



EMPLOYEE DIRECT ACCESS

OKTA MULTIFACTOR AUTHENTICATION (MFA)

INSTRUCTIONS FOR ENROLLMENT

Basic Setup
guards/office workers

Employee Support Center

April 2021



Welcome to Employee Direct Access (Okta) Enrollment!

These simple steps will guide you to:

- 1 . Enroll in Employee Direct Access (Okta) Multi-factor Authentication – (required in order to access Securitas systems/platforms)
2. Change your temporary password to a permanent password (mandatory)

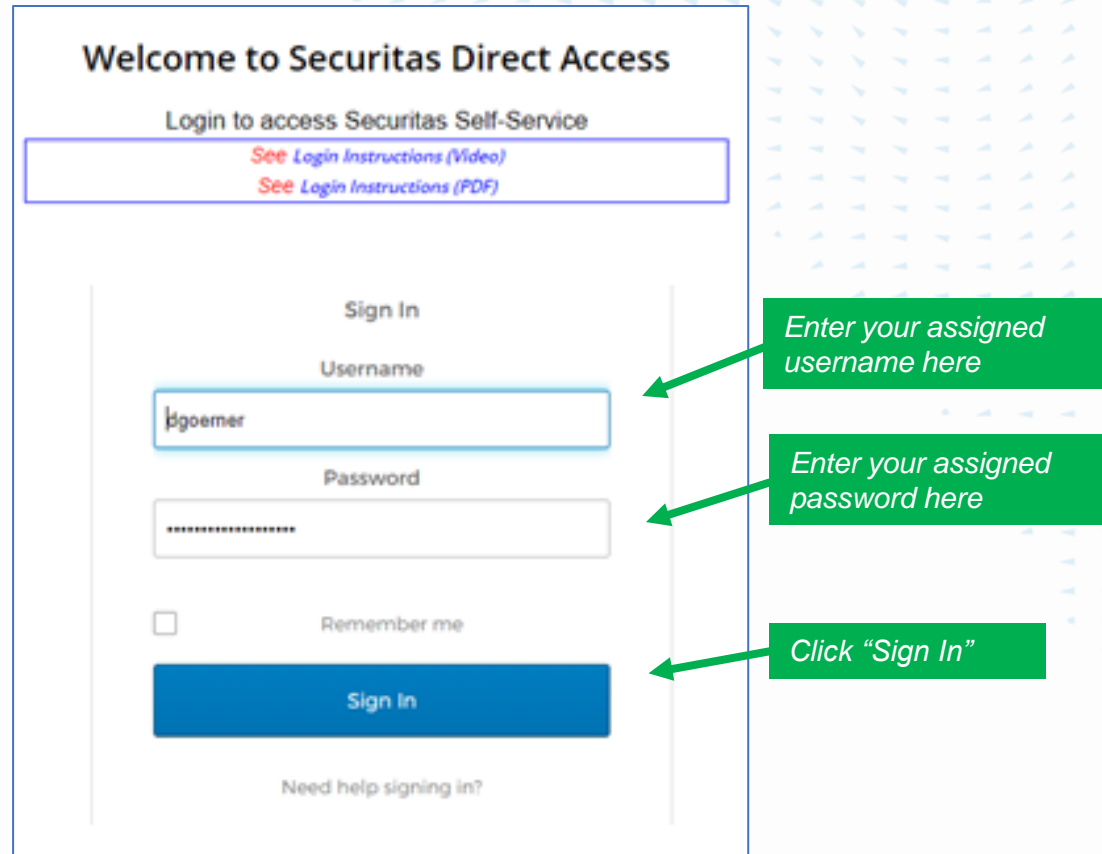
You will need:

- **your mobile device**, with internet connection (or a landline phone) whichever device you choose, it must be available to you every time you sign into a secure site
- **your Securitas username and password** (contained in your new-hire welcome letter)

Step 1 – Sign into Employee Access Portal

Go to <https://da.securitasinc.com>

Sign in using the credentials from your welcome letter:



The screenshot shows the 'Welcome to Securitas Direct Access' login page. At the top, it says 'Login to access Securitas Self-Service' and provides links for 'See Login Instructions (Video)' and 'See Login Instructions (PDF)'. The main section is titled 'Sign In' and contains a 'Username' field with the text 'jgoemer', a 'Password' field with masked characters, a 'Remember me' checkbox, and a blue 'Sign In' button. Below the button is a link for 'Need help signing in?'. Three green arrows point to the form fields with instructions: 'Enter your assigned username here' points to the Username field, 'Enter your assigned password here' points to the Password field, and 'Click "Sign In"' points to the Sign In button.

