

# SECURITAS ONE ID

MULTIFACTOR AUTHENTICATION (MFA)

INSTRUCTIONS FOR  
ENROLLMENT



Basic Setup

guards/office workers

Nov. 2021

# Welcome to Securitas OneID Enrollment!

These simple steps will guide you to:

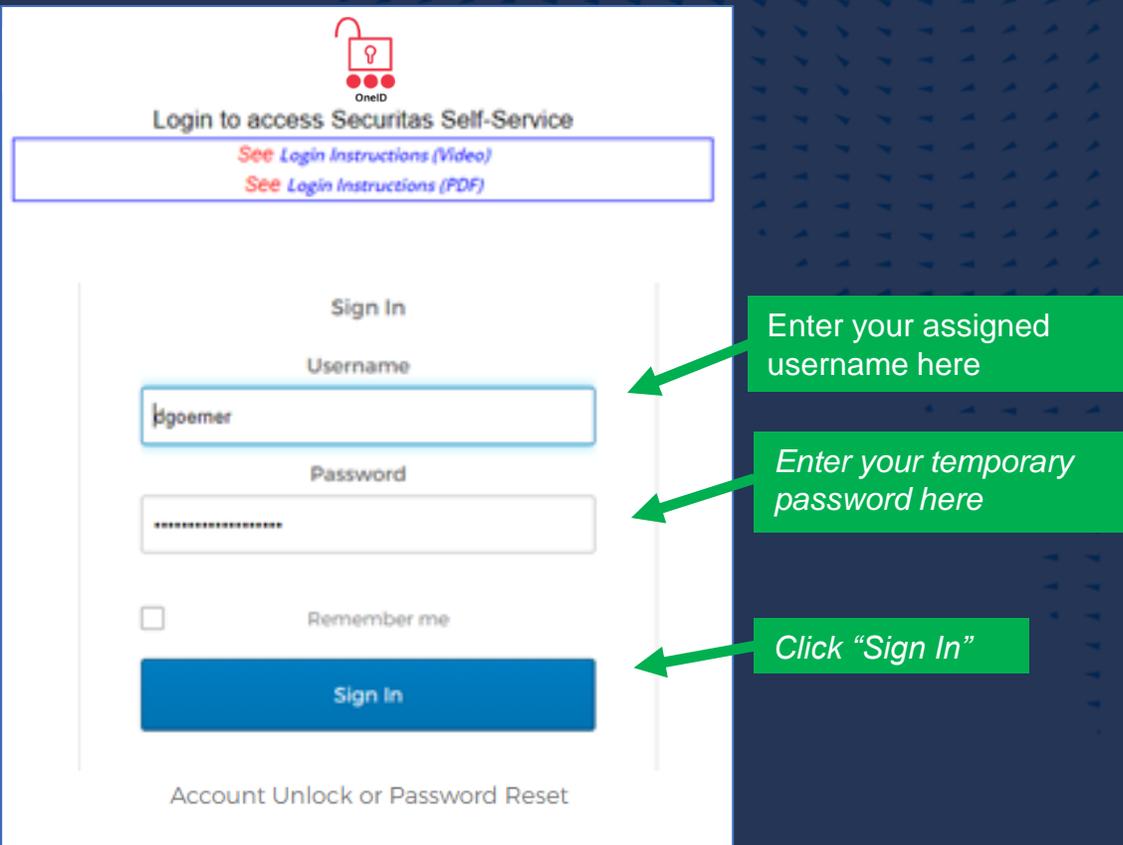
1. Enroll in **Securitas OneID Multifactor Authentication** – *required in order to access Securitas systems/platforms*
2. Change your temporary password to a permanent password (*mandatory*)

## You will need:

- **your mobile device** (or a landline phone). Whichever device you choose, it must be available to you every time you sign in
- **your Securitas username and password** (contained in your new-hire welcome letter)

# Step 1 – Sign into One ID Access Portal

- Go to <https://oneid.securitasinc.com>
- Sign in using the credentials from your welcome letter



The screenshot shows the login page for Securitas Self-Service. At the top, there is a red padlock icon with a question mark and the text "OneID". Below this is the heading "Login to access Securitas Self-Service" and two links: "See Login Instructions (Video)" and "See Login Instructions (PDF)". The main form is titled "Sign In" and contains the following elements:

