

State of Montana Online Services

Account Registration

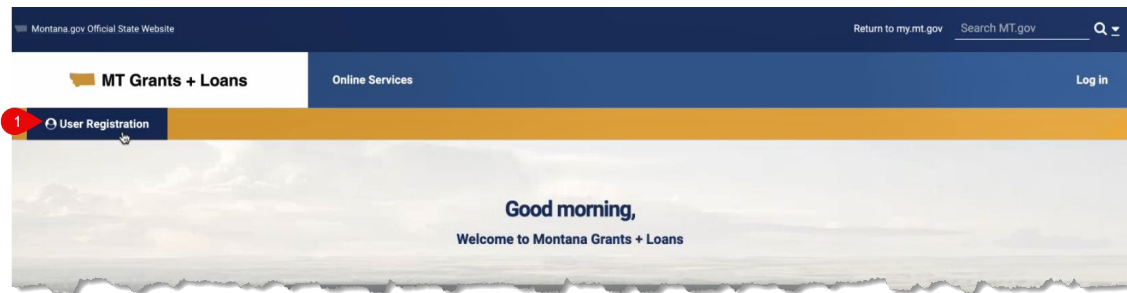
These instructions guide you in creating an “Okta” account with the State of Montana so that you can access one of their available online services.

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.



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.

A screenshot of the 'Register New User' form. The form is titled 'Register New User' and includes a 'Submit' button. The form fields are: *Email (dwightschrute@gmail.com), *First Name (Dwight), *Last Name (Schrute), and Primary phone (+14061234567). There is also a dropdown menu for 'Please select an option that describes your purpose here' with a red circle and the number 5. A 'I'm not a robot' checkbox and a CAPTCHA image are at the bottom.

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.

A screenshot of the 'Register New User' form with the dropdown menu open. The dropdown menu shows several options: '- None -', 'I am not representing a business', 'I am representing a business', 'I am a Sole Proprietor', and 'I am a Proxy for the State'. The option 'I am not representing a business' is highlighted with a red circle and the number 6. The dropdown menu is also labeled with a red circle and the number 5.

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

MT Grants + Loans Online Services Log in

User Registration

Home > Register New User Search

Register New User

Register for a new account

You will receive an email from donotreply@mtgov on how to complete your account setup after you submit this registration. Use the login button at the top of the portal once you complete your account setup.

*Email
dwightschnrute@gmail.com

*First Name
Dwight

*Last Name
Schnrute

Primary phone
+14061234567

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

☐ I'm not a robot

Submit

- 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.

okta

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 dwightschnrute@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

dwightschnrute@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](#)

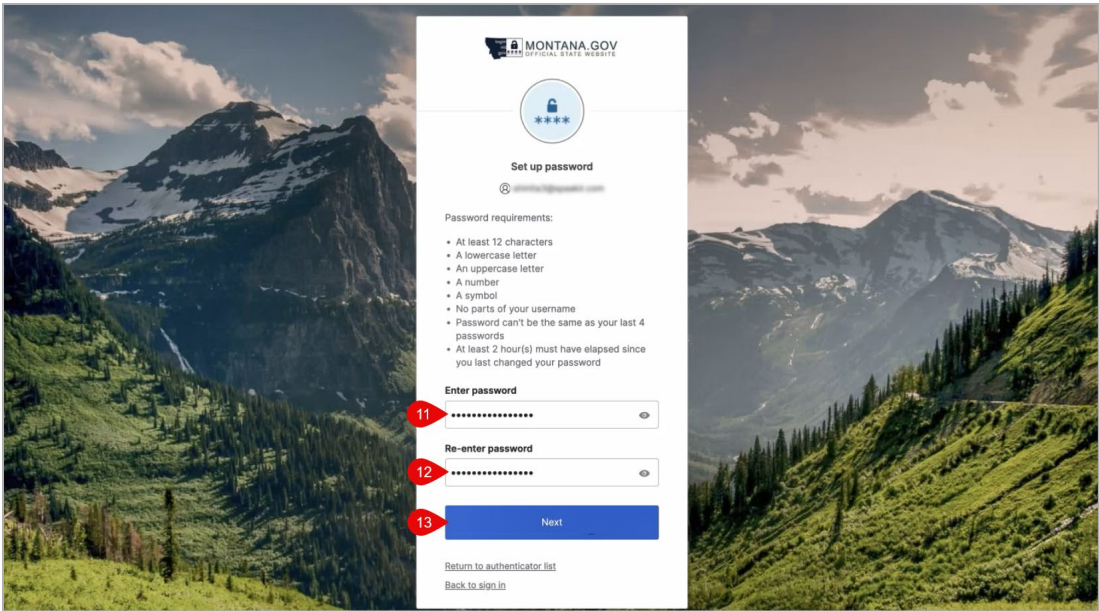
- 11. Enter **“your desired password”** in the **Enter password** textbox.

