

Activate Account and Enroll in MFA (Non-Employees)

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NOTE: This document is for non-employees who have a **Partner (PNE) account**.

If you are a non-employee with a **Corp account**, your account activation steps will be completed with the assistance of the SAIC Partner Line.

- Your sponsor will provide your username.
- Once you have your username, please contact the Partner Line at 844-788-2121 to activate your account. This will include:
 - o Resetting your password
 - o Enrolling in Axiad ID (multi-factor authentication).
- You will need to provide the Partner Line agent with the following to verify your identity:
 - o last 4 of SSN (or last 4 of Tax ID for those without an SSN)
 - o and two of the below items:
 - Division number/Financial org
 - SAIC Location Number
 - Group Number
 - Sponsor's employee number

Section I: Activating your Partner (PNE) Account – Password Reset

When your account is ready for activation you will receive two emails:

- The first email will include your username.
- The second email will include your temporary password.

To reset your password, proceed to <https://fs.saic.com/adfs/portal/updatepassword> :

- enter your username
- enter your temporary password in the 'Old password' field
- choose a new password.

SAIC

Update Password

Username

Old password

New password

Confirm new password

Submit Cancel

You can change your password only once in a 24-hour period.

Your new password must be a minimum of 12 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, !, \$, #, %)

Section II: Enrolling in Axiad ID (multi-factor authentication)

If you have any issues when completing the Axiad ID enrollment steps below, please contact the Partner Line at 844-788-2121.

Axiad ID provides multi-factor authentication for accessing SAIC systems.

- Before you can enroll the Axiad ID app and select your PIN, please download the Axiad ID app to your Android or iOS mobile device/phone.
- 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.

--On Your Mobile Device--

1. Have your app store password ready. This password may be required to download an app.
2. Navigate to the App Store or Google Play Store.
3. Search for Axiad ID. The Axiad ID app icon is below:

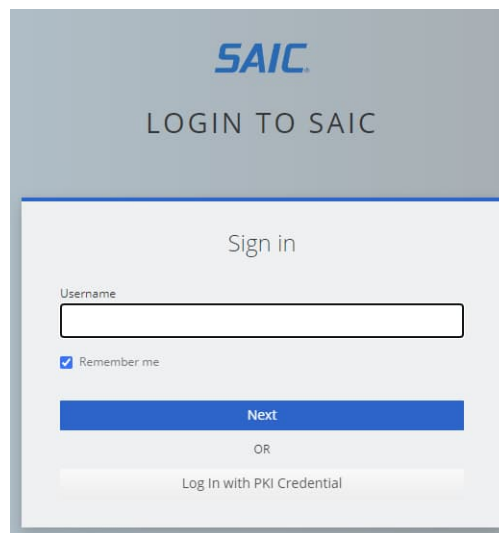


4. Download the app like any other free app you download.

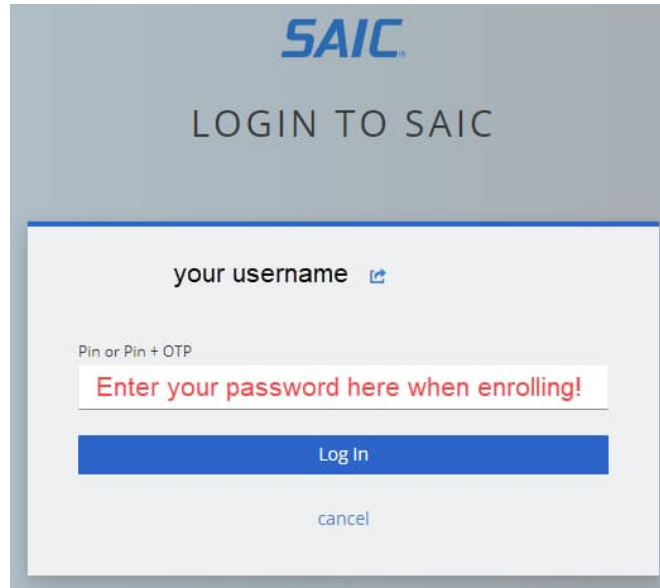
--On Your Computer--

Please proceed with the following steps:

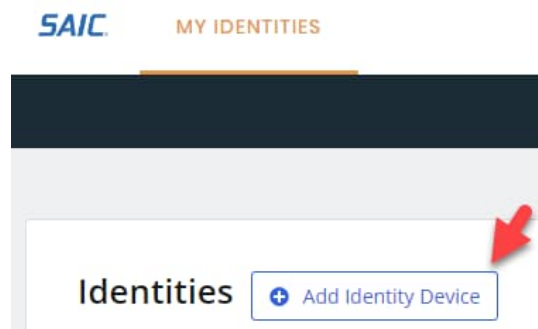
5. Navigate to <https://mfa-user.saic.com>
6. Enter your username and Select 'Next'.



