Nasdaq Sign-in Access for NORA
(Nasdaq Online Reporting Application)

Introduction

Multi-factor authentication (MFA) is a multi-step account login process that requires users to provide information in addition to a password. It is used to validate a user's identity for access and helps prevent unauthorized users from accessing accounts, even in the event of a stolen password.

For NORA authentication, you will use a platform called "Nasdaq Sign In" which is using infrastructure provided by "Okta".

In this guide, there are instructions for:
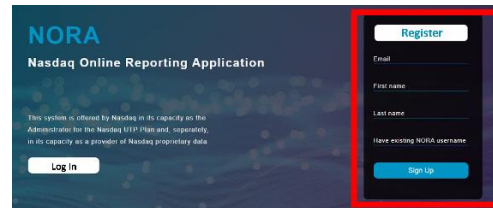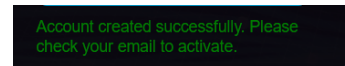
Assistance: dataops@nasdaq.com

Part 1: Initial Set-up

What you will need:
- "Welcome" email
- Mobile Device
- Verification App downloaded (See Page 3)

Step 1 Log on to NORA. Even if you have previously used NORA, you will need to register by filling out the fields in the left-hand box.
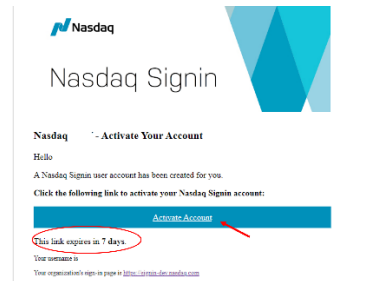
Click "Sign Up." A pop-up will verify that you were successful.

Step 2 You will be emailed a "Welcome Message."

Open the "Welcome to Nasdaq Sign-in" message Click on "Activate Account."

Please note: This link is only active for seven days (7) days. If it expires, contact DataOps@nasdaq.com.

Step 3 Set Up Password, Security Question and Security Image. Once complete, click "Verify."

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![Nasdaq logo]

Step 4   You will be taken to the Sign-in Page. Enter your email address and click "Next."
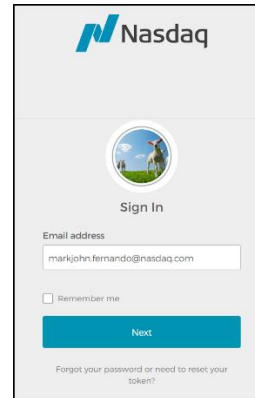
Step 5   You will be directed to the dashboard. Click on the "Nasdaq NORA" Icon to begin enabling the Multi-factor Authentication process.
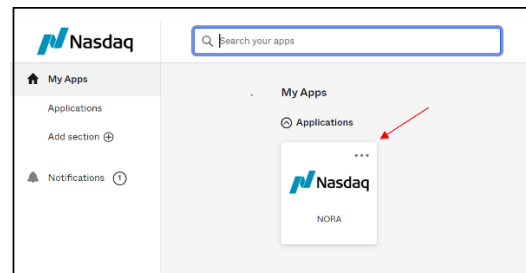

Part 2: Enable Multi-factor Authentication

You will need to use an application to verify your account during set-up as well as every time you access NORA. You may use either Okta Verify or Google Authenticator.

Note:
- Okta Verify is recommended because it directly interfaces with the Okta platform
- Google Authenticator is recommended if you use a shared email for reporting (See page 5)
- If you cannot use a mobile device, there is a Google Extension that can be uploaded to your computer.

Step 1   Click "Set-up" for the application you select.

When you open the application, there are step-by-step set-up instructions.
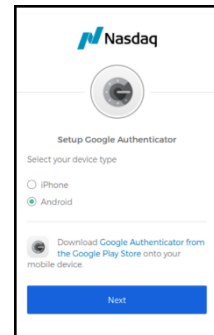
Assistance: dataops@nasdaq.com
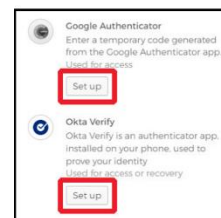
Using Google Authenticator

Step 1   Select your mobile device.
You will be redirected to
the Apple App Store for
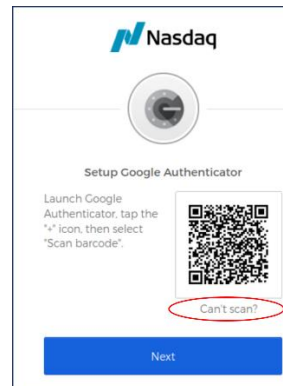iPhones or Google Play for
Androids.

Click "Next" and download
the App.

Note: Set-up is the same
for either type of device.

Step 2   After installing the
application, open it and
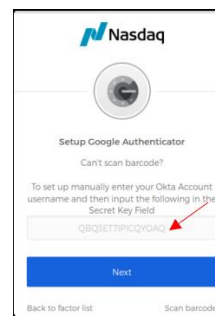click on the "+" icon in the
lower right corner (design
may vary).

Tap "Scan barcode". Your
camera will open and scan
the QR code. A message
will notify you when the
scan was successful.

If you cannot scan the QR
code, please click on
"Can't scan?".

Copy the "Secret Key
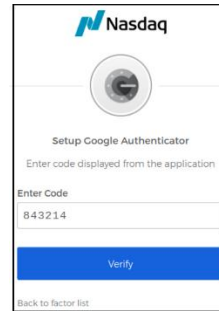Field" and click Next.

