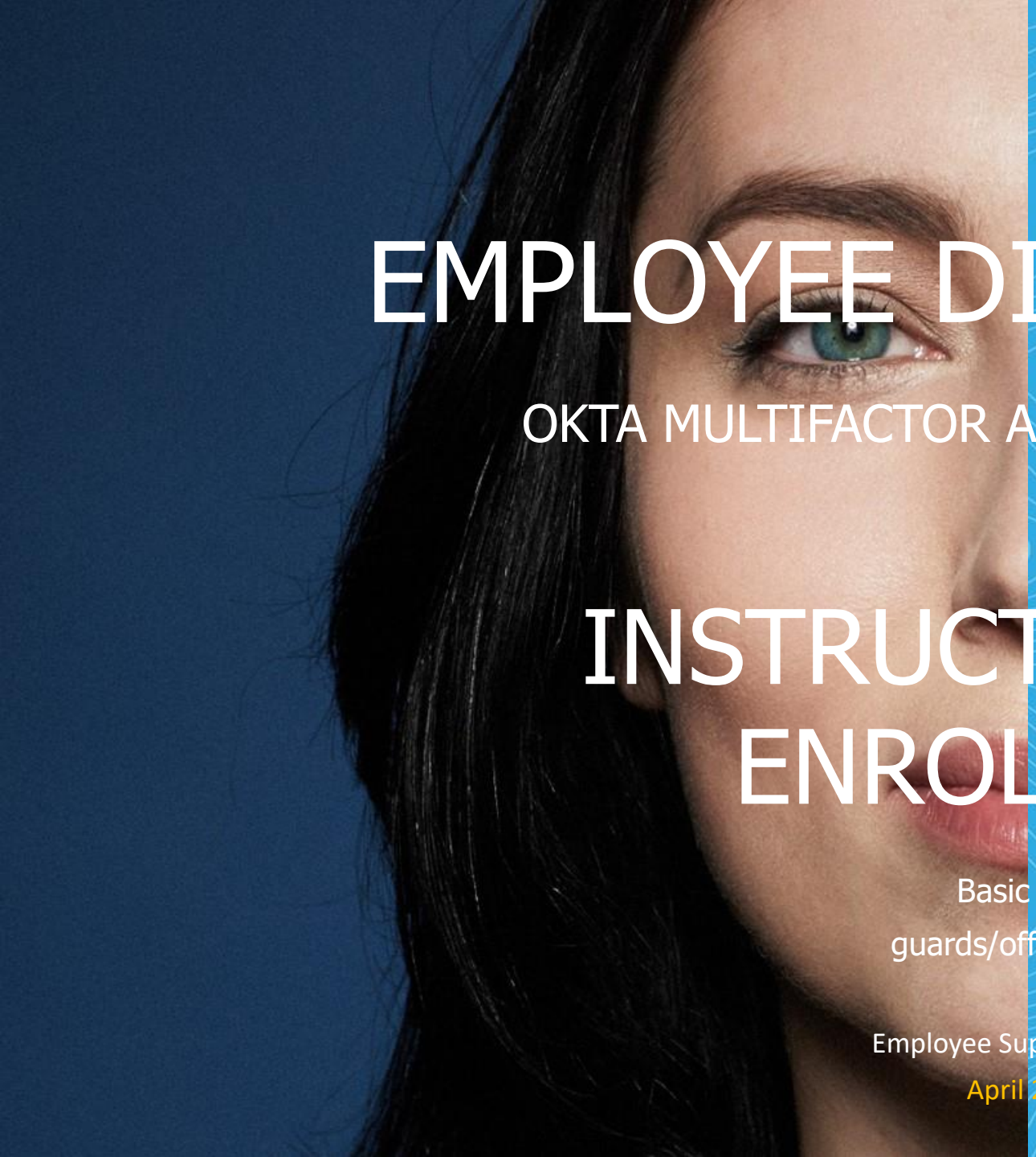


EMPLOYEE DIRECT ACCESS

OKTA MULTIFACTOR AUTHENTICATION (MFA)

INSTRUCTIONS FOR ENROLLMENT

Basic Setup

guards/office workers

Employee Support Center

April 2021

Securitas

Welcome to Employee Direct Access (Okta) Enrollment!

