



SECURITAS EMPLOYEE DIRECT ACCESS ENROLLMENT

IT Knowledge Library

September 2020



Okta Multifactor Authentication (MFA) & Password Reset

For security purposes, Securitas requires you take two critical actions in order to complete Employee Direct Access enrollment:

1. **Register in Okta Multi-factor Authentication (MFA)** – this step allows you to provide the level of identity confirmation necessary to access company systems, including your HR and payroll information.
2. **Reset your company-issued password** – company policy requires that each new employee create a personal 14-character password (passphrase). You will be prompted to perform this function after registering in Okta MFA.

To register in Okta, you will need:

- **a PC**, with internet connection
- **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** *(If you do not yet have a username and password ask your manager to order these for you)*

Securitas Employee Direct Access

- Using your PC, open a web browser *(such as Chrome, Edge or Safari)*
- Go to the Securitas Employee Direct Access website: <https://da.securitasinc.com>
- You should see the sign-in screen illustrated here
- Follow the instructions in the green boxes at right

The screenshot shows the 'Welcome to Securitas Direct Access' login page. It includes a title, a subtitle, a 'Sign In' header, and input fields for 'Username' and 'Password'. There is a 'Remember me' checkbox and a large blue 'Sign In' button. A link for 'Need help signing in?' is at the bottom. Three green callout boxes with arrows point to the Username field, the Password field, and the Sign In button, providing instructions on where to enter credentials and how to proceed.

Welcome to Securitas Direct Access

Login to access Securitas Self-Service

Sign In

Username

Password

☐ Remember me

Sign In

Need help signing in?

Enter your assigned username here

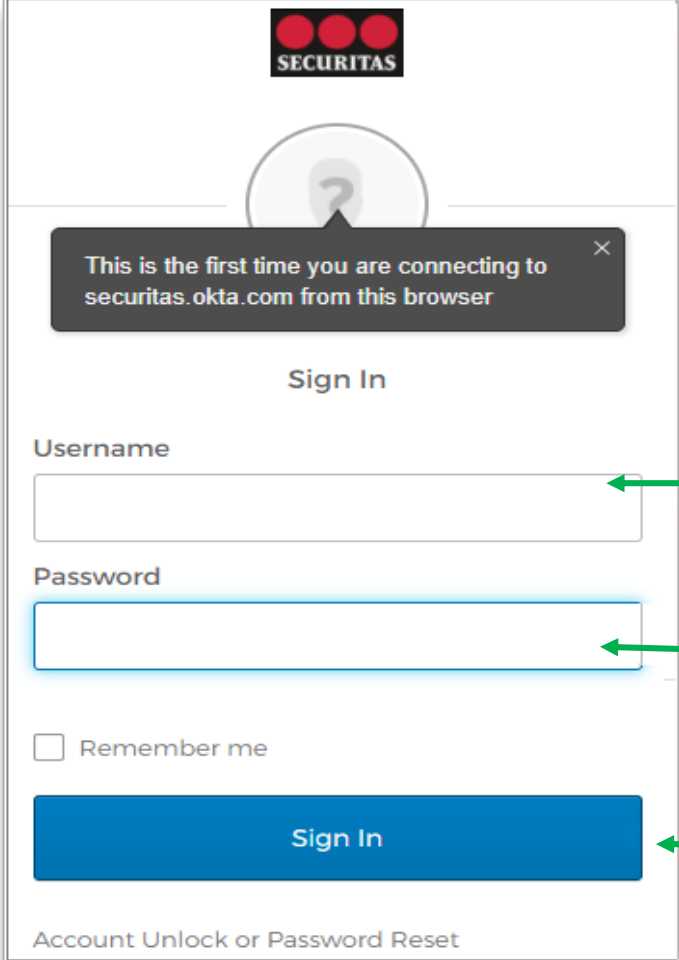
Enter your assigned password here

Click "Sign In"

Okta Registration

Step 1

- You will now arrive at the sign-in screen for Okta
- Follow the instructions in the green boxes at right



The screenshot shows the Okta Sign In interface. At the top is the SECURITAS logo. Below it is a placeholder for a user profile picture. A dark notification box states: "This is the first time you are connecting to securitas.okta.com from this browser". The main heading is "Sign In". There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. A link for "Account Unlock or Password Reset" is at the very bottom. Three green callout boxes with arrows point to the input fields and the button:

- Enter your assigned username here
- Enter your assigned password here
- Click "Sign In" here

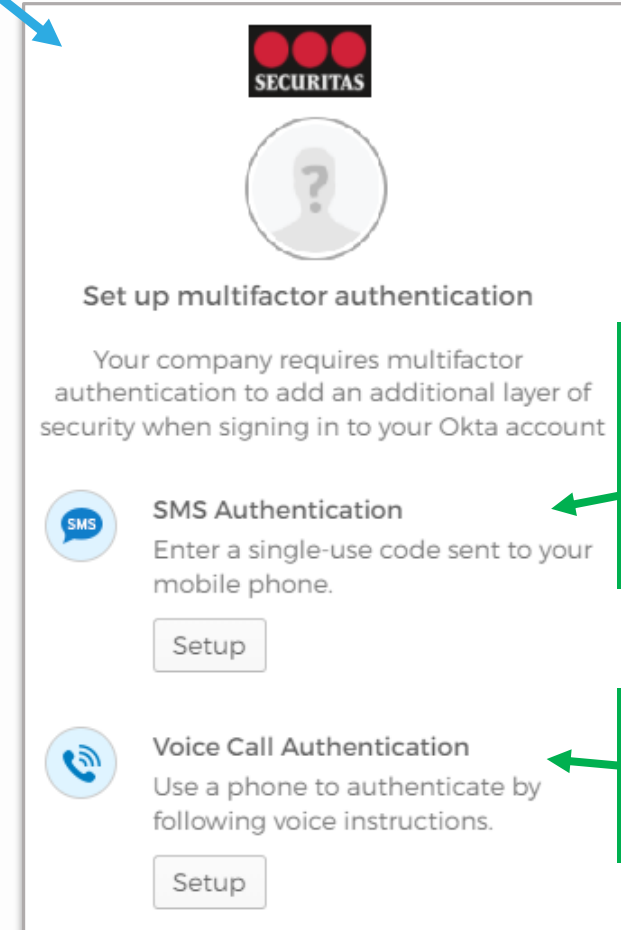
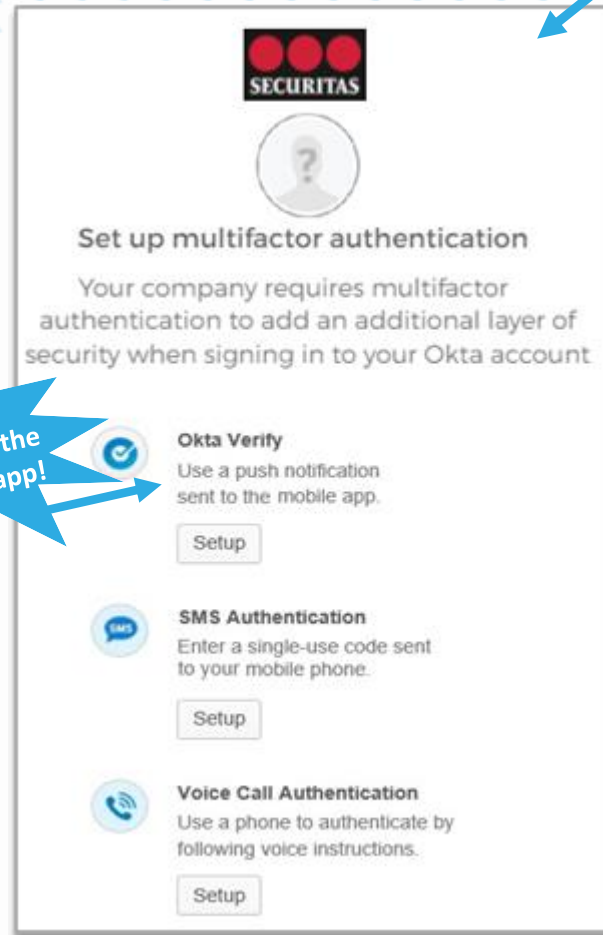
Okta Registration(cont.)

