



Account Registration - Field

Please note, an internet-connected device is required to proceed with the next steps.

Steps

1. Navigate to <https://bayada.okta.com>
2. On the login screen, click **Sign Up**
3. Enter your:
 - **First Name**
 - **Last Name**
 - **Personal email address**
 - **Last 4 Digits** of your **Social Security Number**
 - **Date of Birth** in **MM/DD/YYYY** format. (e.g.01/25/1983)
 - **9-digit Employee Workday ID** (e.g.105011325)
 - Password of your choosing
4. Click **Sign Up**
5. Proceed to [Self-Service Enrollment](#) to set up your account.

The screenshot shows the 'Sign In' page for BAYADA PREVIEW. It includes a 'Username' input field, a 'Keep me signed in' checkbox, a blue 'Next' button, and links for 'Unlock account?', 'Help', 'Privacy Policy', and 'Call the Help Desk - 215-757-9000'. At the bottom, the text 'Don't have an account?' is followed by a 'Sign up' link that is highlighted with a red box.

The screenshot shows the 'Sign up' page for BAYADA PREVIEW. It contains the following fields: 'First name', 'Last name', 'Email', 'Last 4 digits of your Social Security Number', 'Birth Date', 'Employee Number', and 'Password'. Below the password field, there are 'Password requirements' listed:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 20 passwords

 A blue 'Sign Up' button is at the bottom, and a link for 'Already have an account?' is at the very bottom.

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, add "100" before your number. If your Workday ID is 123456, you should enter 100123456 in the Employee Number box.