Securitas

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)

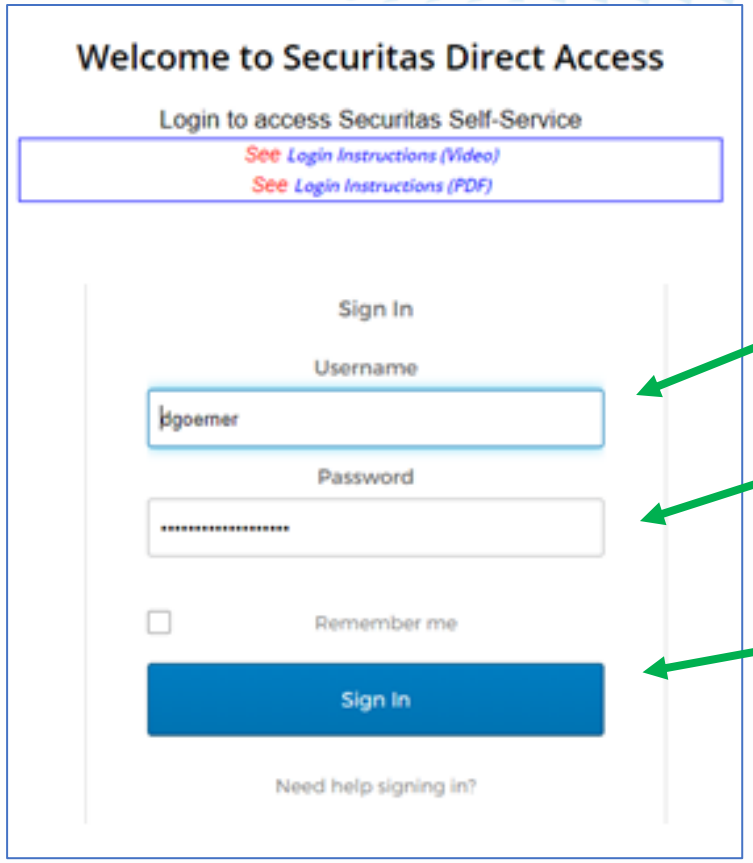
You will need:

- **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:



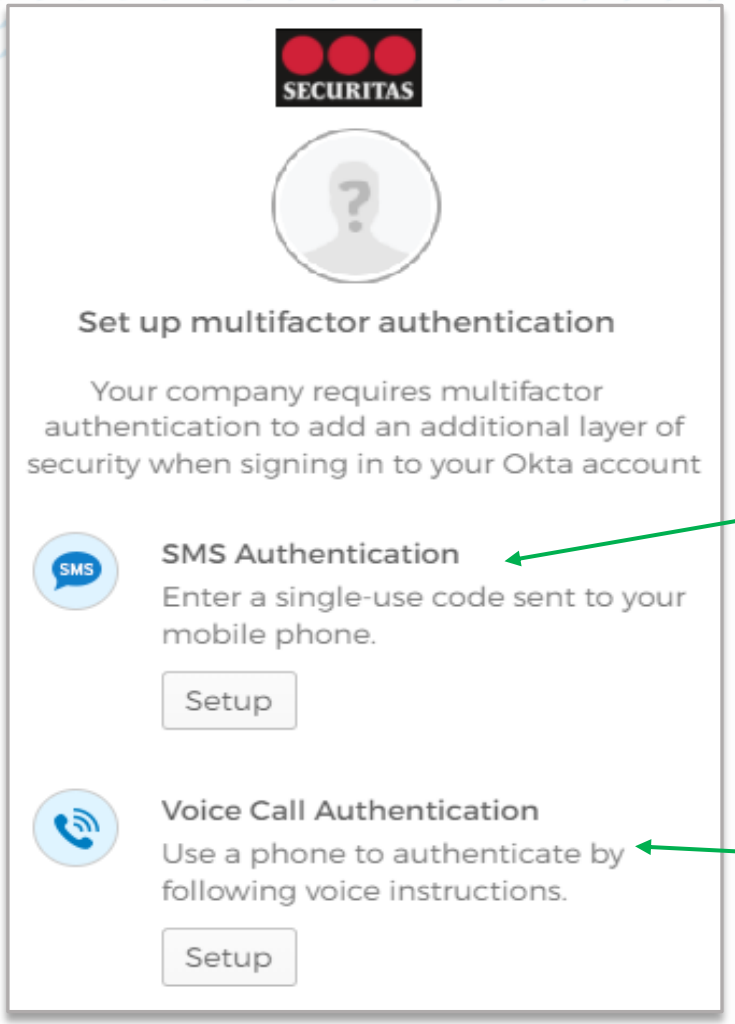
Enter your assigned username here

Enter your assigned password here

Click "Sign In"

Step 2 – Begin Employee Direct Access (Okta) enrollment

Select your preferred authentication method (Choose one)

