



Account Self-Service – Office

Steps

- 1. Sign into your account at <u>bayada.okta.com.</u>
- 2. Click on your name in the upper right corner of the screen.
- 3. Click Settings
- 4. Click Edit Profile
- 5. From here you can:
 - Update your Security Methods:
 - o Password
 - o 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.

Kathryn BAYADA Preview Kathryn Depman kdepman@bayada.com	🖌 Edit Profile	BAYADA Bayada
Settings Preferences		Get a push notification @ kdepman@bayada.com
Recent Activity Sign out	Forgotten Password Question Edit Select a forgoten password question so you can reset your password in case you have trouble signing into your Okta account.	Each notification sent
Change Password	Cuestion Where were you on New Year's Eve in the year 2000? Forgot Password Text Message	
Pessword requirements: • At least 12 characters • No parts of your username	Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.	✓ Extra Verification
Does not include your first name Does not include your at same Your password cannot be any of your last 20 passwords	Country/Region US	Extra verification increases your account security when signing in to Okta and other applications you use
Current password	Privite mainteer (1944) 520-0001	Okta Verify Remove
New password	/ Edit / Delete	Security Key or Biometric Authenticator Set up
Sign me out of all other devices. Learn more.	Forgot Password Voice Call Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.	SMS Authentication Set up
Change Pessword	Add Phone Number	Voice Call Authentication Set up

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