Securitas

SECURITAS ONE ID

MULTIFACTOR AUTHENTICATION (MFA)

INSTRUCTIONS FOR ENROLLMENT

Basic Setup

guards/office workers

Nov. 2021

Welcome to Securitas OneID Enrollment!

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These simple steps will guide you to:

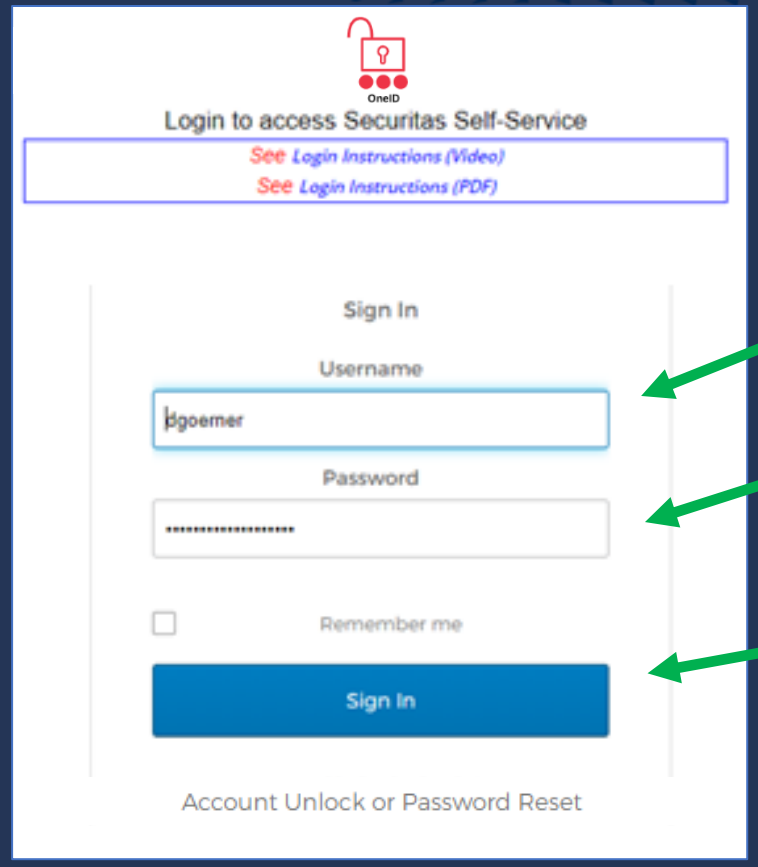
1. Enroll in **Securitas OneID Multifactor Authentication** – *required in order to access Securitas systems/platforms*
2. Change your temporary password to a permanent password *(mandatory)*