Step 2

- Here you are prompted to designate your preferred method to authenticate your identity. (The method you choose is called a “Factor”)
- Select your preferred factor below by clicking its corresponding “Setup” button
- Follow the instructions in the green boxes at right

Requires downloading the Okta mobile app!

Based on your role, you will see one of the following screens:



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

OR

Authenticate with
code received via
phone call



Okta Registration (cont.)

Step 3

Depending on the factor you chose, you will now see one of the following screens. Follow the instructions below for the factor you selected:

Okta Verify Factor

The screen displays the Securitas logo at the top. Below it is a blue circular icon with a white checkmark. The text reads "Setup Okta Verify" and "Select your device type". There are three icons for Apple, Android, and Windows. Below these is the text "Install Okta Verify". Further down, it says "Download Okta Verify from the Google Play Store onto your mobile device". At the bottom, there is a blue "Next" button and a link "Back to factor list".

- a) Click your Phone type
- b) Now, take your mobile device and download the "Okta Verify" app from the Play Store
- c) Click "Next" on your PC

d) After installing the Okta Verify app on your phone, open the app!

SMS Factor

The screen displays the Securitas logo at the top. Below it is a blue circular icon with a white speech bubble containing "SMS". The text reads "Receive a code via SMS to authenticate". There is a dropdown menu for "United States". Below that is a "Phone number" field with a "+1" prefix and a "Send code" button. At the bottom, there is a link "Back to factor list".

- Select your country
- Enter your Mobile phone number
- Click "Send Code"

Voice Call Factor

The screen displays the Securitas logo at the top. Below it is a blue circular icon with a white telephone handset. The text reads "Follow phone call instructions to authenticate". There is a dropdown menu for "United States". Below that are fields for "Phone number" (with a "+1" prefix) and "Extension". At the bottom, there is a blue "Call" button and a link "Back to factor list".

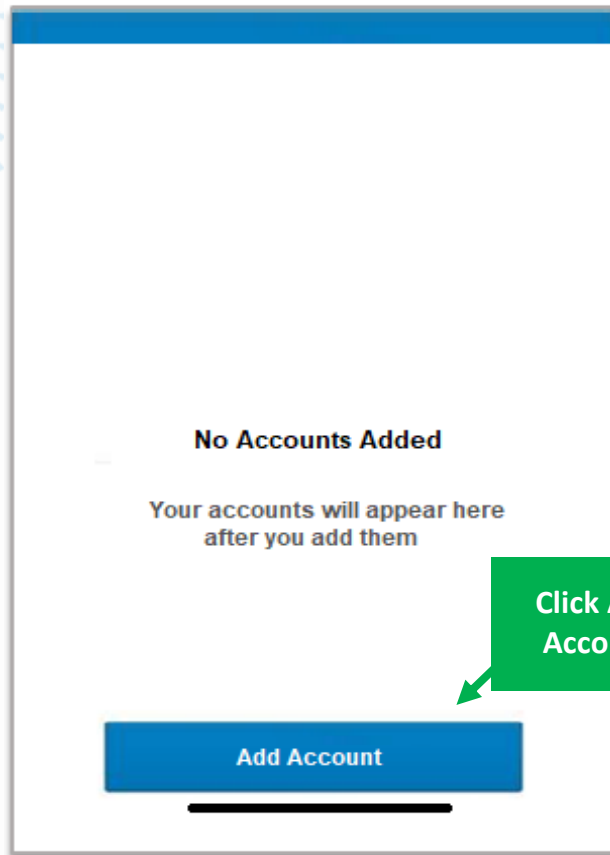
- Select your country
- Enter your Mobile or Landline phone number
- Click "Call"

Okta Registration (cont.)

Step 4

Depending on whether you chose to authenticate via Okta Verify, SMS or Voice Call, you will see the screens expand to one of the following screens below:

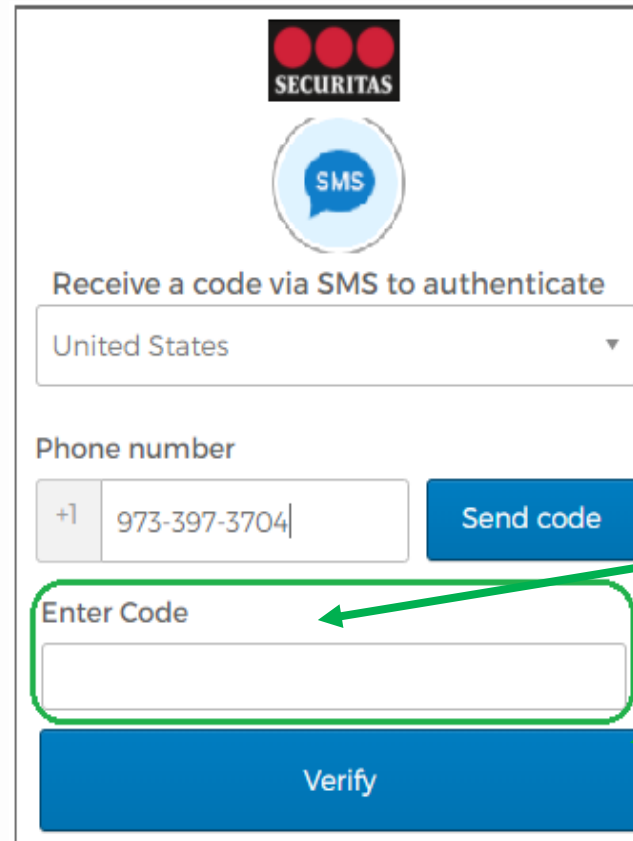
**Okta Verify
Factor**



The screen displays the text "No Accounts Added" and "Your accounts will appear here after you add them". At the bottom, there is a blue button labeled "Add Account".

Click Add Account

**SMS
Factor**



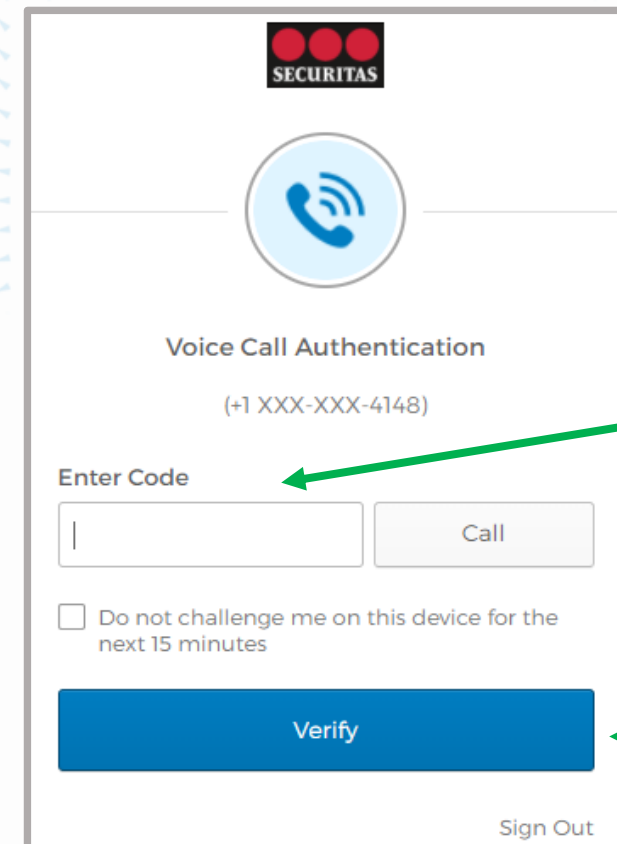
The screen features the Securitas logo at the top. Below it is an SMS icon. The text "Receive a code via SMS to authenticate" is followed by a dropdown menu showing "United States". Under "Phone number", there is a field with "+1 973-397-3704" and a "Send code" button. Below this is an "Enter Code" field and a large blue "Verify" button.

Receive text with Code on Mobile Device

Enter the code here

Click "Verify"

**Voice Call
Factor**



The screen features the Securitas logo at the top. Below it is a voice call icon. The text "Voice Call Authentication" is followed by a phone number "(+1 XXX-XXX-4148)". There is an "Enter Code" field 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 and a "Sign Out" link.

Receive phone call with Code

Enter the Code here

Click "Verify"



Okta Registration (cont.)

Step 5

Okta Verify (Cont) - *(If you selected SMS or Voice factor, skip to step 6)*



Your phone's camera should now be activated.

Using your mobile device, scan the barcode code that now appears on your PC screen.

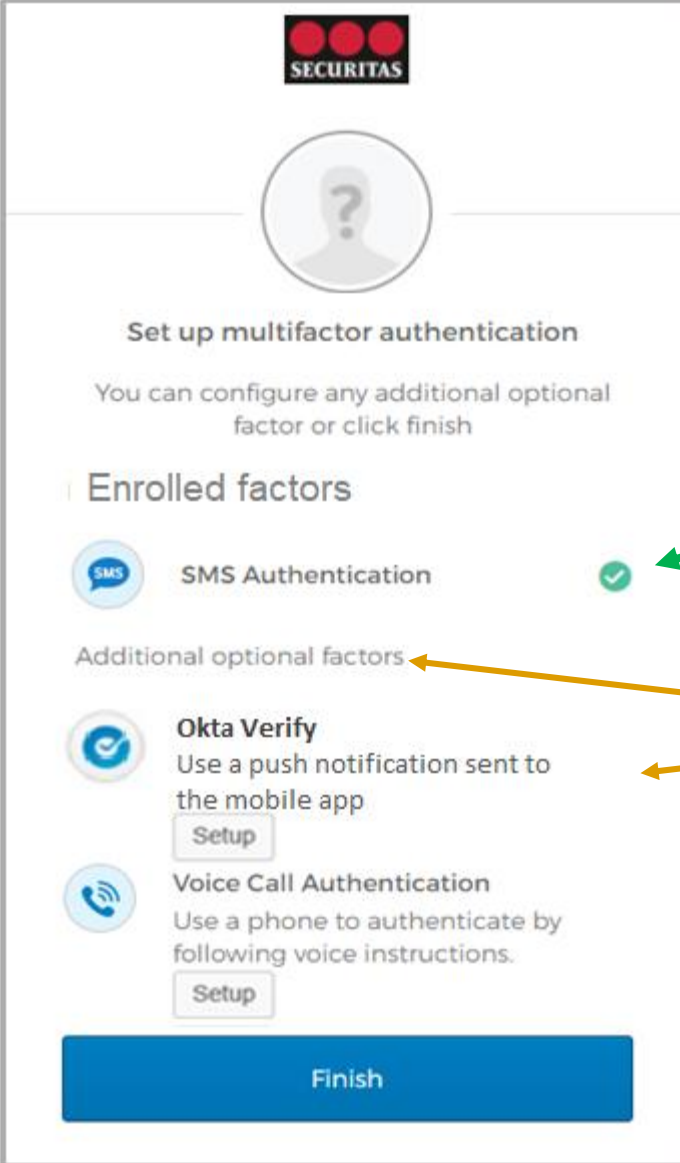
Okta Registration (cont.)

Step 6

Once Okta receives confirmation and verifies your identity, you will see a screen like the one at right.

