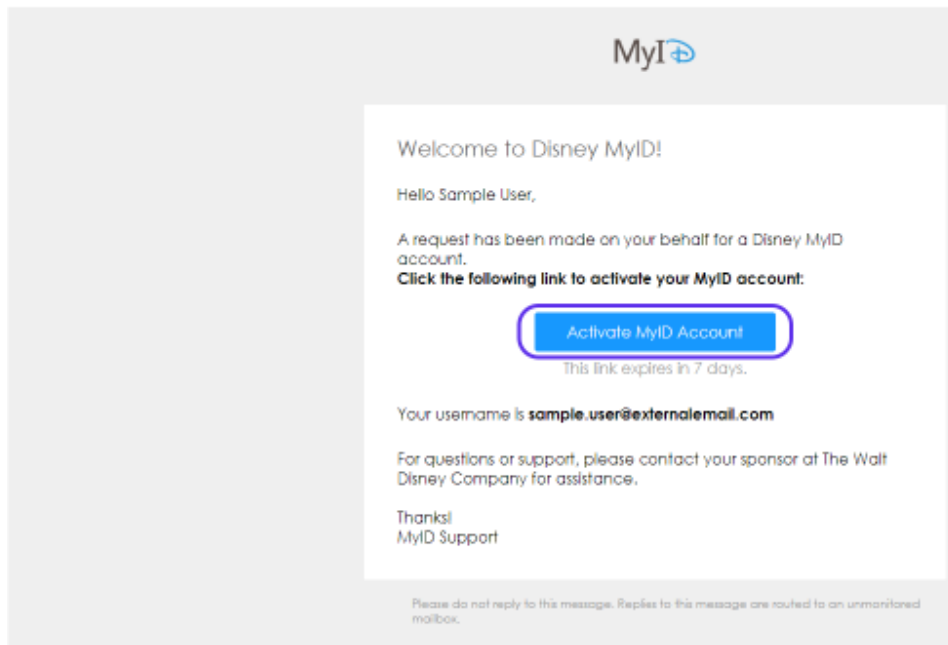


MyID Registration and MFA Enrollment Instructions for External Users

1. A registration email from “@okta.com” is sent to your email address.

Welcome to Disney MyID!

Okta <noreply@okta.com>



2. Select **Activate MyID Account**. Your internet browser opens to the registration page.
3. Under *Password*, select the **Set up** button.



Set up security methods

📧 sample.user@externalemail.com

Security methods help protect your account by ensuring only you have access.

Set up required



Password

Choose a password for your account
Used for access

Set up

[Back to sign in](#)

Change Language:

English



4. Create your MyID password by entering it in the **Enter password** field and then again in the **Re-enter password** field. Please note the password requirements listed above the fields and below FYR.

Password Requirements

- At least 16 characters long
- At least one upper case letter (A-Z)
- At least one lower case letter (a-z)
- At least one numeric character (0-9)
- At least one special character or symbol (~ ! @ # \$ ^ & * () _ â + = { } [] | : ; < > , . ? /)
- MUST NOT contain your username, real name or company name in the password
- MUST NOT use any Disney branded character names or commonly used passwords that are easily guessed (e.g. "password")
- MUST NOT use repeating characters (111, AAA) or patterns (disneydisneydisney, abcabcabc)
- MUST NOT be the same as one of your previous five passwords
- May not be changed more than once in a 24 hour period

MyID

Set up password

sample.user@externalemail.com

Password requirements:

- At least 16 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Password can't be the same as your last 5 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password

