

Activate Account & Enroll in Okta MFA (Non-Employees)

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.

- Once your account setup is completed you will receive instructions via email to complete your account activation.

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

When your account is ready for activation you will receive two emails from Cornerstone-NoReply@saic.com:

- The first email will include your **username**.
- The second email will include your **temporary password with a link to reset it**.

Section II: Enrolling in Okta MFA (multi-factor authentication)

Once you have reset your password, please use the following Okta Enrollment Guide and video for step-by-step instructions to install and set up multi-factor authentication to access SAIC systems.

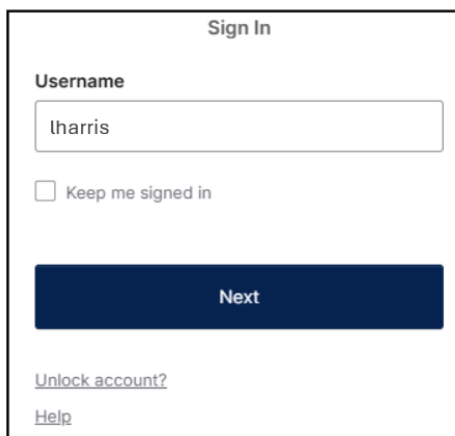
[Okta Enrollment Guide](#)

[Okta Enrollment Video](#)

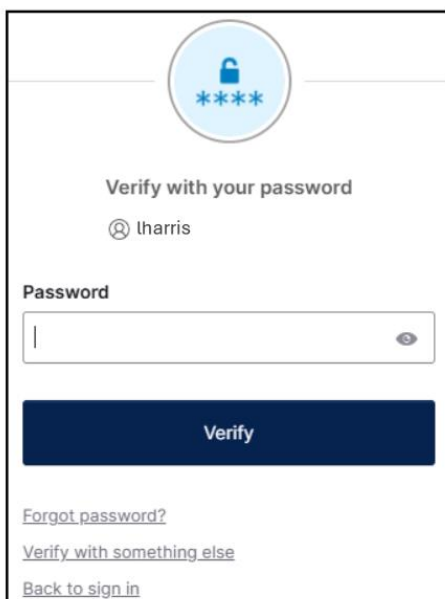
If you have any issues when completing the Okta MFA enrollment steps, please contact the Partner Line at 844-788-2121.

Section III: Accessing SAIC Systems and Applications

1. After enrolling in Okta, navigate to the web address or system you need to access. Sign in by entering your **SAIC Username** and select **Next**.

A screenshot of the 'Sign In' web form. At the top, the title 'Sign In' is centered. Below it, the label 'Username' is positioned above a text input field containing the text 'lharris'. Underneath the input field is a checkbox labeled 'Keep me signed in'. A large, dark blue button with the text 'Next' is centered below the checkbox. At the bottom of the form, there are two links: 'Unlock account?' and 'Help'.

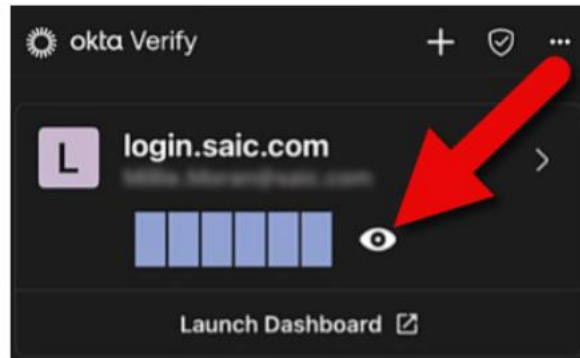
2. Enter your **reset password** when prompted and select **Verify**.

A screenshot of the 'Verify with your password' web form. At the top, there is a circular icon containing a blue padlock and the text '****'. Below this, the text 'Verify with your password' is centered. Underneath, there is a small circular icon with a person silhouette followed by the text 'lharris'. A label 'Password' is positioned above a text input field. A large, dark blue button with the text 'Verify' is centered below the input field. At the bottom of the form, there are three links: 'Forgot password?', 'Verify with something else', and 'Back to sign in'.

