

## New Employee Account Activation – Quick Reference Card

**About this QRC** This document provides instructions for New Employee account activation, and how to ensure you have your account password on the first day. The document also explains how to register for and change your password using the Self-Service Password Reset portal.

**Important Notes** This information is intended to assist users who are new to SAIC with setting their account up on the first day. This guidance is only applicable to SAIC-CORP domain accounts for new hire users – all other account types are managed via other processes.

Please refer to the following QRC pages for information on:

- Page 1: Pre-start date emails and actions required
- Page 2: How to register for the Self-Service Password Reset portal on Day 1
- Page 3: How to use the Self-Service Password Reset portal to change your temporary password on Day 1

**Pre-Start Date Emails & Action Required** You will receive an email from SAIC at your personal email address provided as part of your application process. Please bring the email with you on your first day. The email will include instructions and will provide key pieces of information that you will need to activate your account on Day 1.

**Please note that you MUST complete these actions to activate your account within the first 24 hours of your Day 1.**

As a new employee you should have received an email with the following information.

SAIC Username: (your specific username)

PIN: (your specific 4 digit pin)

SAIC Account Challenge Code: You created this within SAIC's onboarding system after you accepted your employment offer and completed your new hire forms.

Temporary Password: SAIC Account Challenge Code followed by your 4 digit PIN. (SAIC Account Challenge Code + PIN (e.g. OneSAIC1234))

If you have forgotten your SAIC Account Challenge Code, please contact the SAIC Service Desk Toll Free 877-WWW-SAIC (877-999-7242.)

Please be advised that you will be locked out of your SAIC employee account after three failed attempts. In this situation or should you have any questions, please call the SAIC Service Desk at 877-WWW-SAIC (877-999-7242.)

If a computer has been requested for you, your temporary password will be used to build your workstation so you can immediately have access to the network.

**How to register for password reset on Day 1**

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

Note: The link below is accessible from outside the SAIC network and if needed, you can use any computer or device with internet connectivity to access it on Day 1.

1. Navigate to <https://passwordregistration.saic.com>. Log in with your current username/ and temporary password if prompted.

2. Click **Next** to begin the registration process.
3. Enter your temporary password when prompted, and click **Next**.

The screenshot shows the SAIC logo at the top. Below it, the title is "SAIC Self-Service Password Reset Registration Your Current Password". The instruction reads: "Enter your current password below, then click 'Next'. (logged in as: SAIC-CORP\username)". There is a "Password:" label followed by a text input field containing ten asterisks. Below the input field are two buttons: "Next" and "Cancel".

4. 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.

The screenshot shows the SAIC logo at the top. Below it, the title is "SAIC Self-Service Password Reset Registration Register Your Answers". On the left, instructions state: "You must answer at least 3 questions to register. Each answer must contain at least four characters, and no two answers may be the same." On the right, there are three questions with input fields: "What is the name of your favorite sports team?" (with asterisks), "What was the name of your first pet?" (with asterisks), and "What was the name of the school where you attended third grade?" (with "Answer #3" entered). Below the questions is a note: "The responses you provide are stored by your organization in Forefront Identity Manager." At the bottom are "Next" and "Cancel" buttons.

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

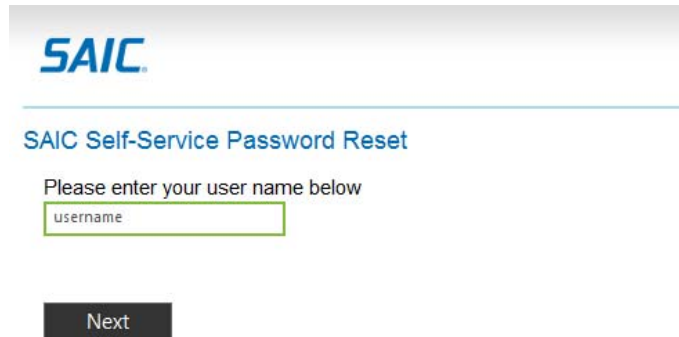
The screenshot shows the SAIC logo at the top. Below it, the title is "Completed: You are now registered". A green checkmark icon is followed by the text: "If you ever need to reset your password:". Below this are three numbered steps: "1. Go to the reset password portal: <https://passwordreset.saic.com>", "2. Verify your identity", and "3. Choose your new password".

