Registration Instructions for Field Staff Okta Single Sign On (SSO)

Required items
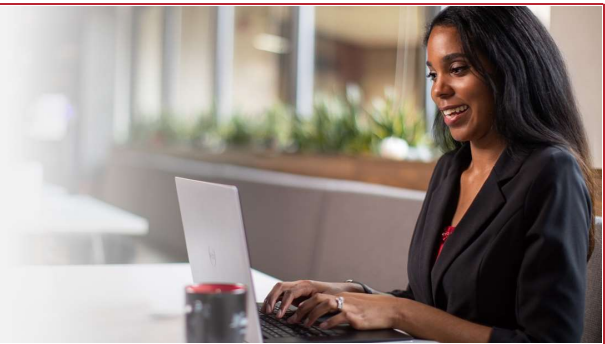Internet-connect device

Steps

1. In a web browser (Internet Explorer, Firefox, Safari, Edge, or Chrome), go to field.bayada.com or bayada.okta.com

   - If you do not have an active account, click *Sign Up* and enter the following before clicking *Register:*

     a. **Personal email address**
     b. **Password** of your choice
        - Note: Passwords must meet password complexity rules— click here for instructions to create a strong password
     c. Your **first name**
     d. Your **Last Name**
     e. **Last 4 digits** of your **SSN**
     f. **Date of Birth in MM/DD/YYYY** format. (e.g. 01/25/1983)
     g. **9-digit Employee Workday ID** (e.g. 105011325) **
        ** Important note 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, you need to add "100" before your number to achieve a nine-digit total. For example, if your Workday ID is 123456, you should enter 100123456 in the *Employee Number* box.

2. Upon your first Okta login, you will be required to complete your Security Questions (see step 4).
3. Follow the steps below—entering your contact information and selecting a security question of your choice that you will remember in the future and others would not know—to create your account:
     a. Add a secondary email as a backup way to contact you (recommended)
     b. Choose a security question and provide an answer (**required**)
     c. Add a phone number for text messages (**strongly recommended**)
     d. Add a phone number for calls (recommended)
     e. Choose a security image that you will remember and recognize (**required**)
     f. Select *Create My Account*

4. Your account setup is complete
5. Additionally, you will need to set up [Multifactor Authentication](#) to ensure security of personal & company data.
6. Access your BAYADA applications all in one place—
   the *MyApps* tab. As a field employee, your *MyApps*
   landing page will be populated with the following
   standard applications:

   - **Workday**—employee benefits, human
     resources, and personal information
   - **Earnings**—a detailed breakdown of employee
     pay statements
   - **Workday How To**—information and user
     guides for using Workday
   - **BAYU**—access to BAYADA University
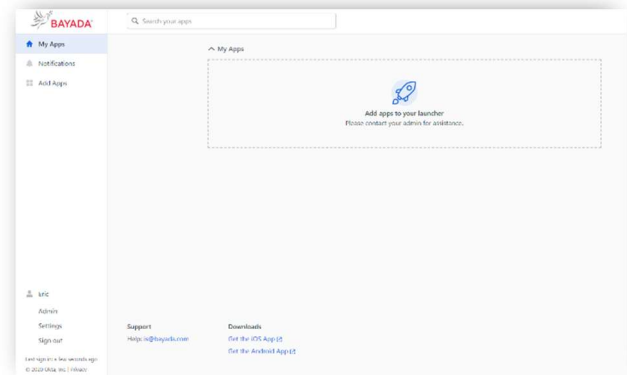
If you do not have your employee Workday ID, or if employee registration fails, please call the IT Service
Desk at 215-757-9000.