

How to Manage OKTA

****this is a summarized content and is not a complete guide to OKTA functions**

Begin by navigating to [OKTA](#) and sign in using your ISU net-ID and password. This will open a dashboard that you will navigate frequently for daily tasks.

On the upper left corner you will see a navigation bar with the house symbol that says 'My Apps'. Here, you can create sections that organize your applications that you will be using. Examples of this would be a sections for Daily use apps, benefits apps, Misc apps, etc. You can customize this dashboard how you see fit.

You can add apps that you will need/want by clicking on the 'Add apps' toggle. This will take you to a list where you can search for apps that you may need to add to your dashboard.

Key Apps you will need/want:

Workday	Office 365 Mail -Outlook	Office 365/Outlook Calendar
Office 365 Office Portal	Office 365 Teams	Learn@ISU
Conflict of Interest	LinkedIn Learning	CyBox
ISU Service Portal	Retirement@Work	Wellmark
Delta Dental	Adventure2	TIAA or IPERS

How to Calculate and Submit Grades

The [CELT](#)(Center for Excellence in Learning and Teaching) website has the answers you are looking for!

You can find many topics to search and also to learn about, webinars on specific topics that will walk you through the process.

The [Registrar's Office](#) is also a great resource to find answers on submitting grades and many more topics.

How to Find Answers for [CANVAS](#)

You can also use the CELT site to trouble-shoot how to use CANVAS, the primary learning management system at ISU.

You will also use [CANVAS](#) during your onboarding through Workday.