Welcome to Securitas Direct Access

Login to access Securitas Self-Service

[See Login Instructions \(Video\)](#)

[See Login Instructions \(PDF\)](#)

Sign In

Username

jgoemer

Password

☐ Remember me

Sign In

[Need help signing in?](#)

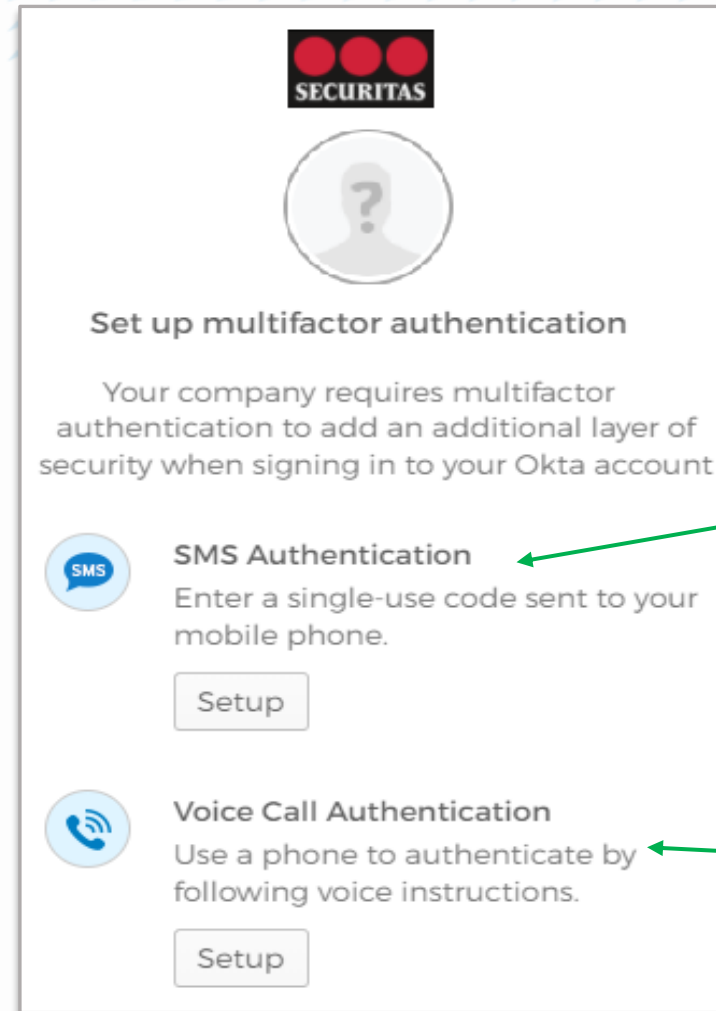
Enter your assigned username here


Enter your assigned password here


Click "Sign In"

Step 2 – Begin Employee Direct Access (Okta) 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.
[Setup](#)

