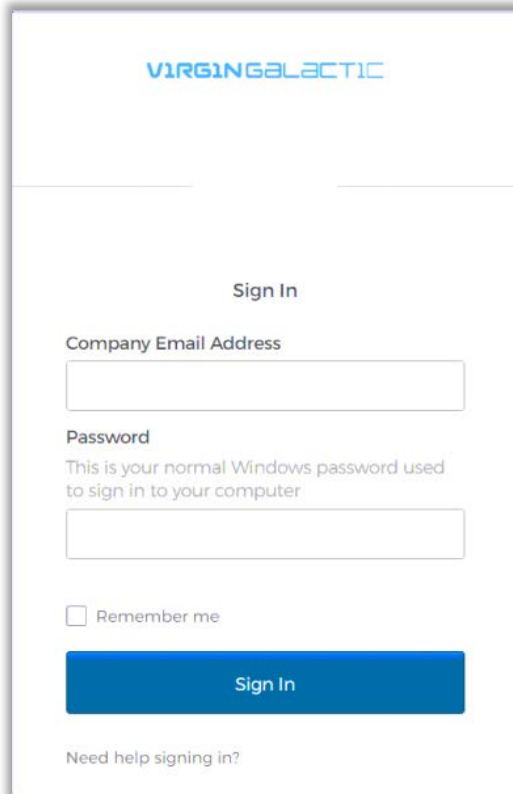


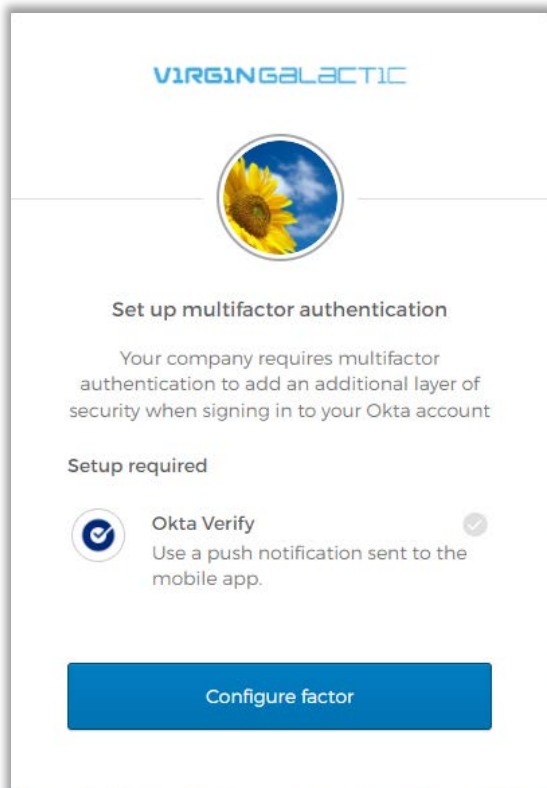
How-To: VGH Okta User Registration

1. Open a web browser and go to <https://vgh.okta.com>
2. Log in with your company email address and password provided on your welcome sheet



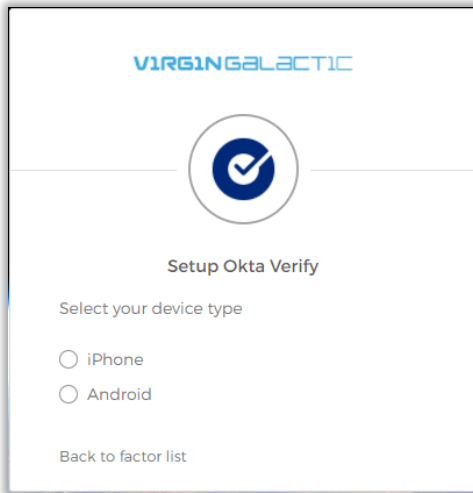
The screenshot shows the 'Sign In' page for VGH. At the top is the 'VIRGINGALACTIC' logo. Below it is the heading 'Sign In'. There are two input fields: 'Company Email Address' and 'Password'. The password field has a note: 'This is your normal Windows password used to sign in to your computer'. Below the password field is a checkbox labeled 'Remember me'. At the bottom is a blue 'Sign In' button and a link that says 'Need help signing in?'.