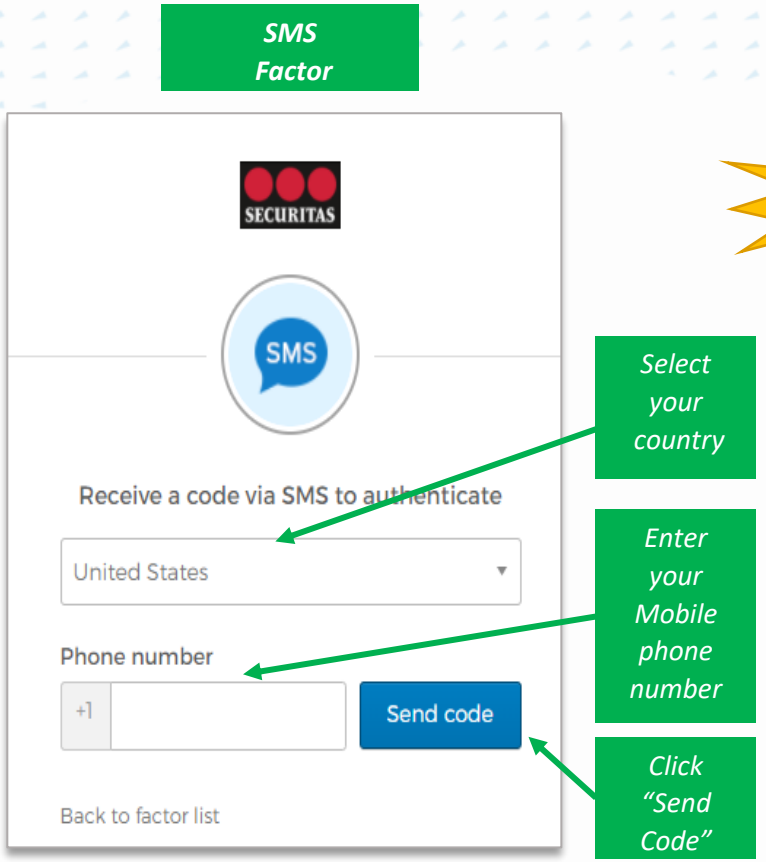


Recommended
SMS (text msg) authenticate using numeric code sent to your mobile phone