Read the instructional green boxes.

Okta allows you the opportunity to add previously unchosen factors as backup options (*this step is not required*).





SECURITAS



Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

-  SMS Authentication 

Additional optional factors

-  **Okta Verify**
Use a push notification sent to the mobile app
-  **Voice Call Authentication**
Use a phone to authenticate by following voice instructions.

Note whichever factor you selected is confirmed by the green checkmark here

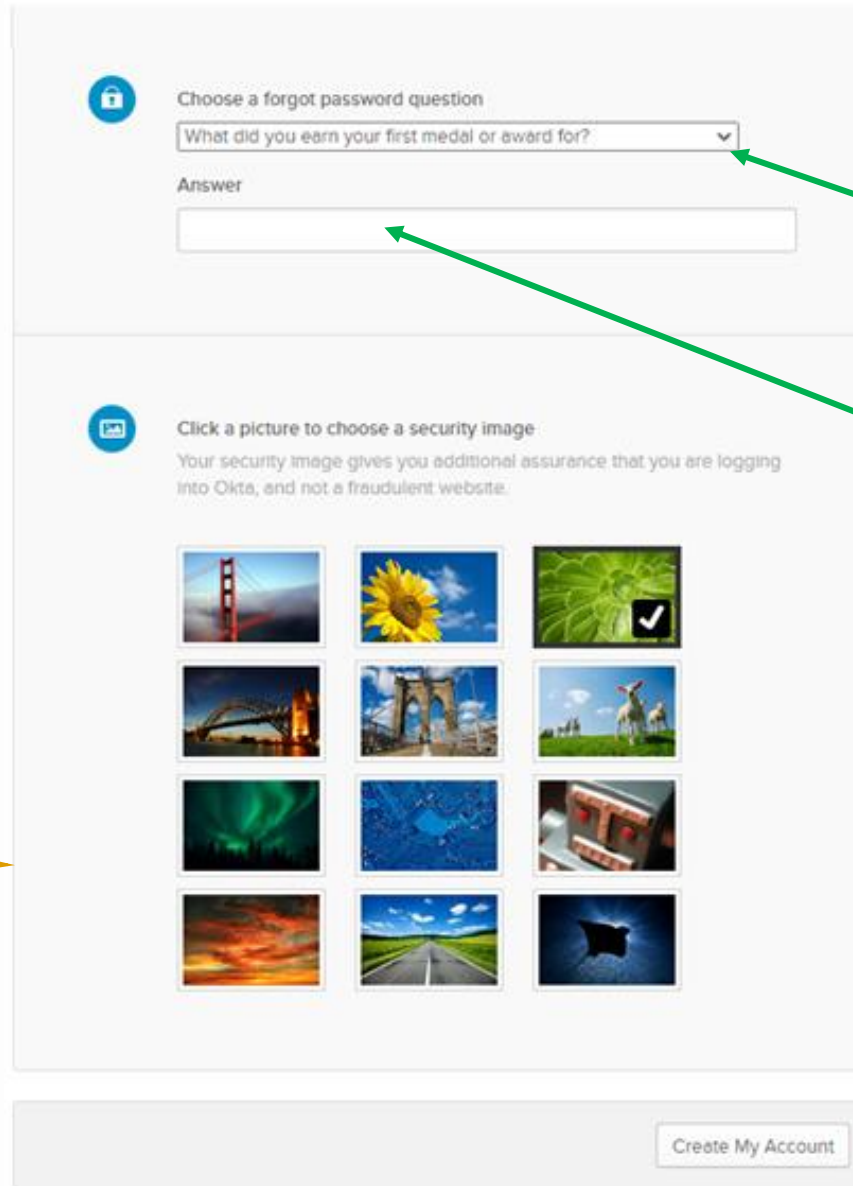
-Not required-

Click "Finish"

Security Questions

Here you are required to select and answer a personal security question and select a security image.

Retain this information in a safe place for easy recall when resetting your password later!



The screenshot shows the Okta security question setup interface. It is divided into two main sections. The top section, titled 'Choose a forgot password question', features a dropdown menu with the text 'What did you earn your first medal or award for?' and a corresponding 'Answer' text input field. The bottom section, titled 'Click a picture to choose a security image', includes a descriptive sentence: 'Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.' Below this text is a 4x3 grid of 12 different images, including landmarks like the Golden Gate Bridge, a sunflower, a green leaf, a bridge at night, a suspension bridge, a cow, the aurora borealis, a blue abstract image, a red machine, a sunset, a road, and a black cat. At the bottom right of the form is a 'Create My Account' button.

Select a question from the dropdown menu here

Enter your answer to that question here

Select a security image from the assortment

Click "Create my Account"

Password Reset (*mandatory*)

Per company policy, passwords must be 14 characters or longer

We refer to this type of password as a passphrase

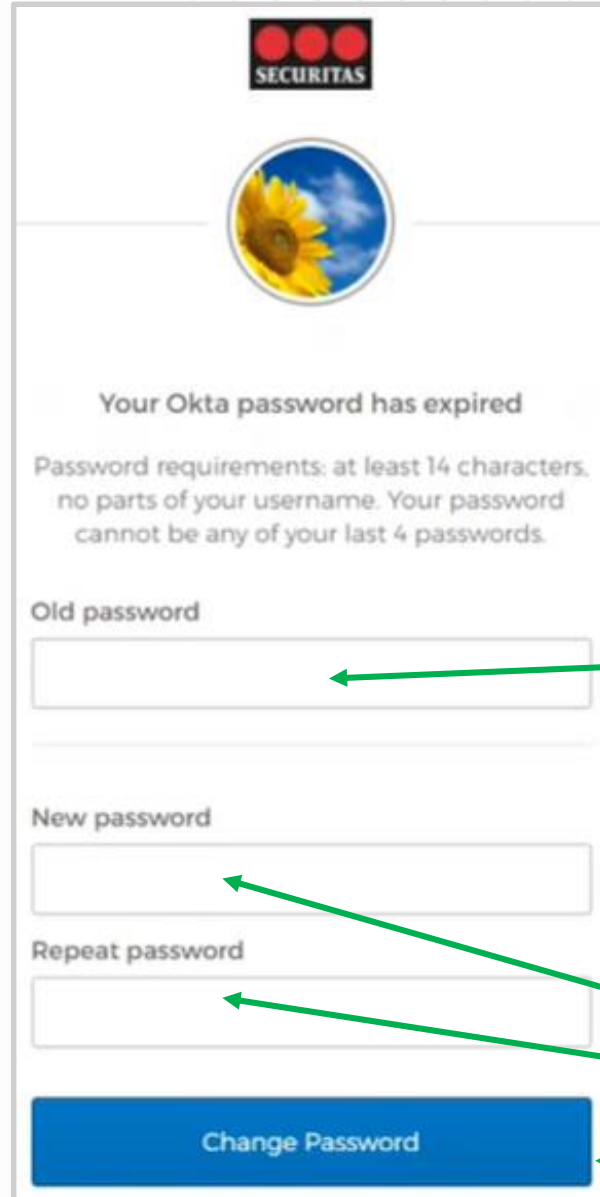
Criteria for your passphrase:

- minimum 14 characters
- no capital letters or special symbols are required
- spaces between words count as a character
- your new passphrase will be valid for 360 days

Examples of a passphrase:

*bookmark on the lake
Efforts to bill buy
easing autonomy WEIGHT 5*

You do not need to include numbers, capital letters or special characters – however, your passphrase is more secure if you do. Avoid using identifiers that can be connected to you, like pet names or addresses.



SECURITAS

Your Okta password has expired

Password requirements: at least 14 characters, no parts of your username. Your password cannot be any of your last 4 passwords.

Old password

New password

Repeat password

Change Password

This screen is where you perform your mandatory Password Reset!

Enter your company-provided temporary password here

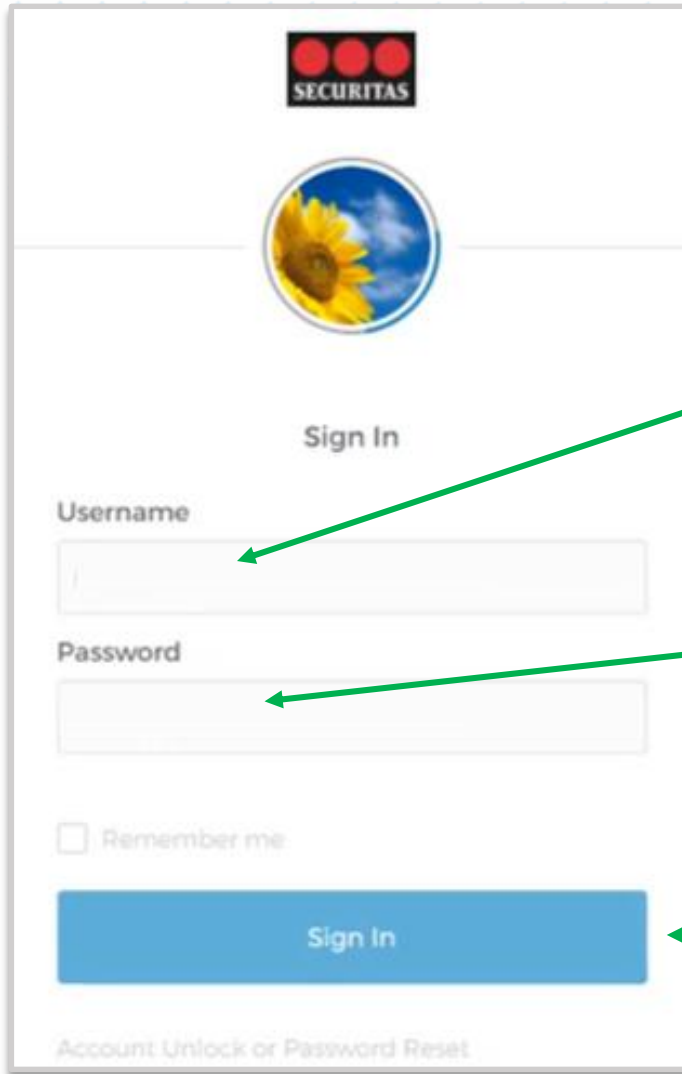
Note: Instructions for selecting your new password are very specific. Read the left column on this slide carefully before entering your new password.

Enter your 14+ character passphrase
Enter your passphrase again

Click "Change Password"

Authenticate via Okta

Here you are required to authenticate using the factor you designated in Okta:



The image shows a web-based login form for a system named SECURITAS. At the top, there is a logo consisting of three red circles and the word "SECURITAS". Below the logo is a circular profile picture of a sunflower. The text "Sign In" is centered below the profile picture. The form contains two input fields: "Username" and "Password". Below these fields 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

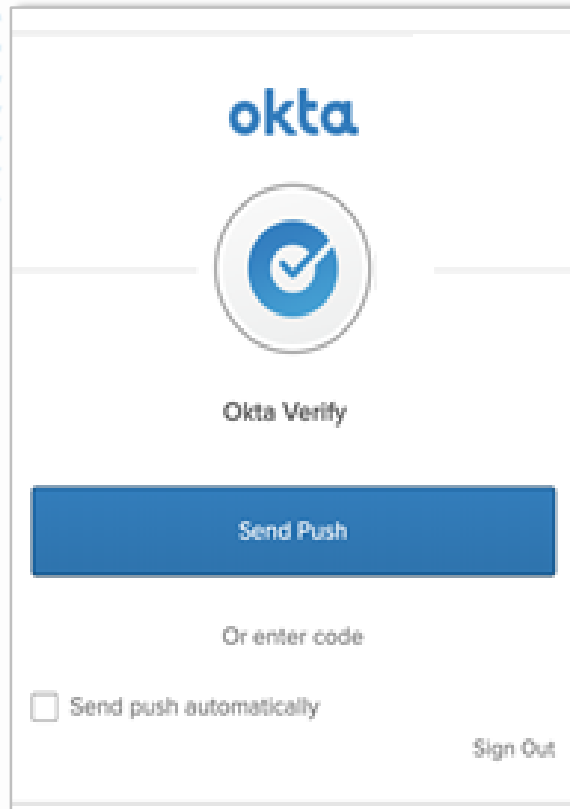
Enter your new passphrase here

Click Sign In

Okta Registration (cont.)