Re-enter password

Next

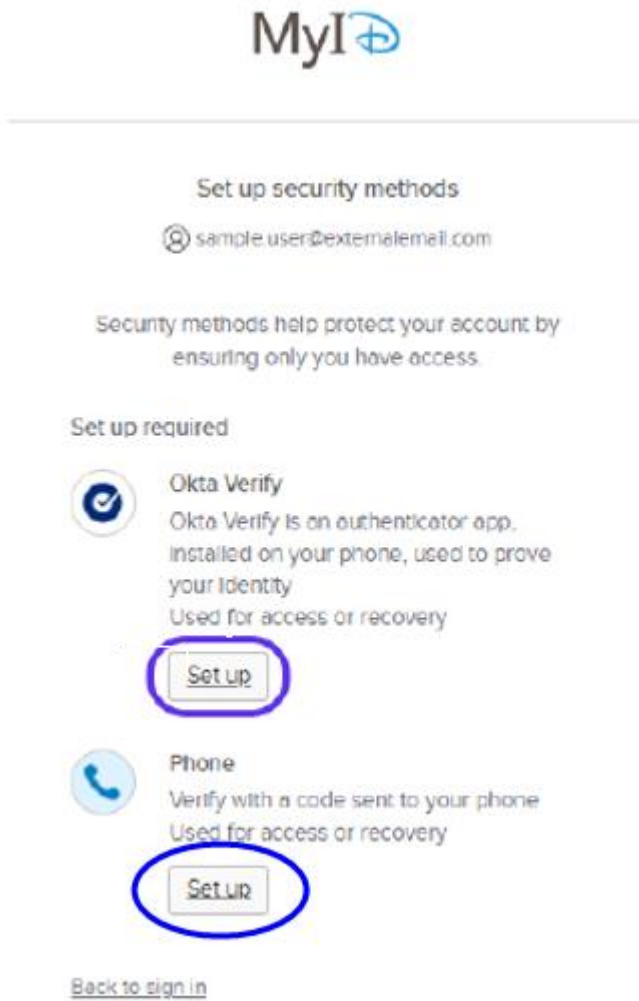
[Return to authenticator list](#)

[Back to sign in](#)

Change Language: English

5. Select **Next**. You are prompted to enroll in Multi-Factor Authentication (MFA).

6. You can select either option for setting up the security method via “**Okta Verify**” - Step 7 or “**Phone**” – Step 8, select **Set up**.



7. Follow the instructions to download the Okta Verify app, open it, and scan the QR code.



Set up Okta Verify

sample.user@externalmail.com

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account.
3. When prompted, tap Scan a QR code, then scan the QR code below:



[Can't scan?](#)

[Return to authenticator list](#)

[Back to sign in](#)

Change Language:

The Walt Disney Company ("Disney" or "Company") makes available certain Company-provided platforms and tools ("Platforms") that enable employees and other authorized individuals ("you") to access and share content from a computer or mobile device – with or without being on the Disney network. These Platforms are for authorized use only. All activity and communications on the Platforms, even if password-protected, may be reviewed, recorded, and disclosed subject to applicable law. Use of the Platforms, including for sharing or storing any Confidential Information, is governed by all applicable Disney policies. Any unauthorized use of any Platform may result in termination of access, disciplinary action up to and including employment termination, and/or legal action.

Pursuant to Disney policies, you must promptly report to Global Information Security any known or suspected lost or unauthorized disclosure of Company information. You understand that your personal data including your name and Disney email address may be sent to Platform providers in order to create and administer your account. The Platform provider may transfer your personal data and any posted content outside of your local territory.

8. Once you have enrolled with Okta Verify, the other security method is listed as optional. If you would like to set up this additional factor, select **Set up** under *Phone*. Otherwise, you may skip to step 11.



Set up security methods

 sample.user@externalemail.com

Security methods help protect your account by ensuring only you have access.

Set up optional



Phone

Verify with a code sent to your phone
Used for access or recovery

[Set up](#)

[Continue](#)

[Back to sign in](#)

9. After you select **Set up**, you are directed to the *Set up phone authentication* page. Choose whether you would like to receive a code via SMS or authenticate through a Voice call, then select your country, and input your phone number. Next, select **Receive a code via SMS**.

