

# State of Montana Online Services

## Account Registration

These instructions guide you in creating an “Okta” account with the State of Montana so that you can access one of their available online services.

For additional help, visit the [FAQ](#) page.

### Instructions:

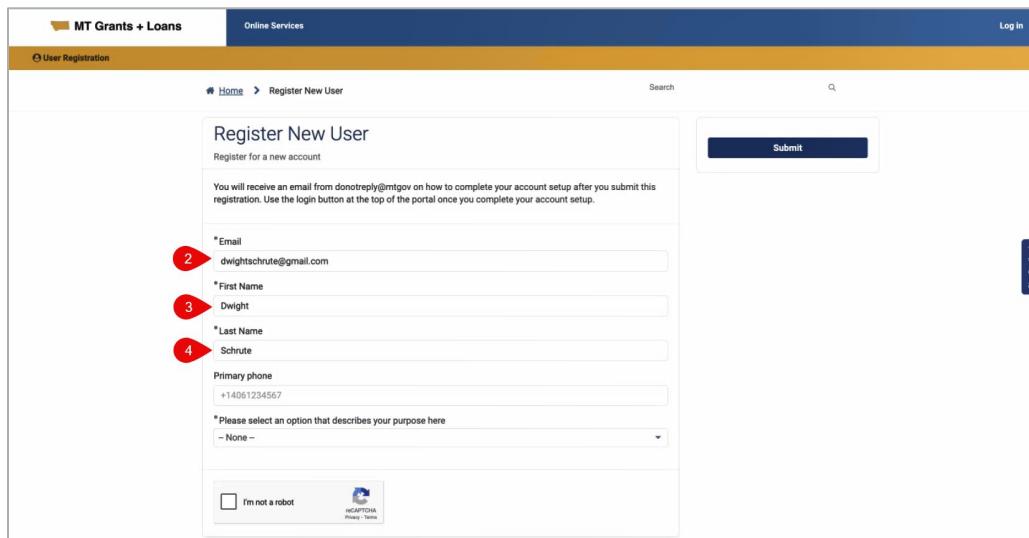
To start, have the [Montana Grants + Loans](#) homepage open on your internet browser. (<https://montana.servicenowservices.com/mtgl>)

1. Select the **User Registration** link.



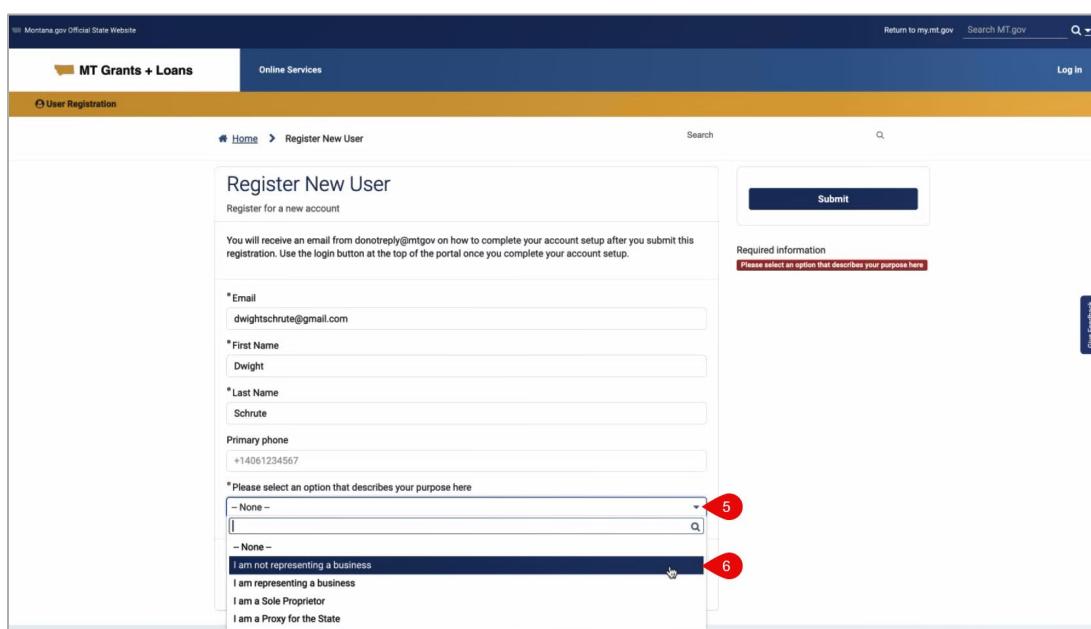
The screenshot shows the homepage of the MT Grants + Loans website. At the top, there is a navigation bar with links for "Montana.gov Official State Website", "Return to my.mt.gov", "Search MT.gov", and "Log In". Below the navigation bar, there is a yellow header bar with the "MT Grants + Loans" logo and a "User Registration" link. A red circle with the number "1" is drawn around the "User Registration" link. The main content area has a background image of a cloudy sky and displays the text "Good morning, Welcome to Montana Grants + Loans".

