

# Instructions for accessing Connect Hub

## Australia

### From a work computer

To log in while on a company network/VPN, use SSO (Single Sign-On) by clicking the following link (don't forget to bookmark it): <https://connecthub.baesystems.com>.

### From a mobile device

For off network devices, you will need to follow the username, password and authenticator route set out below. The SSO login option won't work here.

There are three simple steps:

1. Create/reset your password.
2. Set up Microsoft Authenticator.
3. Download the app and login with your username, password and 6-digit OTP (One-Time Password).

#### Step 1: Create/reset your password

To be able to access Connect Hub off-network, you will need to set up your password.

1. In any internet browser, go to <https://connecthub.baesystems.com/Account/recover>
2. Enter your email address and follow the steps to create/reset your password.

**Important:** Do not use a password that is the same as any of your BAE Systems logon credentials.

#### Step 2: Set up MS Authenticator

If you don't use it already, you will need to download **Microsoft Authenticator** (this is a multi-factor authentication tool that adds an extra layer of security). Find it by opening your mobile's app store and search for 'Microsoft Authenticator'.

1. **On your work computer** go to <https://connecthub.baesystems.com/my#/settings/multifactor> and login via SSO.
2. Open MS Authenticator on your mobile device and click on **Add Account** or + in the top right, then select **Other account**.
3. Use the MS Authenticator app and your mobile device's camera to scan the QR code on your computer screen.
4. On your computer screen, click 'Next' and enter in the 6-digit OTP generated by MS Authenticator. Then click 'Activate'.

**Step 3: Download the Connect Hub app to your work/personal mobile device.**

- **For Android**, either go to the Google Play Store and search for 'Connect Hub' or scan the relevant QR code below with your device's camera.
- **For iOS**, scan the relevant QR code below with your device's camera.

**Google Play Store QR code**



**Apple App Store QR code**



1. Open the Connect Hub app on your phone. Select the 'SIGN IN WITH USERNAME & PASSWORD' option.

# ConnectHub



2. Enter your username (which is your BAE Systems email address) and the password you created in Step 1: Create/reset your password.
3. At the Multifactor Authentication Required page, click 'Next' and enter the 6-digit OTP generated by MS Authenticator, then click 'Submit'.
4. You should now be logged into Connect Hub on your off network or smart device.
5. If it's your first time on **Connect Hub**, you will need to complete your preferences to personalise your newsfeed. This will provide content relevant to you. For mobile, there's a

tab called **Edit preferences** above your personalised feed on the homepage. On desktop, it's on the right-hand side of the homepage in a section called **Update your preferences**. You can also use this method to update your preferences later.

6. You're now ready to explore!

### **Need help?**

**New employees:** The Australian user database is updated each Tuesday. Try accessing Connect Hub from Wednesday in your first week.

If you have any issues logging in, please email the Australian Connect Hub team at [connect.hub@baesystems.com](mailto:connect.hub@baesystems.com).