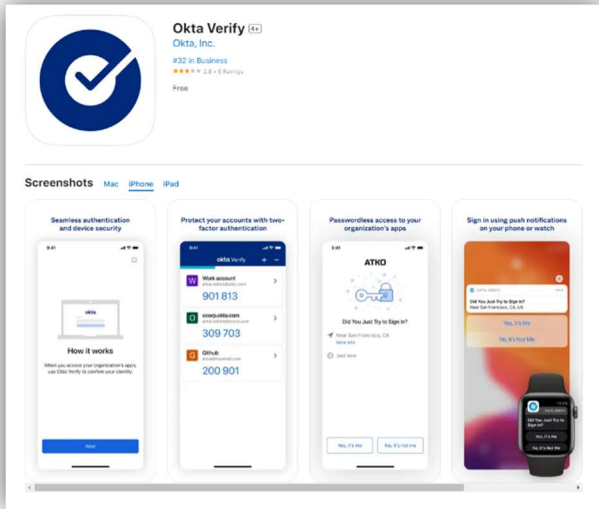


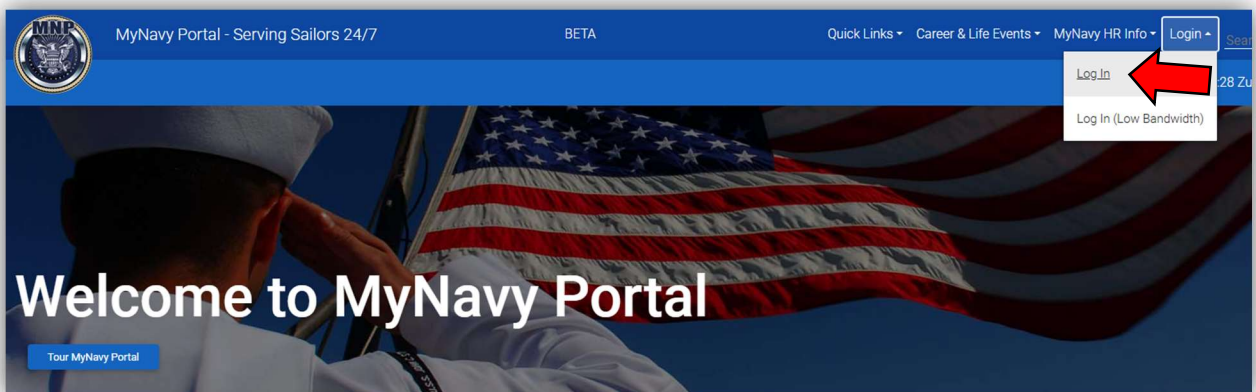
## How To: Set Up CAC-free Access

Note: You must have Okta Verify installed on your mobile device as well as biometrics enabled (such as a fingerprint scan or Apple Face ID).

Okta Verify is available on both the Apple App store and Google Play store.



1) Visit **my.navy.mil** and select the **Log In** option.