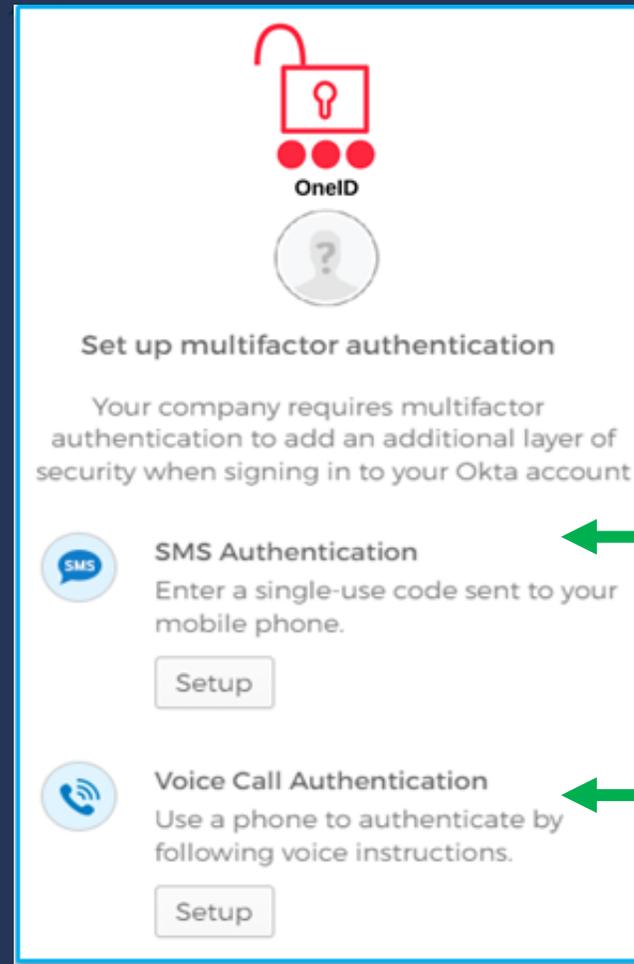
- A "Username" field with the text "jgoemer" entered.
- A "Password" field with masked characters "\*\*\*\*\*".
- A "Remember me" checkbox, which is currently unchecked.
- A blue "Sign In" button.

At the bottom of the form, there is a link for "Account Unlock or Password Reset". Three green callout boxes with arrows point to the form elements:

- "Enter your assigned username here" points to the Username field.
- "Enter your temporary password here" points to the Password field.
- "Click 'Sign In'" points to the Sign In button.

# Step 2 – Begin OneID Enrollment

Select your preferred authentication method (Choose one) !



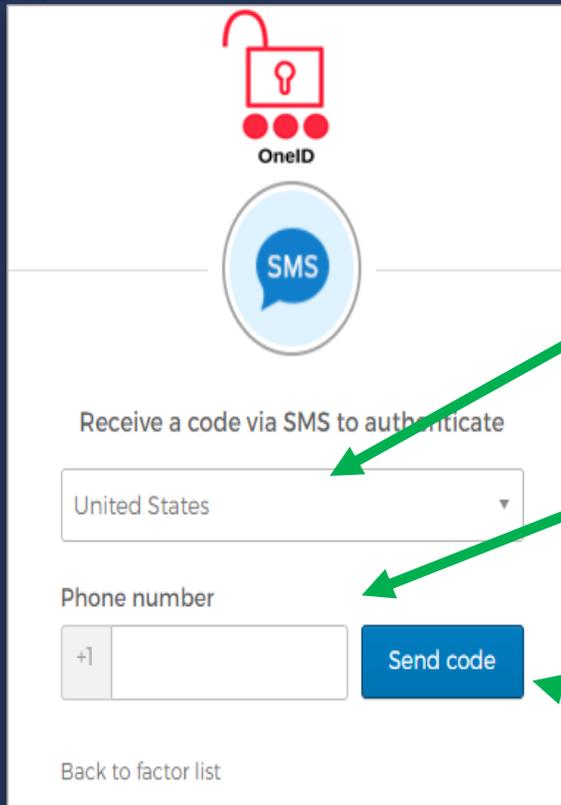
***\*Recommended\****  
*SMS (text msg) -  
authenticate using  
numeric code sent to your  
mobile phone*

