

These instructions are to be used for employees who do not have an Active Directory (AD) account.

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.

Accessing Connect Hub – your username and password

Your Username

Your username will be your GCI number with UK at the start e.g. UK1234567. You can check your GCI number on your payslip or via your supervisor.

Working out your password

To help you log onto the platform, we've had to create an initial password for you. This initial password is made up of the first 4 characters of your National Insurance number (all in UPPERCASE), then your full year of birth followed by an exclamation mark !

For example,

- If your National Insurance number is **AB123456**
- If your year of birth is **1980**
- Add an exclamation mark at the end !
- Then your password would be **AB121980!**

Work out your own password using your own details. Then, follow the below steps to secure your account before you can use it to access Connect Hub. Please note the process needs to be completed in one go and device cannot be left idle otherwise an error may occur.

Need help? Please contact the Employee Service Centre to log an incident on 0208 068 2868 (option1 then option 1).

Once you have completed the below steps you can check out the [Connect Hub Help Centre](#) (available from your quick links tab across the top menu bar on mobiles) which has more info on the new platform and further guidance.

Download and Register for PingID

To access Connect Hub, and other cloud-based applications on your personal device you must first download and register for PingID . PingID is the Company's selected multi-factor authentication (MFA) provider which helps keeps the company and your data safe and secure

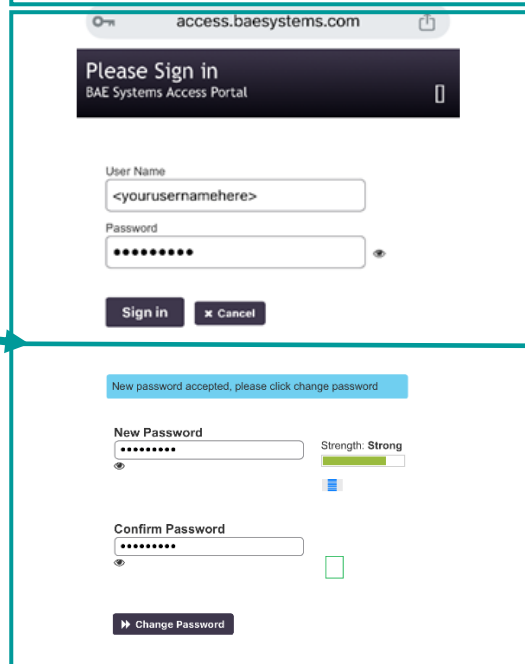
Step 1 – Download the PingID mobile app

- Open the Apple App Store or Google Play Store and search for 'Pingid. The app should be the first result at the top
- Select download.



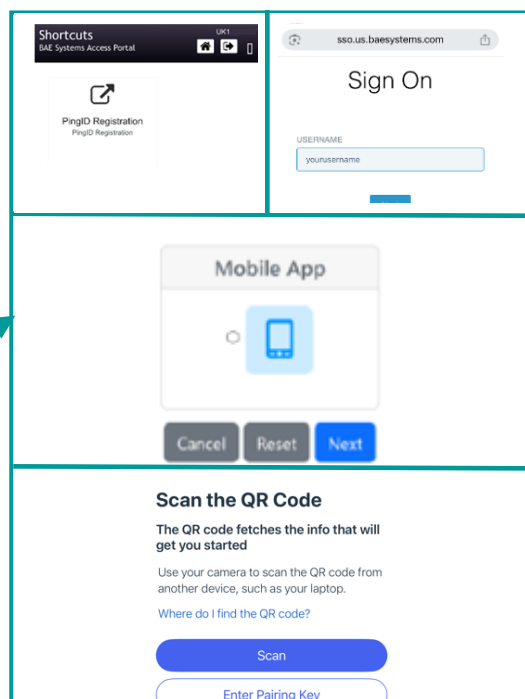
Step 2 – Change your default password

- Open an internet browser and visit the BAE systems access website at: <https://access.baesystems.com/sspr/private/shortcuts?sso=false>
- Enter your username as detailed above
- Enter your password you have worked out above (remember it's all uppercase and there is an ! at the end).
- You will be prompted to change your password. Be sure to read the new password requirements.
- Enter your new password, twice, and click the >> **Change Password** button
- Your password will now be updated, click >> **Continue**.



Step 3 - Register for Ping MFA using your phone

- Click the **Ping ID Registration** button
- Enter your username as detailed above And click **Next**.
- Enter your password (this is the new password you have just set in the above step) and click **Sign on**.
- Select the **Mobile App** option
- Open the PingID app and select **Enter Pairing Key**.
- Enter the code and click **Next**.
- Navigate back to your web-browser and click **Finish Registration**.



Download Connect Hub

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

Step 4 – Download the Connect Hub App (for mobile phones)

- Download the Connect Hub app to your work/personal mobile device:
- **For Android** - go to the Google Play Store and search for 'Connect Hub' or scan the QR code on the right with your device's camera.
- **For iOS** - scan the QR code on the right with your device's camera as the app does not show in the App Store.
- **Note:** Please ensure you are in a location which allows you to use your mobile phone camera.

Step 5 – Login to Connect Hub

- If you are on your home computer, you can access Connect Hub via a web browser by visiting the following address: <https://connecthub.baesystems.com>
- If you are on a mobile phone, open the newly installed **Connect Hub** app
- Click the blue **Sign in with SSO, Employee username** button.
- Enter your username into the username box and click **Next**.
- You should receive a notification from PingID confirming your logon attempt. Select **Yes**. If you haven't enabled notifications you will need to navigate to your PingID app and copy the code across to the app.
- Review and agree to the Terms of Use and decide on whether to allow notifications and use Touch ID/Face ID.
- If it's your first time on **Connect Hub**, you can update your preferences by clicking on the tab across the top called 'Edit preferences'. This will provide content relevant to you and configure your personalised newsfeed.
- You're now ready to explore! Click the three menu lines at the bottom to browse through the platform.

