

# MFA: Activate Account & Enroll in MFA (Non-Employees)

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## Section I: Activating Non-Employee Account

1. Check your email, you will receive two emails.
  - a. First email will be with your User ID
  - b. Second with your temporary password
2. Enter your user ID and your temporary password.



- Once you have logged in, you will be prompted to change your temporary password.



The screenshot shows a web form titled "SAIC Redefining Ingenuity" with the sub-heading "Update Password". Below the heading, a message states: "You must update your password because your password has expired." The form contains four input fields: "Username", "Old password", "New password", and "Confirm new password". At the bottom of the form are two buttons: "Submit" and "Cancel". Below the form, there is a warning: "You can change your password only once in a 24-hour period." followed by password requirements: "Your new password must be a minimum of 8 characters and contain 3 of the following 4 character types:"

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

- After you have set your new password, you can now move on to Section II: Enroll in Axiad ID Wallet.

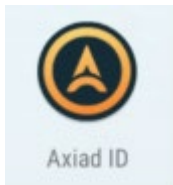
## Section II: Enroll in Axiad ID Wallet

Before you can enroll the **Axiad ID Wallet** app and select your PIN, you have to download the **Axiad ID Wallet** app to your Android or iOS mobile device/phone. ID Wallet is compatible with iOS 11 and greater and Android 7.0 and greater operating systems. Please make sure your device battery has at least a fifty percent charge to deter any interruption to downloading/installation. Note that you will also need your computer to complete Axiad ID enrollment.

Note: **Axiad ID Wallet** does not encrypt emails and/or sign documents. **If you have a token to encrypt emails – please keep that token** for encryption; however you will still need to download and enroll the **Axiad ID Wallet** app for MFA purposes.

### **--On Your Mobile Device--**

- Have your app store password ready. You may be asked for it.
- Navigate to the App Store or Google Play Store.
- Search for **Axiad ID Wallet**, shown in the following figure:

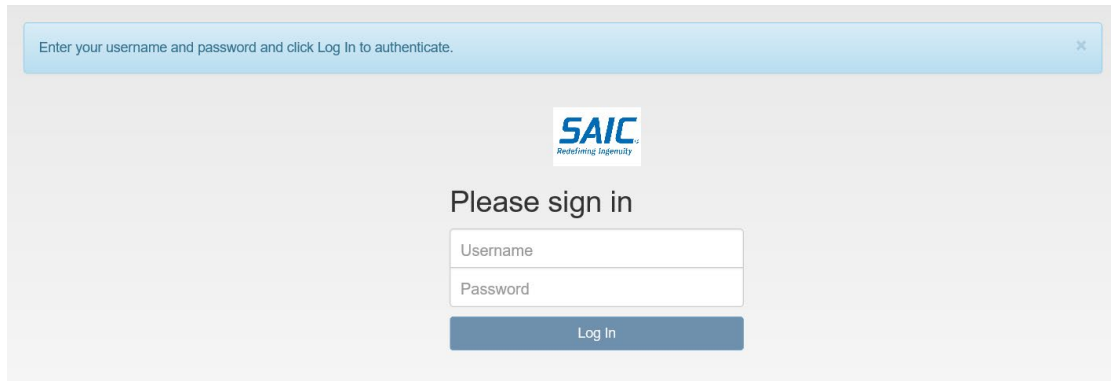


- Download the app like any other free app you download.

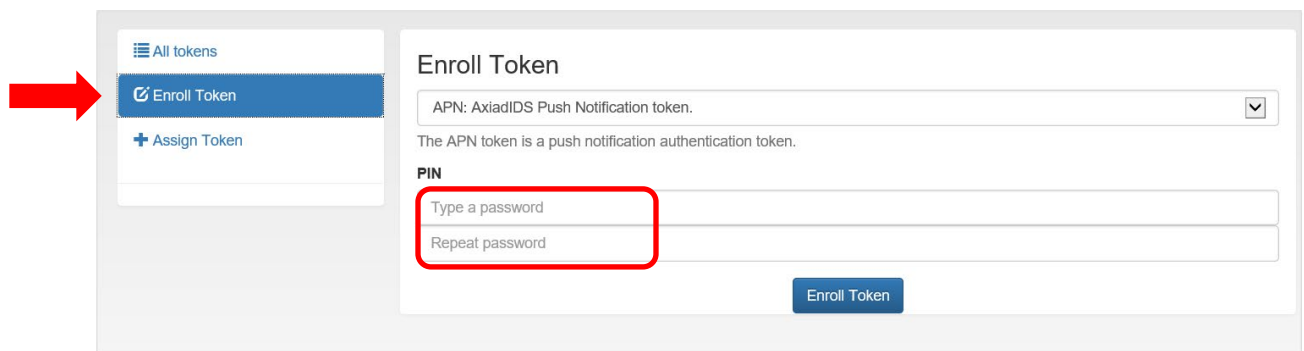
Have **both** your computer and your mobile device handy. The process may take approximately 5 minutes.