**OR**

*Authenticate with code  
received via phone call*

# Step 3 – Set up your selection: SMS **OR** Voice Call

**SMS  
Factor**



The screenshot shows the 'SMS Factor' setup interface. At the top, there is a OneID logo with a key icon and a blue speech bubble containing 'SMS'. Below this, the text reads 'Receive a code via SMS to authenticate'. There is a dropdown menu currently showing 'United States'. Below the dropdown is a 'Phone number' field with a '+1' prefix and a 'Send code' button. At the bottom left, there is a link that says 'Back to factor list'.

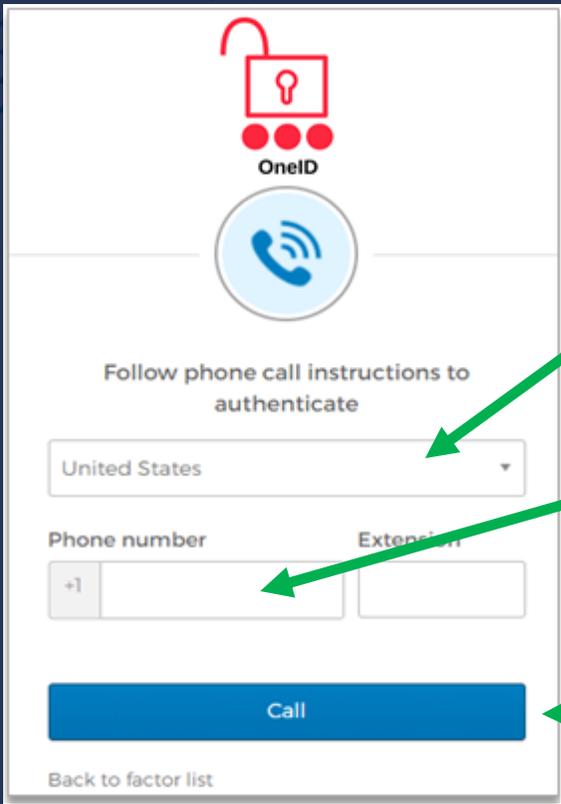
Select your country

Enter your Mobile phone number

Click "Send Code"



**Voice Call  
Factor**



The screenshot shows the 'Voice Call Factor' setup interface. At the top, there is a OneID logo with a key icon and a blue telephone handset icon. Below this, the text reads 'Follow phone call instructions to authenticate'. There is a dropdown menu currently showing 'United States'. Below the dropdown are two input fields: 'Phone number' with a '+1' prefix and 'Extension'. At the bottom, there is a large blue 'Call' button. At the bottom left, there is a link that says 'Back to factor list'.

