SECURITAS

EMPLOYEE DIRECT ACCESS

ENROLLMENT

IT Knowledge Library

September 2020

SECURITAS

Okta Multifactor Authentication (MFA) & Password Reset

For security purposes, Securitas requires you take two critical actions in order to complete Employee Direct Access enrollment:

1. **Register in Okta Multi-factor Authentication (MFA)** – this step allows you to provide the level of identity confirmation necessary to access company systems, including your HR and payroll information.

2. **Reset your company-issued password** – company policy requires that each new employee create a personal 14-character password (passphrase). You will be prompted to perform this function after registering in Okta MFA.

To register in Okta, you will need:

- **a PC**, with internet connection

- **your mobile device**, with internet connection (or a landline phone) whichever device you choose, it must be available to you <u>every</u> time you sign into a secure site

- **your Securitas username and password** *(If you do not yet have a username and password ask your manager to order these for you)*

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Securitas Employee Direct Access

- Using your PC, open a web browser
  (such as Chrome, Edge or Safari)

- Go to the Securitas Employee Direct Access website: https://da.securitasinc.com

- You should see the sign-in screen illustrated here

- Follow the instructions in the green boxes

  at right

Welcome to Securitas Direct Access

Login to access Securitas Self-Service

Sign In

Username

Password

Remember me

Sign In

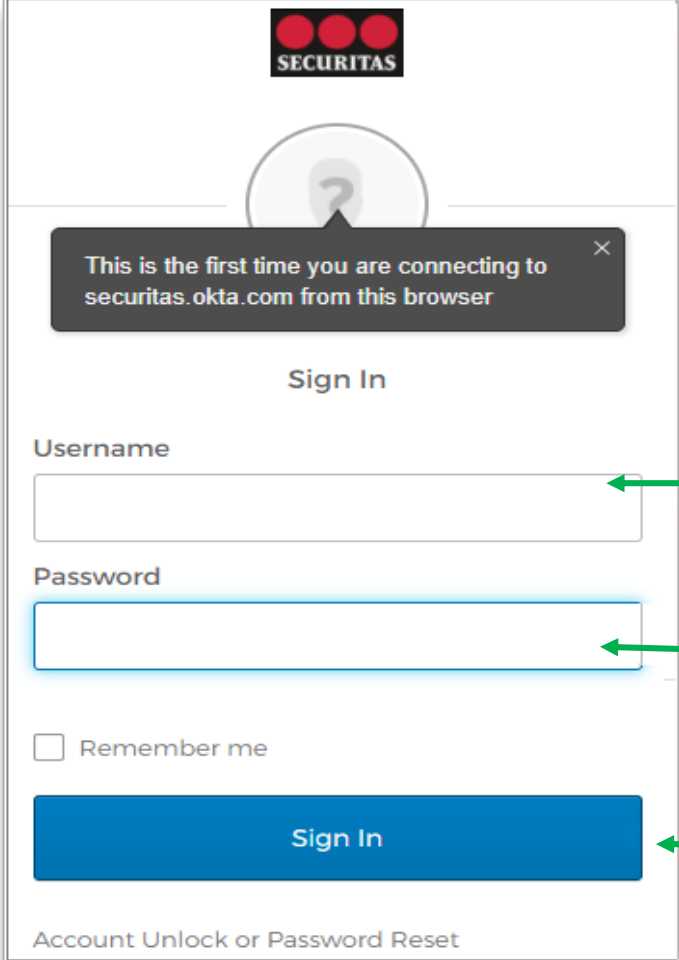Need help signing in?

Enter your assigned username here

Enter your assigned password here

Click "Sign In"

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Okta Registration

Step 1

- You will now arrive at the sign-in screen for Okta

- Follow the instructions in the green boxes at right

SECURITAS

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This is the first time you are connecting to securitas.okta.com from this browser