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



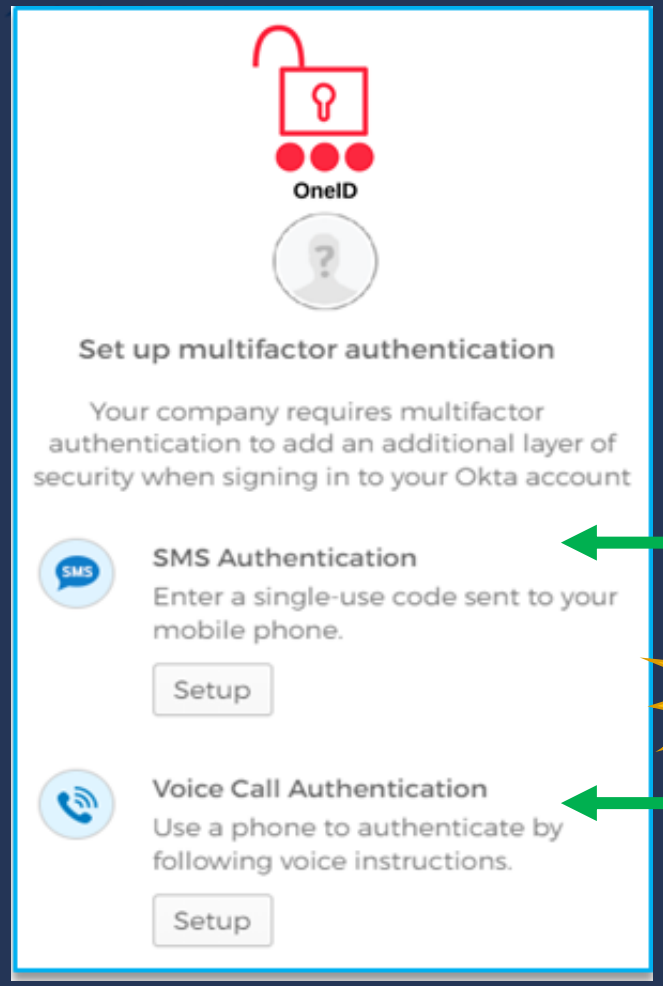
Enter your assigned username here

Enter your temporary password here

Click "Sign In"

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

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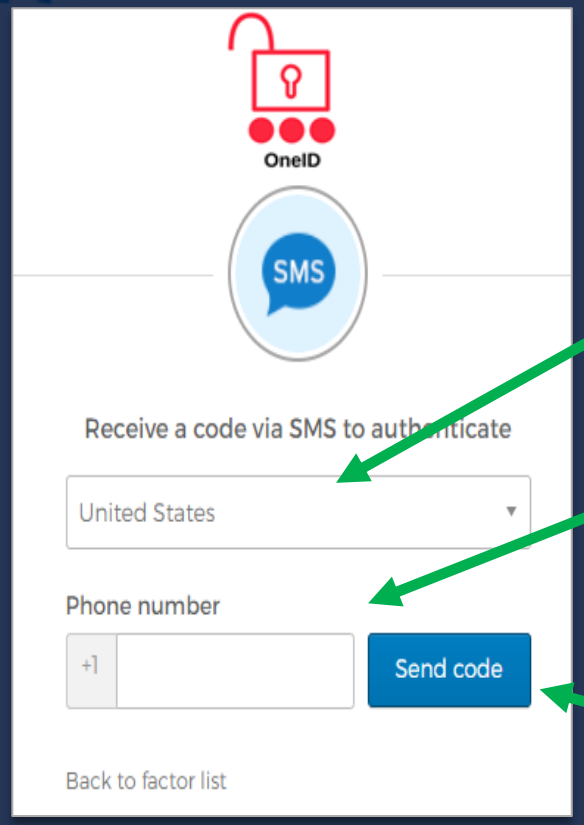
SMS Factor



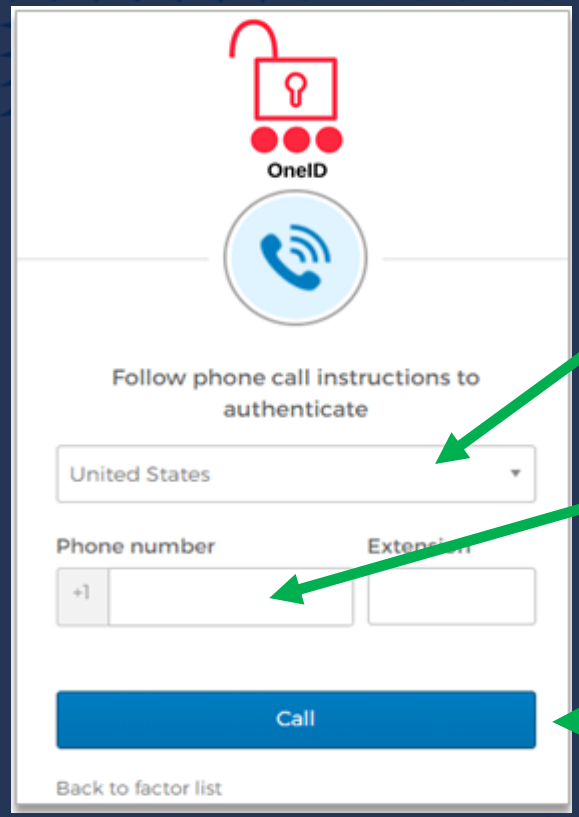
Select your country

Enter your Mobile phone number

Click "Send Code"

OR

Voice Call Factor



Select your country

Enter your Mobile or Landline phone number

Click "Call"