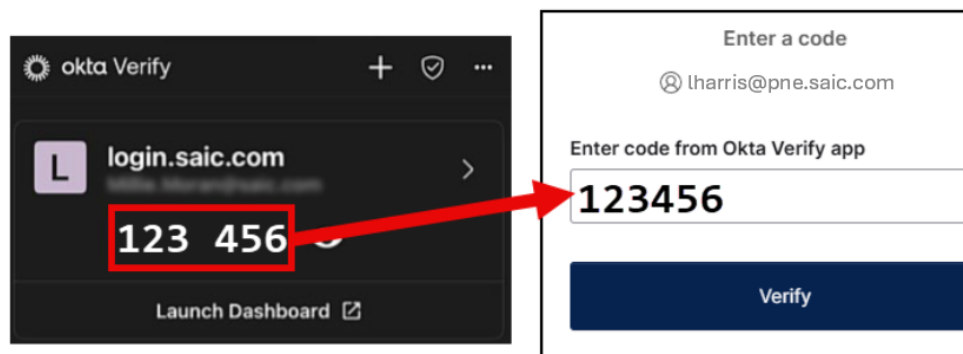
3. Select *either* the **Enter a Code** or **Get a Push Notification** method. Both methods are configured during the standard enrollment process for the Okta Verify Mobile app.

a. **METHOD 1: Enter a Code**

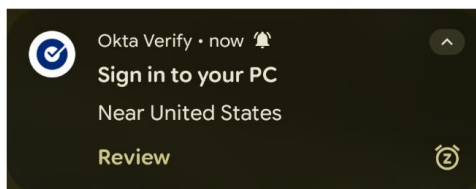
- Locate and open the Okta Verify mobile app on your device.
- Tap the **eye icon** below the enrollment labeled 'login.saic.com'



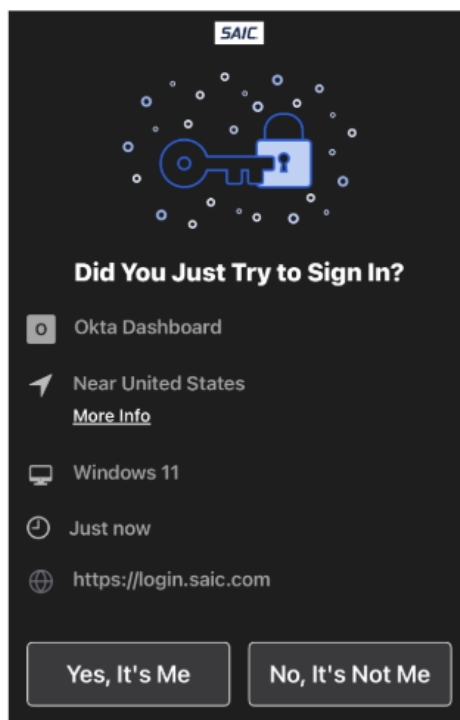
- Authenticate using your **device unlock PIN** or **biometrics**.
 - The device unlock PIN is the PIN used to unlock the mobile device itself.
 - Biometrics include fingerprint scans (Touch ID) and facial scans (Face ID).
- The OTP is then shown in the Okta Verify app. Enter this OTP on your computer and click **Verify** to complete the login process.

b. **METHOD 2: Get a Push Notification**

- Open the Okta Verify mobile app on your device, either by tapping the notification or by tapping the app icon.



- Tap **Yes It's Me**.



- Authenticate using your **device unlock PIN** or **biometrics**.
 - The device unlock PIN is the PIN used to unlock the mobile device itself.
 - Biometrics include fingerprint scans (Touch ID) and facial scans (Face ID).
- The login process will then be completed.

Section IV: 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).