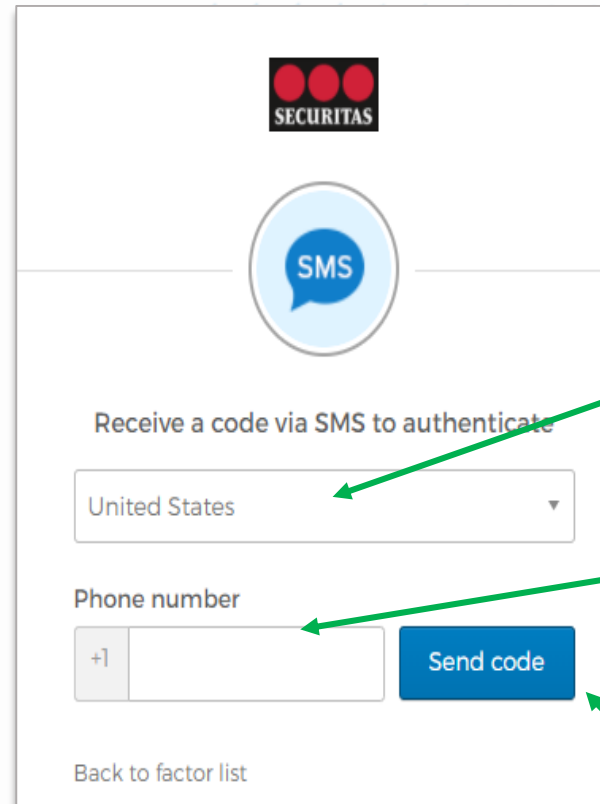
Here again, you are required to authenticate using the factor you previously designated in Okta:

**Okta Verify
Factor**



The Okta Verify Factor screen displays the Okta logo at the top. Below it is a circular icon with a blue checkmark. The text "Okta Verify" is centered. A large blue button labeled "Send Push" is prominent. Below this button, it says "Or enter code". At the bottom left, there is a checkbox labeled "Send push automatically". At the bottom right, there is a "Sign Out" link.

**SMS
Factor**



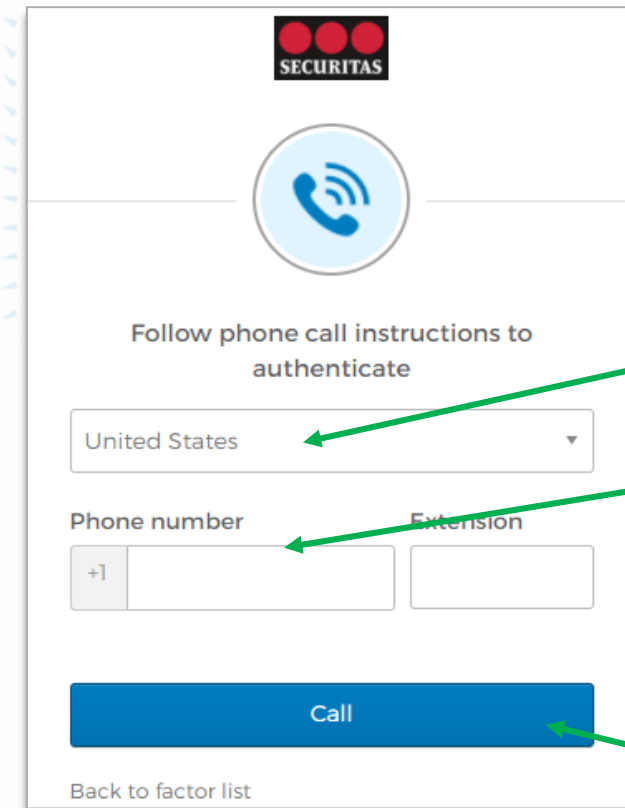
The SMS Factor screen features the Securitas logo at the top. Below it is a circular icon with a blue speech bubble containing "SMS". The text "Receive a code via SMS to authenticate" is centered. A dropdown menu shows "United States". Below this is a "Phone number" field with a "+1" prefix and a "Send code" button. At the bottom, there is a "Back to factor list" link.

Select
your
country

Enter
your
Mobile
phone
number

Click
"Send
Code"

**Voice Call
Factor**



The Voice Call Factor screen displays the Securitas logo at the top. Below it is a circular icon with a blue telephone handset. The text "Follow phone call instructions to authenticate" is centered. A dropdown menu shows "United States". Below this are "Phone number" and "Extension" fields. A large blue button labeled "Call" is prominent. At the bottom, there is a "Back to factor list" link.

Select
your
country

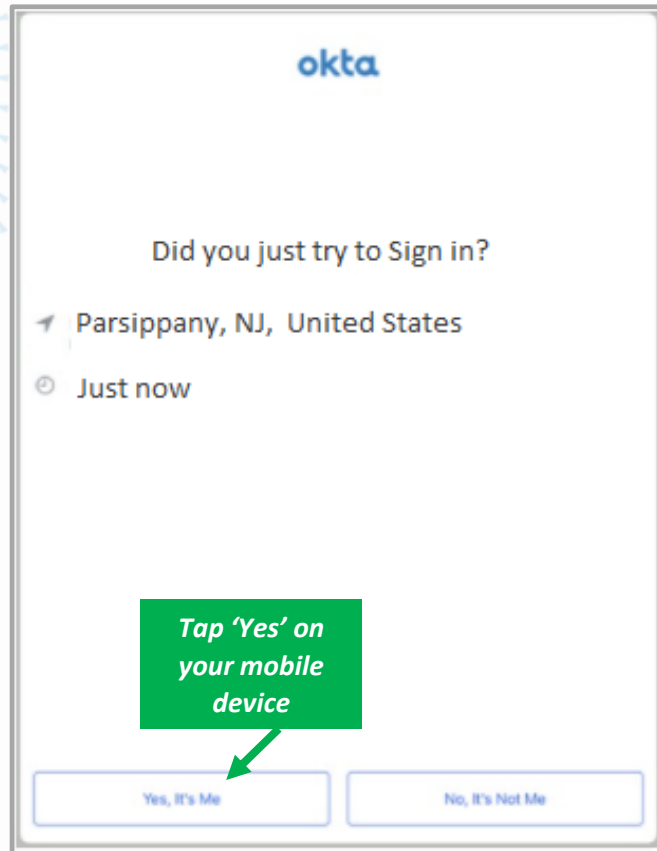
Enter
your
Mobile
or
Landline
phone
number

Click
"Call"

Okta Registration (cont.)