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

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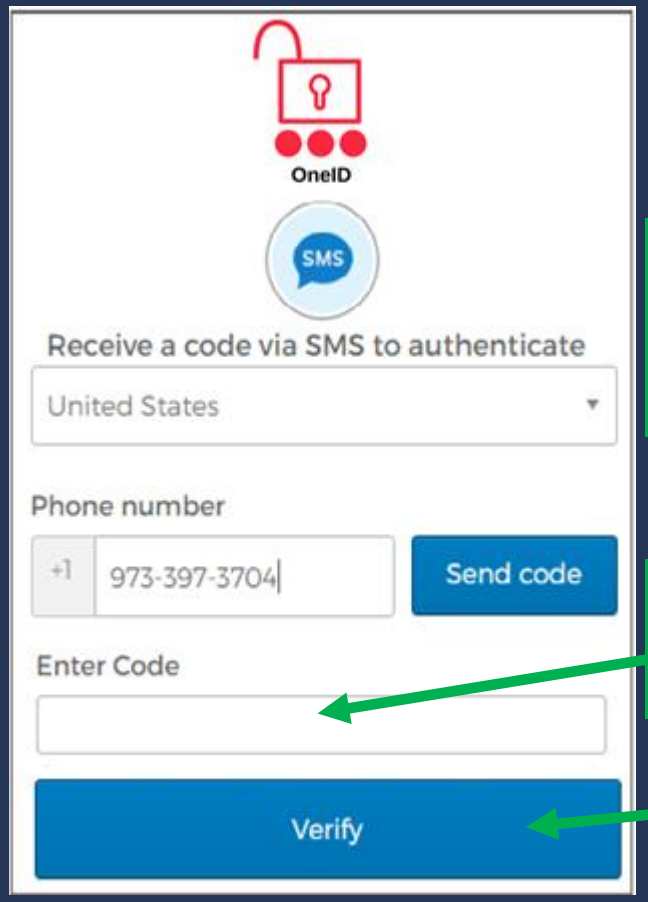
OR

SMS Factor



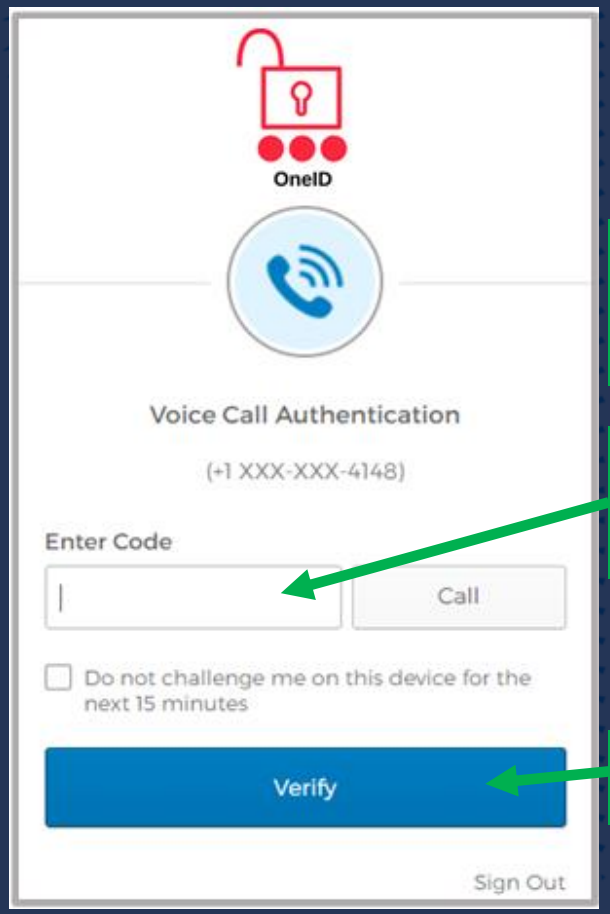
Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