Sign In

Username

Enter your assigned username here

Password

Enter your assigned password here

☐ Remember me

Sign In

Click "Sign In" here
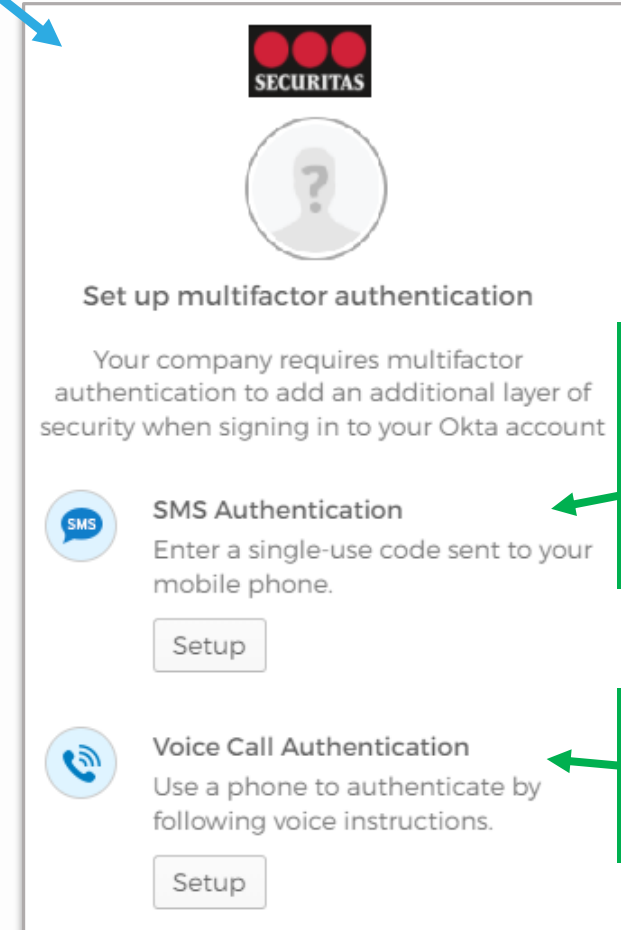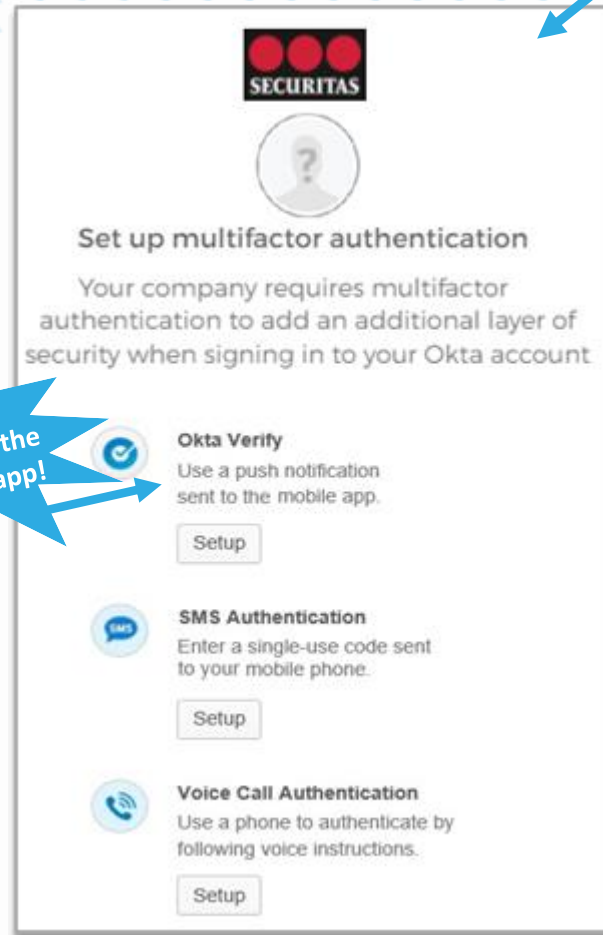
Account Unlock or Password Reset

Okta Registration(cont.)

Step 2

- Here you are prompted to designate your preferred method to authenticate your identity. (The method you choose is called a "<u>Factor</u>")

- Select your preferred factor below by clicking its corresponding "Setup" button

- Follow the instructions in the green boxes at right

Based on your role, you will see one of the following screens:

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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

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

Requires downloading the Okta mobile app!

SECURITAS

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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

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

*Recommended *
SMS (text msg) authenticate using numeric code sent to your mobile phone

OR

Authenticate with code received via phone call

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Okta Registration (cont.)

Step 3

Depending on the factor you chose, you will now see one of the following screens.
Follow the instructions below for the factor you selected:

Okta Verify Factor

SMS Factor

Voice Call Factor

a) Click your Phone type

b) Now, take your mobile device and download the "Okta Verify" app from the Play Store

c) Click "Next" on your PC

Select your country

Enter your Mobile phone number

Click "Send Code"

Select your country

Enter your Mobile or Landline phone number

Click "Call"

d) After installing the Okta Verify app on your phone, open the app!

Okta Registration (cont.)

<u>Step 4</u>

Depending on whether you chose to authenticate via Okta Verify, SMS or Voice Call, you will see the screens expand to one of the following screens below:
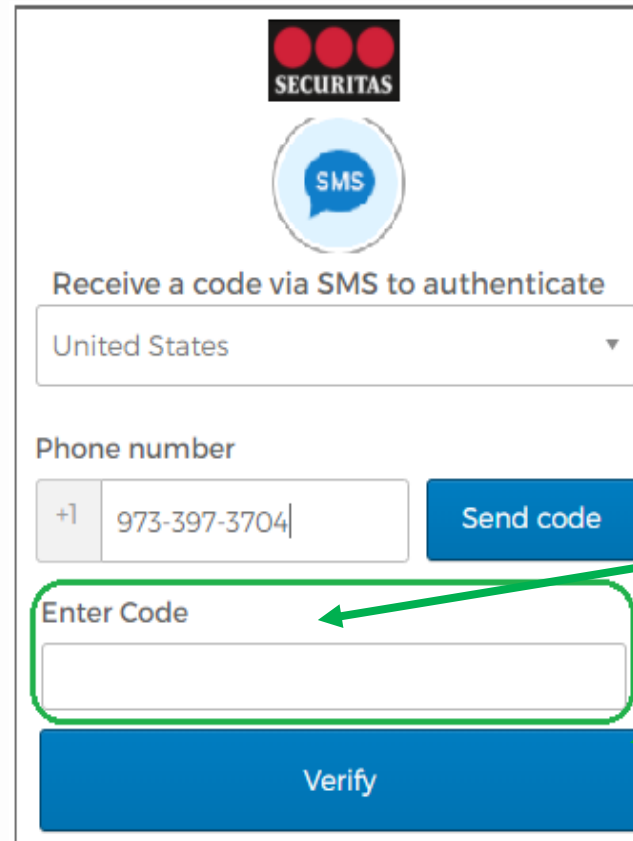
Okta Verify Factor

No Accounts Added

Your accounts will appear here after you add them

Add Account

Click Add Account

SMS Factor

SECURITAS

SMS

Receive a code via SMS to authenticate

United States ▼

Phone number

+1 | 973-397-3704 | Send code

Enter Code

Verify

Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

Voice Call Factor

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Voice Call Authentication

(+1 XXX-XXX-4148)

Enter Code

| | Call

☐ Do not challenge me on this device for the next 15 minutes

Verify

Sign Out

Receive phone call with Code

Enter the Code here

Click "Verify"

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Okta Registration (cont.)

