

# Password Reset - Instructions

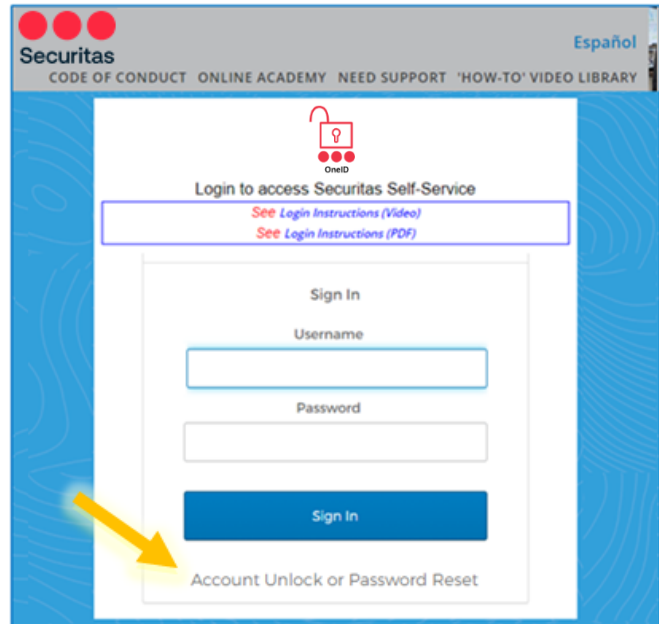
For Security Officers

Follow these instructions *ONLY* if you need to reset or have *forgotten your password*.  
To unlock your account, see "[Unlock Your Account – Instructions](#)"

1. Navigate to <https://oneid.securitasinc.com>

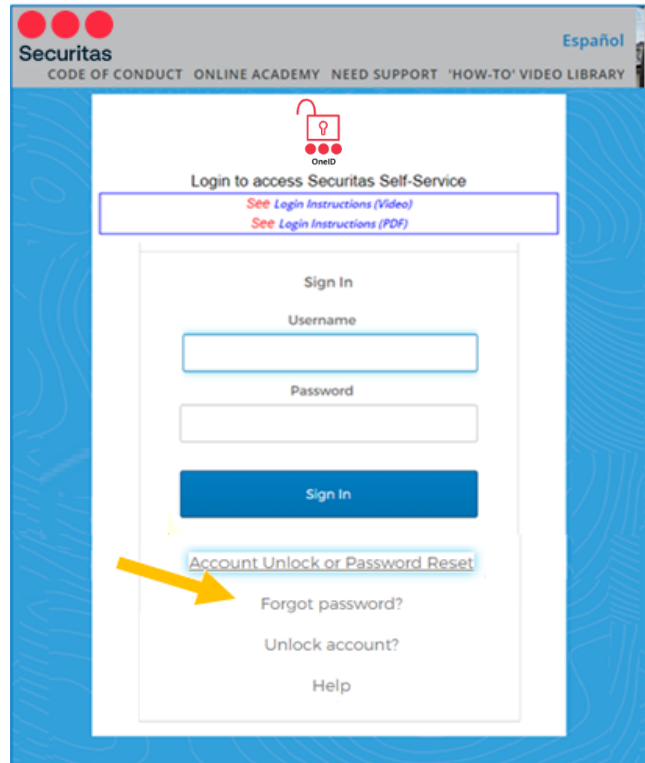
a) Bypass the sign-in option

b) Click 'Account Unlock or Password Reset'



2. Notice the options expand..

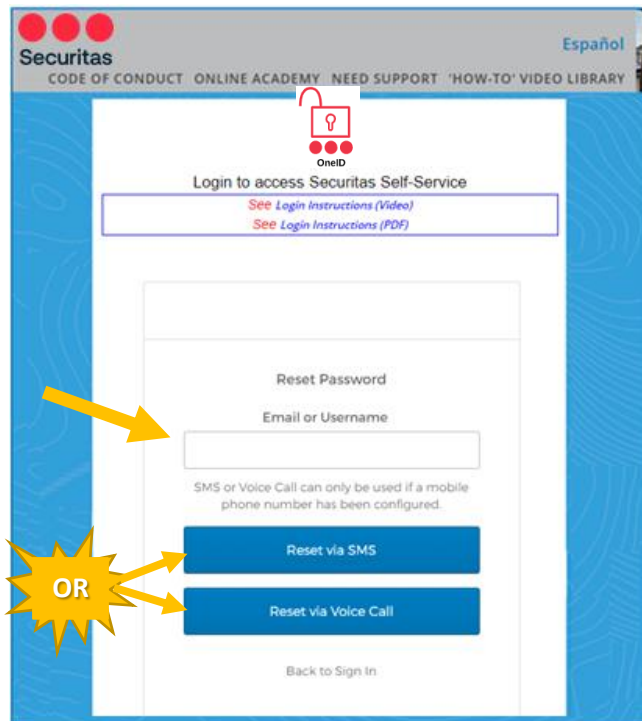
a) Click "Forgot password"



**Note:** Enrollment in Securitas OneID multifactor authentication is required. If you have not previously enrolled, sign in on the above screen (refer to the instructions in the "[Login Instructions](#)" link) and complete your OneID registration before proceeding to the steps below.

### 3. Begin authentication

- a) Enter your username, sometimes called your Oracle person number (*provided at time of hire*)
- b) Select the authentication method that matches the method you selected when you enrolled in OneID  
(Select either SMS or Voice Call)



- a) Hit 'Send code' first!
- b) Next, enter the 6-digit code you receive on your mobile device or via voice call

- c) Click Verify



4. Next you will see the  
**“Forgotten Password Challenge”**  
(this is the security question you selected when you registered in OneID multifactor authentication)

- a) Enter your answer here
- b) Click “Reset Password”

Answer Forgotten Password Challenge

what is the first

.....

Show

Reset Password

Back to Sign In

5. On the next screen, you will reset your password

#### **Password Guidelines**

Securitas requires a minimum 14-character password (*passphrase*), valid for 360 days, no capital letters, numbers or special symbols are required. Create a phrase that’s easy to remember but doesn’t make any sense, such as ‘bookmark on the lake.’ Spaces between words count as a character.

- a) Enter your new password here
- b) Retype your new password here
- c) Click “Reset Password”

Reset your password

Password requirements: at least 14 characters, no parts of your username. Your password cannot be any of your last 4 passwords. At least 1 day(s) must have elapsed since you last changed your password.

New password

Repeat password

Reset Password

Sign Out

6. You should now see the screen at right

“Password Successfully Reset!”

- a) Click “Back to Sign In”

Password Successfully Reset!

You can log in using your new password

Back to Sign In