



## Setup Instructions for Office 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>home.bayada.com</u> or <u>bayada.okta.com</u>
- 2. Sign in with your BAYADA credentials (username and password)
- 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

Secondary email	Citick a picture to dosee a security image Vour a survive firming given your additional assumers that you are logging into Citos, and not a baudulent unbase.	Add a phone number for resetting your password or unlocking your account using SMS (prioma) Otto can send you are the message with a recovery code. This feature is
I don't have a secondary email		useful when you don't have access to your email.
Choose a forgot password question What is the food you least liked as a child? Answer		Add a phone number for resetting your password or unlocking your accomp unling Voice Call (sptime) Okte call Call (sptime) Okte call Call (sptime) Okte call Call (sptime)
	Crede My Account	Add Phone Number

4. Your account setup is complete

	BAYADA	
	Sign In	
Username		
kdepman		
Password		
🗌 Reme <mark>n</mark>	nber me	
	Sign In	
Need help	signing in?	