Step 5

Okta Verify (Cont) - *(If you selected SMS or Voice factor, skip to step 6)*

Your phone's <u>camera</u> should now be activated.

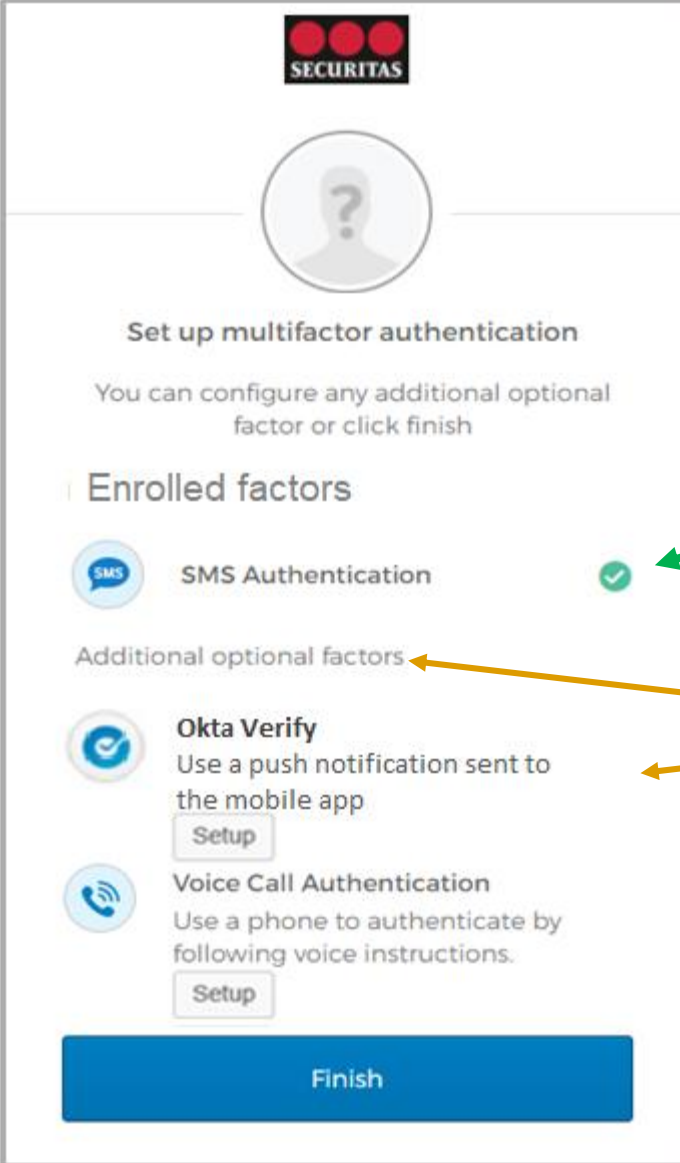Using your mobile device, <u>scan</u> the barcode code that now appears on your PC screen.

Okta Registration (cont.)

Step 6

Once Okta receives confirmation and verifies your identity, you will see a screen like the one at right.

Read the instructional green boxes.

Okta allows you the opportunity to add previously unchosen factors as backup options *(this step is not required)*.

Note whichever factor you selected is confirmed by the green checkmark here
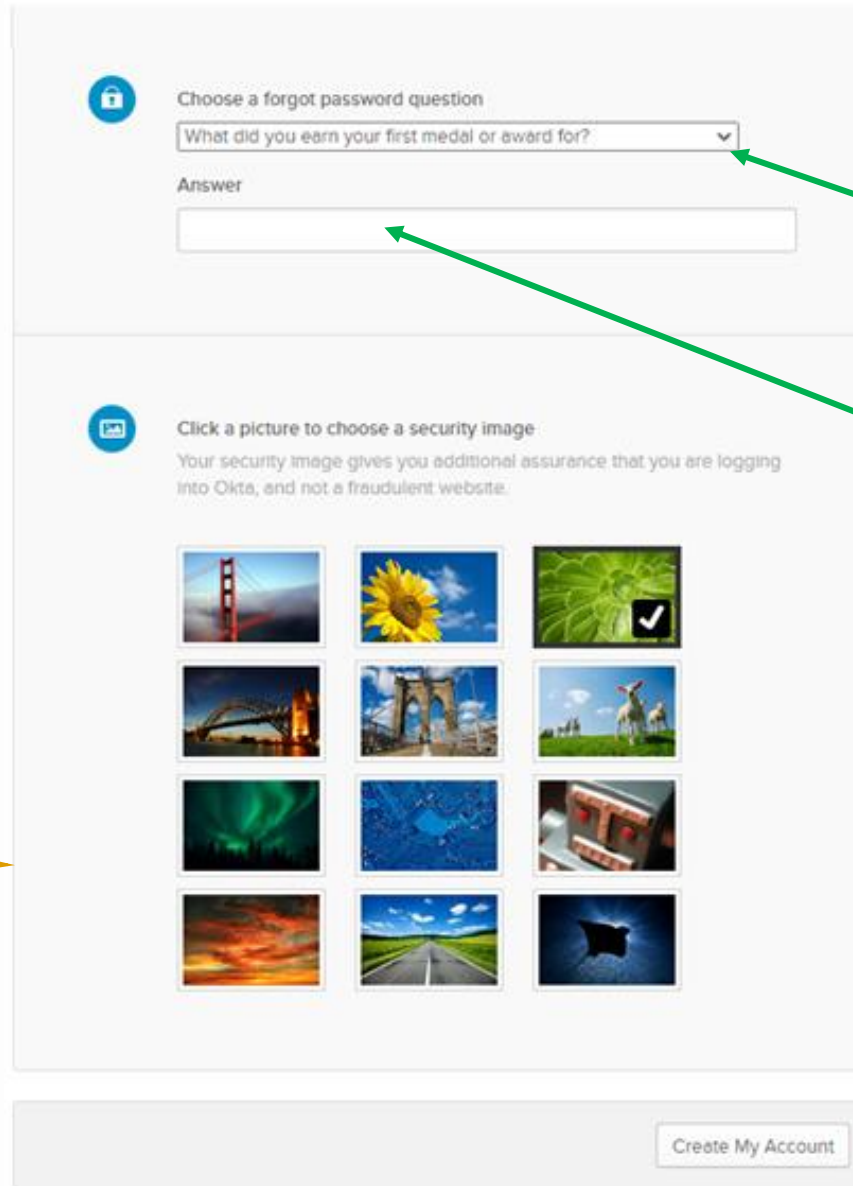
-Not required-

