



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.

The screenshots show the following steps:

- Step 1:** User profile dropdown menu for Kathryn Depman (kdepman@bayada.com) with 'Settings' highlighted.
- Step 2:** A green 'Edit Profile' button.
- Step 3:** Password verification screen with a 'Verify' button.
- Step 4:** Push notification verification screen with a 'Push notification sent' button and 'Send push automatically' checked.
- Step 5:** 'Personal Information' form with an 'Edit' button in the top right corner.
- Step 6:** The 'Personal Information' form with the 'Secondary email' field updated to 'kidepman@gmail.com' and a 'Save' button.