## --On Your Computer--

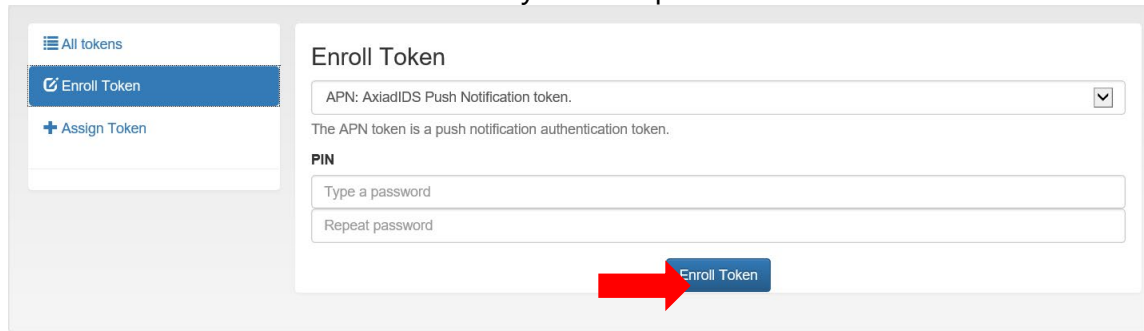
1. Navigate to <https://otp-user.saic.com>.
2. Enter your **SAIC-CORP username** on the first line.
3. On the second line enter your SAIC password.



4. Once logged in, select **Enroll Token** on the left side of screen
5. Select and enter a **PIN** that is 6 – 8 numerical digits and reconfirm it. Select a PIN **you will remember**. You may need it again when using the app for MFA, or if you need to add another device.

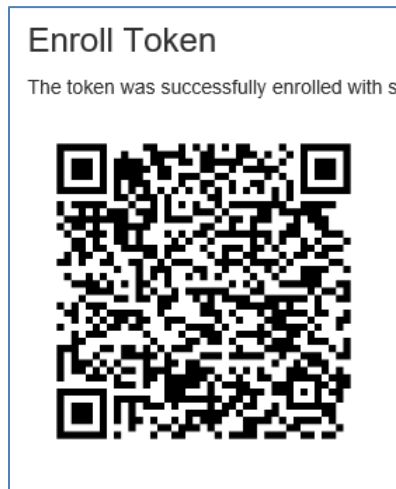


6. Select **Enroll Token** at the bottom of your computer screen.



The screenshot shows a web interface for enrolling a token. On the left, there is a sidebar with three items: 'All tokens', 'Enroll Token' (highlighted in blue), and 'Assign Token'. The main content area is titled 'Enroll Token'. It features a dropdown menu with the text 'APN: AxiadIDS Push Notification token.' and a small downward arrow. Below this, it says 'The APN token is a push notification authentication token.' Underneath, there is a section labeled 'PIN' with two text input fields: 'Type a password' and 'Repeat password'. At the bottom right of the main area, there is a blue button labeled 'Enroll Token'. A red arrow points from the left towards this button.

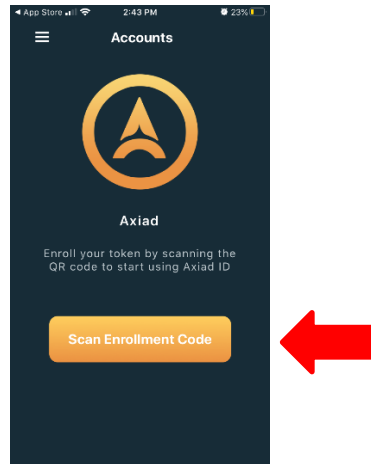
7. A QR code will appear on your computer screen. You will need to scan it with your mobile device. **(Do NOT use the QR code shown below for demonstration purposes only.)**



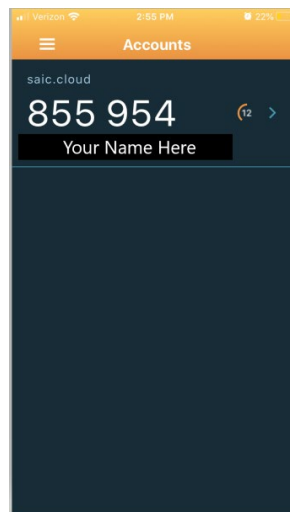
### --On Your Mobile Device--

8. Open the **Axiad ID Wallet** app, **holding your device directly in front of the QR code** on your computer screen so you can take a picture of it.

9. Tap **Scan** to take a picture of the QR code.



10. The app will display **your name** under the SAIC logo. Congratulations enrollment is complete!



## Section III: Where to go for help

For assistance please contact the SAIC Partner Service Desk at 1-844-788-2121.