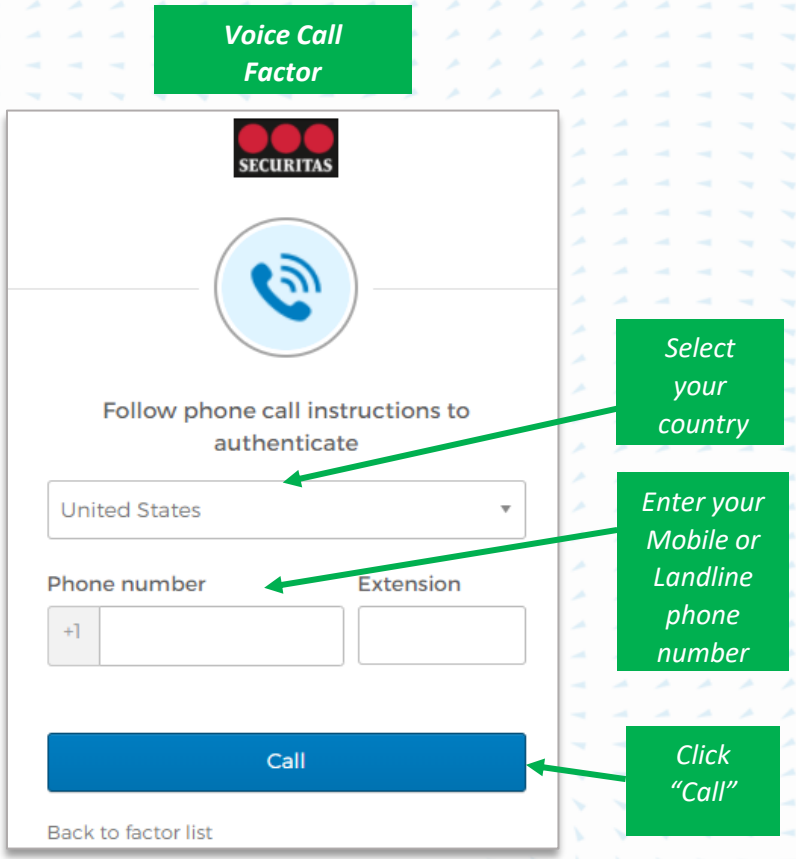
OR

Authenticate with code received via phone call

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



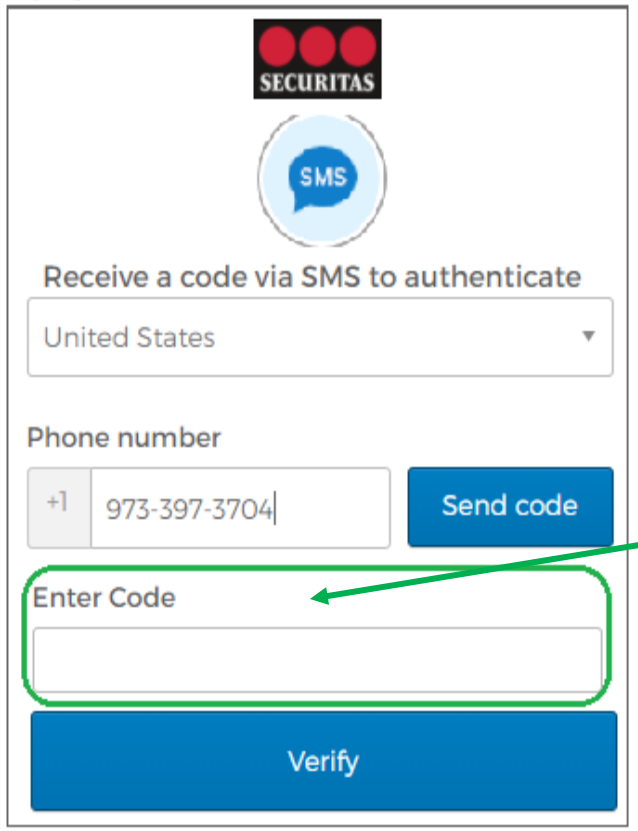
OR



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

OR

SMS Factor



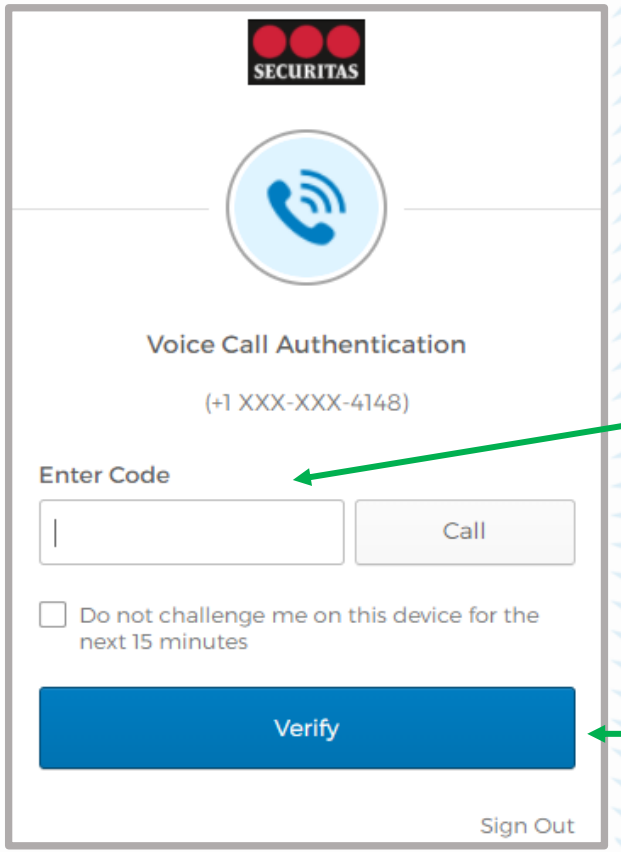
Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

OR

Voice Call Factor



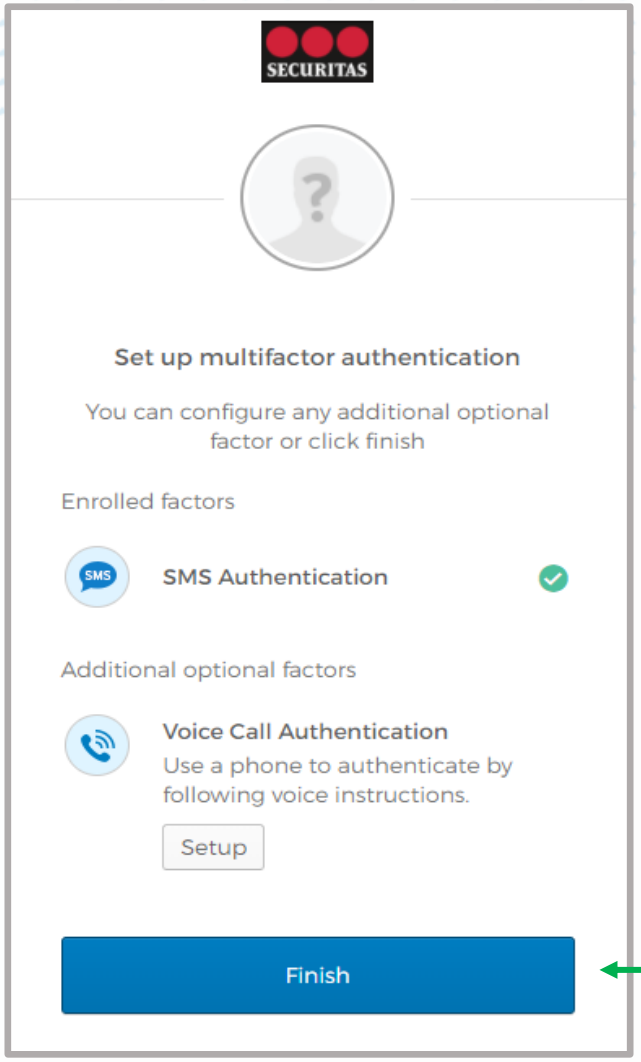
Receive phone call with Code

Enter the Code here

Click "Verify"

