

**These instructions are to be used for employees who have an Active Directory (AD) account. You may use this for work terminals to access drawings or other work-based applications. Your username is likely to be firstname.surname e.g. John.Smith**

Connect Hub is our digital home for company news and is accessible on your personal mobile. It helps keep you up to date with the latest information, as well as providing access to key information like FLEX (payslips and benefits), wellbeing support, and policies such as Family Leave.

### **PingID Multi-Factor Authentication (MFA)**

To access cloud-based applications on your personal device you must download and register for PingID. This is an added layer of security mandated by our IT security team to help keep your data and our company data safe.

#### **Download and register for PingID – you must use a networked computer**

1. On your mobile, download the PingID app from the Apple App Store or Google Play Store.
2. PingID uses Single Sign On so if you are using a shared device to register, it must be **at the ctrl+alt+delete stage before beginning**
3. Log into the PC / Laptop or Tablet using your Active Directory credentials (firstname.surname)
4. Open an internet browser and go to:  
<https://desktop.pingone.com/baesystems.ukpingid/Selection?cmd=devicesRequest>
5. On the 'Authentication Method Selection' page that opens, select the **Email** option, enter your BAE Systems email address and click **Next**.
6. You will receive an email in your BAE Systems mailbox containing a 6 digit one-time passcode. Enter the code in the text field on the registration page and click Next.
7. After successfully entering the one-time passcode, you can click the **Finish Registration** button to complete the registration process.
8. After clicking Finish Registration, click **Continue** to proceed to the My Devices Portal.
9. On the My Devices Portal, select the **+Add** button.
10. Using the mobile device that has the PingID mobile app installed, open the app and scan the QR code displayed on your BAE Systems device. You can also manually enter the pairing key displayed below the QR code. Some BAE Systems sites prohibit the use of cameras in certain zones; ensure you adhere to local site rules before accessing a QR code using a smartphone.

11. After pairing the new mobile device successfully, you will see the added device in your My Devices list. Ensure our mobile device is toggled **on** as the primary source. We also recommend enabling notifications from the PingID app to make the sign on process easier going forward.

### Download Connect Hub

Follow these instructions to download the Connect Hub app on your mobile **only after** you have registered for PingID.

1. Download the Connect Hub app to your work/personal mobile device:  
For Android, either go to the Google Play Store and search for 'ConnectHub' or scan the Google Play Store QR code below with your device's camera.
  - For iOS, you need to scan the relevant QR code below with your device's camera as it is not searchable on the App Store
  - **Note:** Please ensure you are in a location which allows you to use your mobile phone camera.

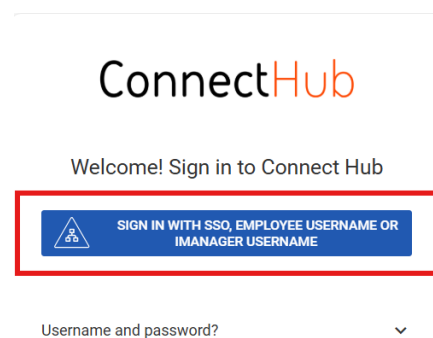
#### Google Play Store QR code



#### Apple App Store QR code



2. Open the Connect Hub app and select the blue **SIGN IN WITH SSO, EMPLOYEE USERNAME** button.
3. Then enter your username. This is likely to be firstname.surname
4. If you have enabled notifications through PingID, you should receive a notification asking you to confirm you are attempting to log into Connect Hub. If you have not enabled notifications, you will need to navigate to your PingID app and open it.
5. Return to the Connect Hub app (if you have navigated away) and work through the notifications.



On mobile devices, you can change your preferences by clicking on the tab across the top called 'Edit preferences'.

### Need help?

If you need help logging in please contact the Employee Service Centre to log an incident via the intranet or calling 0208 068 2868 (option1 then option 1).