Click "Finish"

Security Questions

Here you are required to select and answer a personal security question and select a security image.

Retain this information in a safe place for easy recall when resetting your password later!

Choose a forgot password question

What did you earn your first medal or award for?

Answer

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Select a question from the dropdown menu here

Enter your answer to that question here

Select a security image from the assortment

Click "Create my Account"

Create My Account

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Password Reset *(mandatory)*

Per company policy, passwords must be 14 characters or longer

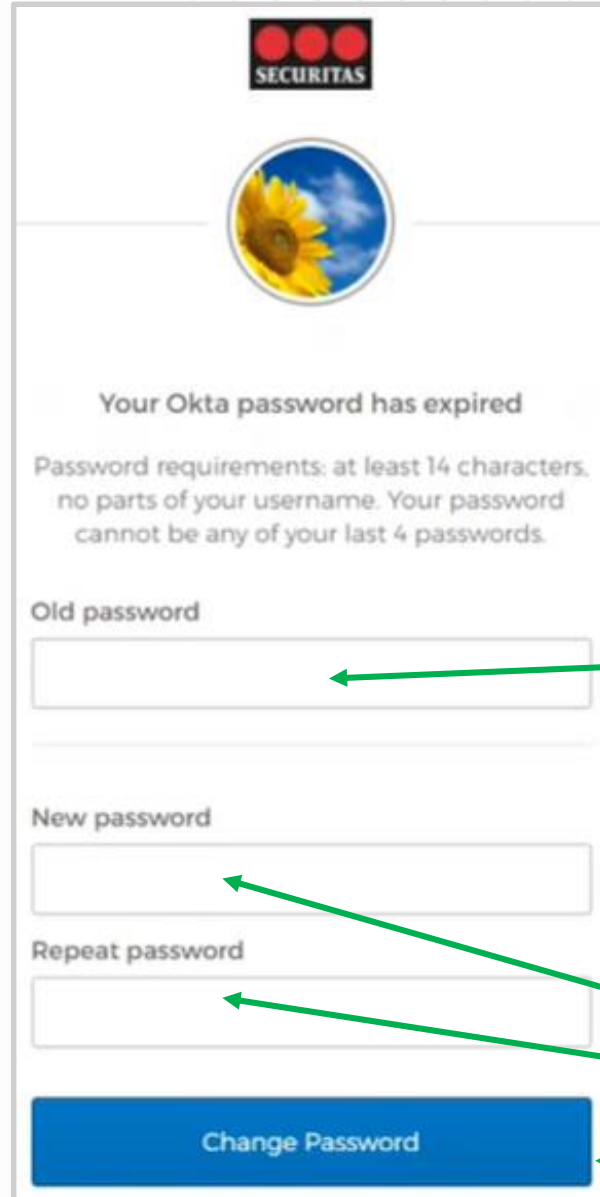We refer to this type of password as a passphrase

Criteria for your passphrase:
- minimum 14 characters
- no capital letters or special symbols are required
- spaces between words count as a character
- your new passphrase will be valid for 360 days

Examples of a passphrase:
bookmark on the lake
Efforts to bill buy
easing autonomy WEIGHT 5

You do not need to include numbers, capital letters or special characters – however, your passphrase is more secure if you do. Avoid using identifiers that can be connected to you, like pet names or addresses.

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Your Okta password has expired

Password requirements: at least 14 characters, no parts of your username. Your password cannot be any of your last 4 passwords.

Old password

New password

Repeat password

Change Password

This screen is where you perform your mandatory Password Reset!