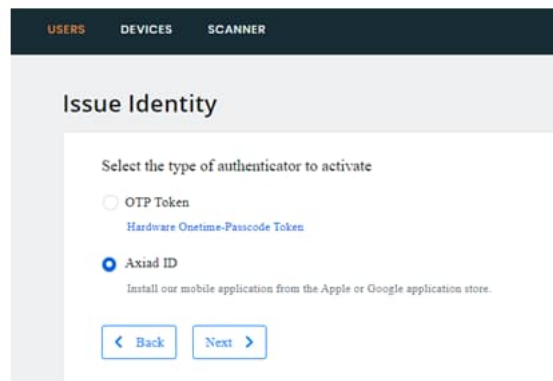
7. Enter YOUR PASSWORD in the 'Pin or Pin + OTP' field (during this enrollment process only) and select 'Log In'



8. Click '+ Add Identity Device'



9. Select 'Axiad ID' and 'Next'



10. Select a PIN that meets the PIN Policy requirements listed, and confirm the PIN. Choose a PIN you will remember. Select 'Next'.

SAIC MY IDENTITIES

User Entry

Confirm your information

You are about to enroll an Axiad ID token. This will require your mobile device to have Axiad ID App installed. Please enter a new device PIN to continue.

New PIN:

Confirm PIN:

PIN Policy:

- PIN length must be between 6 to 8 characters
- PIN must contain only digit characters
- PIN must not be weak (not contain 4 continuous repeating characters or sequential digits)
- Confirm PIN must match

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11. A QR code will appear on your computer screen.
(Do NOT use the QR code shown below. It is for demonstration purposes only.)

SAIC MY IDENTITIES

Issue Identity

Issuance In Progress

Please scan the following QR code using your Axiad ID App to continue.

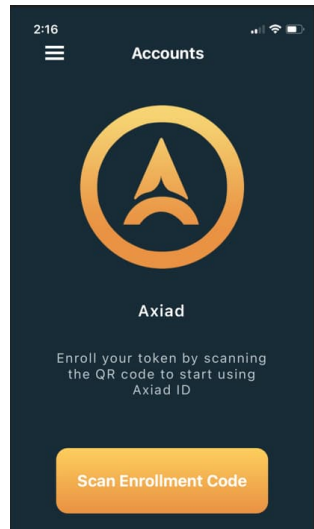


For demonstration purposes only

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--On Your Mobile Device--

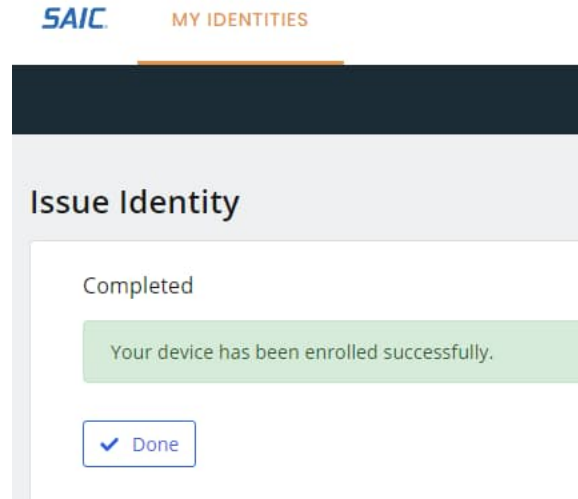
- 12. Open the Axiad ID app.
- 13. Click the Scan Enrollment Code button.



14. Hold your device directly in front of the QR code on your computer screen so you can take a picture of it.
15. The app will display a 6-digit number with your name below it. This number will change every 30 seconds.