 **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.
[Setup](#)

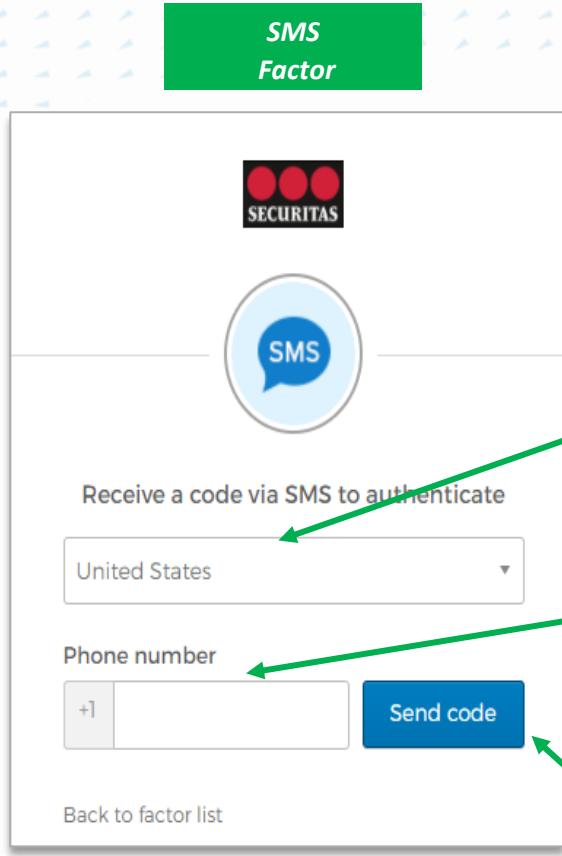
****Recommended****
*SMS (text msg)
authenticate using
numeric code sent to
your mobile phone*

OR

*Authenticate with
code received via
phone call*

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

SMS Factor

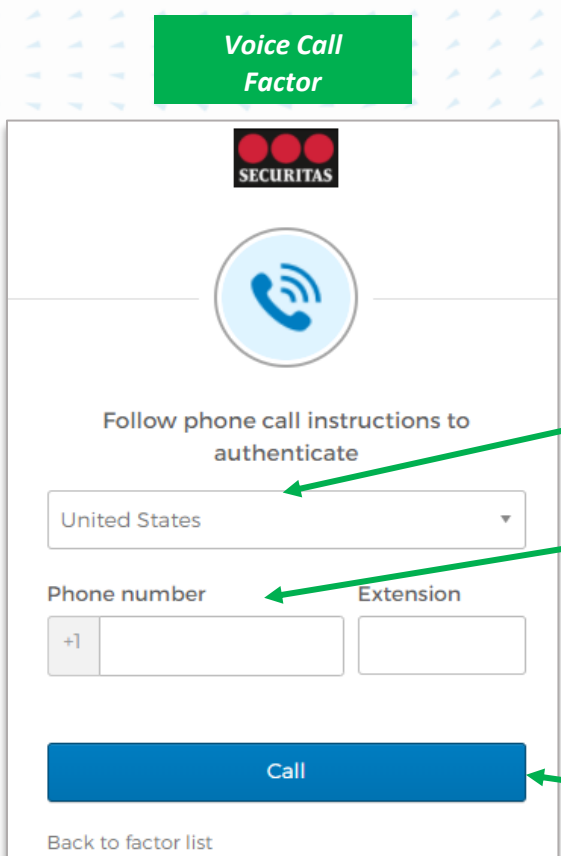


Select your country

Enter your Mobile phone number

Click "Send Code"

Voice Call Factor



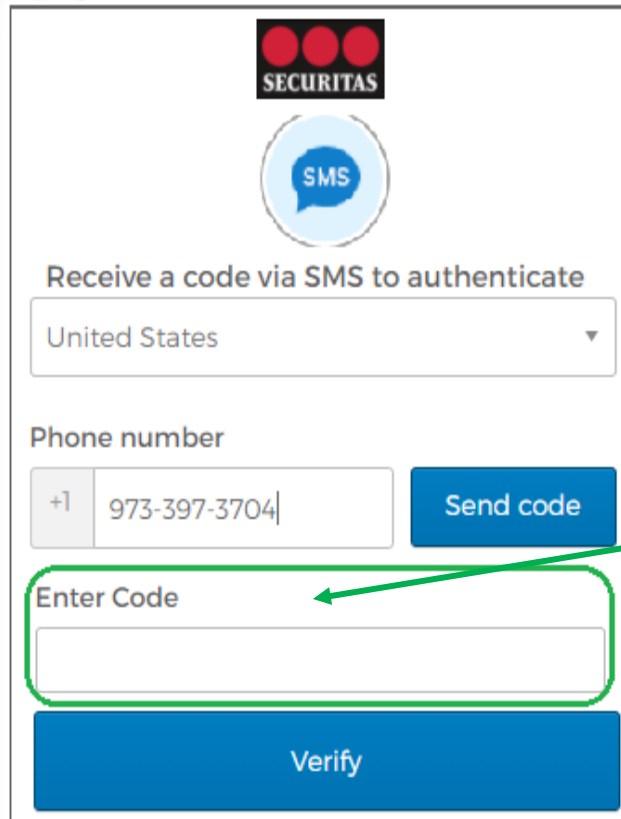
Select your country

Enter your Mobile or Landline phone number

Click "Call"

