Self-Service-Change secondary email - Office

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. Click **Edit Profile**
5. Enter your **Password**
6. Verify your identity via the **MFA challenge of your choice**
7. Under Personal Information, click **Edit**
8. Update your secondary email address
9. Scroll down, click **Save**

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