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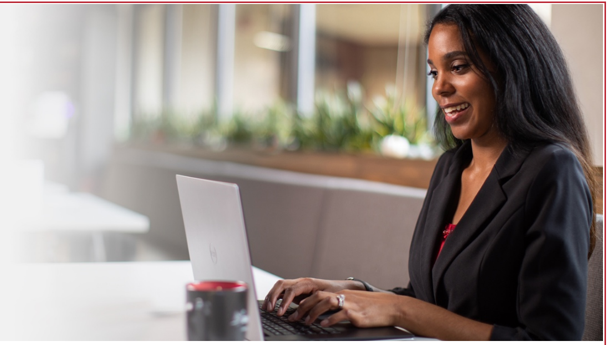
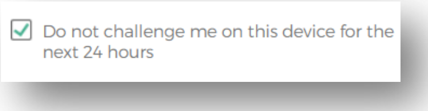


Setup Okta Multifactor Authentication (MFA)

Required items

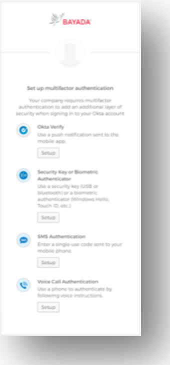
- Internet-connected device (computer or smart pad)
  Smart cell phone

Once Multifactor Authentication has been enabled you will be prompted to set your factors up. You will be challenged once a day and when accessing secure apps. Make sure to check this box below to ensure you are not challenged every time you sign in.



☑ Do not challenge me on this device for the next 24 hours

We recommend setting up MFA up in advance by going to **Settings** > **Extra Verification** Choose one or more from the list below and follow the step-by-step instructions.



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Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify
Use a push notification sent to the mobile app.
Setup

Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
Setup

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup

Voice Call Authentication
Use a phone to authenticate by following voice instructions.
Setup

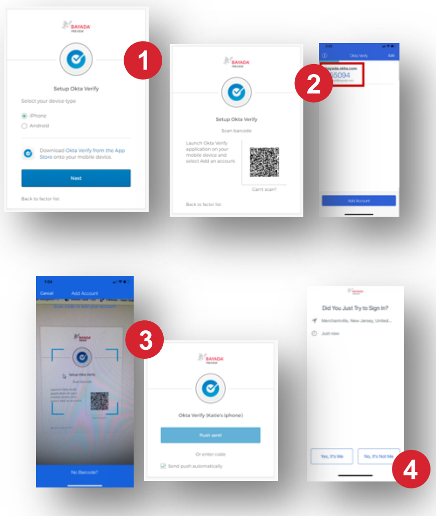
options

About Okta Verify

Note: We strongly recommend downloading Okta Verify to your smart device and enrolling for both Okta Verify and SMS.

Steps:

1. Select your device type and download Okta Verify if you have not already.
2. Launch the Okta Verify app and select *Add Account.*
3. Scan the barcode with your smart device or select *Can't Scan?* to enter a code instead.
4. Your account is now set up with MFA. Moving forward, you will be presented with two options to verify your identity:
   - A push notification will be sent to your device, which you can respond to by clicking *Yes, It's Me.*
   - Select *Or enter code* and enter the code that you receive by text message (SMS) from Okta.
   -

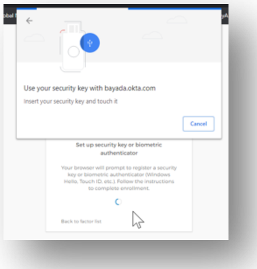


About Security Key or Biometric Authentication

This option uses either a part of your body (fingerprint, facial recognition, iris scan) or a physical key (small USB device you carry with you) to verify your identity (e.g. Touch ID, Windows Hello, or YubiKey).

Today, users with TouchID enabled devices can take advantage of this feature. We plan to enable more devices in the near future.

Follow the instructions on your screen.



Use your security key with bayada.okta.com

Insert your security key and touch it

Cancel

Set up security key or biometric authenticator

Your browser will prompt to register a security key or biometric authenticator (Windows Hello, Touch ID, etc.). Follow the instructions to complete enrollment.

Back to factor list

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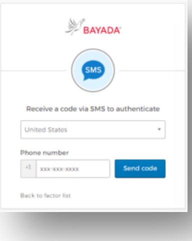
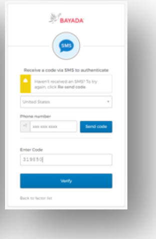
About SMS Authentication

SMS stands for short message service. You may know the term from texts on your cell phone. **We strongly encourage enrolling for SMS Authentication.**



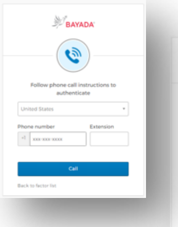


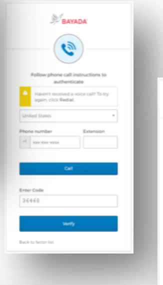
Steps:

1. Enter your 10-digit mobile phone number
2. Click *Send Code*
3. Enter the six-digit verification code texted to your cell phone
4. Click *Verify*

About Voice Call Authentication

Voice Call authentication works similarly to SMS authentication, but instead of receiving a text, you receive a voice call with a security code.

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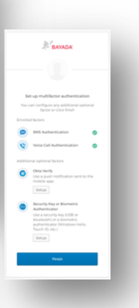
Follow phone call instructions to authenticate
Haven't received a voice call? To try again, click Redial.
United States
Phone number
Extension
+1 xxx-xxx-xxxx
Call
Enter Code
36468
Verify
Back to factor list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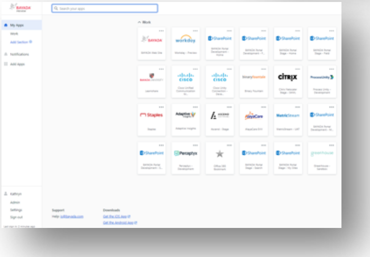
Set up multifactor authentication
You can configure any additional optional factor or click finish
Enrolled factors
SMS Authentication
Voice Call Authentication
Additional optional factors
Okta Verify
Use a push notification sent to the mobile app.
Setup
Security Key or Biometric Authenticator
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
Setup
Finish

Steps:

1. Enter your 10-digit phone number
2. Enter the five-digit verification code you will receive via phone call
3. Click *Verify*

Note: The more MFA options you choose to set up, the more secure your account will be.

Once you have successfully verified your identity, you will be directed to the Okta landing page. Choose *MyApps* to access your BAYADA applications.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Search your apps
My Apps
Work
BAYADA
workday
SharePoint
SharePoint
SharePoint
SharePoint
cisco
cisco
binaryfountain
citrix
ProcessUnity
Staples
Adaptive Insights
HHAeXchange
MetricStream
SharePoint