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
     o 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.