How to  
**change your  
temporary  
password** on  
Day 1

Note: The link below is accessible from outside the SAIC network and if needed, you can use any computer or device with internet connectivity to access it on Day 1.

1. Navigate to <https://passwordreset.saic.com> and enter your username when prompted.
2. 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.



SAIC

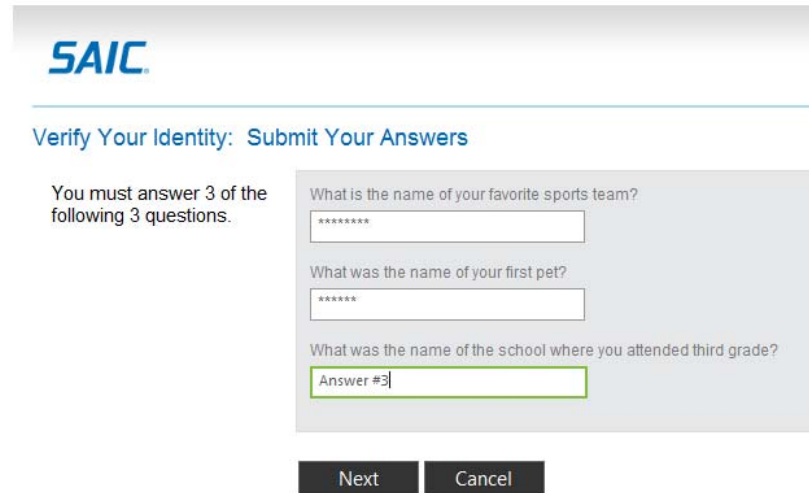
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### SAIC Self-Service Password Reset

Please enter your user name below

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.



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### Verify Your Identity: Submit Your Answers

You must answer 3 of the following 3 questions.

What is the name of your favorite sports team?

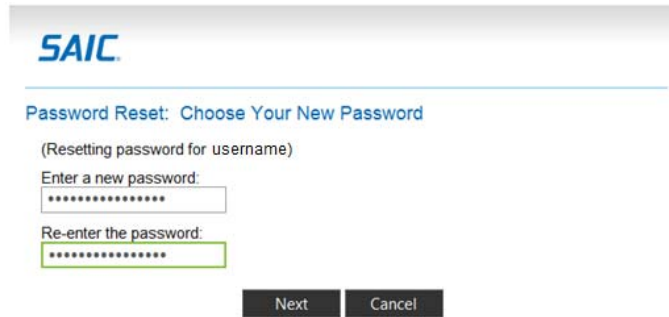
What was the name of your first pet?

What was the name of the school where you attended third grade?

Choose and enter your New Password, and confirm by Re-Entering Password. A valid password must be between 8-14 characters long, and must contain 3 of the 4 following items: lowercase letters, UPPERCASE letters, numbers 0-9, and special characters.

4. Click **Next**.



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Password Reset: Choose Your New Password

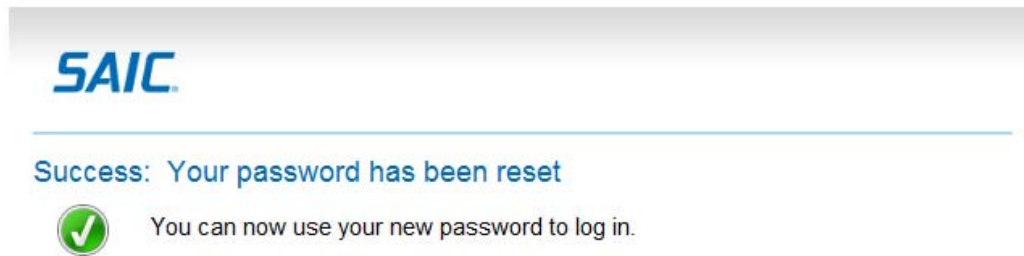
(Resetting password for username)

Enter a new password:  
\*\*\*\*\*

Re-enter the password:  
\*\*\*\*\*


Next Cancel

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



SAIC

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. If you have an SAIC-managed workstation, 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/corp/>

**Need Help?** Contact the SAIC Service Desk by calling 1-877-999-7242 or by logging a service request at <https://issaic.saic.com/sites/ITO/ito-support/service-desk>