



## Self-Service-Update Security Methods- Office

### Steps

1. **Sign into** your account at [bayada.okta.com](https://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. Update Security Methods

#### Okta Verify

- Click **Set up another** and follow the prompts
- Remove your old phone

#### Phone

- Click **Set up another** and follow the prompts
- Remove your old phone

#### Security Question

- Option to remove

*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:

- Profile Menu:** A dropdown menu for Kathryn Depman (kdepman@bayada.com) with 'Settings' highlighted.
- Edit Profile:** A green button labeled 'Edit Profile'.
- Password Verification:** A screen titled 'Verify with your password' with a password input field and a 'Verify' button.
- Push Notification:** A screen titled 'Get a push notification' with a 'Push notification sent' button and a 'Send push automatically' checkbox.
- Security Methods:** A 'Security Methods' page listing 'Okta Verify', 'iPhone (4)', 'Security Key or Biometric Authenticator', 'Phone', and 'Security Question', each with 'Set up another' or 'Remove' buttons.