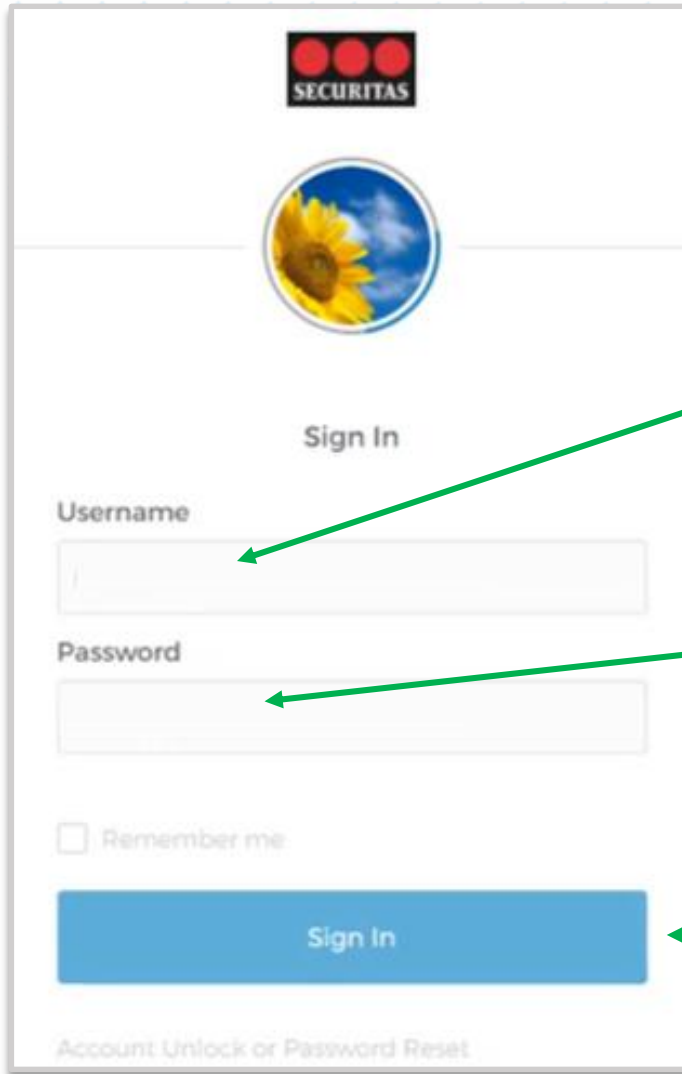Enter your company-provided temporary password here

Note: Instructions for selecting your new password are *very* specific. Read the left column on this slide carefully before entering your new password.

Enter your 14+ character passphrase
Enter your passphrase again

Click "Change Password"

Authenticate via Okta

Here you are required to authenticate using the factor you designated in Okta:

SECURITAS

Sign In

Username

Password

☐ Remember me

Sign In

Account Unlock or Password Reset
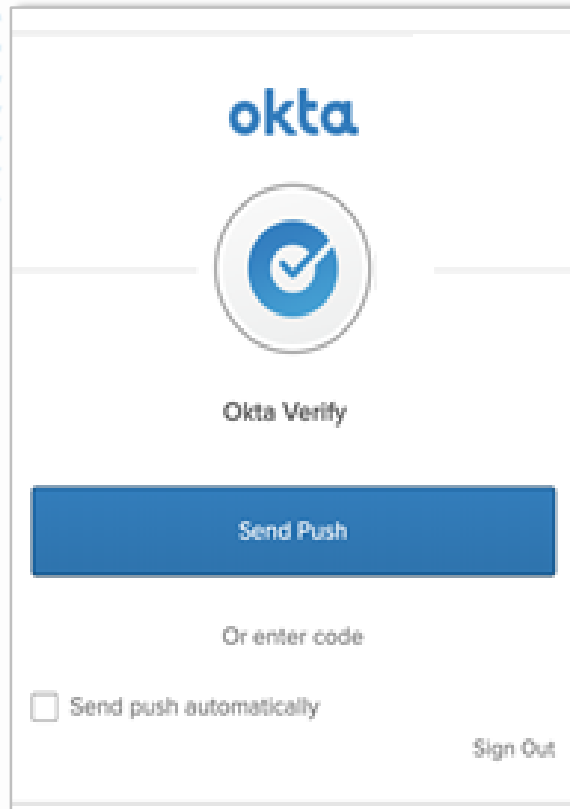
Enter your username here

Enter your new passphrase here
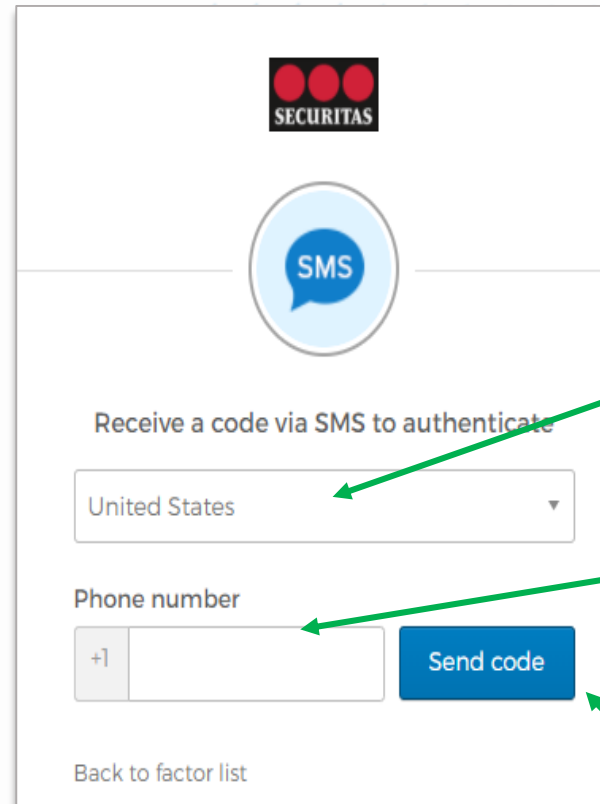
Click Sign In

Okta Registration (cont.)

