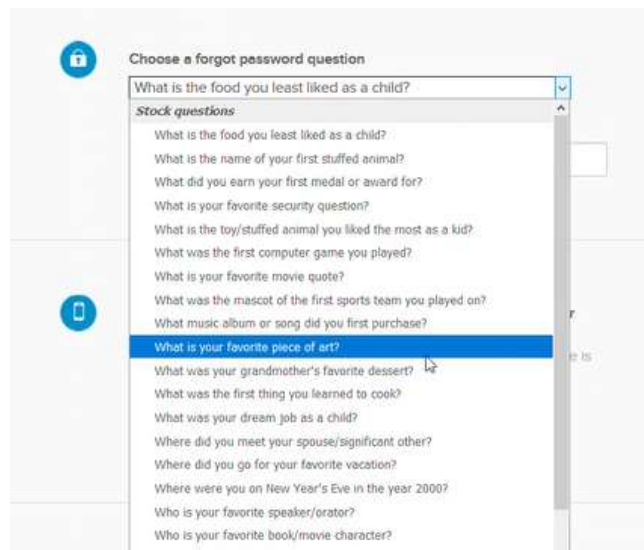
5. Update Account Information

Users will be prompted to update account information on initial sign-on. This information allows for self-service password recovery through the APP Launcher interface. *It is recommended that users set up a security question and at least one phone verification method (text or voice).*

A. Enter a secondary or personal email (optional) that you would like to use for Password Recovery or select “I don’t have a secondary email”



B. Choose a forgot password question. Use the drop-down list to select a question that you will be prompted to answer if you need a password reset.



C. Type your answer to your security question

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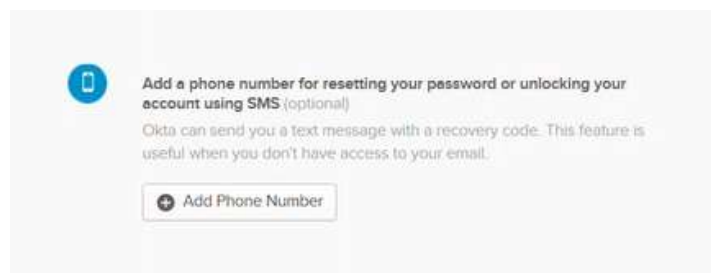
Choose a forgot password question

What is your favorite piece of art?

Answer

mona lisa

- D. Click the **Add Phone Number** for resetting your password or unlocking your account using SMS/text message (optional).

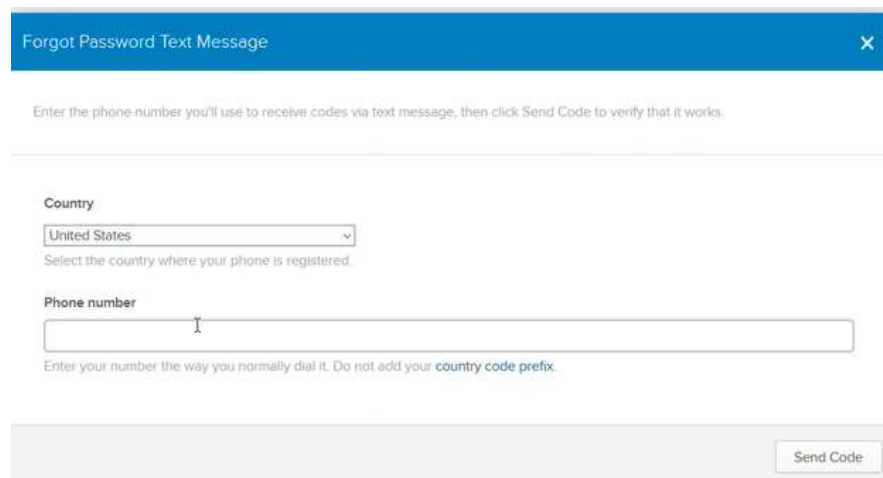


Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

- E. Add your 10-digit mobile phone number with area code and no dashes and click Send Code.



Forgot Password Text Message

Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.

Country

United States

Select the country where your phone is registered.

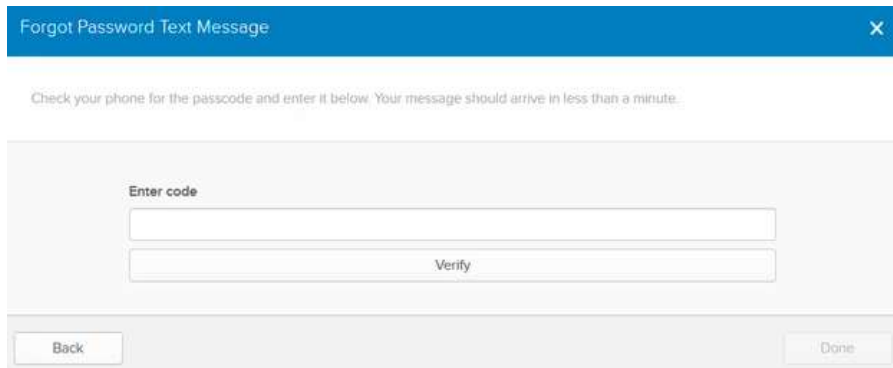
Phone number

Enter your number the way you normally dial it. Do not add your country code prefix.

