



Account Self-Service – Field

Steps

1. **Sign into** your account at bayada.okta.com.
2. Click on **your name** in the upper right corner of the screen.
3. Click **Settings**.
4. From here you can:
 - Update your Security Methods:
 - Password
 - Multi-factor Authentication (MFA) methods
 - Self-Service authentication methods
 - Update your secondary email address.
 - Edit your Display Language.

Note: when making changes to your account, you will be prompted to authenticate via the methods you are currently enrolled in.

The image displays three screenshots from the Okta account self-service interface:

- Profile Menu:** Shows the user's name 'Alisha Karmachraya' and email 'alishakch175@gmail.com'. The 'Settings' option is highlighted with a mouse cursor.
- Personal Information:** A form with fields for First name (Alisha), Last name (Karmachraya), Okta username (alishakch175@gmail.com), Primary email (alishakch175@gmail.com), Secondary email (alishakch@gmail.com), Mobile phone, Last 4 digits of your Social Security Number (0000), HomeOfficeNumber, PrimaryActivityDescription (Field), Employee Number (0000000), and Birth Date (01/01/2000). A 'Save' button is at the bottom.
- Security Methods:** A section for managing security methods. It includes a 'Password' field with a 'Reset' button highlighted in red, and a 'Phone' field with 'Set up another' and 'Remove' buttons.
- Verification:** A screen titled 'Verify with your phone' for the user 'alishakch175@gmail.com'. It prompts the user to enter a code sent to their phone. There is an 'Enter Code' input field and a blue 'Verify' button.