Here again, you are required to authenticate using the factor you previously designated in Okta:

Okta Verify Factor

okta

Okta Verify

Send Push

Or enter code

☐ Send push automatically
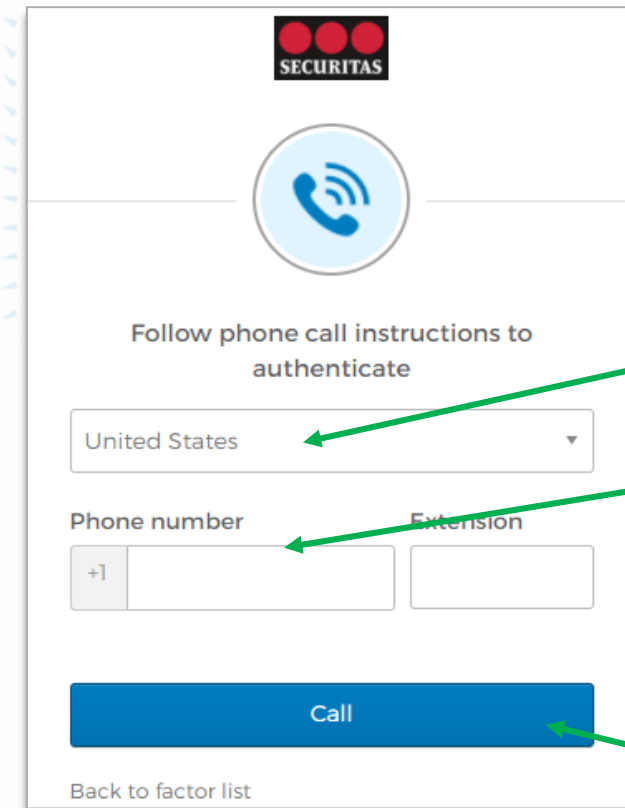
Sign Out

SMS Factor

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Receive a code via SMS to authenticate

United States ▼

Phone number

+1 | **Send code**

Back to factor list

Select your country

Enter your Mobile phone number

Click "Send Code"

Voice Call Factor

SECURITAS

Follow phone call instructions to authenticate

United States ▼

Phone number | Extension

+1 |

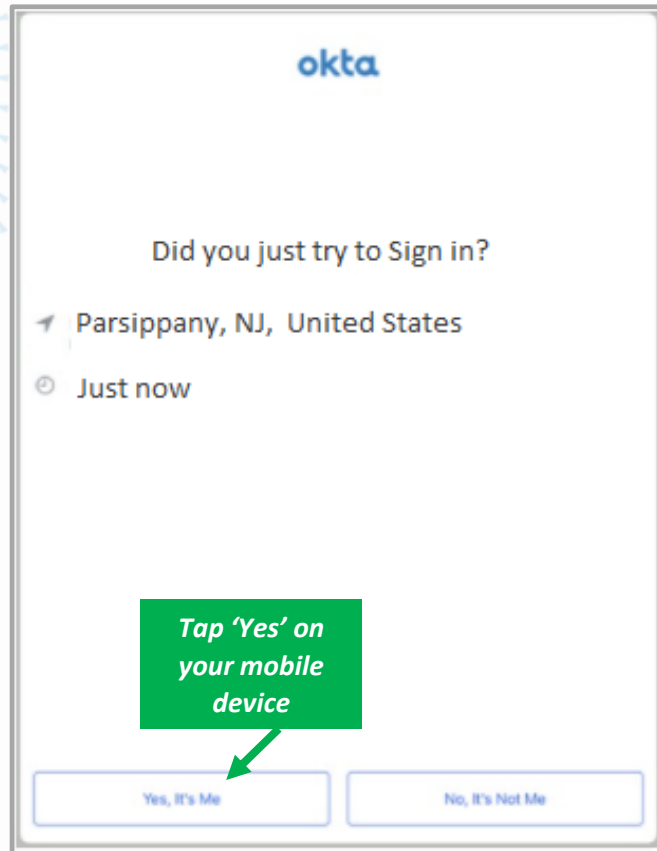**Call**

Back to factor list

Select your country

Enter your Mobile or Landline phone number

Click "Call"

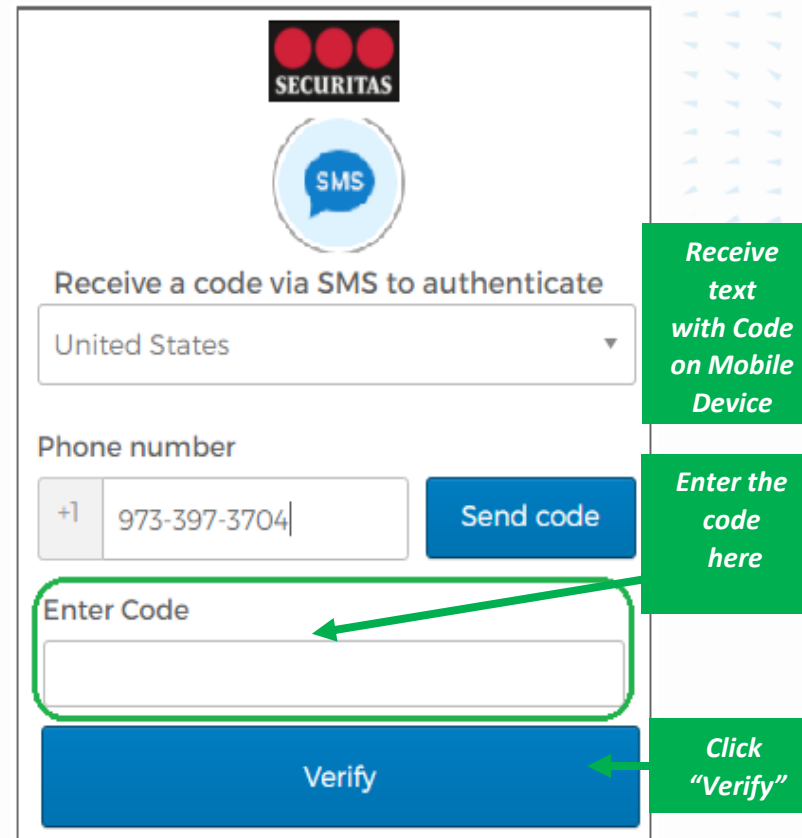**SECURITAS**

Okta Registration (cont.)