2. Enter “**your desired email address**” in the **Email** textbox.
3. Enter “**your first name**” in the **First Name** textbox.
4. Enter “**your last name**” in the **Last Name** textbox.



The screenshot shows the "Register New User" form. The "Email" field (2) contains "dwightschrute@gmail.com", the "First Name" field (3) contains "Dwight", and the "Last Name" field (4) contains "Schrute". The form also includes fields for "Primary phone", "Purpose", and a CAPTCHA. A red circle with the number "2" is over the "Email" field, and red circles with the numbers "3" and "4" are over the "First Name" and "Last Name" fields respectively.

5. Select the **Please select an option that describes your purpose here** drop-down arrow.
6. Select **your desired option** from the drop-down menu.

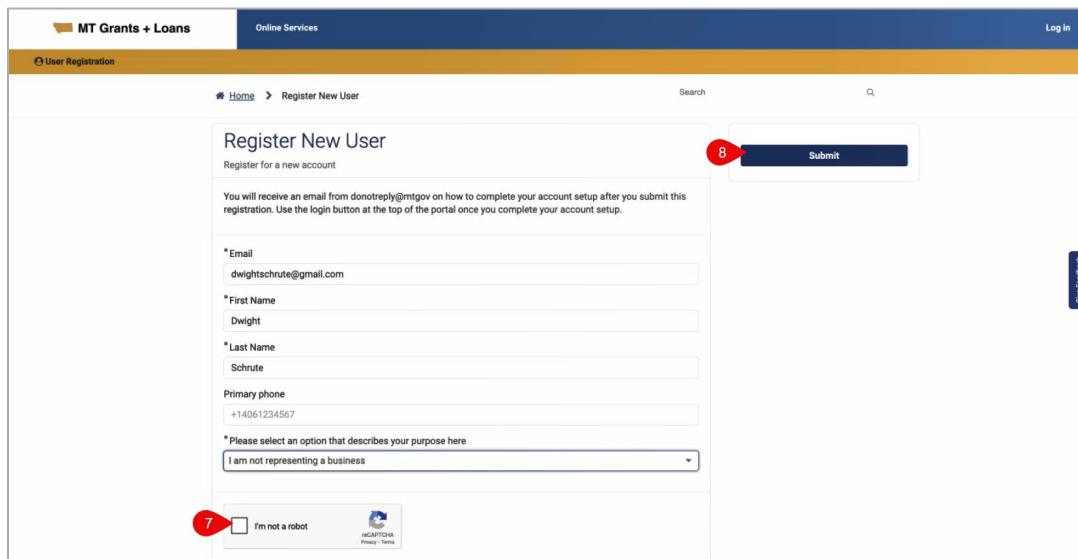


The screenshot shows the "Register New User" form with the "Purpose" dropdown open. The dropdown menu contains several options, with "I am not representing a business" highlighted. A red circle with the number "5" is over the dropdown arrow, and a red circle with the number "6" is over the highlighted option.

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7. Select the **I'm not a robot** checkbox.
8. Select the **Submit** button.