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

**SMS
Factor**



The SMS Factor screen displays the Securitas logo at the top. Below it is an SMS icon. The text "Receive a code via SMS to authenticate" is followed by a dropdown menu currently set to "United States". Under "Phone number", there is a field with "+1 973-397-3704" and a "Send code" button. A green box highlights the "Enter Code" label and the input field below it. At the bottom is a large blue "Verify" button.

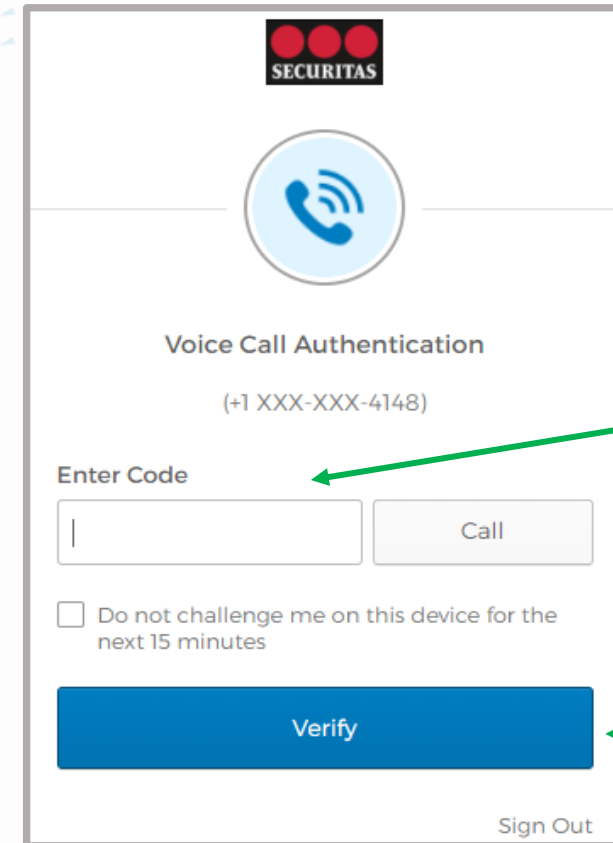
*Receive
text
with Code
on Mobile
Device*

*Enter the
code
here*

*Click
"Verify"*

OR

**Voice Call
Factor**





The Voice Call Factor screen displays the Securitas logo at the top. Below it is a voice call icon. The text "Voice Call Authentication" is followed by the phone number "(+1 XXX-XXX-4148)". Under "Enter Code", there is an input field and a "Call" button. A checkbox labeled "Do not challenge me on this device for the next 15 minutes" is present. At the bottom is a large blue "Verify" button. A "Sign Out" link is at the bottom right.

*Receive
phone call
with Code*

*Enter
the Code
here*

*Click
"Verify"*



Click “Finish!”




Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

 SMS Authentication 

Additional optional factors

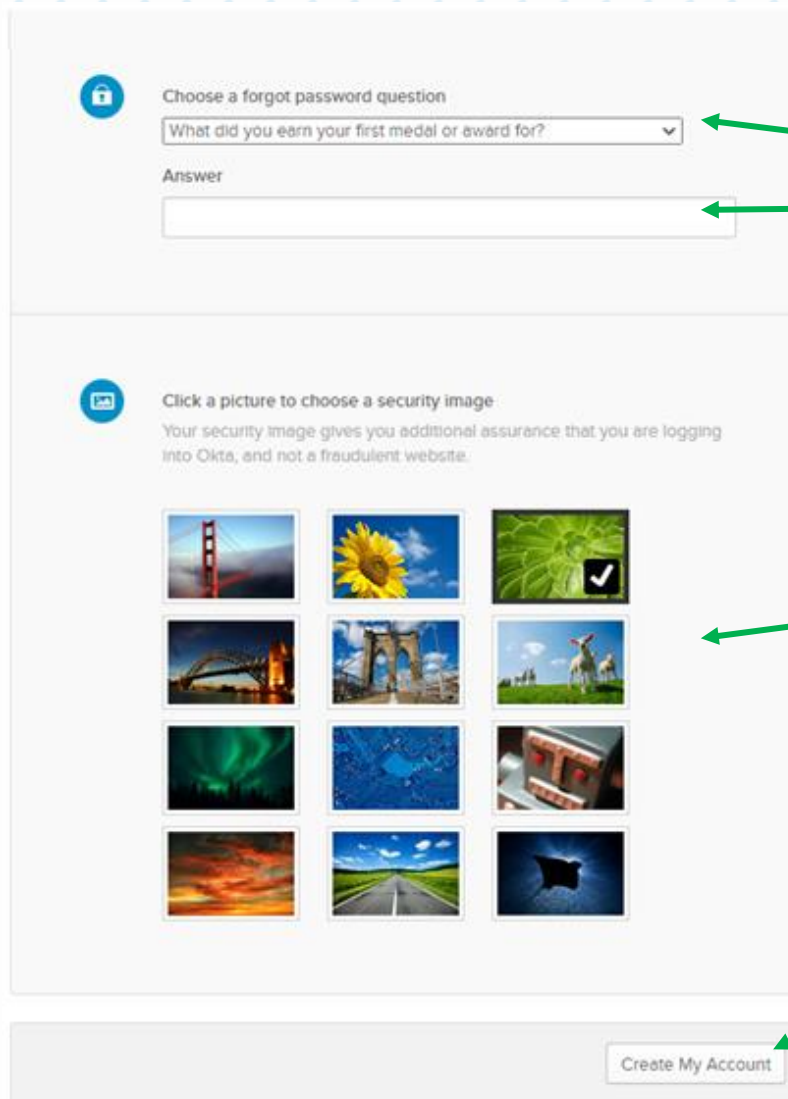
 **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.

Setup

Finish

Click “Finish”

Step 4 - Security Questions



The screenshot shows a web form for creating an account. It has two main sections. The first section is titled 'Choose a forgot password question' and contains a dropdown menu with the text 'What did you earn your first medal or award for?' and an 'Answer' text input field below it. The second section is titled 'Click a picture to choose a security image' and includes a 4x3 grid of 12 different images. The top-right image in the grid, which shows a green leaf, has a small black checkmark in its bottom right corner. At the bottom right of the form is a button labeled 'Create My Account'.

Select a question from
the dropdown menu

Answer the question

Select a security image

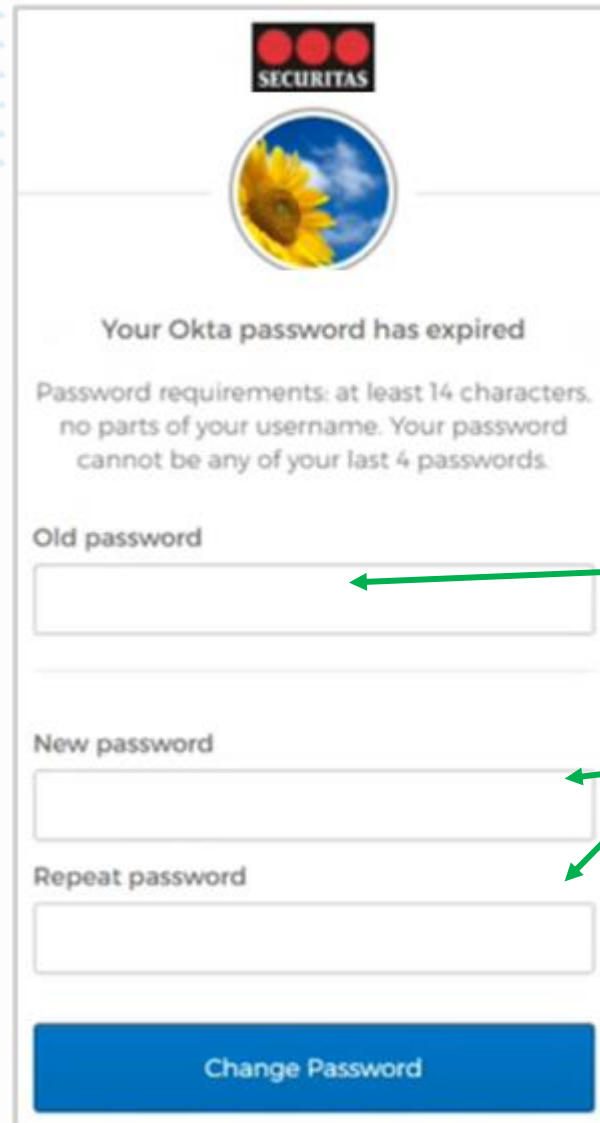
Click "Create my
Account"