OR

Voice Call Factor



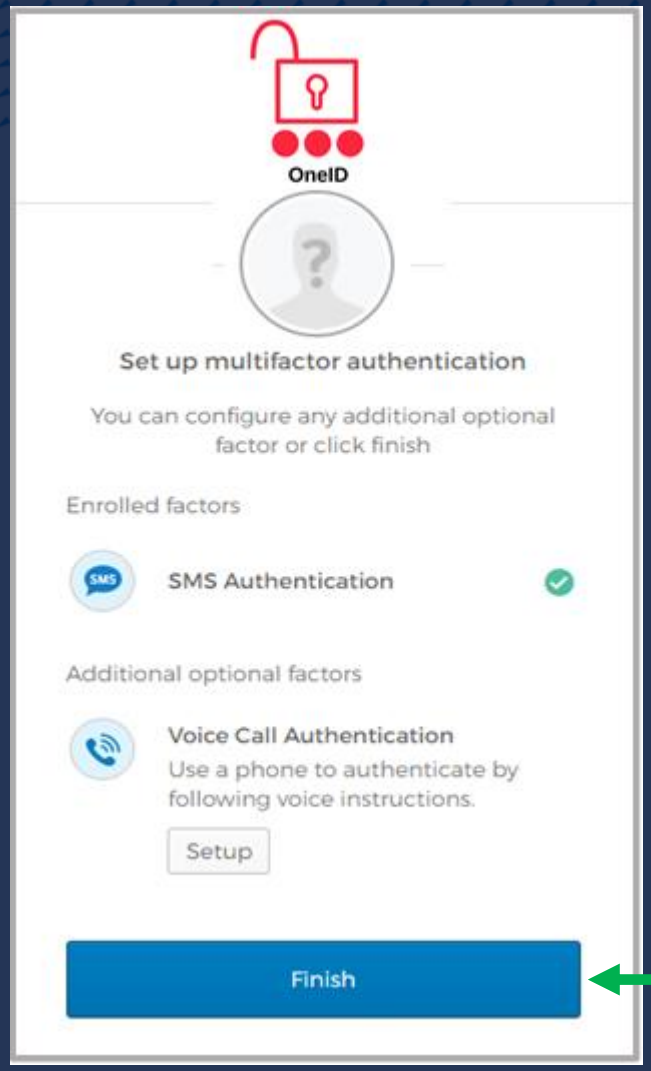
Receive phone call with Code

Enter the Code here

Click "Verify"

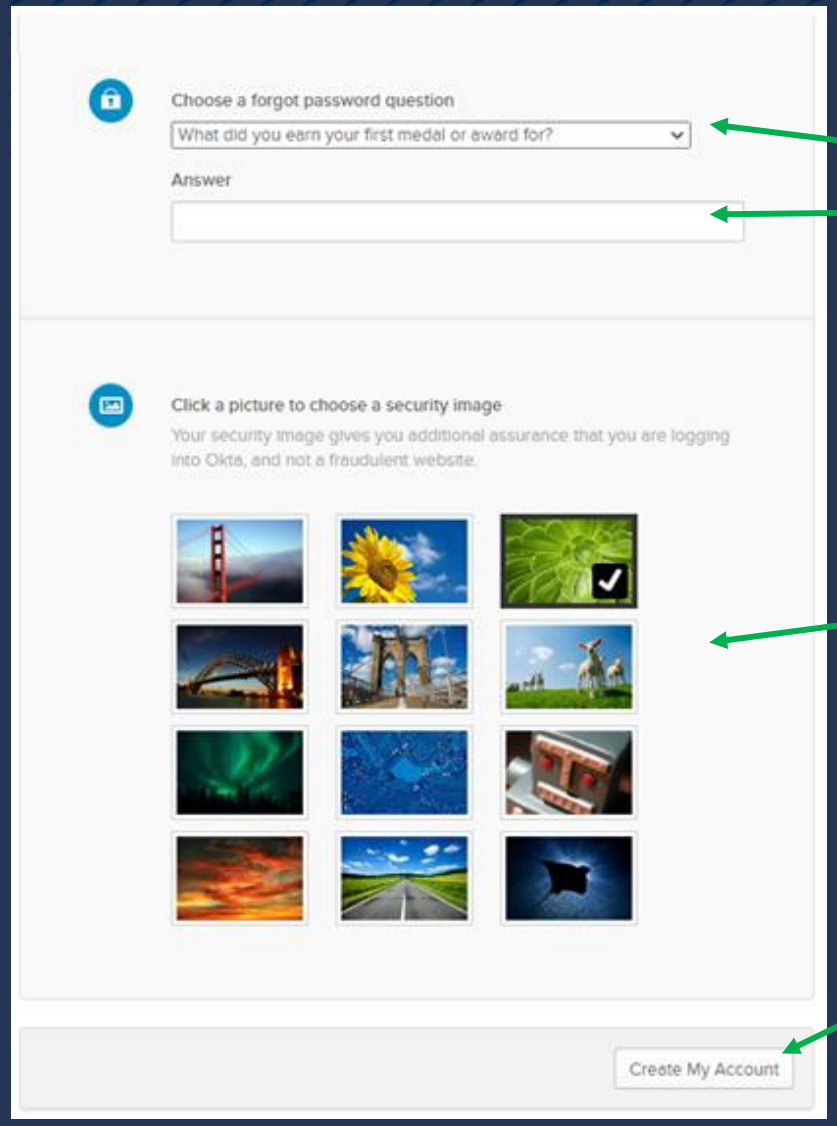
Step 3 – Setup (cont.)