Depending on whether you chose to authenticate via Okta Verify, SMS or Voice Call, you will see the screens expand to <u>one</u> of the following screens below:
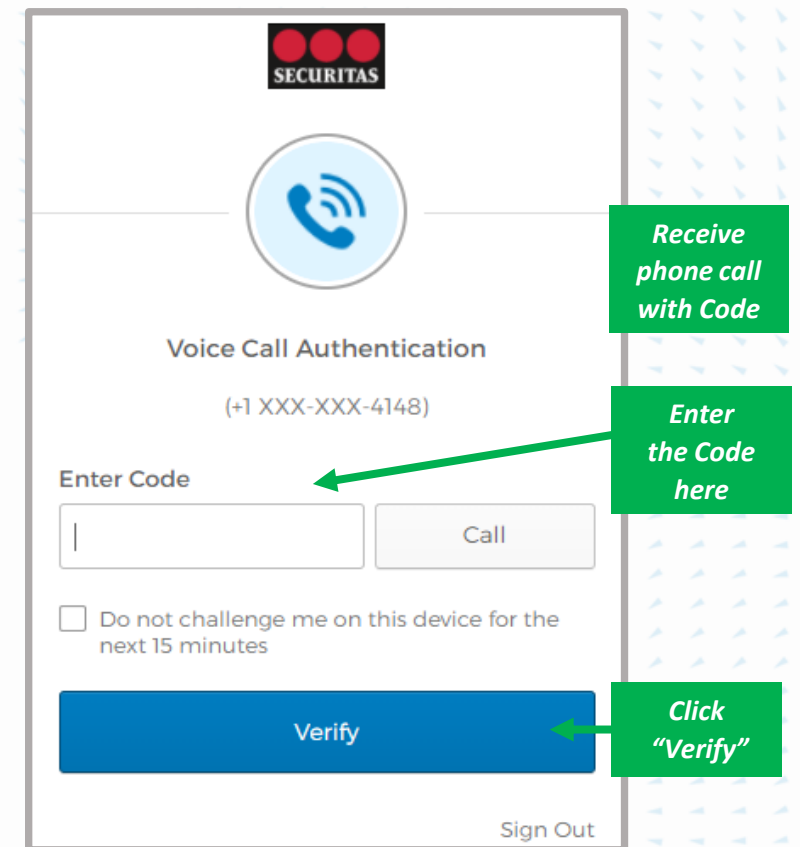

Okta Verify Factor

okta

Did you just try to Sign in?

↗ Parsippany, NJ, United States

🕐 Just now

Tap 'Yes' on your mobile device

Yes, It's Me   No, It's Not Me

SMS Factor

SECURITAS

SMS

Receive a code via SMS to authenticate

United States ▼

Phone number

+1 | 973-397-3704   Send code

Receive text with Code on Mobile Device

Enter the code here

Enter Code

Verify

Click "Verify"

Voice Call Factor

SECURITAS

Voice Call Authentication

(+1 XXX-XXX-4148)

Receive phone call with Code

Enter Code

[   ]   Call

Enter the Code here

☐ Do not challenge me on this device for the next 15 minutes

Verify

Click "Verify"

Sign Out

SECURITAS

Okta Dashboard -

At this point, you should arrive at the Okta Dashboard:

https://securitas.okta.com

Here you can access your HR and Payroll information via the Oracle icon.
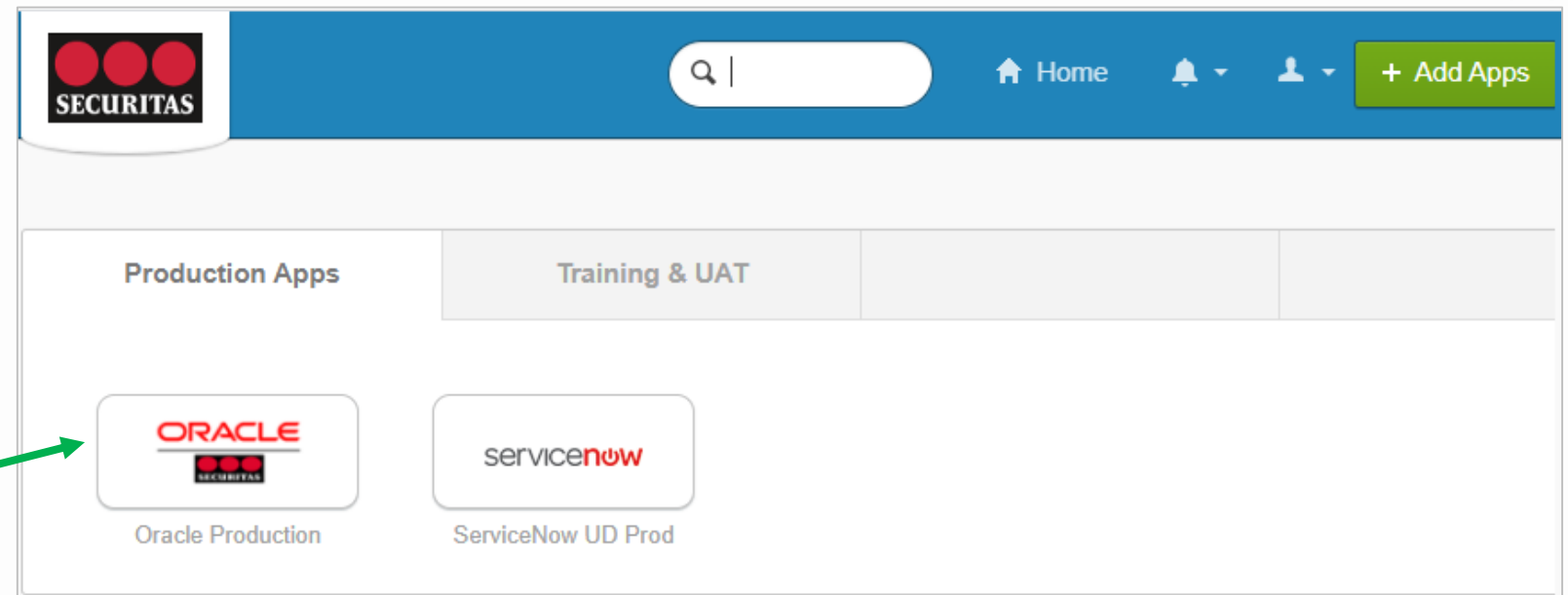
Your homepage in Oracle - Payslips, Web Clock, & More…

