



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 <u>field.bayada.com</u> or <u>bayada.okta.com</u>
 - 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— <u>click here</u> 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

BAYADA				
Sign In				
Username				
Password				
Remember me				
Sign In				
Need help signing in?				
Don't have an account? Sign up				
BAYADA				
Create Account				
Create Account				
Create Account				
Create Account Email *				
Create Account				
Create Account Email *				
Create Account Email *				
Create Account Email * Password * First name * Last name *				
Create Account Email * Brassword * First name * Last 4 digits of your Social Security Number				
Create Account Email * Password * First name * Last name * Last 4 digits of your Social Security Number Birth Date *				
Create Account Email * Password * First name * Last name * Last 4 digits of your Social Security Number Birth Date * Employee Number *				

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Secondary email	Cost actures actives activity implementation of the set of th	Add a phone number for resetting your password or unlocking your account using SMB (pottona) Mat can send your as tom message with a recovery code. This feature is useful when you don't have access to your email. Add Phone Number
Choose a forgot password question What is the food you least liked as a child? Answer	Crete My Account	Add a phone number for resetting your password or unlocking your account wind you're Cali (potiona) Data derbail you and provide a recovery code. This feature is useful when you don't have access to your email. Add Phone Number

- 4. Your account setup is complete
- 5. Additionally, you will need to set up <u>Multifactor Authentication</u> 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

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If you do not have your employee Workday ID, or if employee registration fails, please call the IT Service Desk at 215-757-9000.