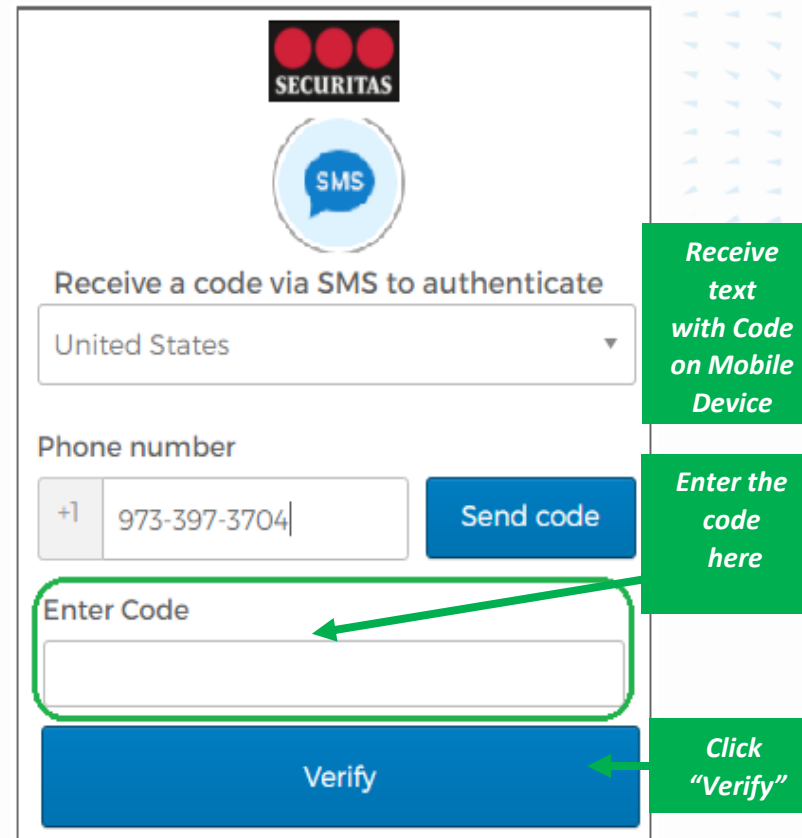
Depending on whether you chose to authenticate via Okta Verify, SMS or Voice Call, you will see the screens expand to one of the following screens below:

**Okta Verify
Factor**



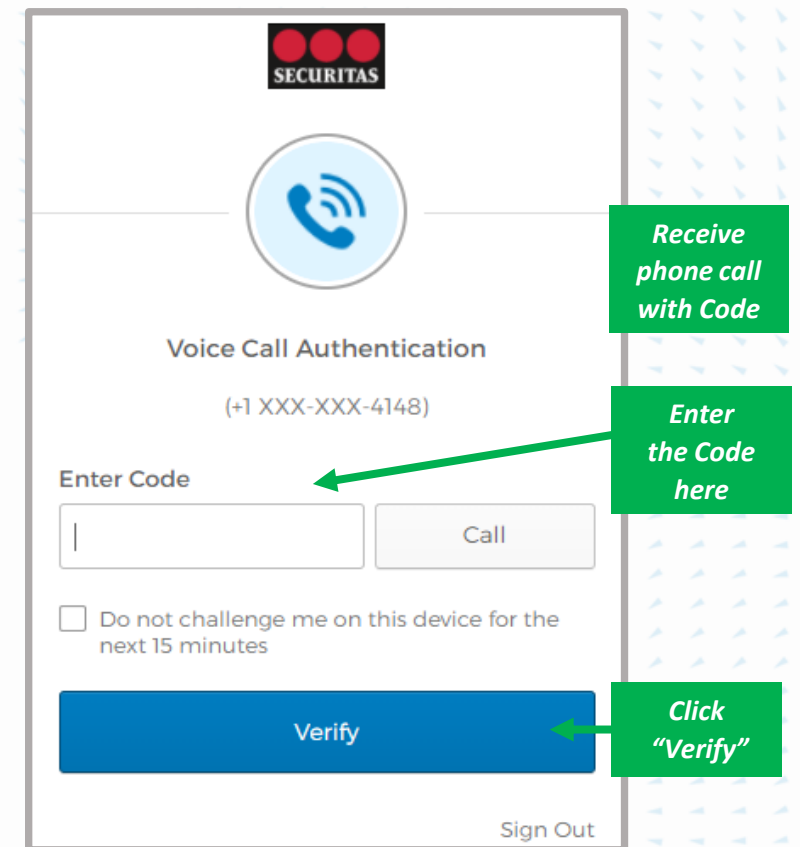
The screen displays the Okta logo at the top. Below it, the text "Did you just try to Sign in?" is shown. Underneath, there is a location indicator "Parsippany, NJ, United States" and a timestamp "Just now". At the bottom, there are two buttons: "Yes, it's Me" and "No, it's Not Me". A green callout box with the text "Tap 'Yes' on your mobile device" has an arrow pointing to the "Yes, it's Me" button.

**SMS
Factor**



The screen features the Securitas logo at the top. Below it is an SMS icon. The text "Receive a code via SMS to authenticate" is displayed. There is a dropdown menu showing "United States". Below that is a "Phone number" field with a country code "+1" and the number "973-397-3704", followed by a "Send code" button. A green callout box with the text "Receive text with Code on Mobile Device" has an arrow pointing to the "Send code" button. Below the phone number field is an "Enter Code" input field, with a green callout box "Enter the code here" pointing to it. At the bottom is a large blue "Verify" button, with a green callout box "Click 'Verify'" pointing to it.