MT Grants + Loans

Online Services

User Registration

Home > Register New User

Search

Submit

Register New User

Register for a new account

\*Email: dwightschrute@gmail.com

\*First Name: Dwight

\*Last Name: Schrute

Primary phone: +14061234567

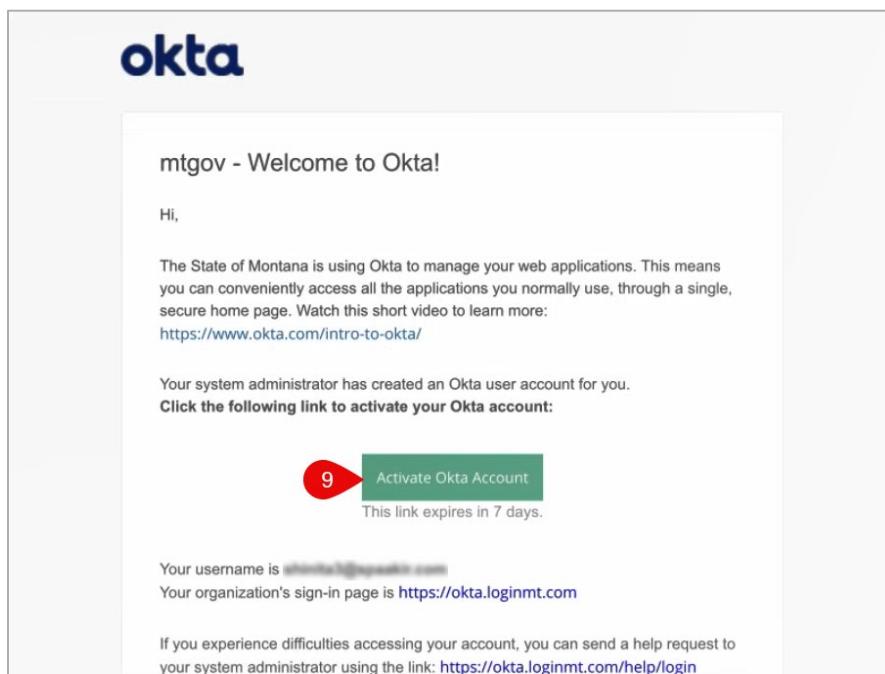
\*Please select an option that describes your purpose here: I am not representing a business

I'm not a robot

reCAPTCHA

Proceed to your email account where an email from **Do Not Reply noreply@service.mt.gov** has been sent to the email account you entered.

9. After opening the email, select the **Activate Okta Account** button.



mtgov - Welcome to Okta!

Hi,

The State of Montana is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: <https://www.okta.com/intro-to-okta/>

Your system administrator has created an Okta user account for you. Click the following link to activate your Okta account:

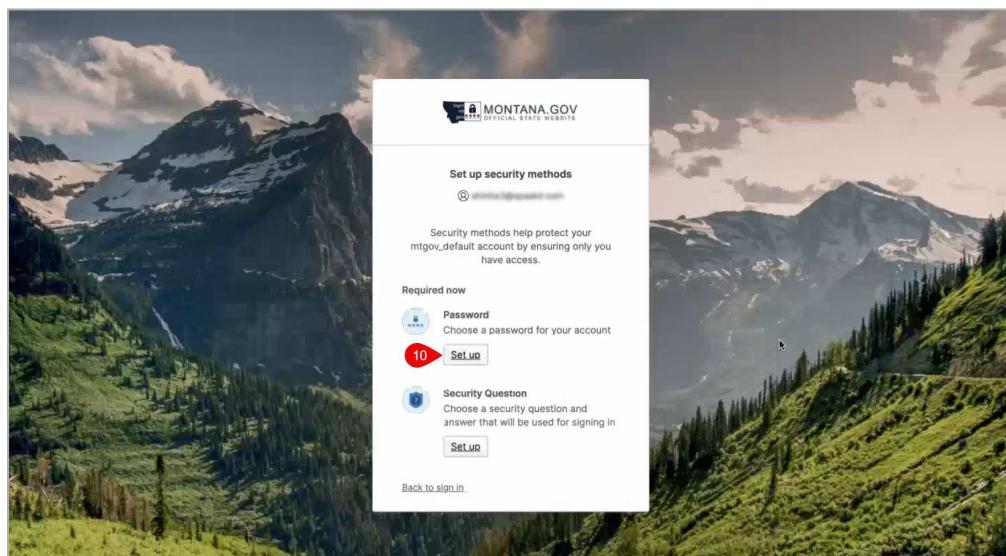
[Activate Okta Account](#)

This link expires in 7 days.

