Change Password or Unlock Account using Email

Required items
Internet-connect device

Steps
1. In a web browser (Internet Explorer, Firefox, Safari, Edge, or Chrome), go to bayada.okta.com
2. Click *Need help signing in?* then click *Forgot Password*
3. On the *Reset Password* page, enter your email or username (everything before the @symbol) and choose *Reset via Email*
4. Click *Reset Password* button in the email you have received
5. Answer your Security Question
6. Enter a new password twice then click *Reset Password*
7. You may be prompted to use Multi-Factor Authentication (MFA) to continue
8. Your new password is set up