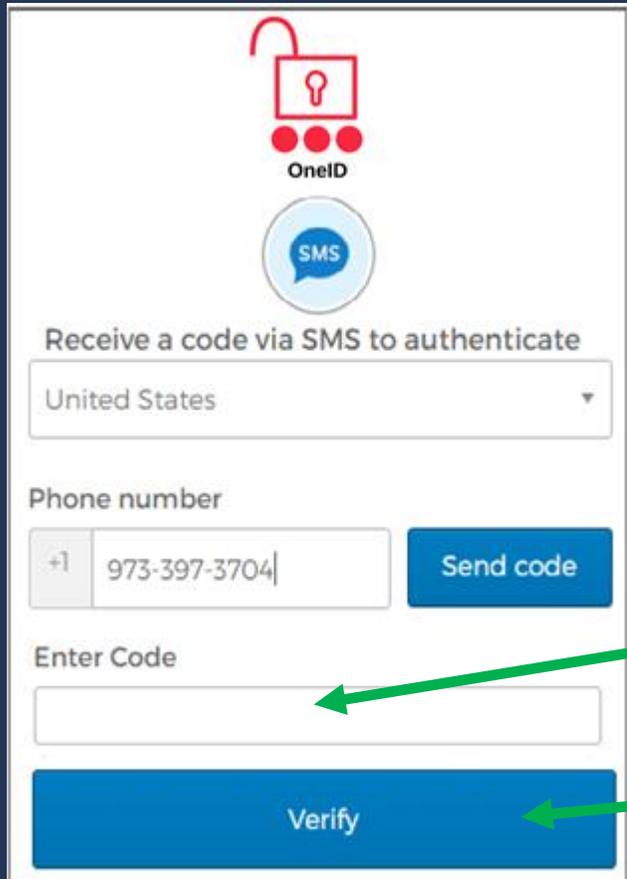
Select your country

Enter your Mobile or Landline phone number

Click "Call"

# Step 3 – Setup SMS **OR** Voice Call (cont.)

**SMS  
Factor**



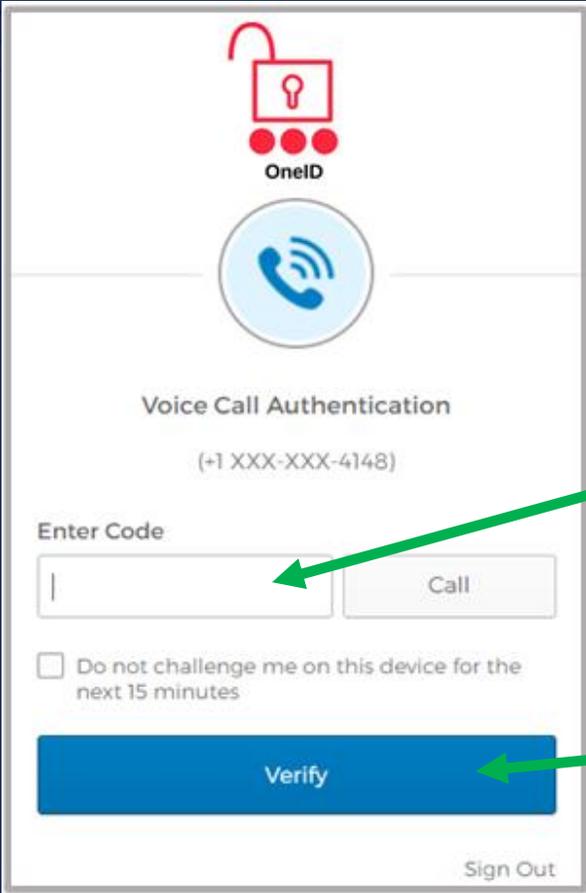
*Receive text  
with Code on  
Mobile  
Device*