Your username is [dwightschrute@gmail.com](mailto:dwightschrute@gmail.com)  
Your organization's sign-in page is <https://okta.loginmt.com>

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://okta.loginmt.com/help/login>

10. Select the **Set Up** button.



MONTANA.GOV  
OFFICIAL STATE WEBSITE

Set up security methods

✉ dwightschrute@gmail.com

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

Required now

>Password

Choose a password for your account

[Set Up](#)

Security Question

Choose a security question and answer that will be used for signing in

[Set Up](#)

[Back to sign in](#)

11. Enter “**your desired password**” in the **Enter password** textbox.

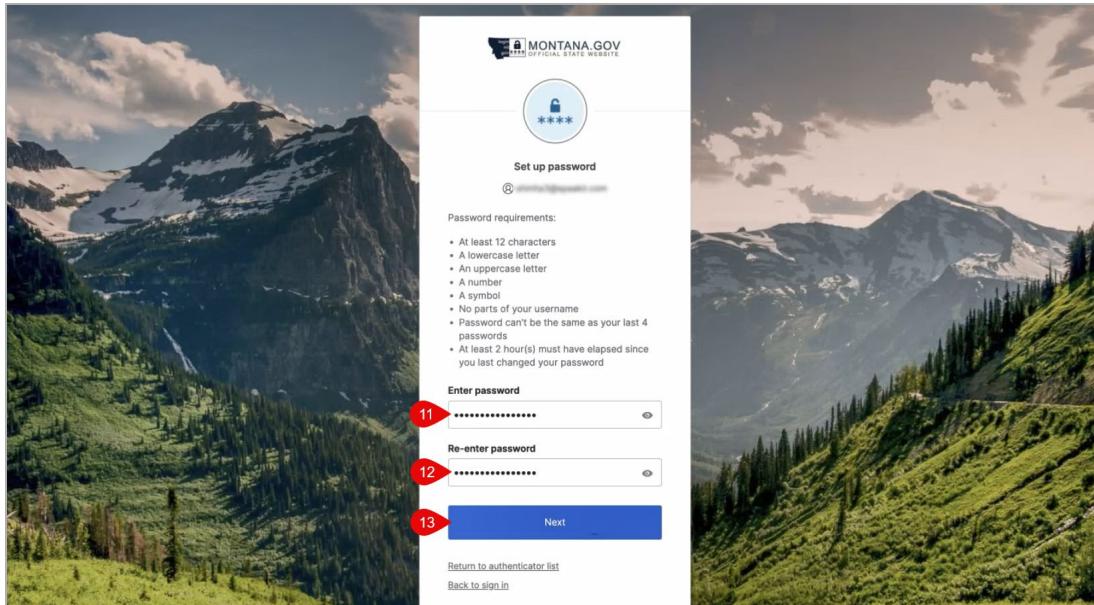
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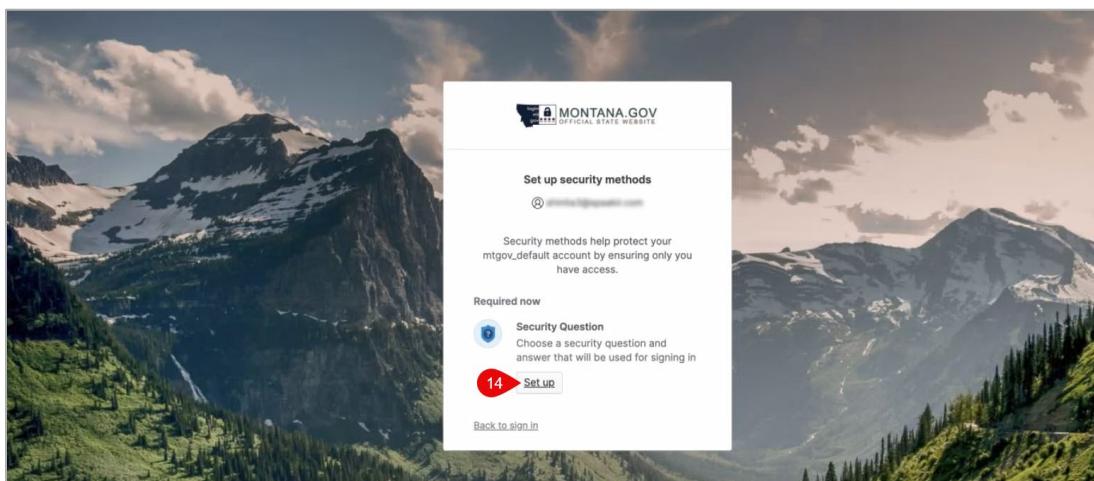
**Note:** Be mindful of the password requirements: At least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, and no parts of your username.