3. Click Sign In and then click Configure Factor on the next screen

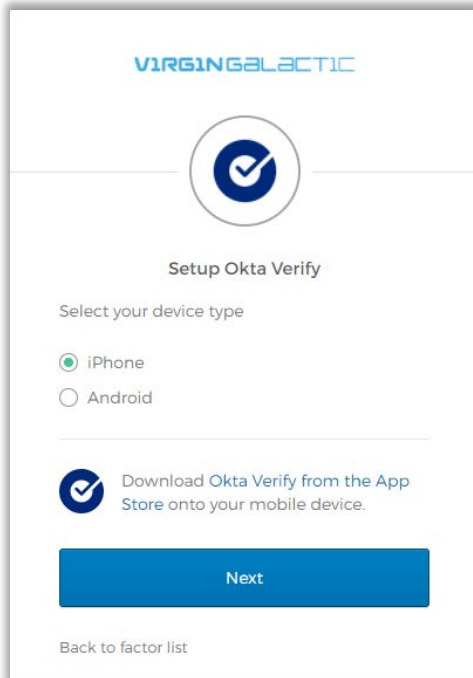


The screenshot shows the 'Set up multifactor authentication' page for VGH. At the top is the 'VIRGINGALACTIC' logo and a circular image of a sunflower. Below the image is the heading 'Set up multifactor authentication' and the text: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. Underneath is the section 'Setup required' with a list item for 'Okta Verify' which is checked with a blue circle and a checkmark. The description for Okta Verify is 'Use a push notification sent to the mobile app.'. At the bottom is a blue 'Configure factor' button.

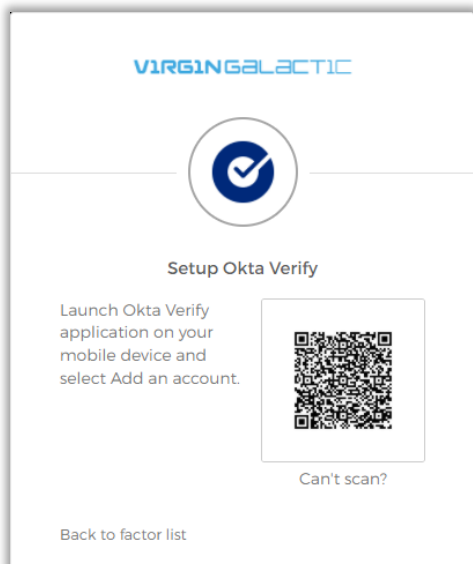
4. Select the platform of your phone



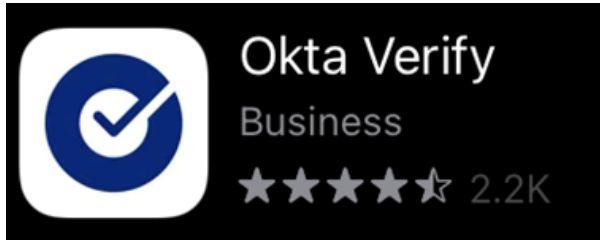
5. Click Next



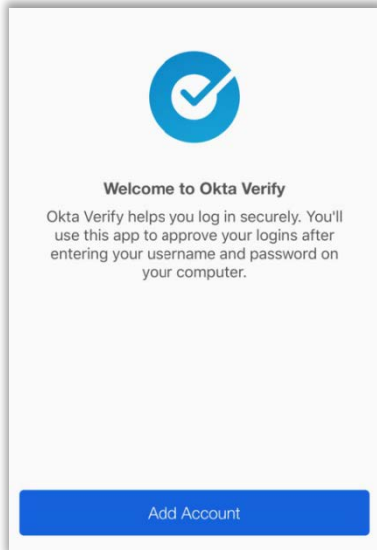
6. A QR code will appear



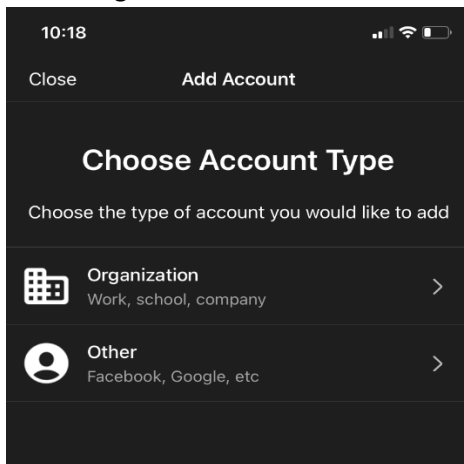
7. Download the OKTA Verify app on your phone and open the app
(If you are using a company issued phone this app is already installed)