*Enter the  
code  
here*

*Click  
"Verify"*

**OR**

**Voice Call  
Factor**



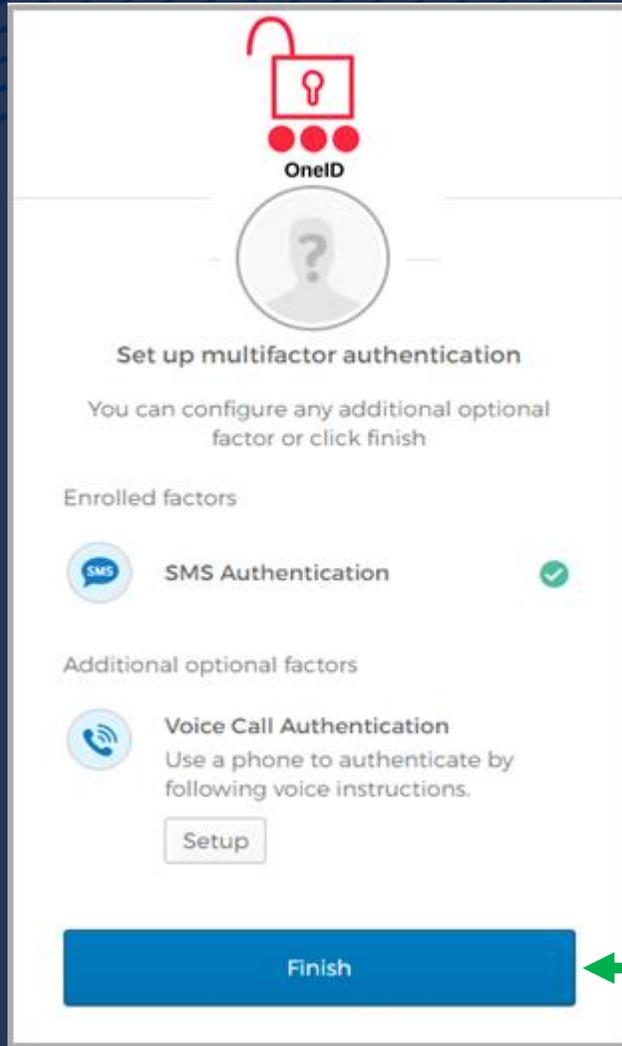
*Receive  
phone call  
with Code*

*Enter  
the Code  
here*

*Click  
"Verify"*

# Step 3 – Setup (cont.)

Click "Finish!"

The screenshot shows a white rectangular window with a thin grey border. At the top center is a red icon of an open padlock with a keyhole, with three red dots below it. Below the icon is the text "OneID". Underneath is a circular placeholder for a profile picture containing a grey question mark. The main heading is "Set up multifactor authentication", followed by the text "You can configure any additional optional factor or click finish". There are two sections: "Enrolled factors" with one item, "SMS Authentication", which has a blue circular icon with "SMS" and a green checkmark to its right; and "Additional optional factors" with one item, "Voice Call Authentication", which has a blue circular icon with a hand and a "Setup" button below it. At the bottom of the window is a large blue button with the word "Finish" in white text.

Click "Finish"

# Step 4 - Security Question

 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

Answer the question

Select a security image

Click "Create my Account"

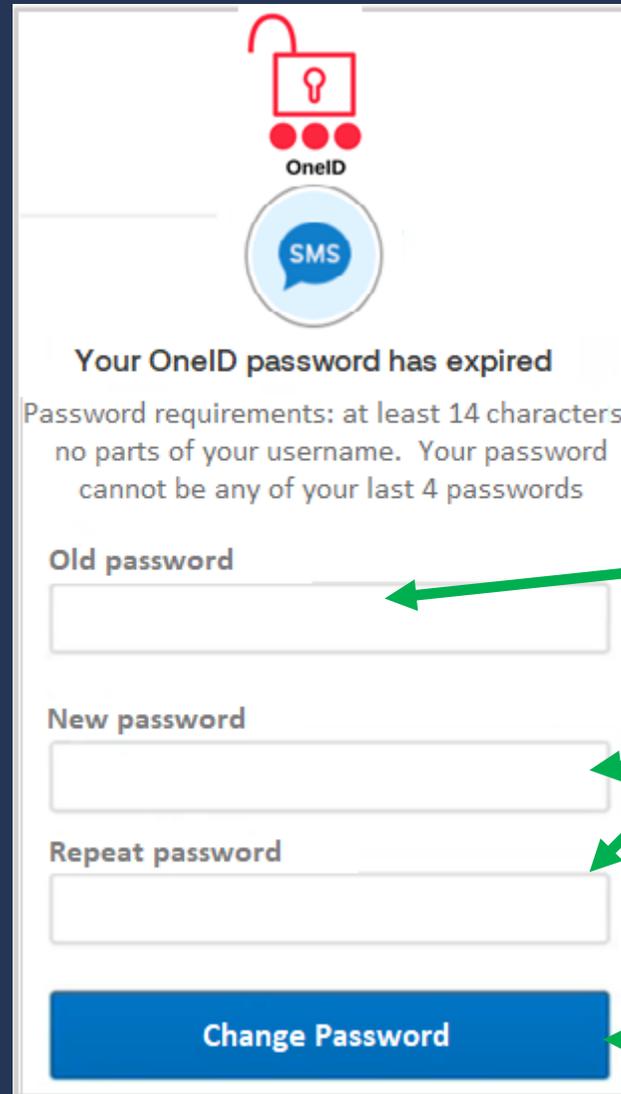
# Step 5 - Password Reset (mandatory)

Per company policy, your password (passphrase) must be 14 characters or longer with no special character requirements!

Your new passphrase will be valid for 360 days.