12. Enter “**the same password**” in the **Re-enter password** textbox.

13. Select the **Next** button.



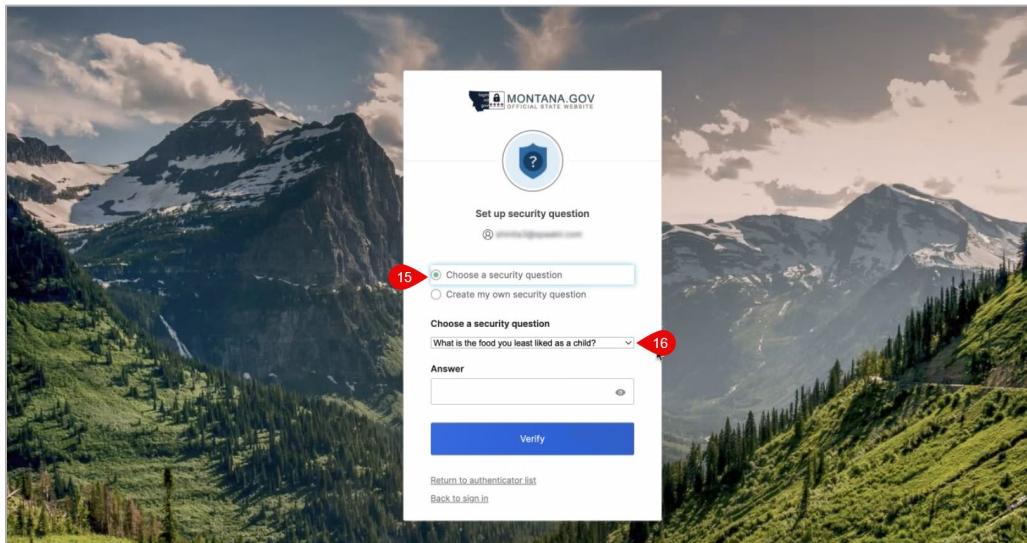
14. Select the **Set Up** button.



