MFA: How to Access SAIC systems using MFA (Non-Employee Access)

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Section I: Overview

This document's purpose is to explain how to access SAIC systems using the Multi-Factor Authentication (MFA). All Non-Employees must enroll in MFA in order to gain access into an SAIC system.

If you have yet to enroll in MFA, see QRC- How to Activate Account & Enroll in MFA on the Non-Employee Self Service Page.

Section II: Access SAIC systems using MFA

1. **Step 1**: When you are ready to access a SAIC system, navigate to the login screen.
   a. Type in your Username & Password.
   b. **Select**: Sign in.
2. **Step 2:** The next screen you will see is the MFA Login screen.

**Note:** Axiad ID Wallet is our MFA application.

3. **Step 3:** The login screen will prompt you to enter your PIN and/or OTP. When you enrolled in MFA you were given two options for enrollment. Those two methods were: Push Notifications or OTP (one time password)
   a. **To login with Push Notifications:**
      i. Enter PIN
ii. Once you type in your PIN it will automatically send a push notification to your phone.

![Image of push notification](image1.png)

iii. **Select** the Icon.

iv. Hold your finger over the circle that says SAIC. It will slowly turn green.

![Image of SAIC icon turning green](image2.png)

v. Once it is completely filled with green, another notification will appear. **If you have biometrics setup on your device, you will be prompted to enter that next.**

vi. Success! You will now be able to access SAIC systems!
b. **To login with OTP:**

   i. The login screen will prompt you for your PIN + OTP.

   ![Login Screen](image)

   ii. You should already know you’re PIN from enrolling in MFA, but you will need to navigate to the Axiad ID Wallet App to get your OTP. **Note: If you are using a Hard Token to produce your OTP and not Axiad ID Wallet, skip to step vi.**

   iii. Go to the Axiad ID Wallet app on your phone. Open App.

   iv. You will see your name displayed at the top of the black panel.
v. Slide your finger across your name from the right to the left. An OTP password will be generated. It is good for 45 seconds.

![Image of SAIC MFA login](image)

vi. Now, go back to the login screen and add your PIN + OTP. **Select** -Sign In.

**Note:** Hard Token users: Add PIN + OTP displayed on your Hard Token.

![Image of Hard Token](image)

vii. Success! You will now be able to access SAIC systems!

**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)