Example of a passphrase:

- *bookmark on the lake*
- *Sitting white fish*
- *Autonomy WEIGHT 5*



The screenshot shows a password reset interface for OneID. At the top, there is a red padlock icon with a keyhole and the text "OneID". Below it is a blue circular icon with "SMS". The main heading is "Your OneID password has expired". Below this, the password requirements are listed: "Password requirements: at least 14 characters no parts of your username. Your password cannot be any of your last 4 passwords". There are three input fields: "Old password", "New password", and "Repeat password". At the bottom is a blue button labeled "Change Password".

Enter your company-provided temporary password here

Enter your new password twice

Click "Change Password"

# Step 6 – Re-Authenticate with updated credentials



The image shows a OneID sign-in form. At the top, there is a red padlock icon with a keyhole and the text "OneID". Below this is a circular profile picture of a sunflower. Underneath the profile picture is the text "Sign In". The form contains three input fields: "Username", "Password", and "Remember me" (with a checkbox). At the bottom of the form is a blue "Sign In" button. Below the button is the text "Account Unlock or Password Reset".

Enter your  
username  
here

Enter your new  
passphrase  
here

Click Sign In

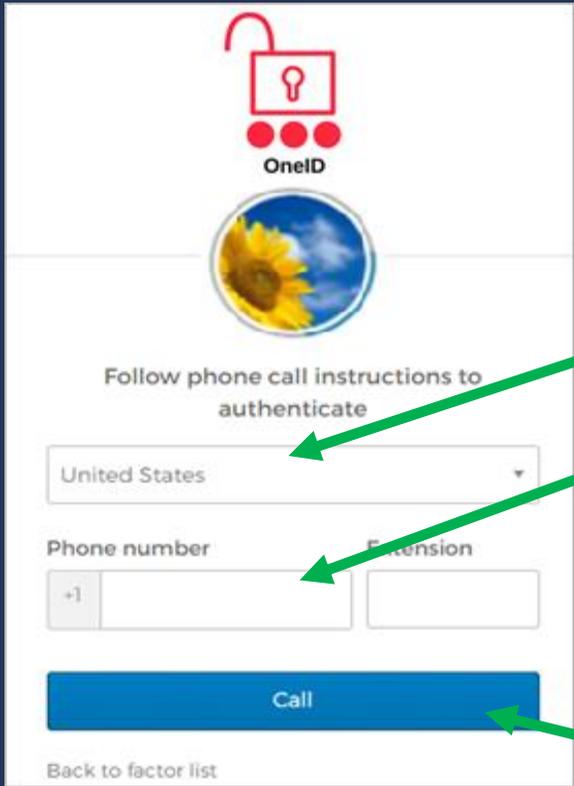
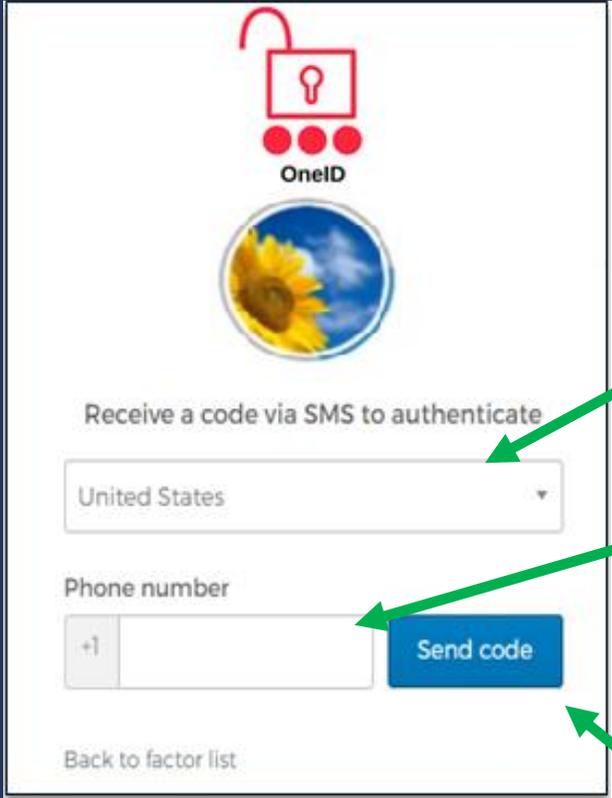
# Step 6 – (cont.)