15. In these instructions, the **Choose a security question** radio button is selected.

**Note:** You may choose the **Create my own security question** radio button to populate your own question.

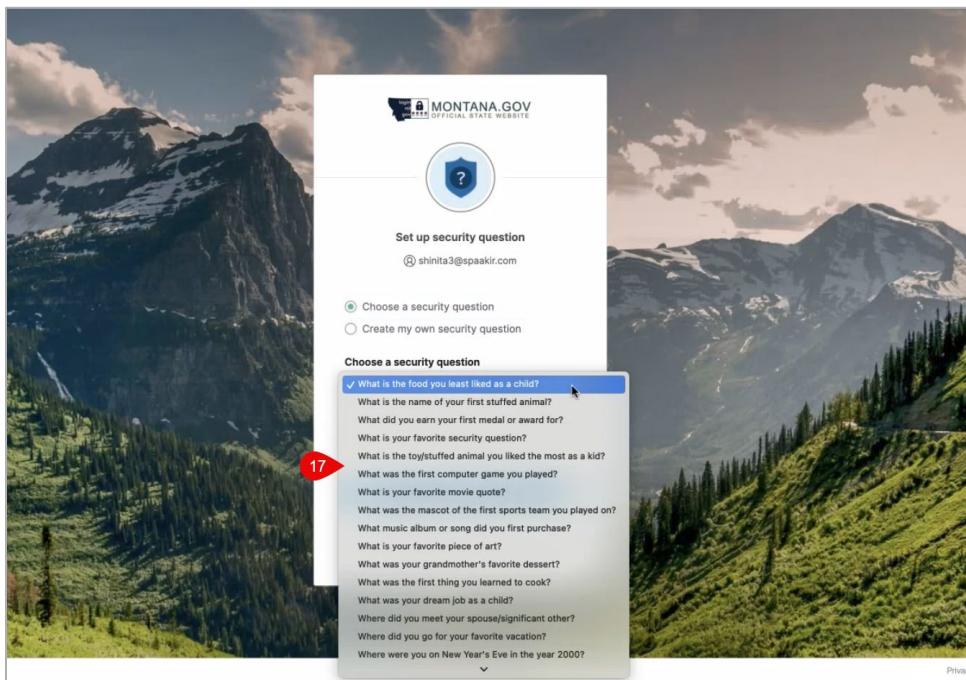
16. Select the **Choose a security question** drop-down menu.



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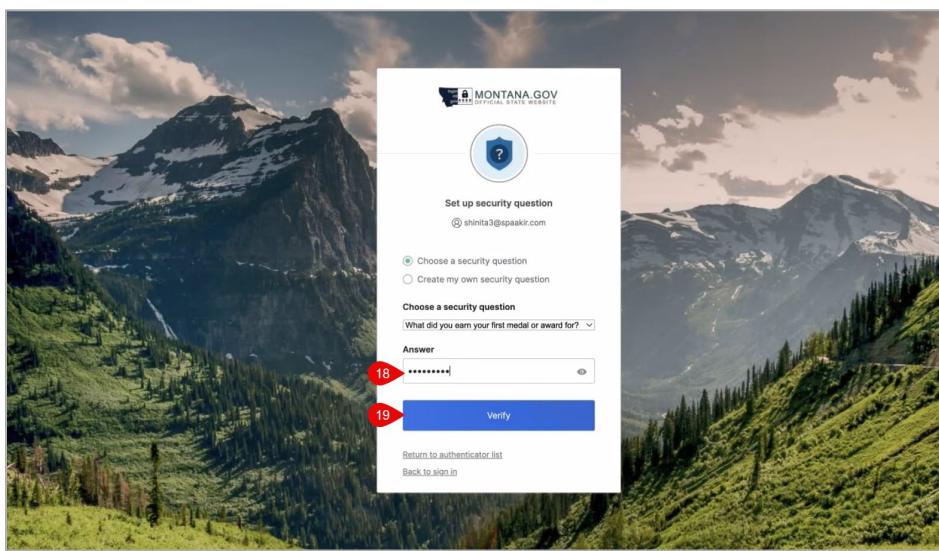
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17. Select **your desired drop-down option** from the menu.

