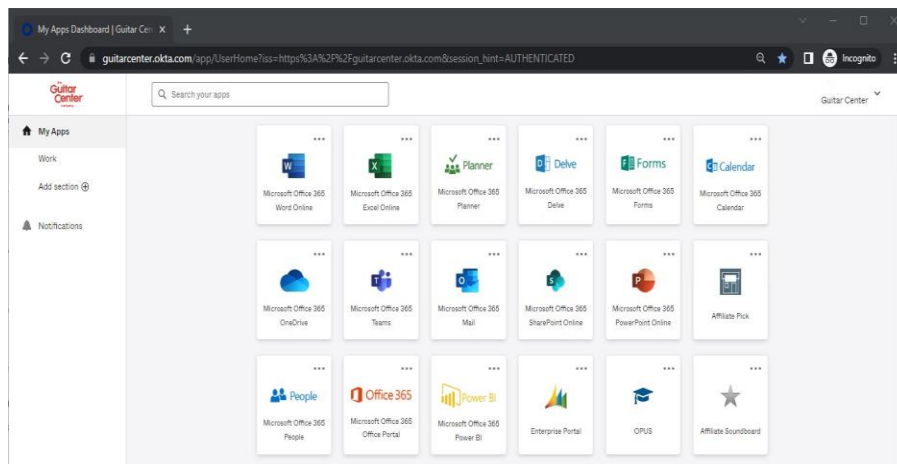


Systems Access: My Apps Dashboard & Okta

Music & Arts uses Okta provide secure access to the My Apps Dashboard, which is your one-stop location for all the affiliate apps. These guidelines and procedures will ensure that your information (and your customers' information) remains secure.

- **Each person accessing Music & Arts systems must have their own user ID.**
 - If additional employees in your store need access to M&A systems, please email AffiliateSupport@musicarts.com with each employee's first + last name, and their unique email address.
 - If any employees with access to M&A systems leave, please email AffiliateSupport@musicarts.com so we can disable their access to M&A systems.
- **Passwords expire and must be changed every 90 days.**
 - Passwords must follow our secure password requirements:
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username
 - Your password cannot be any of your last 24 passwords
- **Please bookmark the [Affiliate Account Reset Request Form](#), which can be used to request an account reset if you are unable to access your account.**
- **Questions or concerns can be directed to your ARM or Affiliate Support.**

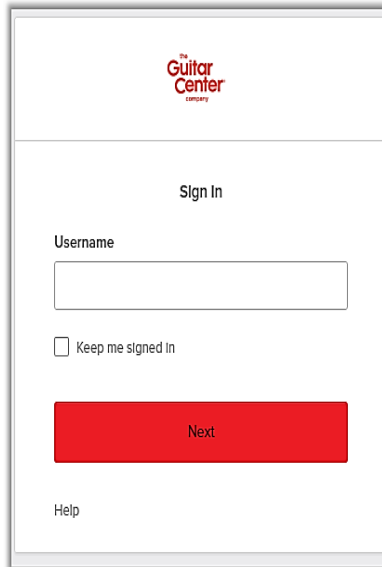


The next few pages outline the first-time sign-in process for Affiliate Users.

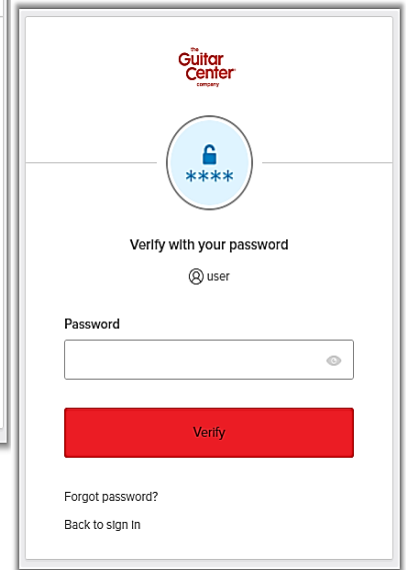
Okta Setup Guide - Affiliates

Signing In

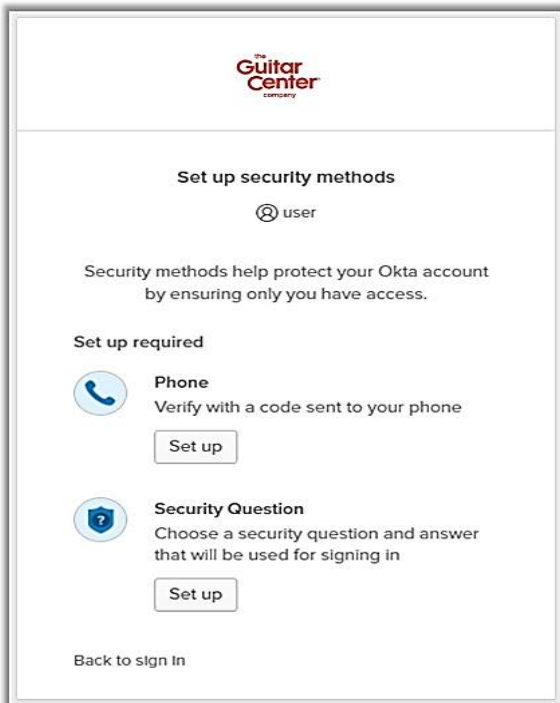
- Go to <https://guitarcenter.okta.com/>.
- Enter your user ID and click “next”
- Enter your temporary password (emailed when account was set up) and click Verify.



