

# ACCESSING THE JDAICONNECT THROUGH OKTA

## How to Create Your Account

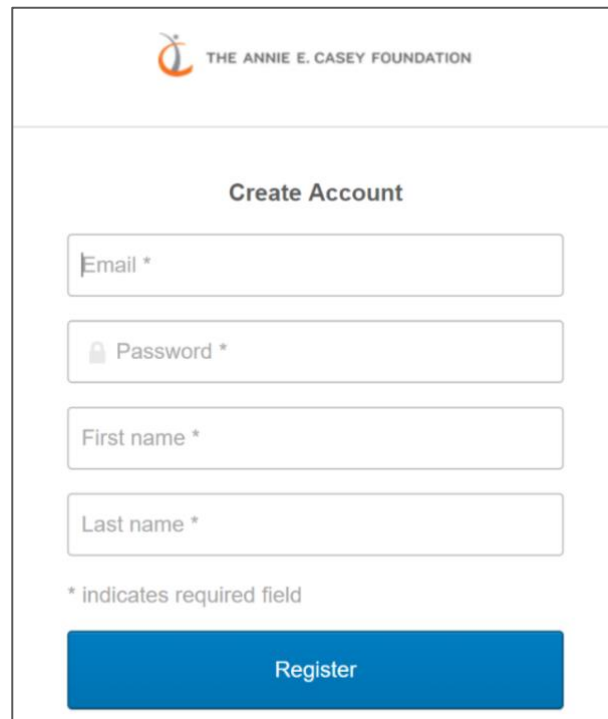
The Annie E. Casey Foundation provides its partners secure access to JDAIconnect, through Okta, an access management system. Registering for an account with Okta will give you quick access to JDAIconnect.

If you want to join JDAIconnect, and already have an Okta account with the Foundation, you do **not** need to set up an additional account to access JDAIconnect. Please log onto your existing account at [partners.acef.org](https://partners.acef.org) and skip to step # 7.

Step-by-step instructions are provided below. In the event you need help, please contact the Foundation's Technology Helpdesk [TechnicalSupport@acef.org](mailto:TechnicalSupport@acef.org)

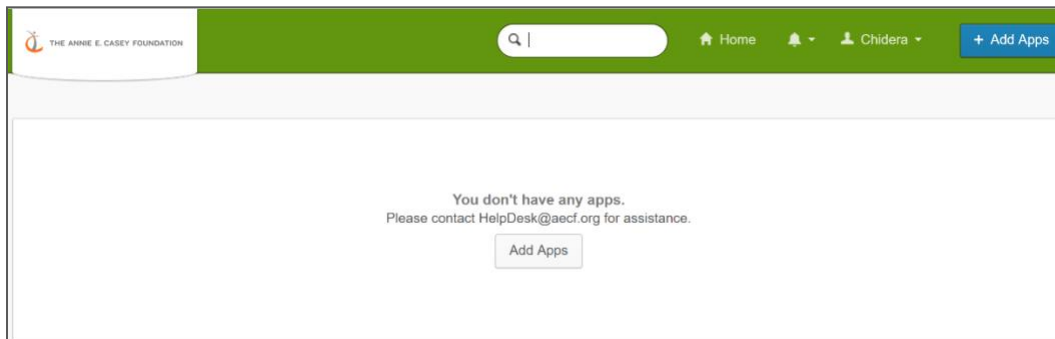
### INSTRUCTIONS

1. Click on the following link:  
<https://partners.acef.org/signin/register>.
2. Enter your email address, password, first name and last name. Be sure to use an email to which you have easy access, because you'll need it for future logins and communication from your community.
3. The password field has specific requirements:
  - at least 10 characters;
  - at least one number;
  - at least one symbol;
  - at least one lowercase letter;
  - at least one uppercase letter; and
  - does not contain part of your username, first name or last name.
4. Once all four fields are completed, click on "Register."



The screenshot shows the 'Create Account' form on the Annie E. Casey Foundation's Okta login page. The form is titled 'Create Account' and includes four required input fields: 'Email \*', 'Password \*', 'First name \*', and 'Last name \*'. Below these fields is a note: '\* indicates required field'. At the bottom of the form is a blue 'Register' button. The header of the page features the Annie E. Casey Foundation logo and name.

5. Please check your email for the verification email and activate your account.
6. Sign in to your just created Okta account
7. Your Okta homepage will show you Casey services, called apps, to which you have access. **When logging in for the first time, you will need to request access to JDAIconnect. Click on the blue “+ Add Apps” button in the top right-hand corner of the screen.**



8. Click Request App to join JDAIconnect.



9. Confirm your request to join JDAIconnect.

Please bookmark this address <https://partners.aecf.org> to access JDAIconnect moving forward.