Follow the instructions below. The screen you will see depends on the authentication method you selected.

**SMS Factor**

**OR**

**Voice Call Factor**



*Select your country*

*Enter your Mobile phone number*

*Click "Send Code"*

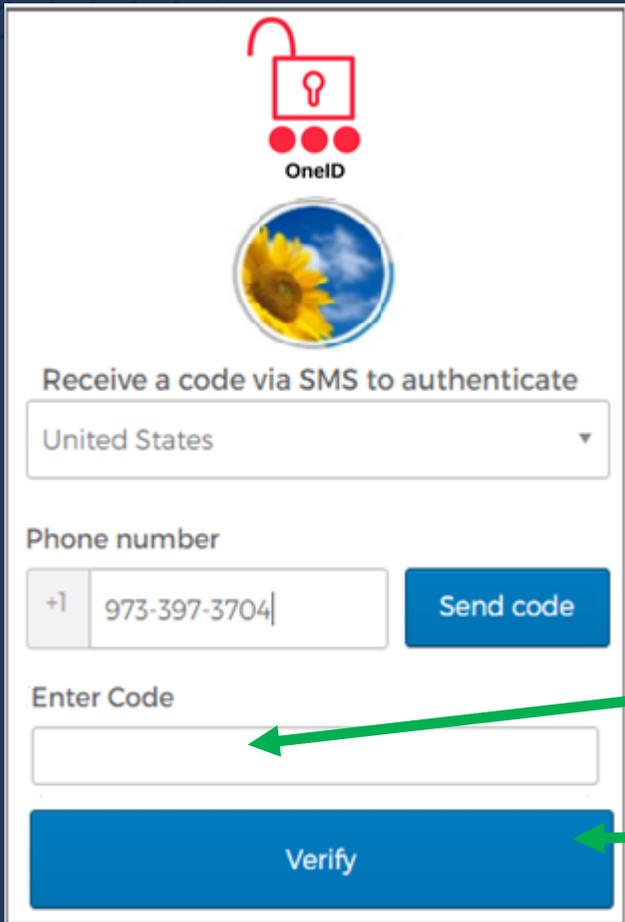
*Select your country*

*Enter your Mobile or Landline phone number*

*Click "Call"*

# Step 6 – Cont.

**SMS  
Factor**

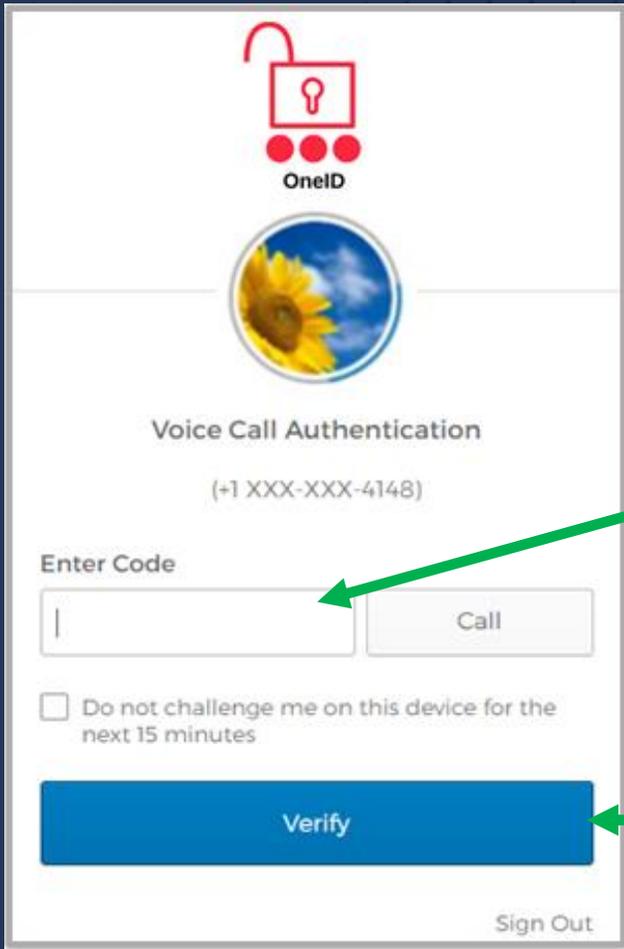


**Receive text  
with Code on  
Mobile Device**

**Enter the code  
here**

**Click  
"Verify"**

**Voice Call  
Factor**



**Receive phone  
call  
with Code**

**Enter  
the Code  
