Best Practices

1. Keep your browser open until the end of the day. Closing and reopening the browser throughout the day will force authentication each time, requiring you to sign in and verify your account more often. Close tabs instead.

2. BAYADA requires employees to complete Multifactor Authentication (MFA) once every 30 days per device. Your specific role may require you to authenticate more frequently. Checking **Keep me signed in** when logging in reduces the frequency of completing the MFA challenge.

3. If you are using Okta Verify push notifications to verify your identity, check the **Send Push Automatically** box.

4. Field Employees – when registering your account, you will be asked for your 9-digit Employee Workday ID.

   For field employee badges issued before January 1, 2018:

   If the Issue Date on the bottom right of your badge is before 1/1/18, add "100" before your number. If your Workday ID is 123456, you should enter 100123456 in the Employee Number box.