- Your homepage in Oracle will look something like this.

- To see your pay slip information, click on the icon marked "Pay."

- Non-exempt employees: To record your clock-in, break times, and clock-out time each day, use the "Web Clock."

- Click and explore the other options as well.

View your Pay slip and more!

Enter your Time!

SECURITAS
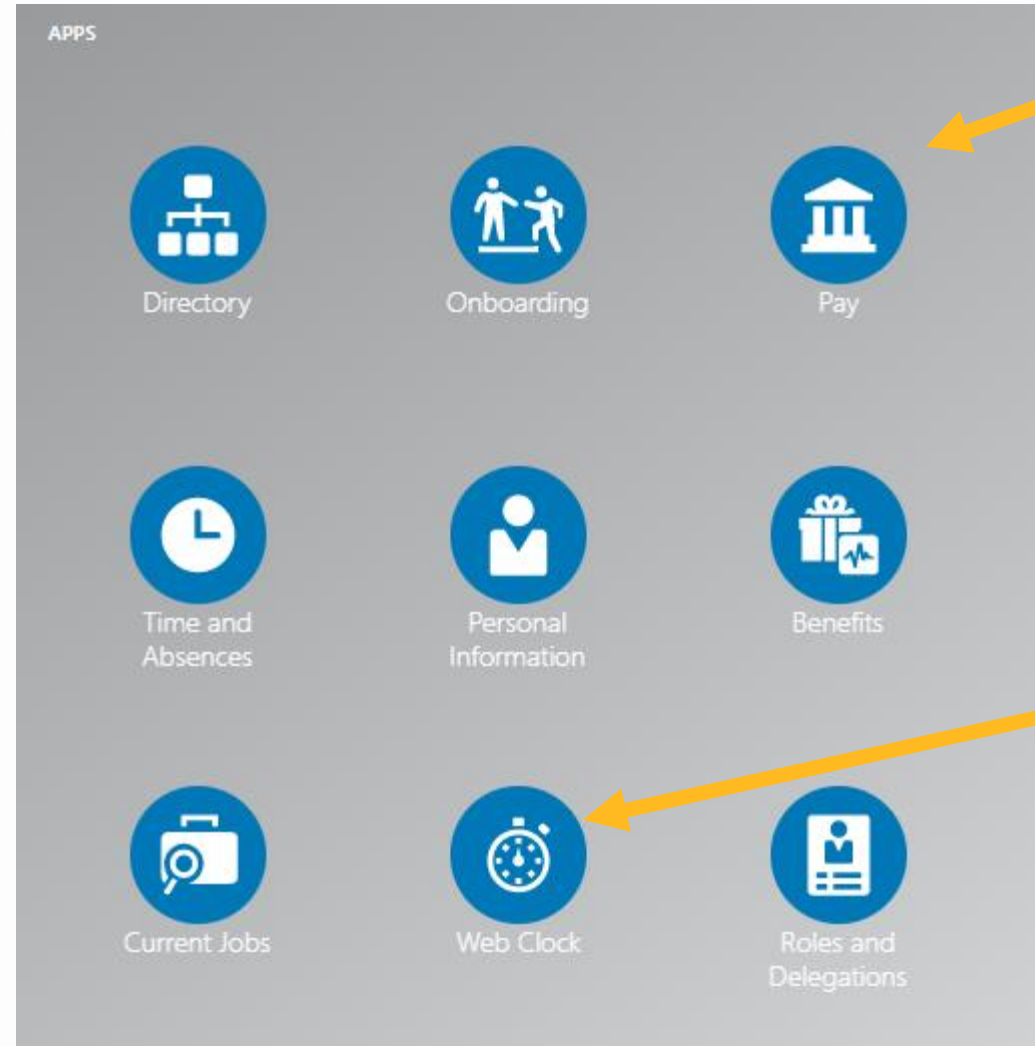
Your HR & Payroll Access

Within the Pay section, you will see clearly marked options, such as "Payslips" and "Tax Withholding" and other personal payroll information.

Click on the icons to learn more.

Document Delivery Preferences

Set up preferences for delivering documents.

Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents

View, print, download and search year-end documents for current or prior tax years.

Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Tax Credit Information

Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

Social Security Accounts

View employee and employer accounts related to social security management.

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