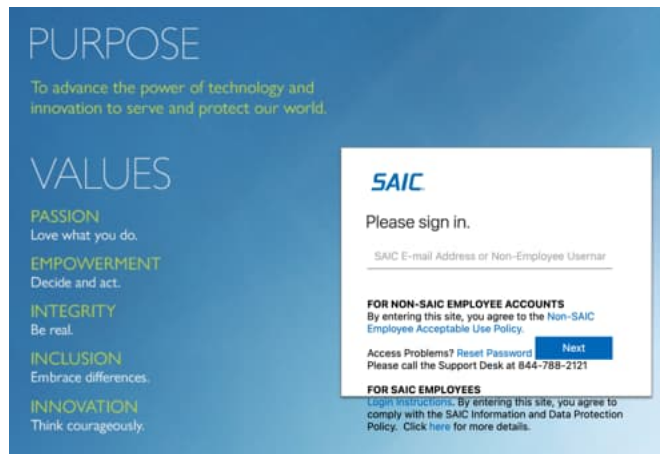


16. Congratulations, enrollment is complete! Click 'Done'.



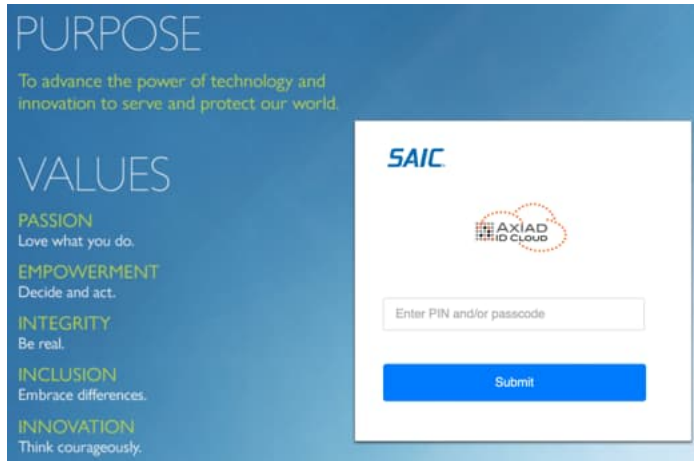
Section III: Accessing SAIC Systems and Applications

1. Navigate to the web address or system you need to access. Sign in by entering your SAIC Username and select Next.



2. Enter your Axiad PIN (Step 10 above) followed by your Axiad passcode (6-digit # from your Axiad phone app – see screenshot at Step 15 as an example), together as one number, and select “Submit”.

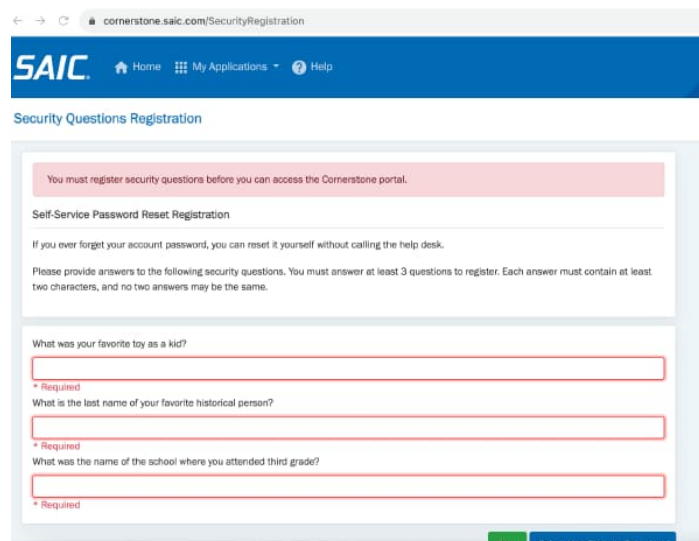
NOTE: If you forgot or do not know your Axiad PIN, please contact the Partner line at 844-788-2121 for assistance.



3. The site/system you are trying to access should load successfully.

Section IV: Verifying Identity when Calling the Partner Line

If you are not prompted to update your security challenge questions, please log into <https://cornerstone.saic.com/>, click on your name in the upper right hand corner, go to My Profile, and 'Register Security Questions'. The challenge questions will be used as part of the identification process should you ever need to call the Partner Line.



Partner (PNE) Accounts - Sample Security Challenge Questions



Section V: Where to go for help

For assistance, please contact the SAIC Non-Employee Partner Line at 844-788-2121 (Monday-Friday, 7am to 7pm ET).