Step 5 - Password Reset (*mandatory*)

Per company policy, passwords (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



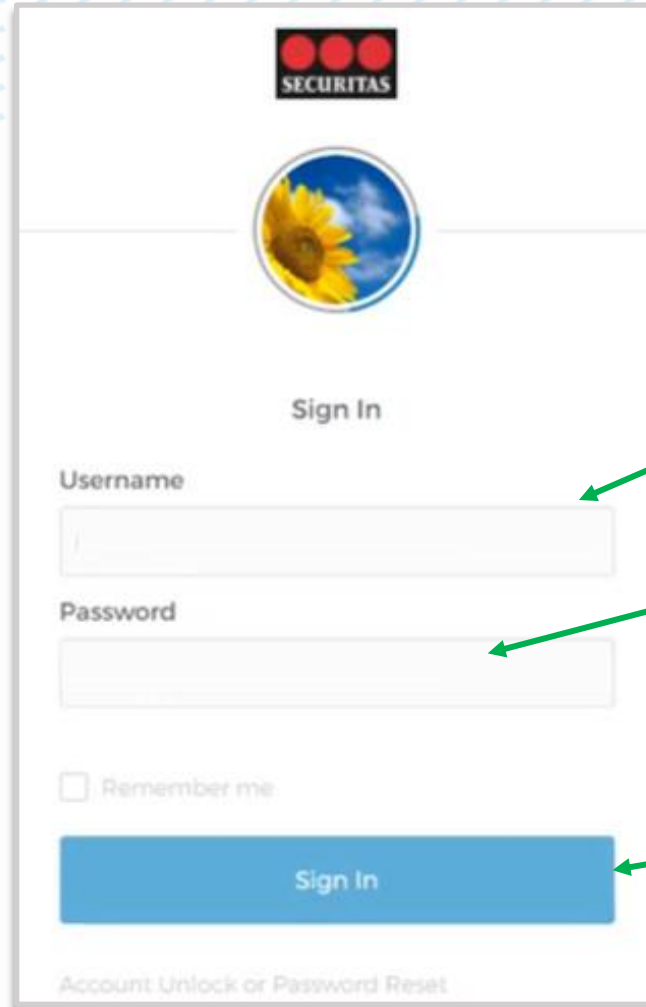
The screenshot shows a password reset form for Securitas. At the top is the Securitas logo and a circular profile picture of a sunflower. The text reads: "Your Okta password has expired" and "Password requirements: at least 14 characters, no parts of your username. Your password cannot be any of your last 4 passwords." Below this 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 passphrase here

Click "Change Password"

Step 6 – Re-Authenticate with updated credentials



The image shows a login form for Securitas. At the top is the Securitas logo (three red circles above the word 'SECURITAS'). Below the logo is a circular profile picture of a sunflower. Underneath the profile picture is the text 'Sign In'. Below this are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me:'. At the bottom of the form is a blue button labeled 'Sign In'. Below the button is a link that says 'Account Unlock or Password Reset'.

Enter your
username
here



Enter your new
passphrase
here

Click Sign In

Step 6 – (cont.)

