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
Step 2 – Begin OneID Enrollment

Select your preferred authentication method (Choose one)!

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.

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

*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**
- Select your country
- Enter your Mobile phone number
- Click “Send Code”

**Voice Call Factor**
- Select your country
- Enter your Mobile or Landline phone number
- Click “Call”
Step 3 – Setup SMS  OR  Voice Call (cont.)

**SMS Factor**

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**

Voice Call Authentication
(+1 XXX-XXX-4148)
Enter Code

Receive phone call with Code
Enter the Code here
Click “Verify”

OR

OR

Securitas
Step 3 – Setup (cont.)

Click “Finish!”

Click “Finish”
Step 4 - Security Question

1. Select a question from the dropdown menu
2. Answer the question
3. Select a security image
4. 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

Enter your company-provided temporary password here

Enter your new password twice

Click “Change Password”
Step 6 – Re-Authenticate with updated credentials

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**
- Select your country
- Enter your Mobile phone number
- Click “Send Code”

**Voice Call Factor**
- Select your country
- Enter your Mobile or Landline phone number
- Click “Call”

OR
Step 6 – Cont.

**SMS Factor**

Receive text with Code on Mobile Device

- Phone number:
  - United States

- Send code

- Enter Code

- Click “Verify”

**Voice Call Factor**

Receive phone call with Code

- Enter the Code here

- Click “Verify”
On your Securitas OneID Dashboard, you can access:

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

**TIP**

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.
See a different world