Accessing Education Management System (EMS) with Okta Account

The Education Management System (EMS) is a platform designed to serve the needs of the NMLS Approved Education Program which is mandated by the SAFE Act. The EMS facilitates all processes associated with the education program, including education provider and course application processing, compliance reviews, course offering and completion reporting, and the financial transaction associated with these processes. The EMS feeds course completion data to the NMLS which tracks the education requirements and compliance for state agency MLO licensing.

NMLS Approved Course Provider – Set up Okta account to access EMS

As an NMLS Approved Course Provider, you access EMS through a single sign on platform called Okta, using Symantec VIP for dual authentication. The following steps outline how to set up account with Okta and set up Symantec VIP to authenticate.

Note: To complete this process, you need to download and install download and install Symantec VIP Access on your mobile device or desktop. Do this now.

When initially set up as a new user, NMLS enrolls you in Okta and an email is sent indicating that your Okta account is active.

1. Find the "Welcome to Okta" email from no-reply@sso.nmls.org.
2. Click **Activate Okta Account**.

> Your system administrator has created an Okta user account for you.
> **Click the following link to activate your Okta account:**
>
> [**Activate Okta Account**]
>
> This link expires in 30 days.
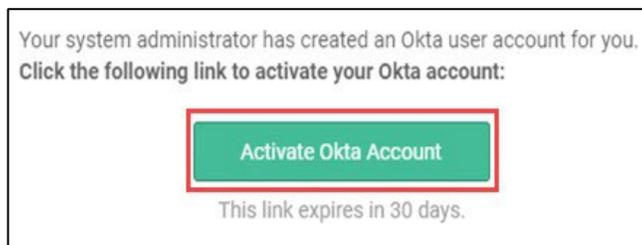
   Note: Your username is the email.

3. Create a new password, forgot password question and answer, and choose a security image. Click **Create My Account**.

   Note: Your password must be at least 15 characters. Be sure to secure and maintain the password

Welcome to sso.nmls.org, Mina!
Create your sso.nmls.org account

Enter new password

[   ]

Password requirements: at least 15 characters, a lowercase letter, an uppercase letter, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 5 passwords. At least 1 day(s) must have elapsed since you last changed your password.

Repeat new password

[   ]

Choose a forgot password question

[What is the food you least liked as a child?   ▼]

Answer

[   ]

Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

[Create My Account]

4. Click **Setup** to connect Symantec VIP.
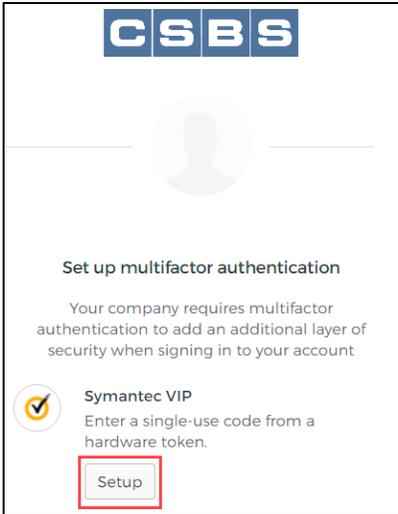
5. **Open Symantec VIP** on your computer, mobile app, or view the token.

   Note: The second Symantec Security Code will display after 30 seconds.

