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 home.bayada.com or bayada.okta.com
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*

4. Your account setup is complete