Enter your password and
the "Secret Key Field" and
click Next.

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Step 3

Verify your setup by inputting the current code displayed in "Authenticator Codes" on the App.

Click "Verify."

Shared Reporting Mailbox

If you use one general email adress for reporting by multiple usage reporters (For example: DataReporting@123Bank) use Google Authenticator as your Autenticaion App.

Here's what you'll do:

1. One person should click on the "Welcome" email and follow the steps for activating Okta for Nora.
   a. The email address from the Welcome Message must be used. (Don't use an individual email address)
   b. Set-up a password, security question and security image. Share this information with your usage reporting team.
2. When you download Google Authenticate and get to the "Scan Barcode" Step (Step 2 above), take a screen shot of the barcode. You can also select "can't scan" and copy the "Security Key" Number."
   a. The Bar Code /Security Key does not expire. It will be used by all team members
3. Complete the set-up.
4. Share the Bar Code or the Security Key number with your team.
5. All team members should download the Google Authenticator App and scan the bar code to access the authentication code for NORA access.
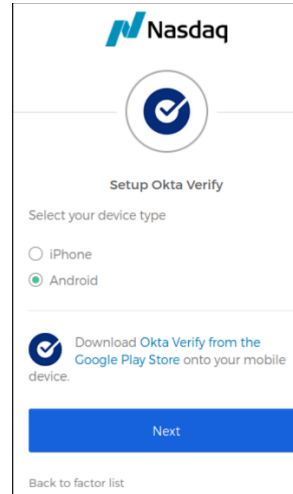
![Nasdaq logo]

Using Okta Verify

Step 1

Select your mobile device. You will be redirected to the Apple App Store for iPhones or Google Play for Androids.

Click "Next" and download the app.

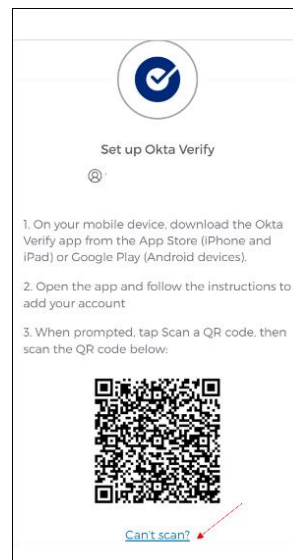Note: Set-up is the same for either type of device.

Step 2

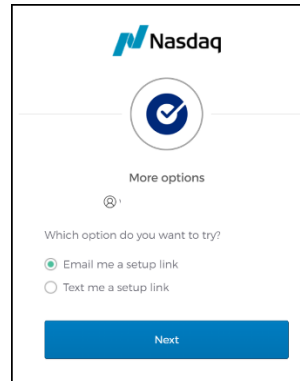After installing the application, open it and click on the "+" icon in the upper right corner (design may vary).

Once the QR code is scanned, your enrollment is complete.

If you cannot scan the QR code, click on "Can't scan?".

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Select how you want to receive the log-in and click "Next." You will be prompted to enter your information.

Note: Email is recommended. The text option will disable push notifications for logins, reducing Verify functionality.

Organizational Restrictions for External Applications

If your organization has firewall security policies about using an external application like OKTA, please discuss the requirements with your Information Technology (IT) division.

Options:

- Ask your IT division to "whitelist" signin@nasdaq.com.

- There are also instructions from Okta on setting up specific I.P. addresses. You can find those instructions here.

Alternatives to Using a Mobile Device

It is highly recommended that you use a mobile phone and authenticate your session using Okta Verify or Google Authenticator.

As an alternative, you can use the **Authenticator extension,** which is uploaded to your desktop. This will then allow you to get the QR code to authenticate your session.

When prompted to select iPhone or Android, it does not matter which one you choose.
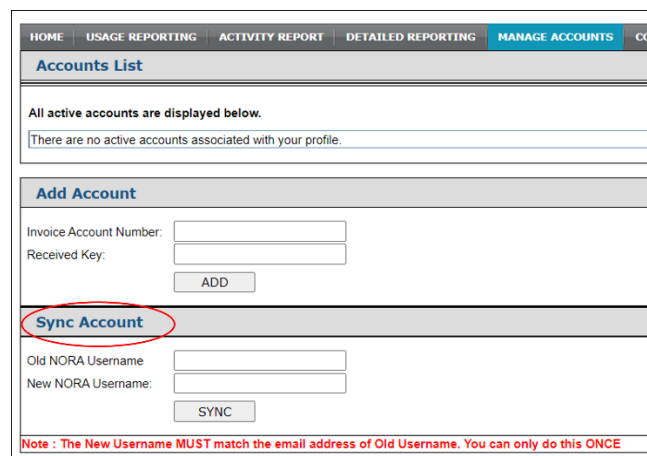
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Accessing NORA for Usage Reporting

1.   Go to Nora: https://nora.nasdaq.com/public/home.aspx

2.   Click "Log On." You will be redirected to Okta.

3.   Enter User Name (email address) and password.

4.   Okta Verify: Select "Receive a Code via SMS". The six-digit authentication code will be sent to your mobile device.

    Google Authenticator: Go the the App for the six-digit authentication code.

5.   Enter the authentication code. You will be redirected back to NORA.

Sync Your Account

If you did not add your old Username when you first registered, the first time you access NORA, you will need to "sync" your old account to your new one.

1.   Once you have logged in, go to the "Manage Accounts" Tab.
2.   Go to "Sync Account."
3.   Put in your old username. **Your email is your new username.**

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