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

SMS
Factor



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"

OR

Voice Call
Factor



Follow phone call instructions to authenticate

United States

Phone number

+1

Extension

Call

Back to factor list

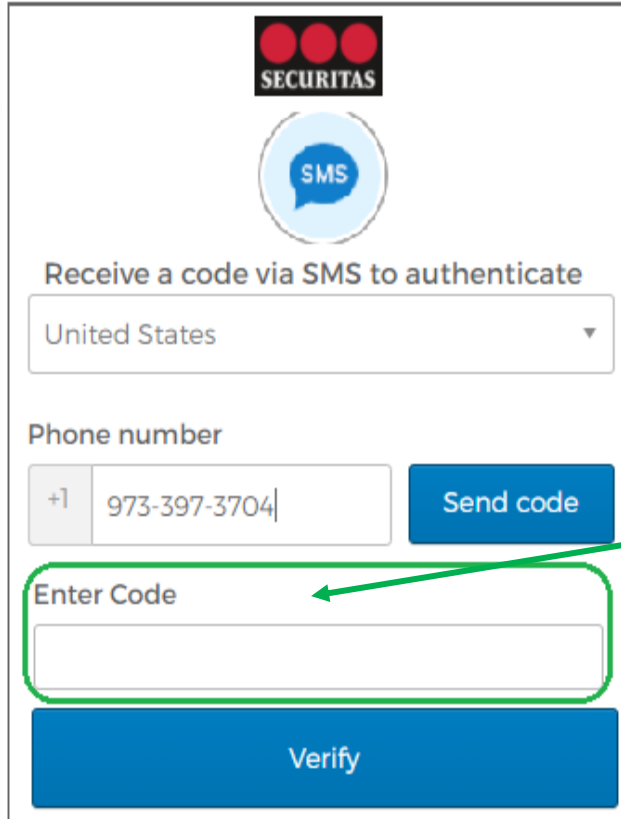
Select your country

Enter your Mobile or Landline phone number

Click "Call"

Step 6 – Cont.

SMS Factor



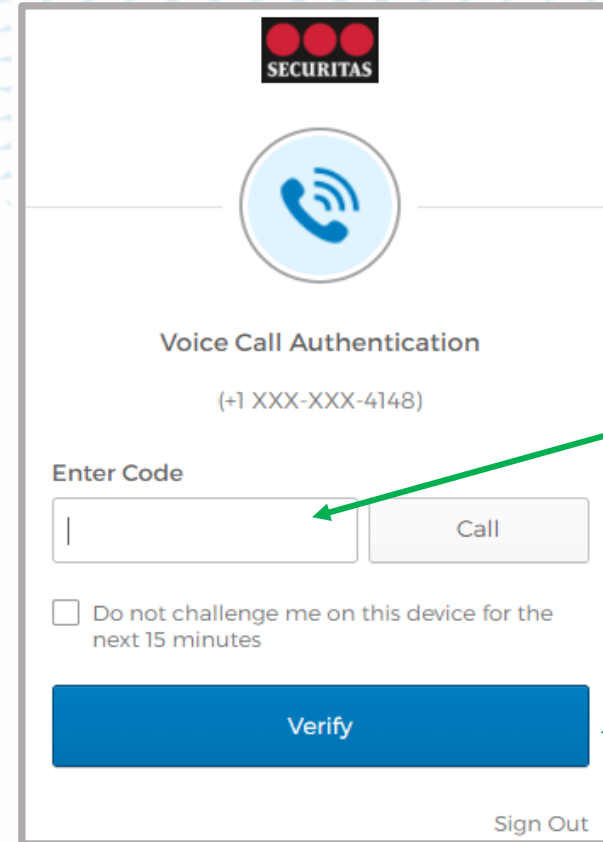
The SMS Factor interface features the Securitas logo at the top. Below it is an SMS icon. The text "Receive a code via SMS to authenticate" is displayed. A dropdown menu shows "United States". The "Phone number" section includes a field with "+1 973-397-3704" and a "Send code" button. Below this is an "Enter Code" field, which is highlighted with a green border and a green arrow pointing to it from the instruction "Enter the code here". At the bottom is a large blue "Verify" button, with a green arrow pointing to it from the instruction "Click 'Verify'".

Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

Voice Call Factor



The Voice Call Factor interface features the Securitas logo at the top. Below it is a phone icon. The text "Voice Call Authentication" is displayed, followed by the phone number "(+1 XXX-XXX-4148)". The "Enter Code" section includes a field with a green arrow pointing to it from the instruction "Enter the Code here", and a "Call" button. Below this is a checkbox labeled "Do not challenge me on this device for the next 15 minutes". At the bottom is a large blue "Verify" button, with a green arrow pointing to it from the instruction "Click 'Verify'". A "Sign Out" link is located at the bottom right.

Receive phone call with Code

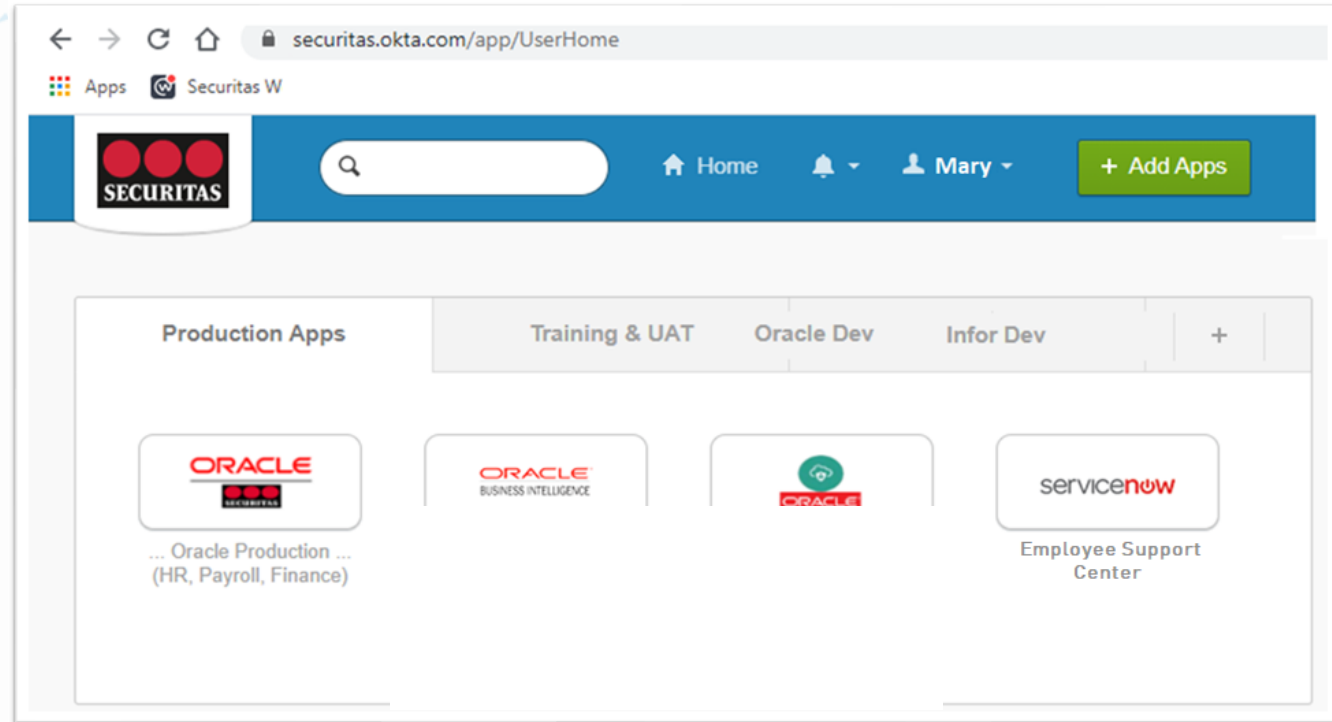
Enter the Code here

Click "Verify"

Employee Direct Access (Okta) Dashboard

This brings you to the Employee Direct Access (Employee Direct Access (Okta) Dashboard where you can access:

- Oracle - HR, Payroll, Finance
- Employee Support Center portal



TIP

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



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