Send Code

- F. The mobile phone number you entered will receive a text message. Enter the 6-digit code and click **Verify**.

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Forgot Password Text Message

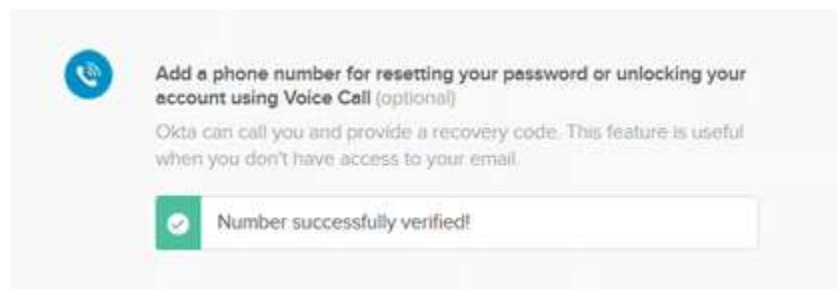
Check your phone for the passcode and enter it below. Your message should arrive in less than a minute.

Enter code

Verify

Back Done

- G. When the phone number is verified, click **Done**.
- H. Click the Add Phone Number for resetting your password or unlocking your account using Voice Call (Optional). You will receive an automated phone call from a California area code. Enter the verification code and click Verify.



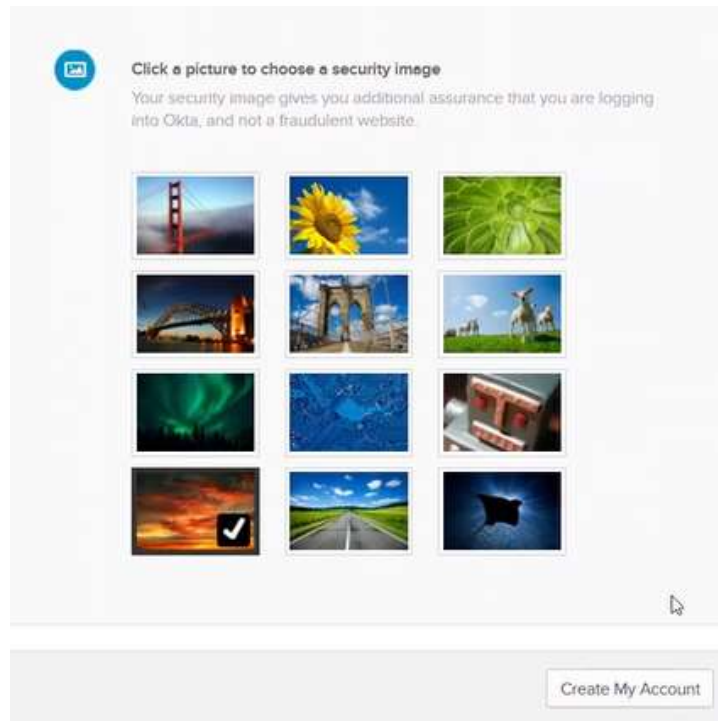
Add a phone number for resetting your password or unlocking your account using Voice Call (optional)

Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

Number successfully verified!

- I. Select a Security image to be displayed at login and click **Create My Account**

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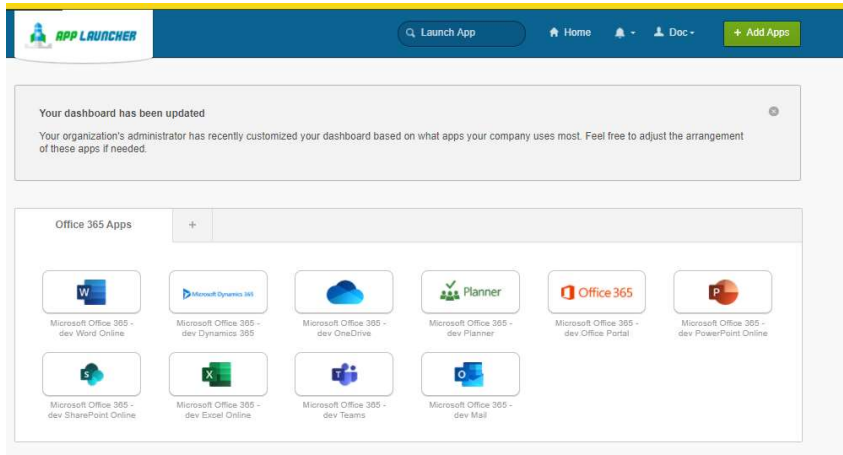


6. Successful login to DCF APP Launcher Account

- Once you have completed the account setup, you will be taken to the main DCF APP Launcher portal page. You will see DCF applications that are assigned to your account. If you receive a message "You don't have any apps." Please be patient, we are working to add features.

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- Your session will automatically time out after 1 hour of inactivity, but you can click on your name in the upper right-hand corner, and select Settings to modify your account, or



Sign Out to end your session.

6. Document History

Document and Version	Author	Notes	Date
DCF APP Launcher User Account Setup	DAG	Version 1.0	8/17/20