2) Select the Log In With CAC button

Log in with your MyNavy HR Account

Welcome to MyNavy Portal

Log in CAC-free or with your CAC below

Email

Next

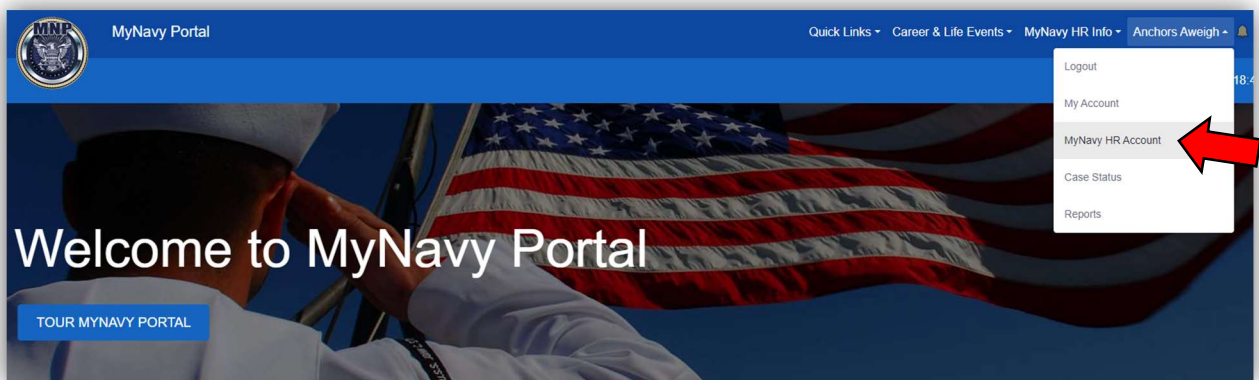
OR

Log In with CAC

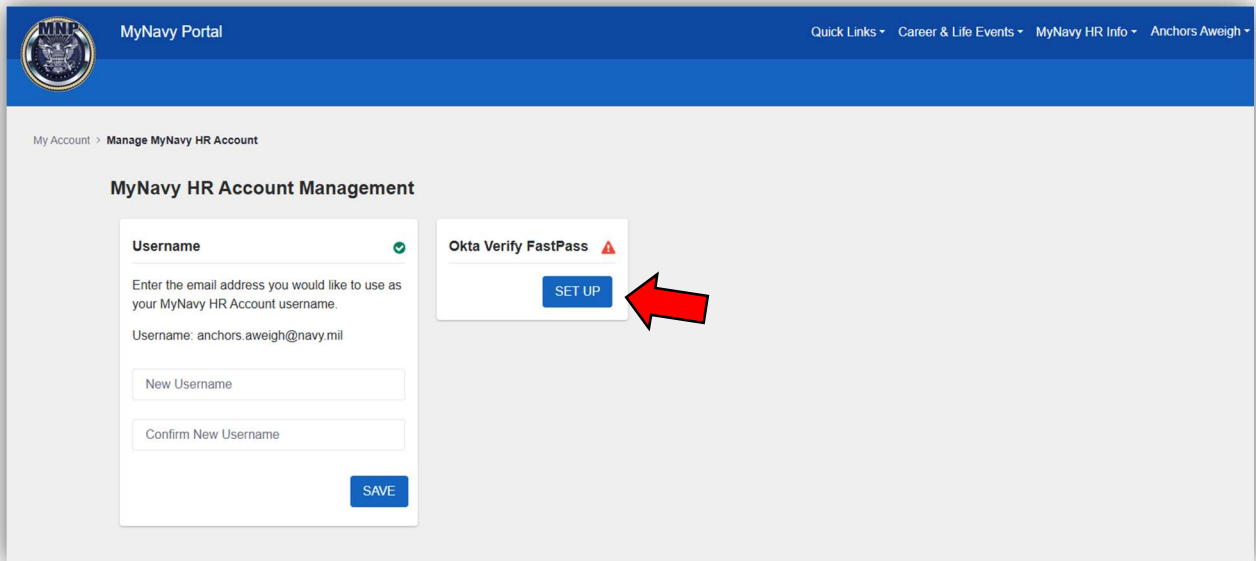
Need help logging in? [Visit FAQs.](#)

[About MNP](#) | [About MyNavy HR](#) | [Privacy Policy](#)

3) Once logged in, select your name at the top-right of your screen and select the **MyNavy HR Account** option.

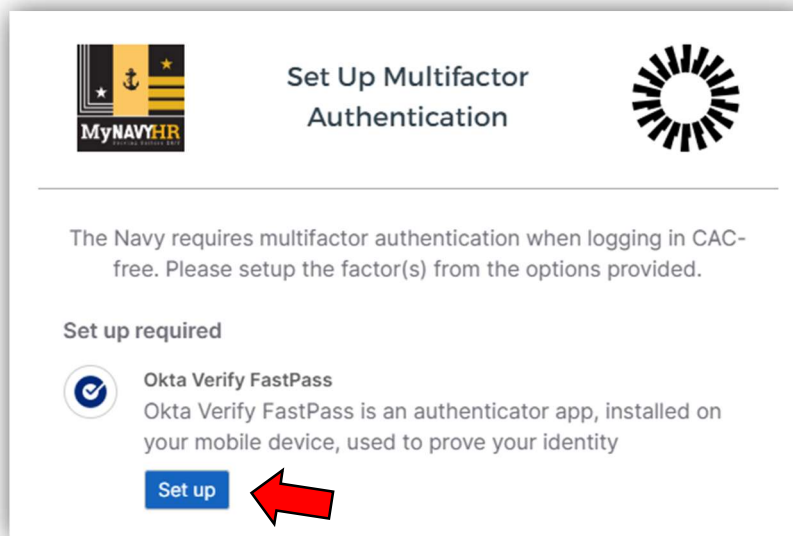


4) In the Okta Verify FastPass section, select **Set Up**.