The screenshot shows the 'Sign In' page for The Guitar Center company. At the top is the logo. Below it is the text 'Sign In'. There is a 'Username' label followed by a text input field. Below the input field is a checkbox labeled 'Keep me signed in'. A large red button labeled 'Next' is positioned below the checkbox. At the bottom left, there is a 'Help' link.



The screenshot shows the 'Verify with your password' page for The Guitar Center company. At the top is the logo. Below it is a circular icon containing a padlock and four asterisks. The text 'Verify with your password' is centered. Below this is a user icon labeled '@ user'. There is a 'Password' label followed by a text input field with a visibility toggle icon. A large red button labeled 'Verify' is positioned below the input field. At the bottom, there are two links: 'Forgot password?' and 'Back to sign In'.

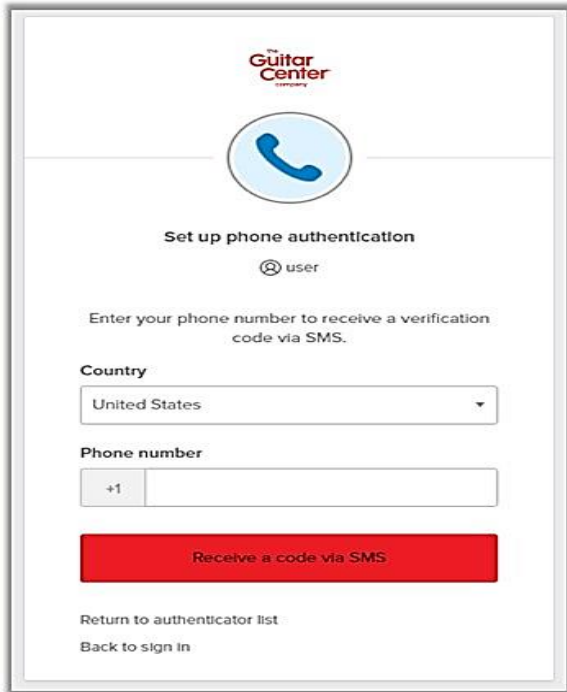


The screenshot shows the 'Set up security methods' page for The Guitar Center company. At the top is the logo. Below it is the text 'Set up security methods' and a user icon labeled '@ user'. A paragraph explains that security methods help protect the account. Below this is a section titled 'Set up required' with two options: 'Phone' (with a phone icon) and 'Security Question' (with a question mark icon). Each option has a 'Set up' button. At the bottom left, there is a 'Back to sign In' link.

Setting Up Security Methods

- Set up SMS authentication and a security question. (These are required.)
- You also have the option to set up Okta Verify, which is optional, but provides more security than the required SMS authentication.

Okta Setup Guide – Phone & Security Question



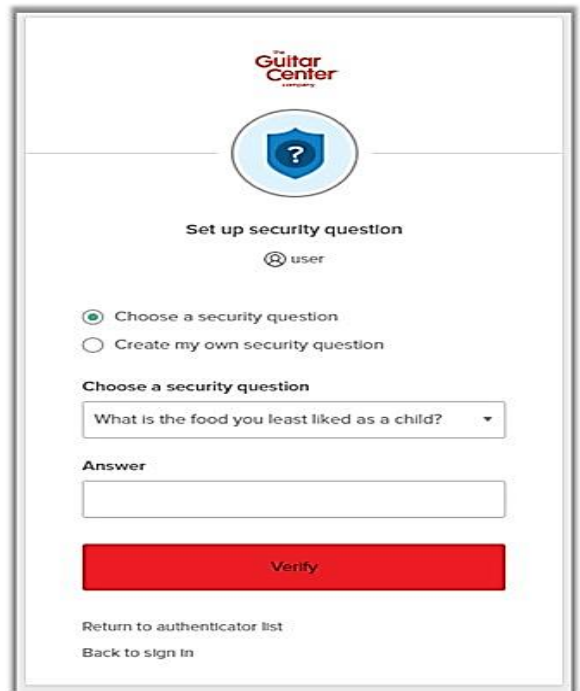
Phone Authentication

1. Click on the Set Up button below “Phone”.
2. Enter your phone number and click on “Receive a code via SMS.”
3. Enter the code sent to the phone via SMS in the Enter Code box on the screen and then click on Verify.

Security Question

1. Click on Set Up below Security Question.
2. Choose a security question or create your own and provide an answer.
3. Once completed, click on Verify.

Security Tip: Do not use personal or identifiable information (social security number, mother’s maiden name, date of birth, etc.)



Okta Setup Guide – Okta Verify app (for phone or mobile device)

Setting Up Okta Verify (Not Required)

You will be prompted to optionally set up Okta Verify. While not required, Okta Verify provides more security than the required SMS authentication. You will need two devices - your computer to log in and your mobile device to download and set up Okta Verify.



1. Download Okta Verify from the App Store (iOS) or Google Play (Android).
2. Open the Okta Verify app and click “Add Account” or the + icon located near the top right.
3. When prompted to choose an account type, select Organization.
4. On the next screen, click “Yes, Ready to Scan” and scan the QR code displayed **on your computer screen**.
5. Verify your account following the on-screen prompts.
6. Once complete, an Account Added screen will be displayed. Click Done.