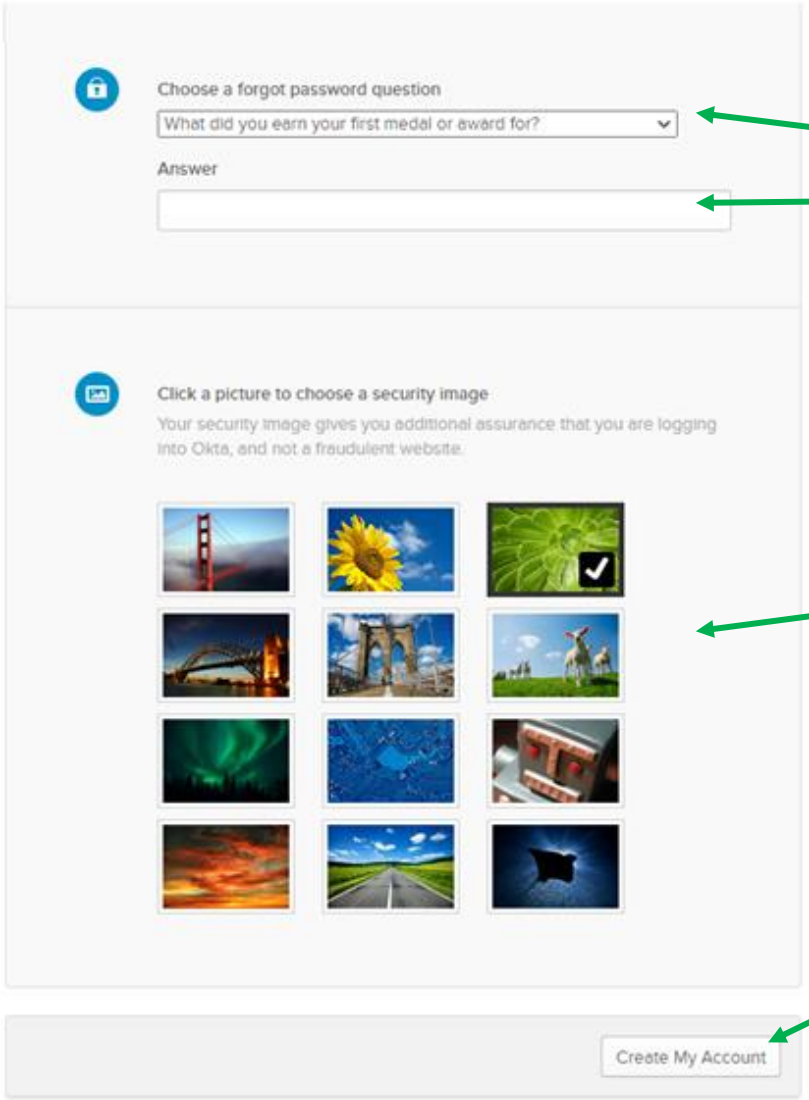
Securitas

Click “Finish!”



Click “Finish”

Step 4 - Security Questions



Select a question from the dropdown menu

Answer the question

Select a security image

Click "Create my Account"