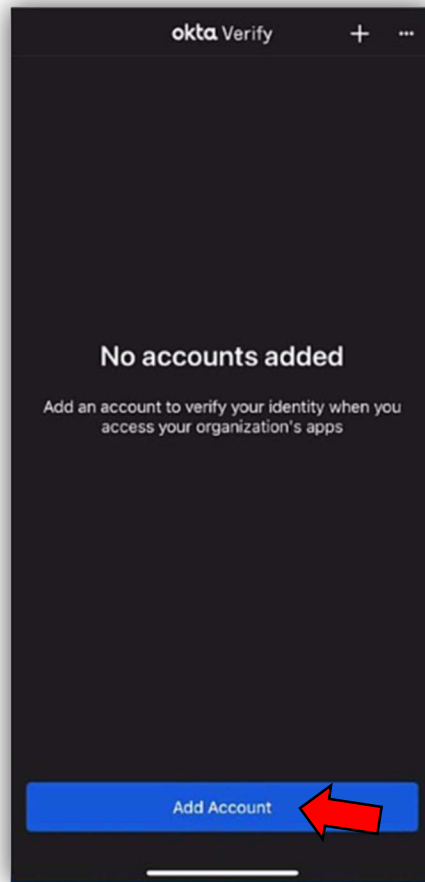
The screenshot shows the MyNavy Portal interface. At the top, there is a blue header with the MyNavy logo and navigation links: "Quick Links", "Career & Life Events", "MyNavy HR Info", and "Anchors Aweigh". Below the header, the page title is "My Account > Manage MyNavy HR Account". The main content area is titled "MyNavy HR Account Management". On the left, there is a "Username" section with a green checkmark, instructions to enter an email address, and a "SAVE" button. On the right, there is an "Okta Verify FastPass" section with a red warning triangle and a blue "SET UP" button. A red arrow points to the "SET UP" button.

5) Select **Set up**.

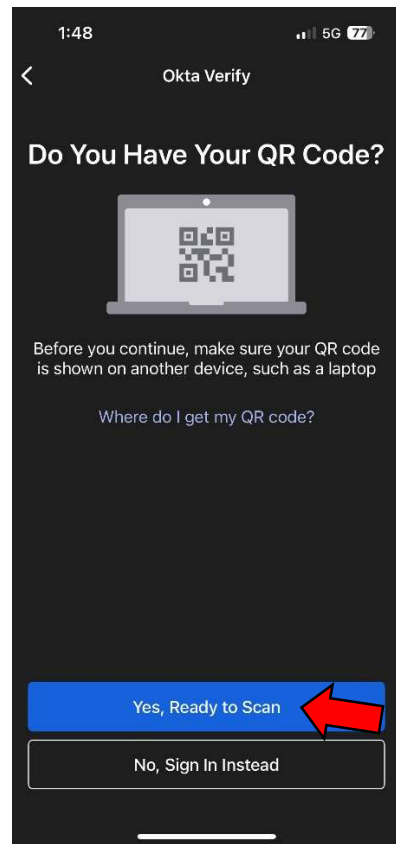
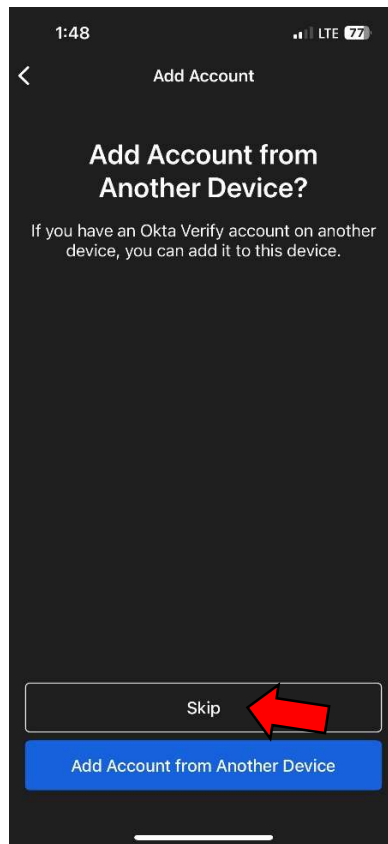
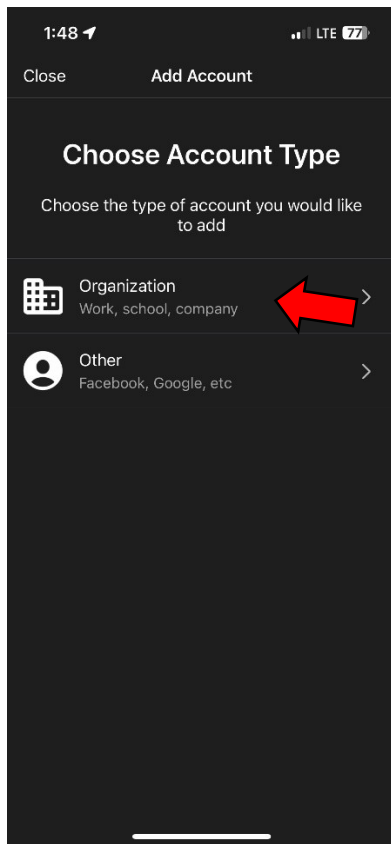