Click “Finish!”



Click “Finish”

Step 4 - Security Question



Select a question from the dropdown menu

Answer the question

Select a security image

Click "Create my Account"

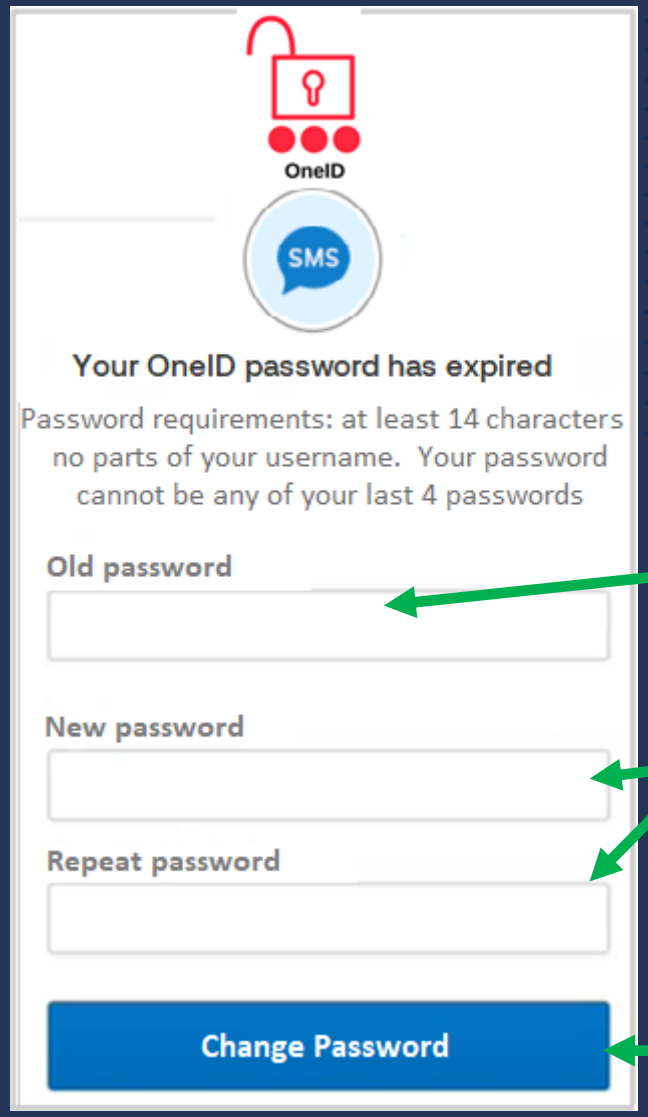
Step 5 - Password Reset *(mandatory)*

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*