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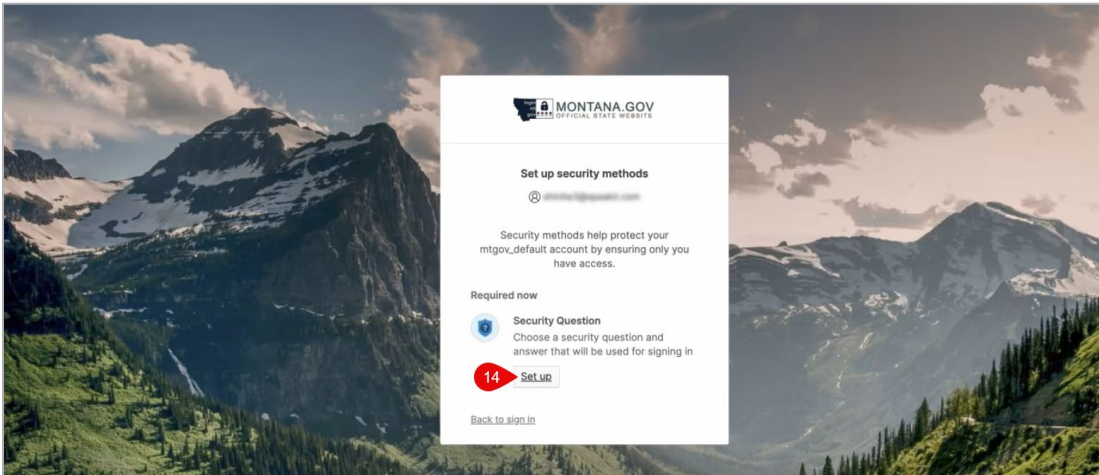
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Note: Be mindful of the password requirements: At least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, and no parts of your username.

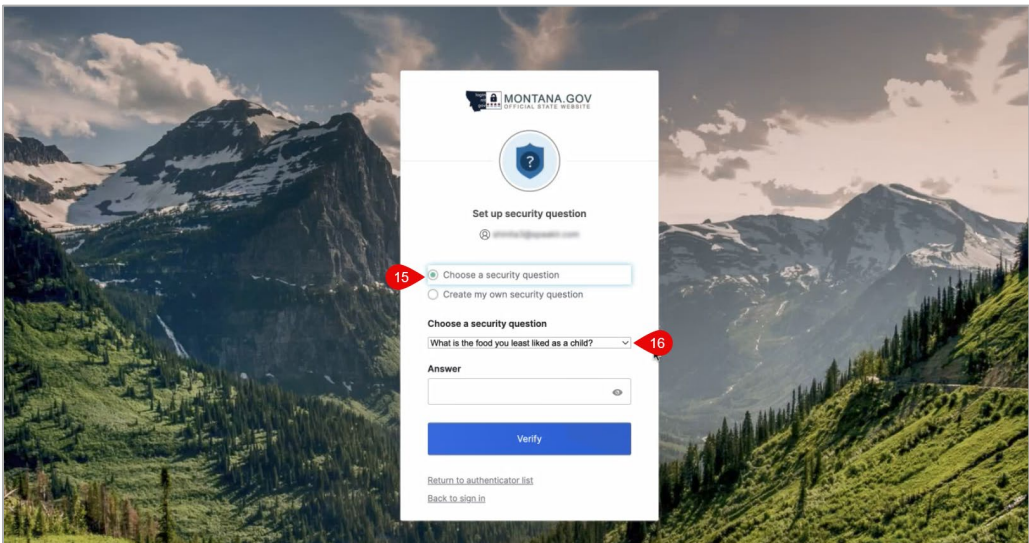
- 12. Enter “**the same password**” in the **Re-enter password** textbox.
- 13. Select the **Next** button.