6. Type the **Credential ID** and **two sequential Security Codes** from Symantec VIP app.
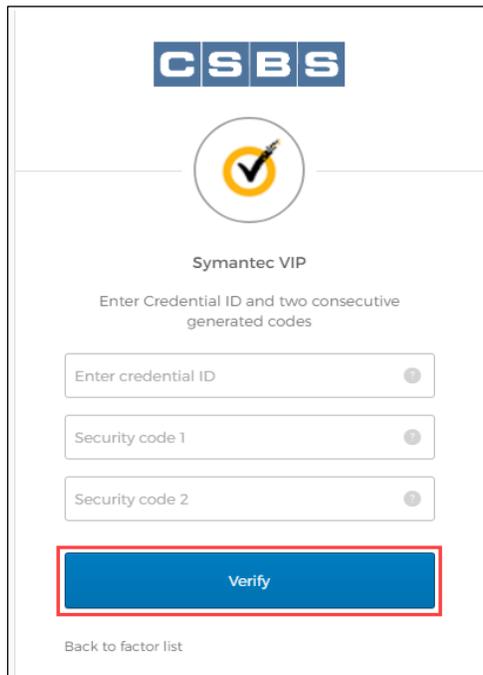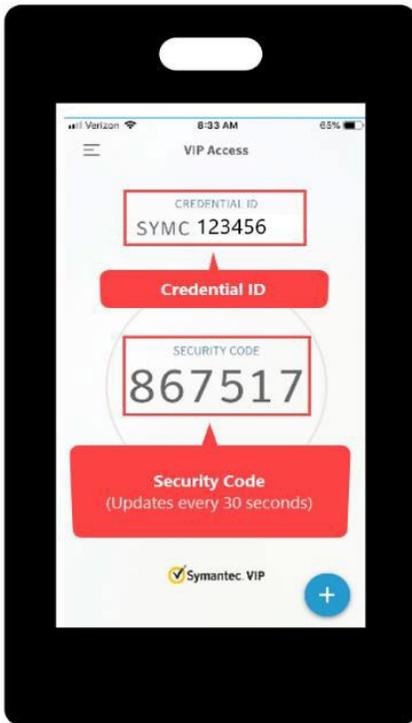
7. Click **Verify** to continue.

Congratulations! You are now logged into Okta and can access EMS.

Log into EMS via Okta

After you have created your Okta account and connected Symantec VIP, follow these steps to access EMS.

1. Go to https://csbs.appiancloud.com/
2. Click **EMS (Okta Login).**

3. Type your **Okta username**. Click **Next**.
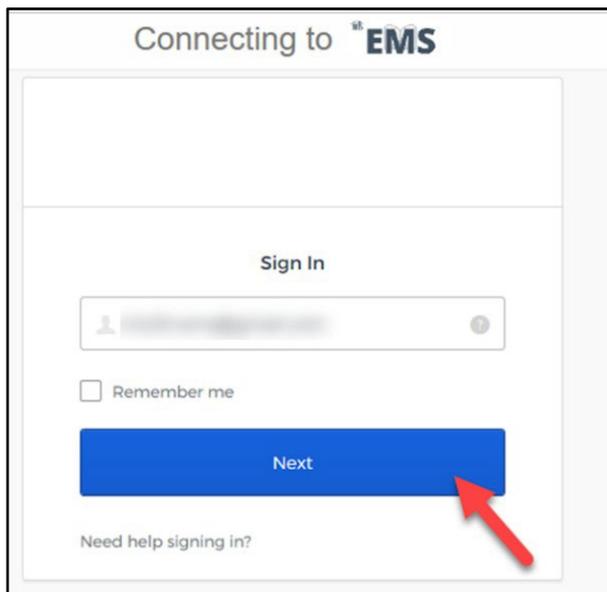
4. Type your **Okta password**. Click **Sign In**.
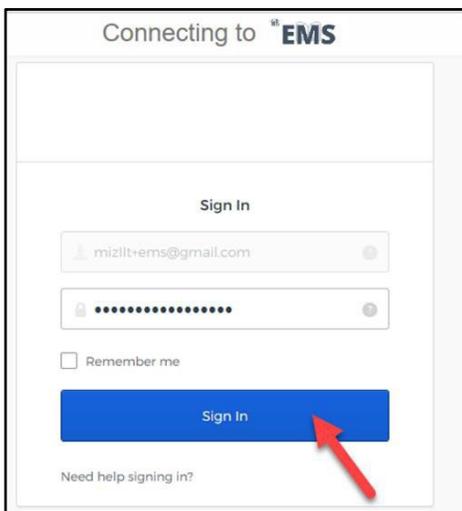
5. Open Symantec VIP on your mobile device, computer, or view the token. Type your Symantec VIP credential. Click **Verify**.

Congratulations! You are now logged into EMS.