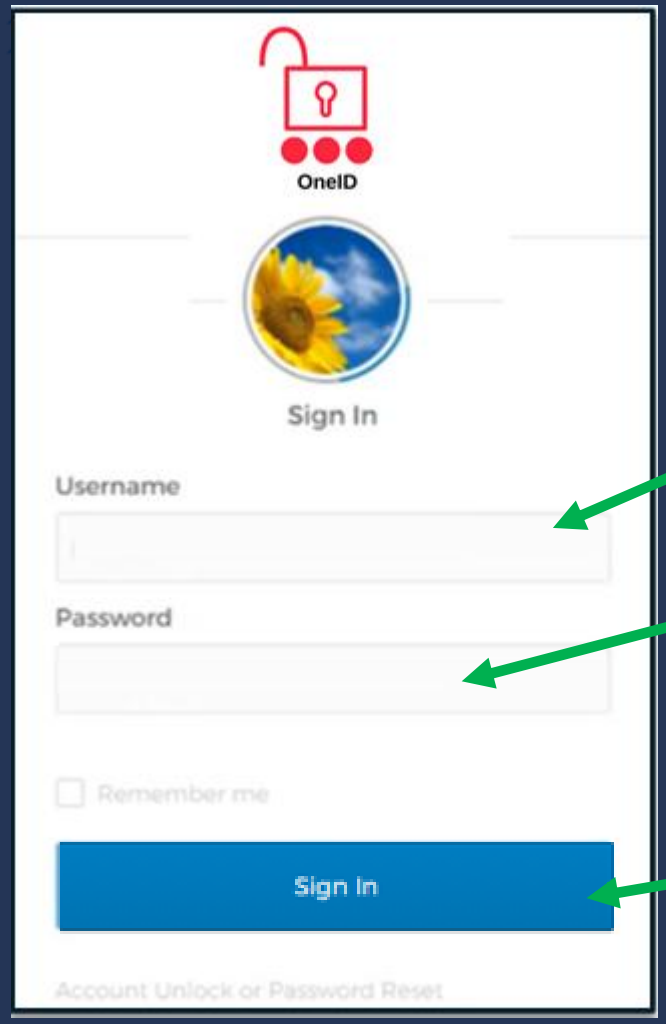


Enter your company-provided temporary password here

Enter your new password twice

Click "Change Password"

Step 6 – Re-Authenticate with updated credentials



Enter your username here

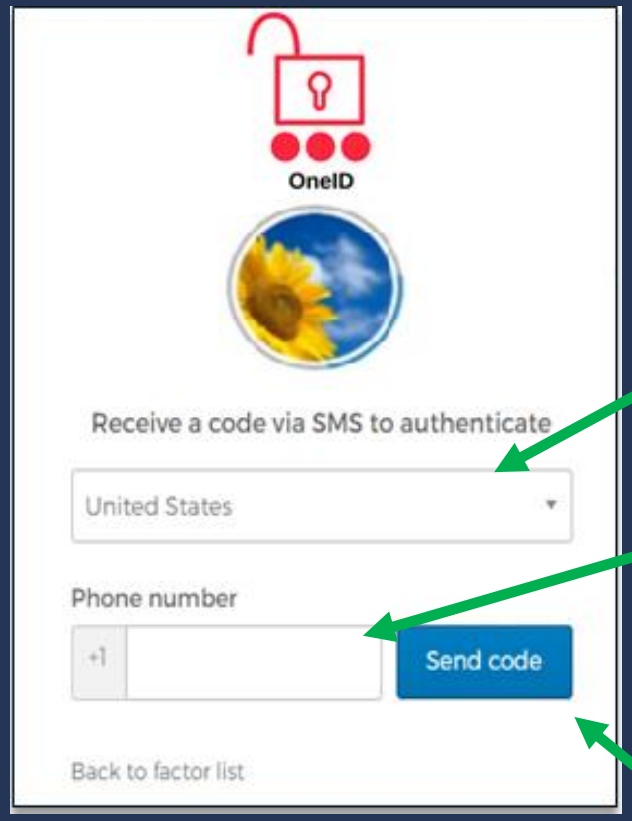
Enter your new passphrase here

Click Sign In

Step 6 – (cont.)