here**

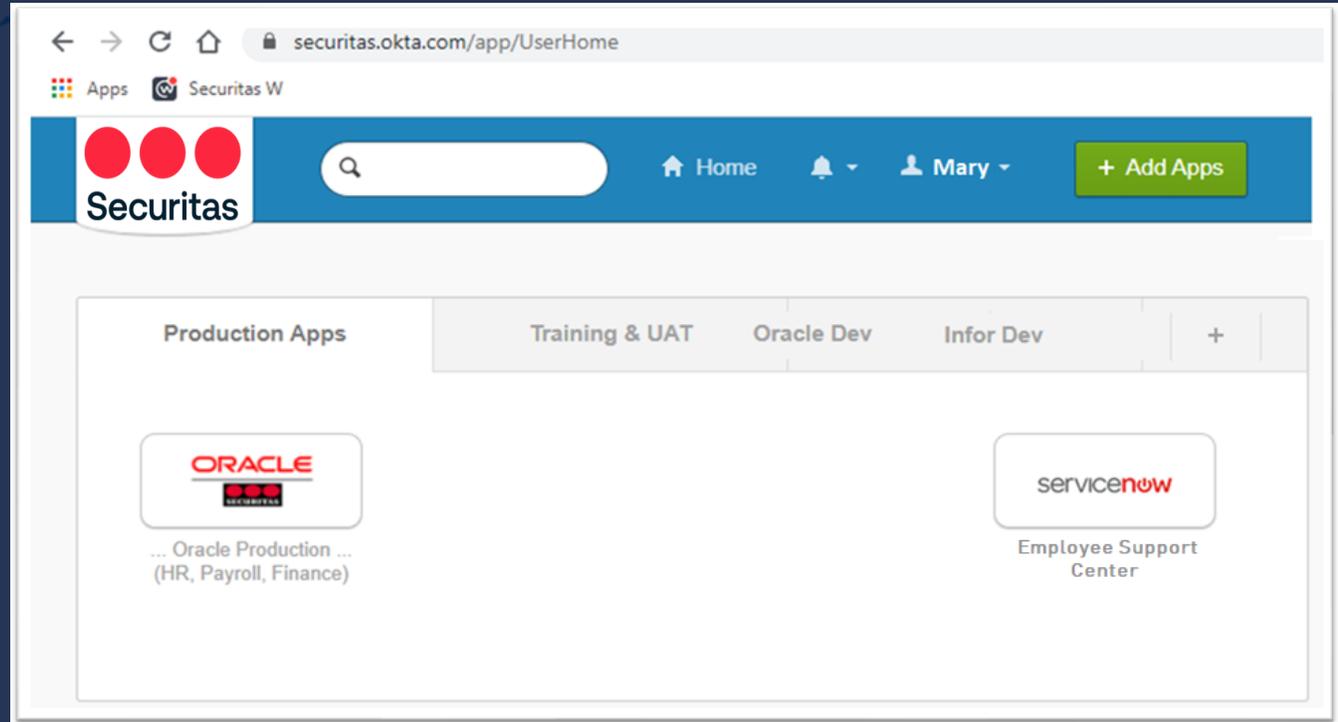
**Click  
"Verify"**

# Your Securitas OneID Dashboard



On your Securitas OneID Dashboard, you can access:

- Oracle - HR, Payroll, Finance
- Employee Support Center portal
- Other applications depending on your job role



Office Workers – take authentication to the next level with Securitas ‘OneID-Verify’ ‘OneID-Verify’ enables 1-click ‘push’ authentication instead of text and code entry! See instructions ‘Securitas OneID – Adding OneID-Verify – for Office Workers’ on the ServiceNow Employee Support Center Portal.



**Securitas**

See a different world