

SAIC Username/Password Account – Quick Reference Card

About this QRC This document provides instructions on how to change or reset the password associated with your SAIC Username/Password Account. The document also explains how to register for self-service password reset.

Note: You must register for self-service password reset before you can use the FIM portal to reset OR change your password.

Important Notes This procedure only applies to users who have successfully migrated to the CORP domain (through Migrating User Access to SAIC-CORP). If your account has not yet migrated, please visit <http://ess.saic.com/corp> for the appropriate password management instructions.

For all other account types (e.g. PeopleSoft, E-IDE), please follow the applicable guidelines located at <https://issaic.saic.com/sites/ITO/ito-support/database-passwords>.

Please refer to the following QRC pages for instructions on:

- Page 1: How to **register for password change and reset**
- Page 2 & 3: How to **change the password** on your SAIC Username/Password Account
- Page 3: How to **reset the password** on your SAIC Username/Password Account
- Page 4: What to do if your account is locked or if you forget your password

Note: All SAIC Username/Password Account holders are required to change their password every 90 days.

How to register for password reset

You must register for self-service password reset before you can use the FIM portal to reset OR change your password.

1. While on the SAIC network (wired/wireless or via VPN), navigate to <https://passwordregistration.saic.com>. Log in with your current username/password if prompted.
2. Click **Next** to begin the registration process.
3. Enter your password when prompted, and click **Next**.



SAIC Self-Service Password Reset Registration Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: SAIC-CORP\username)

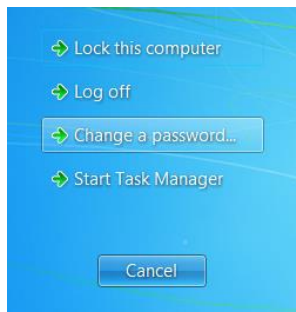
Password:


- Enter responses to the three questions provided. Note that answers are case sensitive and must be unique. Be sure to remember the answers to your questions.

- Click **Next**. You will receive a confirmation message that your registration was successful.

How to **change your password** (for users who are on the SAIC Network and have an SAIC-managed Windows workstation)

- Press the keys **Ctrl+Alt+Del**.
- Select **Change a password**.



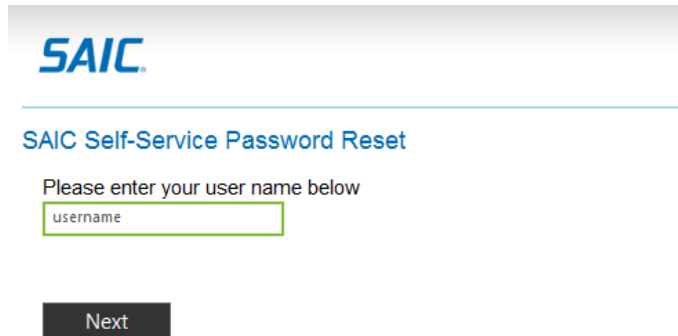
- Enter your **Old Password**, **New Password**, and **Confirm Password**.
- Click the **arrow**. 
- Please wait while the system changes your password. You will receive confirmation that your password was successfully changed once completed.

How to change your password

(for users without an SAIC-managed Windows workstation or who are not on the SAIC Network)

1. You must follow the instructions on page 1 of this QRC to register for self-service password reset before you can use the FIM portal to reset OR change your password.
2. Navigate to <https://passwordreset.saic.com> and enter your username when prompted. Click **Next**.

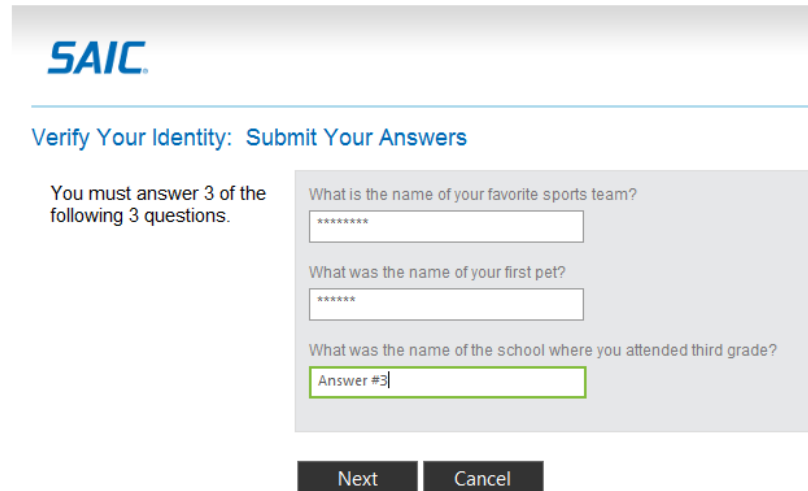
Note: If you have not yet registered for self-service password reset, you will receive an *Access Denied* error when attempting to log into this page.



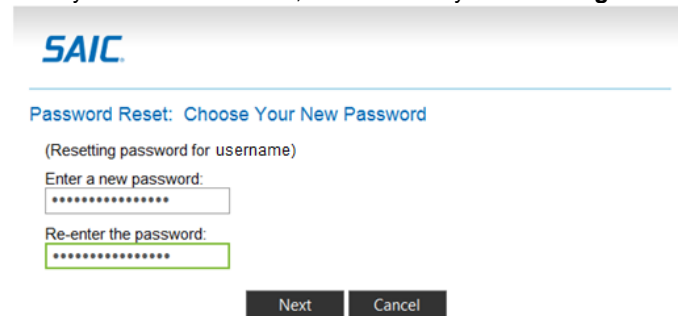
AND

How to **reset your password** (if forgotten) for all users

3. Provide answers to the three security questions when prompted. Please note that the answers are case-sensitive and must be entered exactly as they were when you registered.



4. Enter your **New Password**, and confirm by **Re-Entering Password**. Click **Next**.



5. You will receive a confirmation message indicating success/failure in changing your password.



Success: Your password has been reset



You can now use your new password to log in.

6. If you have an SAIC-managed workstation and want to sync your new password with the workstation, you will need to connect to the SAIC network and lock/unlock your system with your new password.
7. After performing step #5 above, if you find that your McAfee Endpoint Encryption password has not changed, please follow the instructions under **Synchronize Your New Password** on this page: <https://ess.saic.com/passwordchange.html>.

Locked accounts / forgotten password

If your account is locked due to incorrectly entering your password three or more times:

1. You can contact the SAIC Service Desk to unlock your account; OR
2. Reset your password; OR
3. Wait 30 minutes and your account will automatically unlock.

If you have forgotten your password:

1. If already registered for self-service password functions, you can reset your password using the instructions above; OR
2. You can contact the SAIC Service Desk to reset your password.

Need Help?

Contact the SAIC Service Desk by calling 1-877-999-7242 or by logging a service request at <https://issaic.saic.com/its/services/service desk/>.
