Program Your SAIC OTP Hardware Token Instruction Guide

About this Guide

This document provides instructions for programming your SAIC OTP Token for first use. Please read these instructions carefully; we recommend that you print them out for reference throughout the process. You will need access to the internet to program your token.

Activate the OTP Capabilities of your Token

This section describes how to activate the One-Time-Password (OTP) capabilities of your OTP Token.

1. Have your Hardware OTP token ready.

2. Go to the following web address by clicking the link or cut and paste the address into your browser. OTP User Portal

https://otp-user-saic.cloud.axiadids.net/

Sign in using your SAIC username and Newly Created Password (New hire only.) Existing employees please refer to the instructions on the Authentication Tokens page in ISSAIC.
3. Click on Assign Token to begin enrolling the Hardware OTP device.

4. The serial number can be located on the back of your OTP Token. Enter the serial number and set PIN Number. The PIN number must be between 6-8 digits. Select Assign Token.

5. You have successfully enrolled your token. You may now use the token PIN+OTP code to access MFA (Multi-factor Authentication) enabled systems.
Using your Token

1. When prompted with a PIN + OTP request (example pictured below) you will need the Hardware OTP token and your PIN number that was created during the enrollment steps above.

2. On your Hardware OTP device press and hold the button on the front to display the OTP code.

3. Enter the PIN number that you set during enrollment AND the OTP code displayed on the screen together as one number into the text box prompt.

Need Help?

Contact the SAIC Service Desk by calling 1-877-999-7242 or by logging a service request at https://issaic.saic.com/es3/