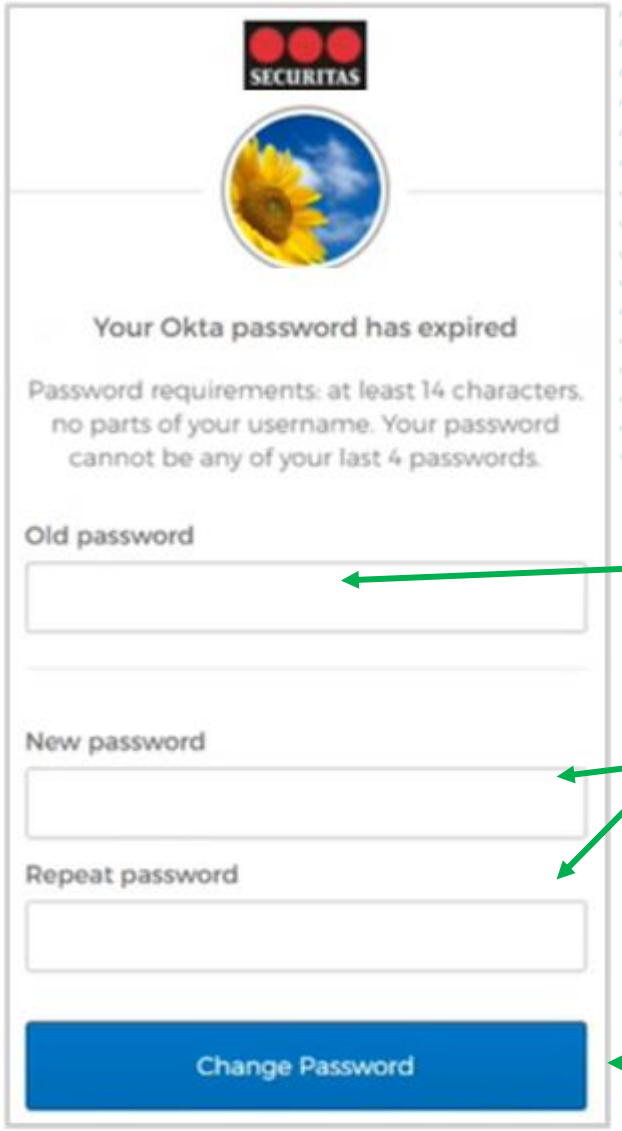
Step 5 - Password Reset *(mandatory)*

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

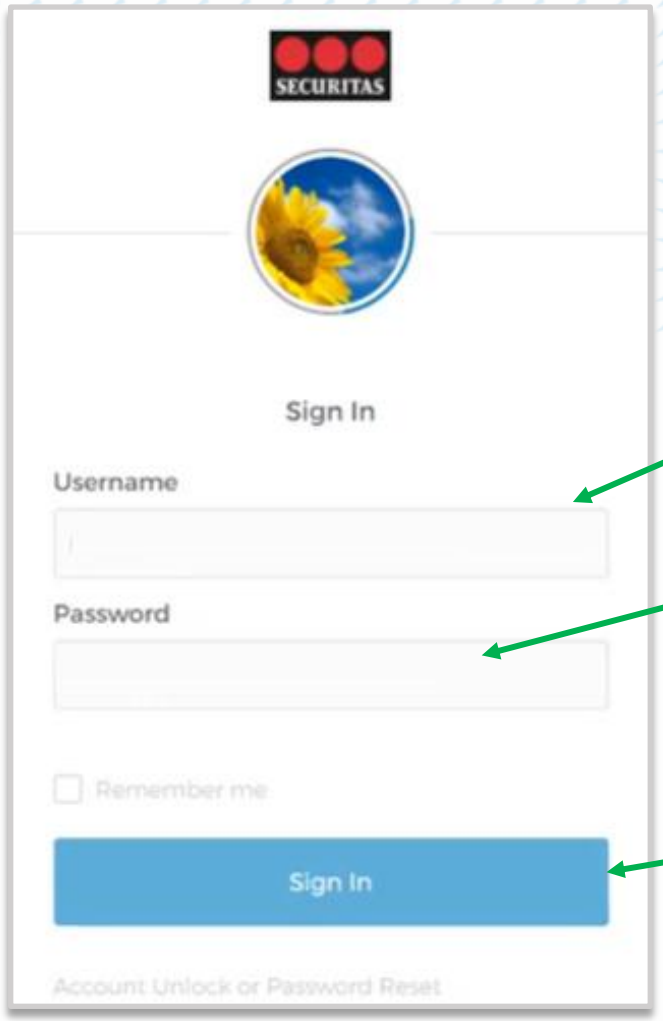


Enter your company-provided temporary password here

Enter your new passphrase here

Click "Change Password"

Step 6 – Re-Authenticate with updated credentials



Enter your username here

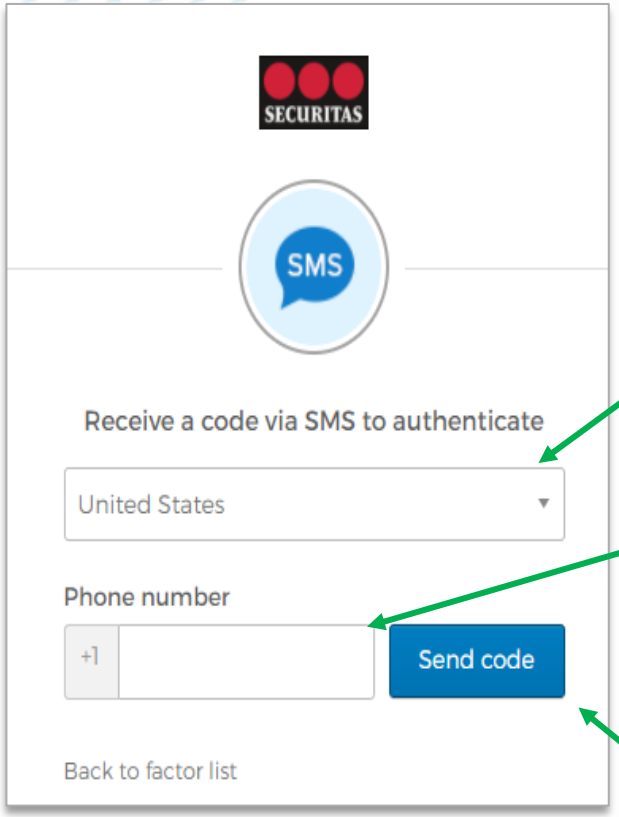
Enter your new passphrase here

Click Sign In

Step 6 – (cont.)