The screenshot shows a mobile application interface for setting up phone authentication. At the top, the 'MyI' logo is displayed. Below it is a circular icon with a blue telephone handset. The main heading is 'Set up phone authentication', followed by the email address 'sample.user@externalemail.com'. A message states: 'Enter your phone number to receive a verification code via SMS.' There are two radio button options: 'SMS' (which is selected) and 'Voice call'. Below these is a 'Country' dropdown menu currently set to 'United States'. The 'Phone number' field has a small box containing '-1' and a larger empty input field. A prominent blue button with rounded corners and a purple border is labeled 'Receive a code via SMS'. At the bottom, there are two links: 'Return to authenticator list' and 'Back to sign in'. A 'Change Language:' dropdown menu is set to 'English'.

10. A code is sent to your phone via SMS (or if you chose Voice call, an automated caller will call you to provide the code). In the **Enter Code** field, type in that code. Select **Verify**.



Set up phone authentication

📧 sample.user@externoemail.com

A code was sent to your phone . Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Change Language:

English

The Walt Disney Company ("Disney" or "Company") makes available certain Company-provided platforms and tools ("Platforms") that enable employees and other authorized individuals ("you") to access and share content from a computer or mobile device – with or without being on the Disney network. These Platforms are for authorized use only. All activity and communications on the Platforms, even if password-protected, may be reviewed, recorded, and disclosed subject to applicable law. Use of the Platforms, including for sharing or storing any Confidential Information, is governed by all applicable Disney policies. Any unauthorized use of any Platform may result in termination of access, disciplinary action up to and including employment termination, and/or legal action.

Pursuant to Disney policies, you must promptly report to Global Information Security any known or suspected loss or unauthorized disclosure of Company Information. You understand that your personal data including your name and Disney email address may be sent to Platform providers in order to create and administer your account. The Platform provider may transfer your personal data and any posted content outside of your local territory.

11. If you choose not to set up the other security factor, select **Continue**.



Set up security methods

 sample.user@externalemail.com

Security methods help protect your account by ensuring only you have access.

Set up optional



Phone

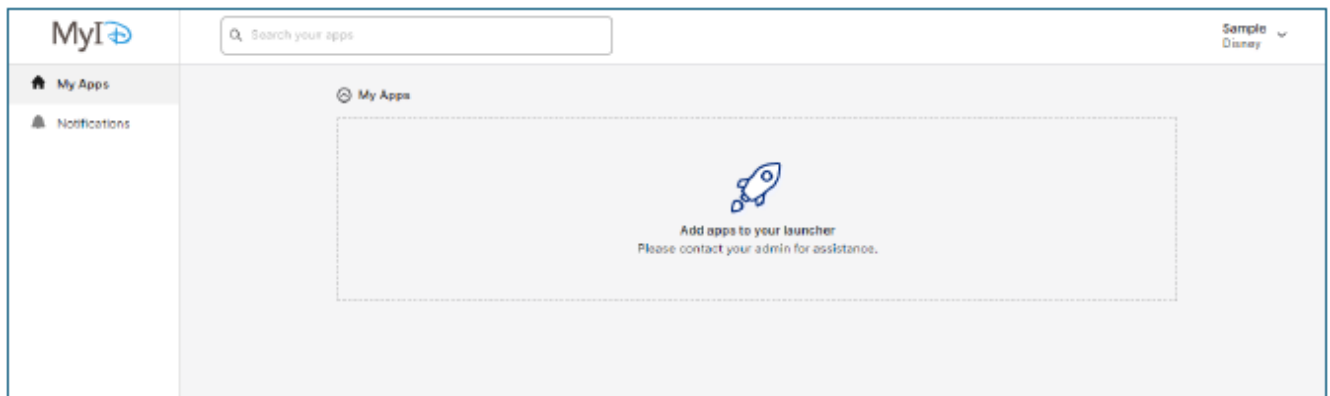
Verify with a code sent to your phone
Used for access or recovery

[Set up](#)

[Continue](#)

[Back to sign in](#)

12. Your MyID registration is complete, and you are directed to the Okta dashboard or access launch into our [DisneyLicensing.com](https://www.disney.com/licensing)



Important Note:

- Please complete MyID registration within **7** days before the MyID registration link expires.
- MyID account password must be at least **16** characters long including at least 1 upper case letter, 1 lower case letter, 1 numeric character and 1 special characters or symbol. Please refer to the Password Requirements for details.