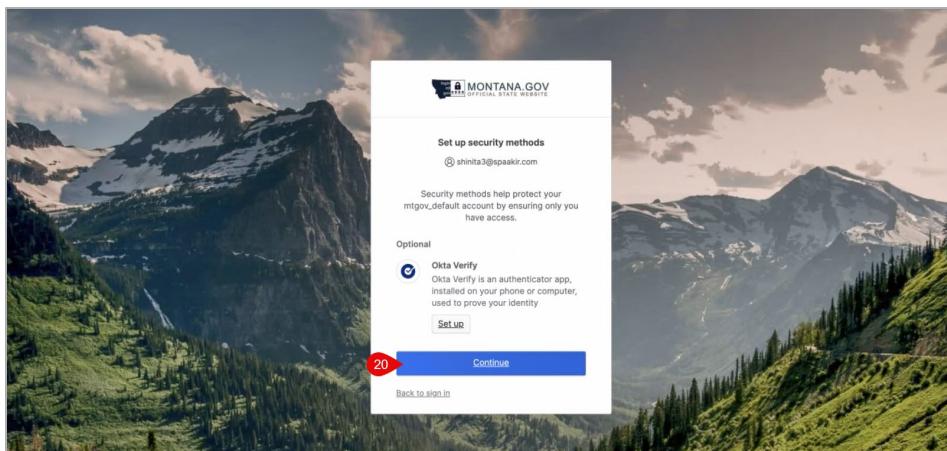


18. Enter "**your desired answer**" in the **Answer** textbox.

19. Select the **Verify** button.



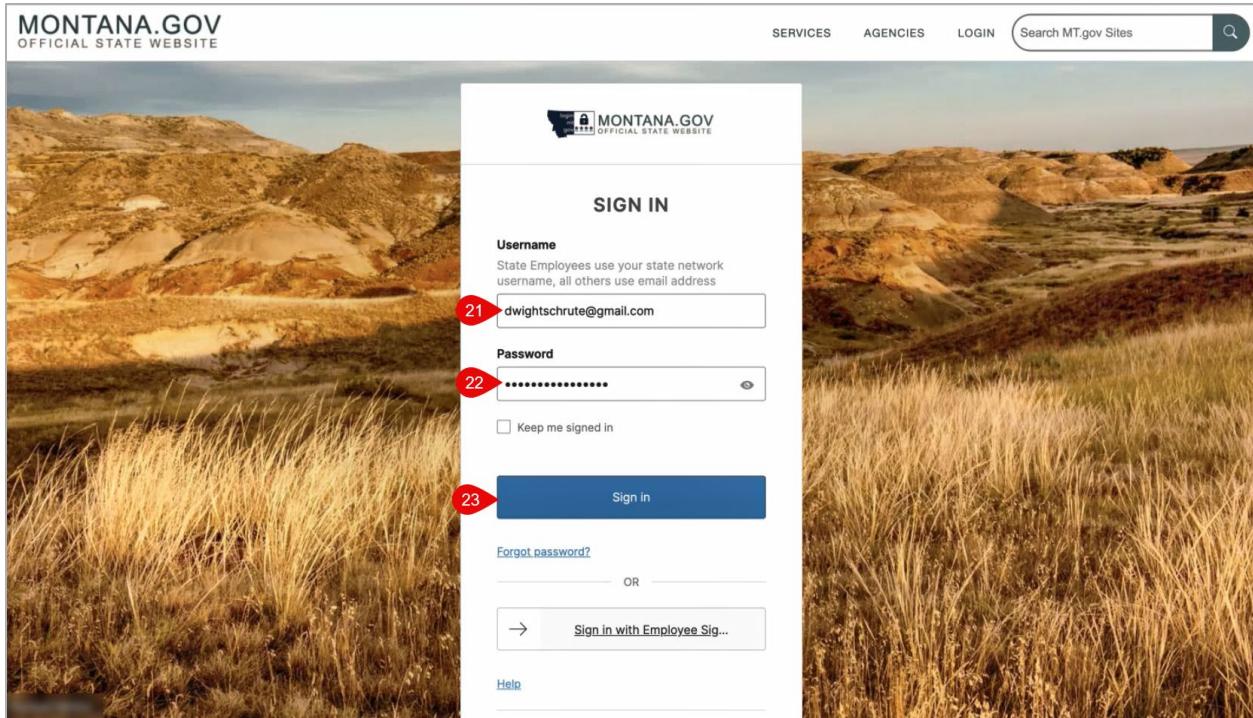
20. Select the **Continue** button.



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## Account Registration

21. Enter “**your email address**” into the **Username** textbox.
22. Enter “**your password**” into the **Password** textbox.
23. Select the **Sign in** button.



24. If you experience an error page, enter “<https://montana.servicenowservices.com/mtgl>” into the **IP address** bar.