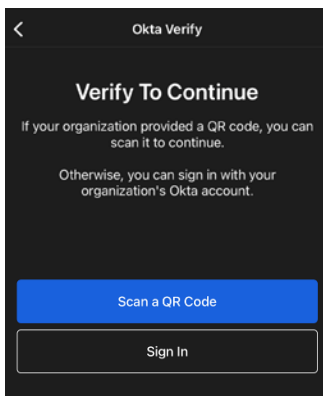
8. Select Add Account



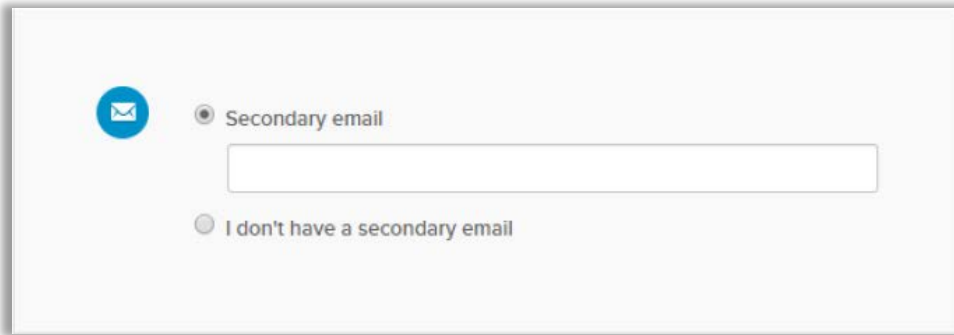
9. Select Organization



10. Select Scan QR Code



11. Scan the QR code on your computer screen from step 6
12. Select Done on your phone
13. On the computer a green checkmark will appear over the QR code and the next page will load
14. The first section – you will enter your personal email address



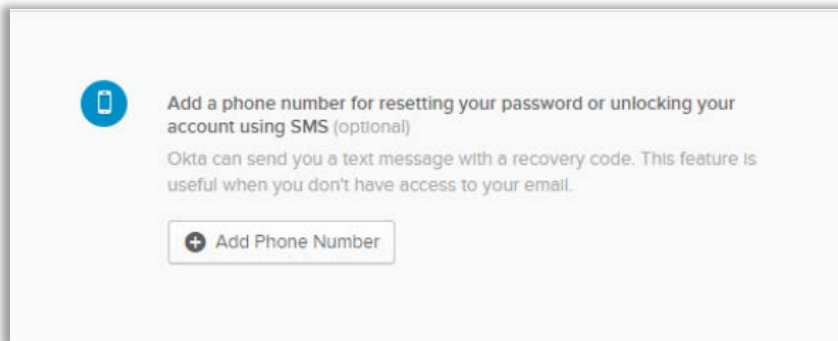
A screenshot of a web form for selecting a secondary email. On the left is a blue circular icon with a white envelope. To its right, the text 'Secondary email' is preceded by a selected radio button. Below this is a white text input field. Underneath the input field is another radio button followed by the text 'I don't have a secondary email'.

15. The second section – you will choose a security question. The answer must be 12 characters or longer



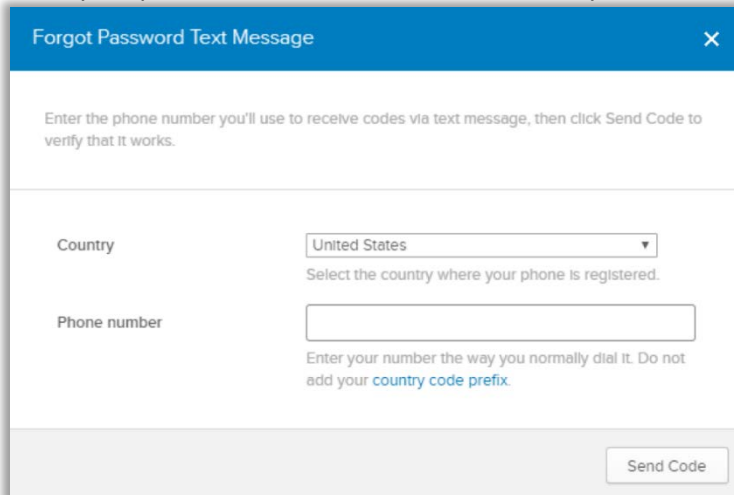
A screenshot of a web form for choosing a security question. On the left is a blue circular icon with a white padlock. To its right, the text 'Choose a forgot password question' is above a dropdown menu. The dropdown menu currently displays 'What is the food you least liked as a child?'. Below the dropdown is the label 'Answer' followed by a white text input field.

