

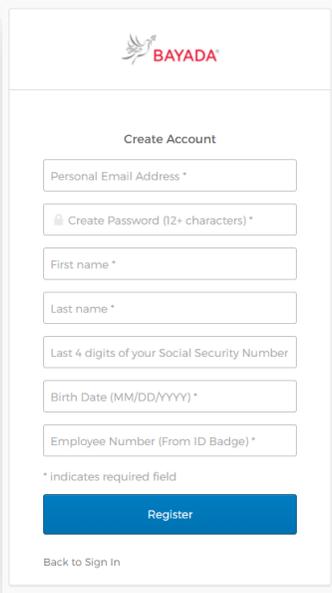


Registration Instructions for Field Staff Okta Single Sign On (SSO)

Required items

Internet-connect device

Steps

1. In a web browser (Internet Explorer, Firefox, Safari, Edge, or Chrome), go to field.bayada.com or bayada.okta.com
 - 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—[click here](#) 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** (found the bottom left corner of your ID Badge)
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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*
 - g. You will receive an activation email from Okta to confirm email you provided. **Click the link provided to activate your email** (this link is safe). **You must complete this step to successfully register.**

Important Note: the first time you login, or if you are using a new browser or new device you will receive an email alerting you to the login. If you receive this email and the login was not you, please report as suspicious activity.

This is the first step of the Okta account setup. It has two sections. The top section is titled "Secondary email" and has a radio button selected for "Secondary email" with an input field, and another radio button for "I don't have a secondary email". The bottom section is titled "Choose a forgot password question" and has a dropdown menu with the text "What is the food you least liked as a child?" and an "Answer" input field below it.This is the second step of the Okta account setup. It is titled "Click a picture to choose a security image" and includes a sub-note: "Your security image gives you additional assurance that you are logging into Okta and not a fraudulent website." There is a 3x3 grid of nine different landscape and architectural images. A "Create My Account" button is located at the bottom right.This is the third step of the Okta account setup. It has two sections, both titled "Add a phone number for resetting your password or unlocking your account using SMS (optional)". The top section has a sub-note: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email." and an "Add Phone Number" button. The bottom section has a sub-note: "Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email." and another "Add Phone Number" button.

4. Your account setup is complete
5. 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

Optional: set up [Multifactor Authentication](#) to ensure security of personal & company data.

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