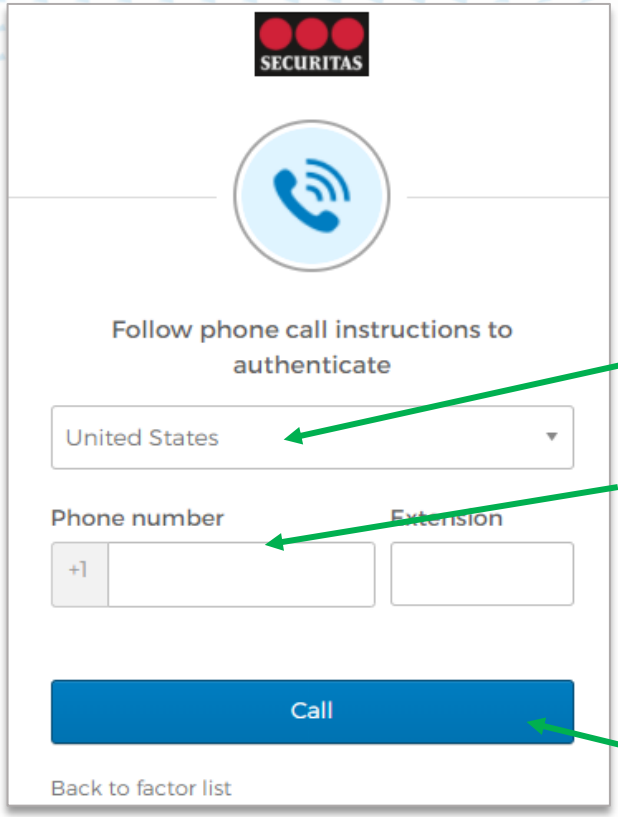
Follow instructions below. The screen you will see depends on the authentication method you selected.

SMS Factor



OR

Voice Call Factor



Select your country

Enter your Mobile phone number

Click "Send Code"

Select your country

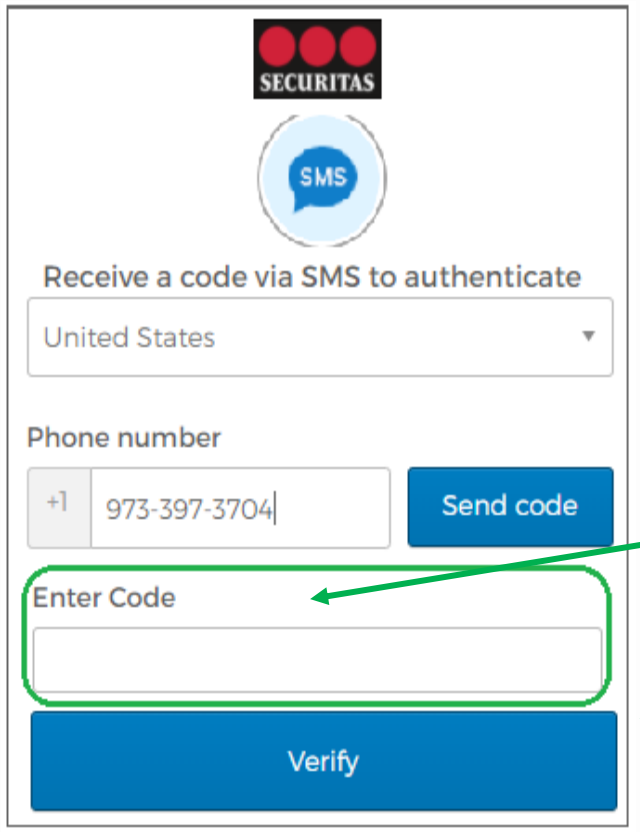
Enter your Mobile or Landline phone number

Click "Call"

Step 6 – Cont.