16. The third section – you will click on Add Phone Number



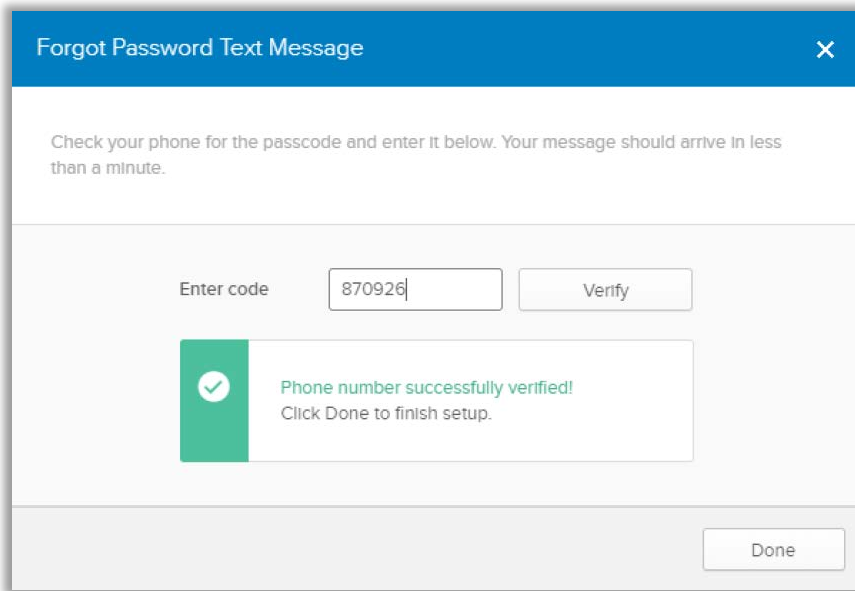
A screenshot of a web form for adding a phone number. On the left is a blue circular icon with a white phone handset. To its right, the text 'Add a phone number for resetting your password or unlocking your account using SMS (optional)' is followed by a paragraph: 'Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.' Below this text is a button with a plus sign icon and the text 'Add Phone Number'.

17. Enter your phone number and click Send Code – you will receive a text message

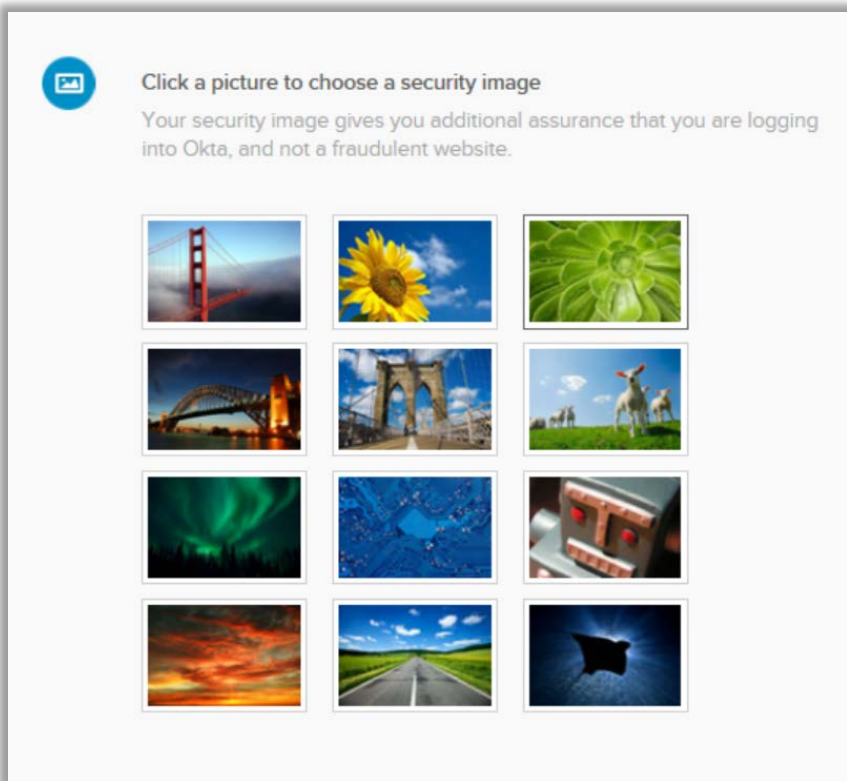


A screenshot of a dialog box titled 'Forgot Password Text Message' with a close button (X) in the top right corner. The dialog contains the following text: 'Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works.' Below this is a form with two fields: 'Country' with a dropdown menu showing 'United States' and a subtext 'Select the country where your phone is registered.'; and 'Phone number' with a text input field and a subtext 'Enter your number the way you normally dial it. Do not add your country code prefix.' At the bottom right of the dialog is a 'Send Code' button.

18. Enter the code and click Verify then click Done



19. The fourth section – select a picture from the ones listed



20. Click Create Account

21. You will be directed to the OKTA homepage