The screenshot shows the "Set Up Multifactor Authentication" page. At the top left is the MyNAVYHR logo, and at the top right is a circular icon with radiating lines. The main heading is "Set Up Multifactor Authentication". Below this, there is a paragraph: "The Navy requires multifactor authentication when logging in CAC-free. Please setup the factor(s) from the options provided." Underneath, there is a section titled "Set up required" with a blue checkmark icon. The first option is "Okta Verify FastPass", which is described as "Okta Verify FastPass is an authenticator app, installed on your mobile device, used to prove your identity". A blue "Set up" button is located below this option, and a red arrow points to it.


6) Open **Okta Verify** on your mobile device and select the Add Account button.




7) Select **Organization**, then **Skip**, then **Yes, Ready to Scan**.




8) Scan the QR code displayed on your desktop with your mobile device.



### Set Up Multifactor Authentication




1. Launch Okta Verify on the mobile device you want to enroll. Note you can only enroll Okta FastPass on a mobile device.
2. Select **Add an account**
3. Select **Organization**
4. Select **Skip**
5. Select **Yes, Ready to Scan**
6. Scan the QR code with your device's camera
7. Select **Enable**. Note you must enable biometrics on your device in order to enroll Okta FastPass.
8. If prompted in the Okta Verify app, provide your biometric.
9. Select **Done**



1:48 5G 76

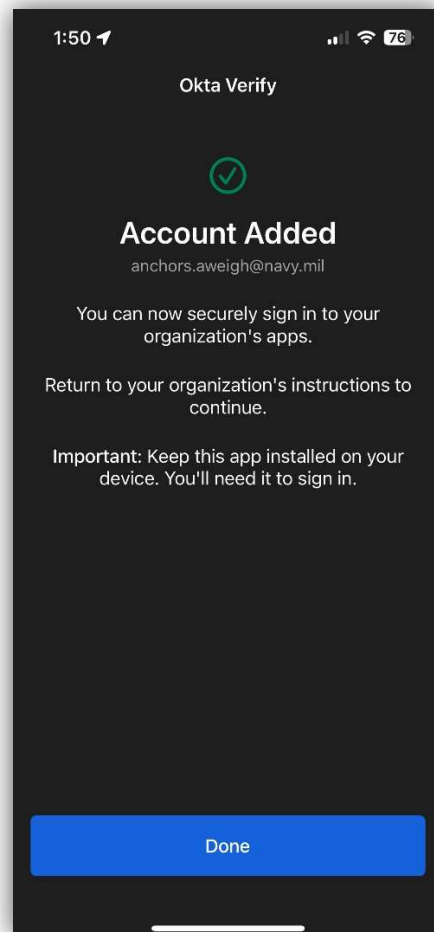
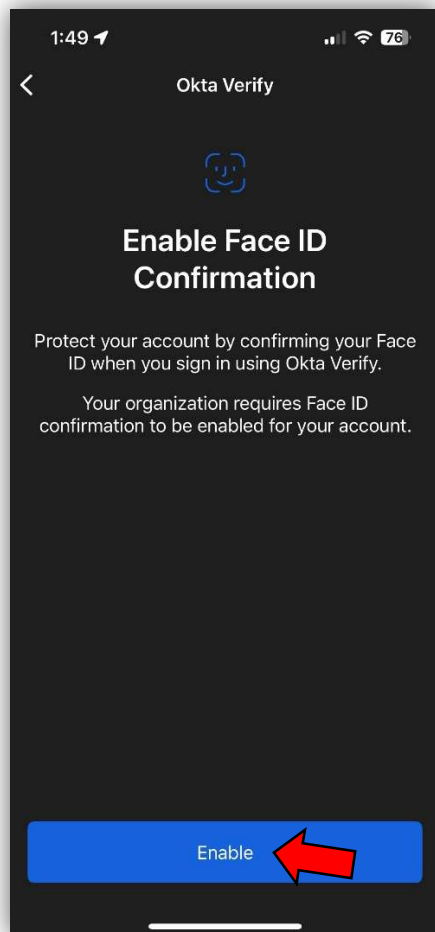
Scan QR Code



Center QR Code within the Frame

Enter Key Manually

9) Select **Enable**. If prompted, provide your biometrics.



10) MyNavy Portal will refresh showing that your device has been added. You can now use that mobile device to log in CAC-free.

You can add another device by selecting **Add Device** or remove an existing enrollment by selecting **Remove** next to the device name.