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



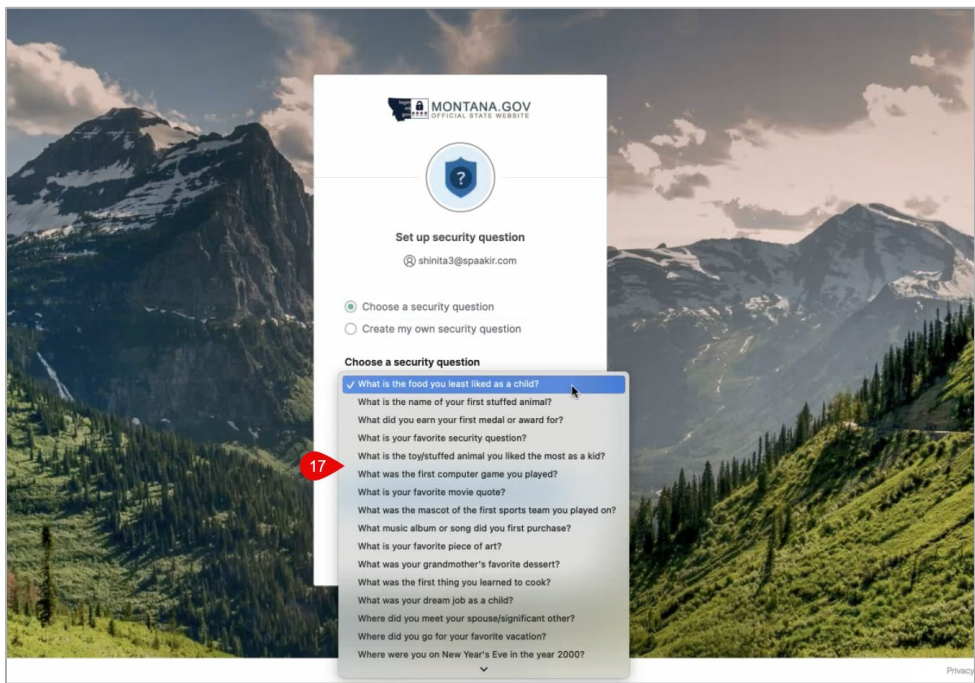
- 15. In these instructions, the **Choose a security question** radio button is selected.
Note: You may choose the **Create my own security question** radio button to populate your own question.
- 16. Select the **Choose a security question** drop-down menu.



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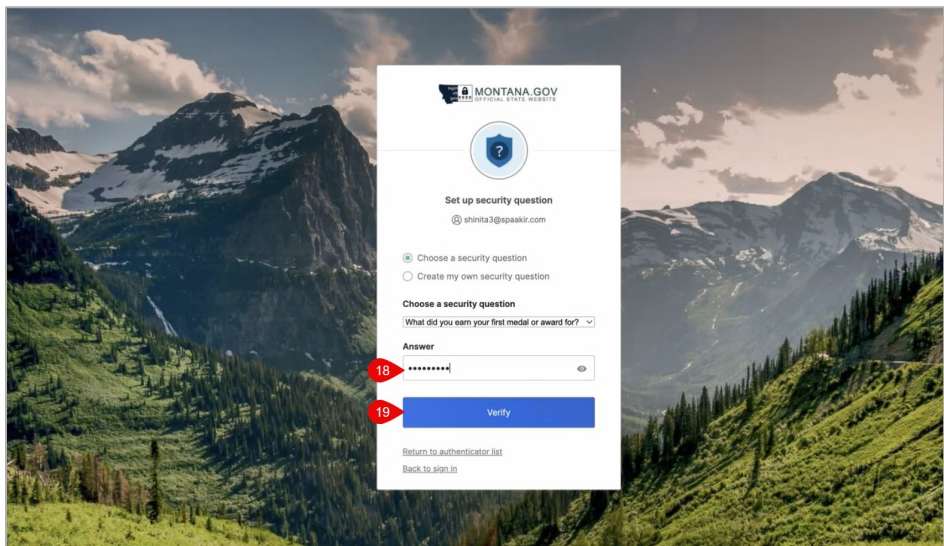
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17. Select **your desired drop-down option** from the menu.