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

SMS Factor



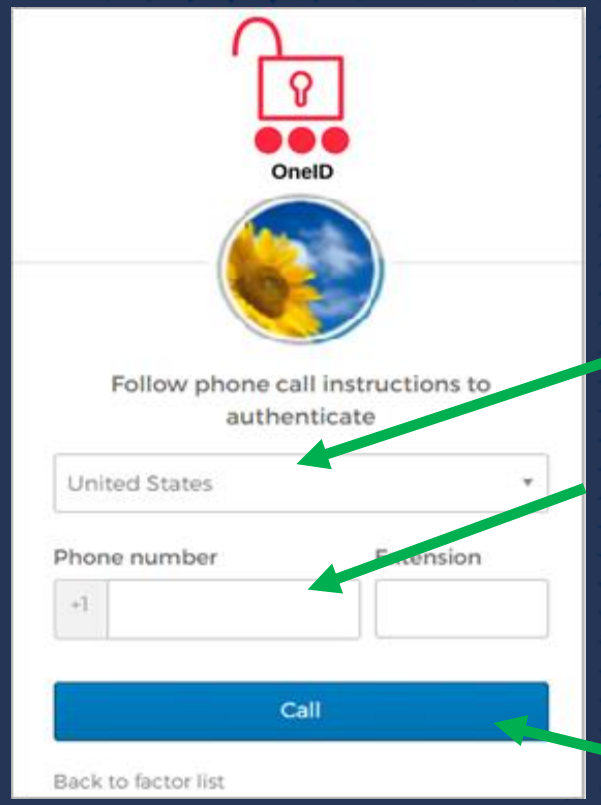
Select your country

Enter your Mobile phone number

Click "Send Code"

OR

Voice Call Factor



Select your country

Enter your Mobile or Landline phone number

Click "Call"

Step 6 – Cont.

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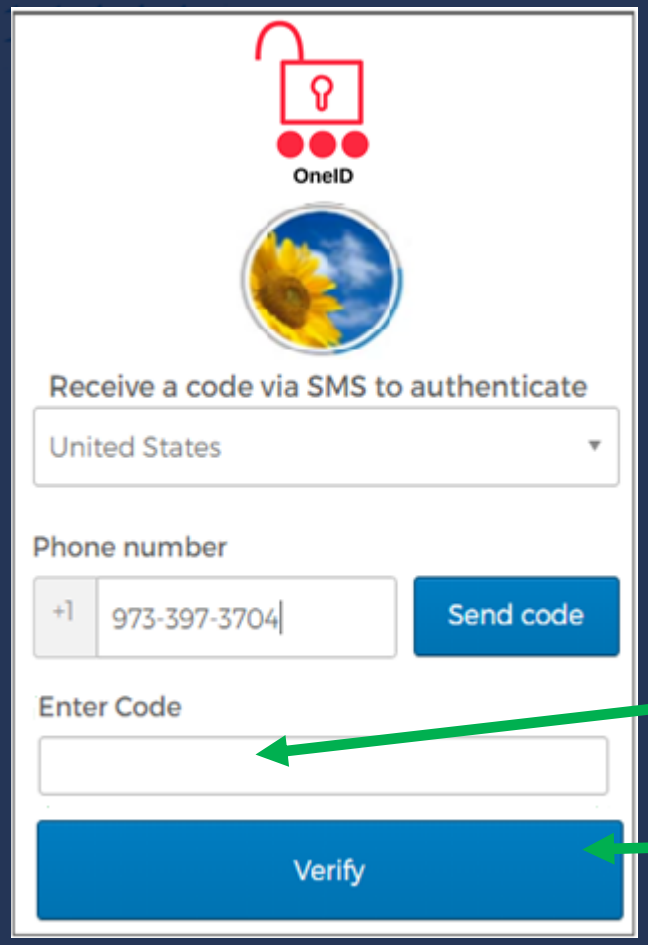
SMS Factor