Securitas

SMS Factor

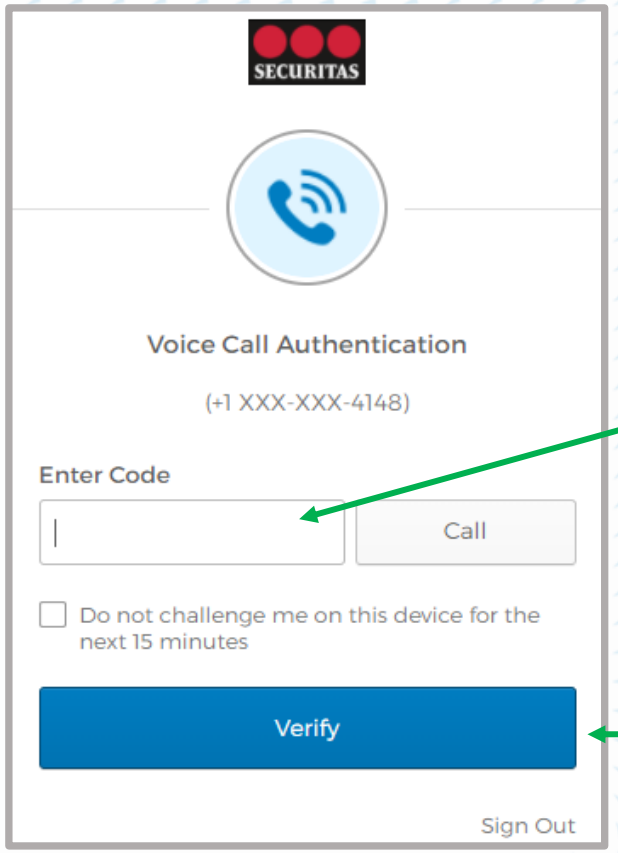


Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

Voice Call Factor



Receive phone call with Code

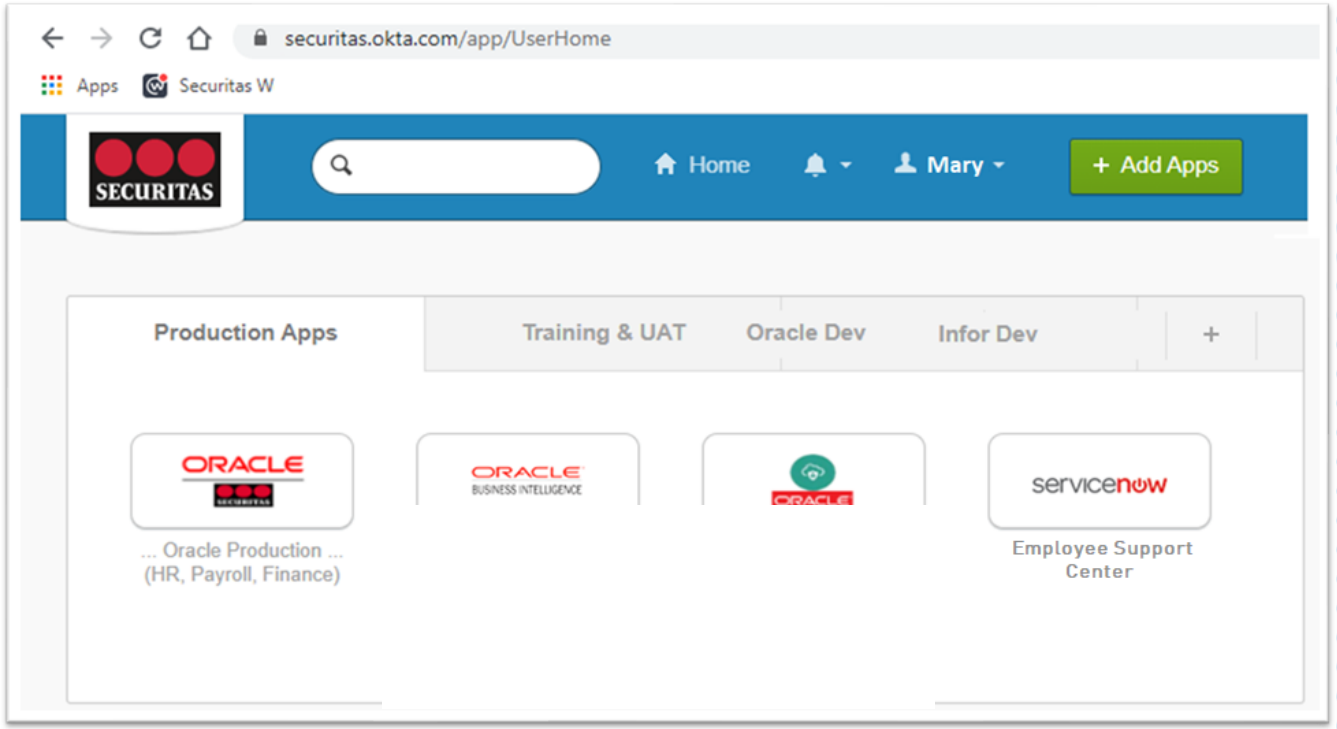
Enter the Code here

Click "Verify"

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.

The Leader in Protective Services

securitasinc.com