**Voice Call
Factor**



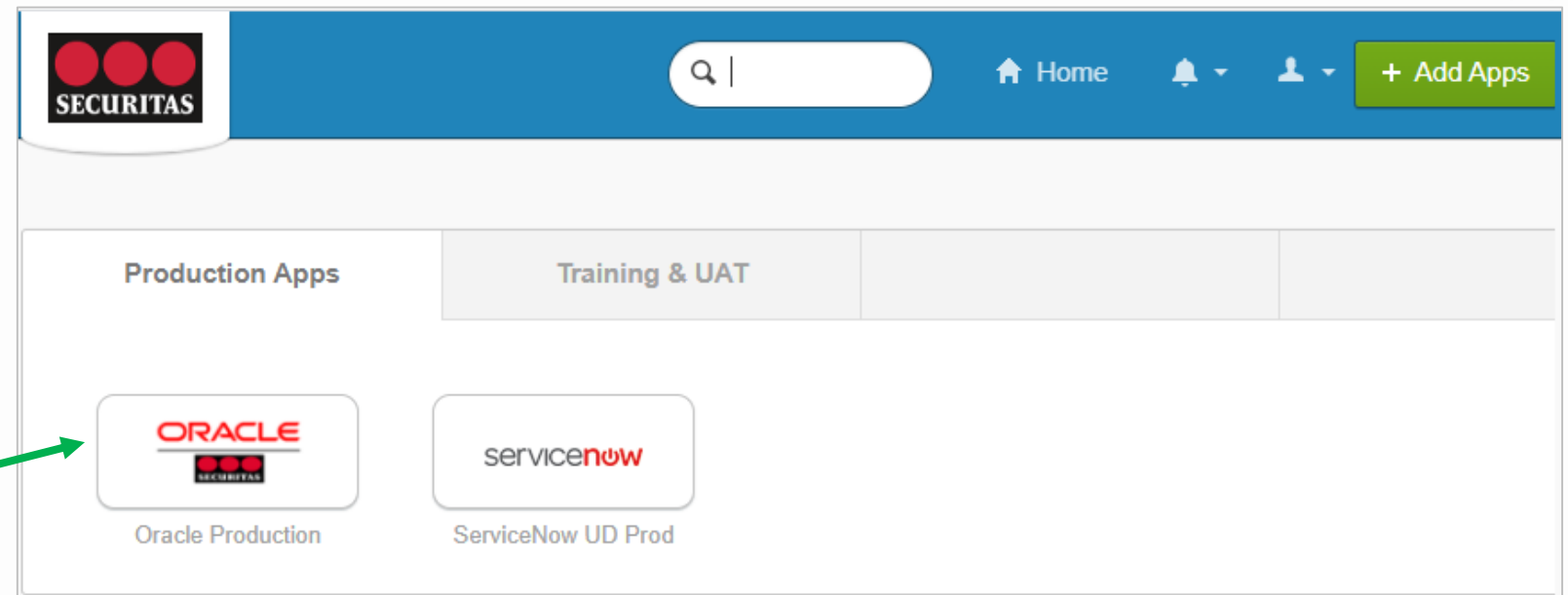
The screen features the Securitas logo at the top. Below it is a voice call icon. The text "Voice Call Authentication" is displayed, followed by a phone number "(+1 XXX-XXX-4148)". Below that is an "Enter Code" input field, with a green callout box "Enter the Code here" pointing to it. To the right of the input field is a "Call" button. A green callout box with the text "Receive phone call with Code" has an arrow pointing to the "Call" button. Below the input field 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 callout box "Click 'Verify'" pointing to it. A "Sign Out" link is visible at the bottom right.

Okta Dashboard -

At this point, you should arrive at the Okta Dashboard:

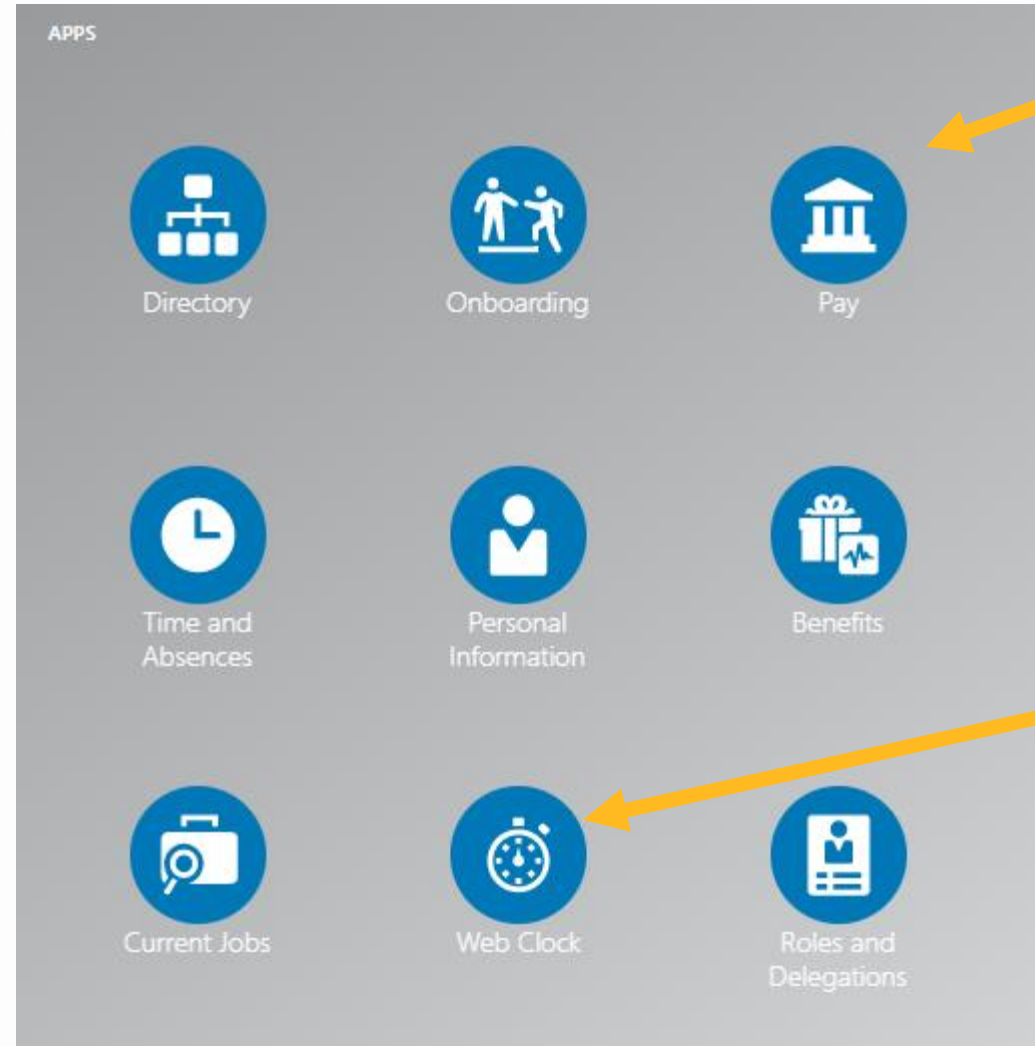
<https://securitas.okta.com>

Here you can access your HR and Payroll information via the Oracle icon.



Your homepage in Oracle - Payslips, Web Clock, & More...

- Your homepage in Oracle will look something like this.
- To see your pay slip information, click on the icon marked "Pay."
- Non-exempt employees: To record your clock-in, break times, and clock-out time each day, use the "Web Clock."
- Click and explore the other options as well.



Your HR & Payroll Access

Within the Pay section, you will see clearly marked options, such as “Payslips” and “Tax Withholding” and other personal payroll information.

Click on the icons to learn more.



Document Delivery Preferences

Set up preferences for delivering documents.



Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.



Social Security Accounts

View employee and employer accounts related to social security management.



Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.



Year-End Documents

View, print, download and search year-end documents for current or prior tax years.



Tax Credit Information

Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.



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