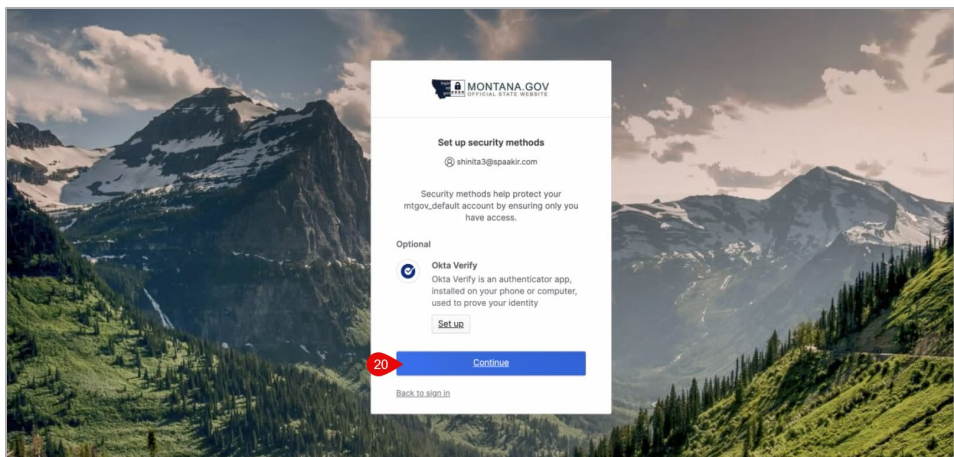


18. Enter "**your desired answer**" in the **Answer** textbox.

19. Select the **Verify** button.



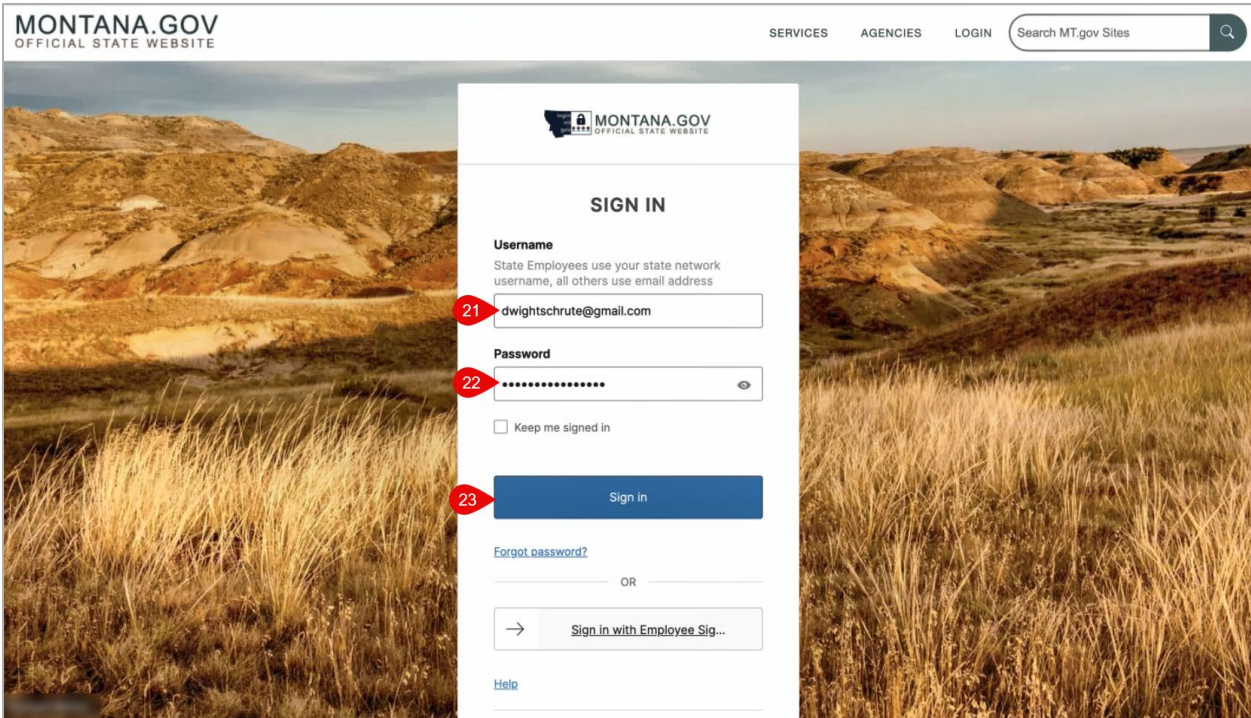
20. Select the **Continue** button.



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- 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.