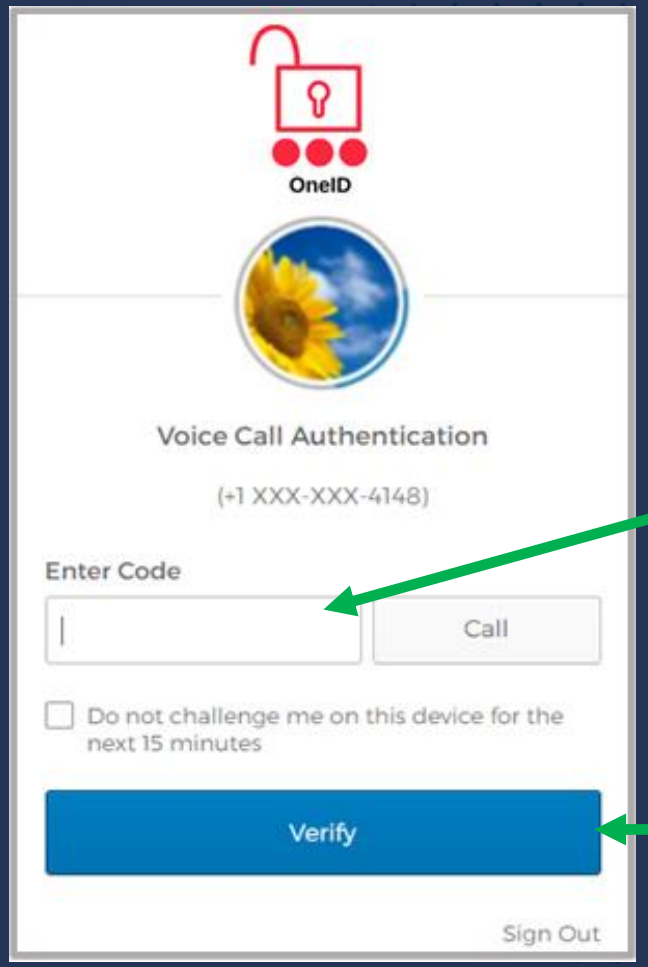


Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

Voice Call Factor



Receive phone call with Code

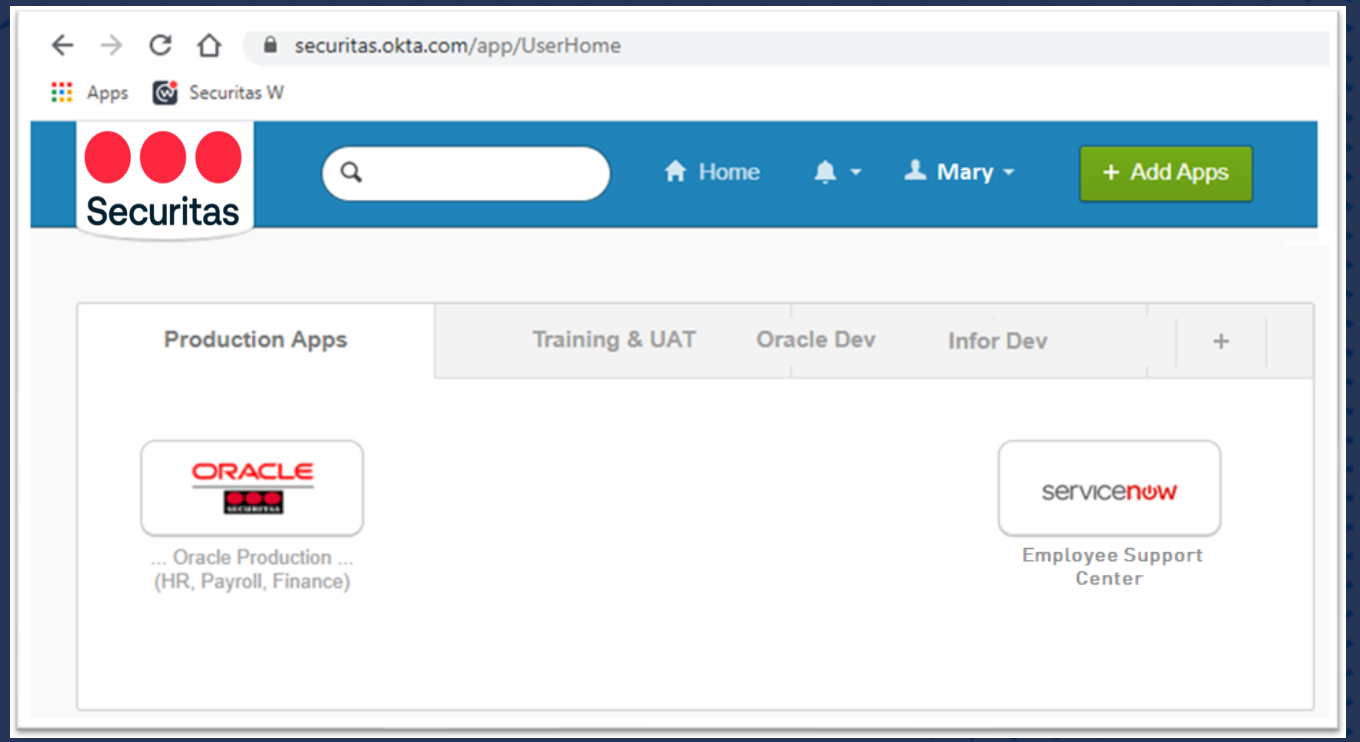
Enter the Code here

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



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