NGC Employee External Access Login Instructions

Access Using One Badge, DUO or One Time Password Tokens
Purpose

This document provides instructions on how to access the Northrop Grumman externally accessible web sites.

General Information

- To access the Northrop Grumman Portal, you must have the following credentials:
  - A Northrop Grumman domain login account. If you haven’t used your Northrop Grumman domain login account in 60 days or longer, please call the IT Service Desk at 855-737-8364 to enable it.

  **AND**

  - A Northrop Grumman issued One Badge

  **OR**

  - A Northrop Grumman issued One Time Password (OTP) Token. If you do not have a One Time Password token, call the IT Service Desk at 855-737-8364 to obtain one.

  **OR**

  - Completed Northrop Grumman Duo Enrollment. If you have not enrolled your mobile device for Duo Mobile, call the IT Service Desk at 855-737-8364 for assistance with your enrollment options.

- OTP tokens, Duo and One Badges work in conjunction with Northgrum domain accounts for strong dual factor authentication.
- All users should follow the instructions in section II (Recommended Browser Settings) initially. Otherwise, the trusted website message will continue to appear upon each login.

Questions?

If you have questions, please contact the IT Service Desk at 855-737-8364.
# Table of Contents

**SECTION I – ONE TIME PASSWORD TOKEN/DUO/ONE BADGE AUTHENTICATION** ................................................................. 4

**SECTION II – RECOMMENDED BROWSER SETTINGS FOR INTERNET EXPLORER** ............................................................... 9

- **Enable Mixed Content Message Pop-Ups** .......................................................................................................................... 9
- **Add ‘https://*.myngc.com’ As A Trusted Site** .................................................................................................................... 16
- **Enable Automatic Caching** ................................................................................................................................................. 18
- **User Authentication** ............................................................................................................................................................. 12
### Section I – One Time Password Token/DUO/One Badge Authentication

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 1.   | a. Open a web browser window  
      b. Enter https://www.myngc.com  
      c. Select ‘NG Enterprise Virtual Workspace and Portal’ option from the right-hand menu.  
      d. If you see the bottom screenshot on the right, select the **NGC USN OTP** option. Once you select this option, you will not receive this prompt again for 6 months (unless you clear browser cache/cookies). |

*Warning:* Access to Northrop Grumman’s computer network (“Network”) is only for authorized users and for authorized purposes. Transmission via the Network of export-controlled information abroad or to a foreign person in the U.S. in an export which requires U.S. Government export authorization. You have no expectation of privacy in any information passing through or stored on the Network. Communications and data that pass through or are stored on this Network are monitored and may be intercepted, searched, disclosed or used for any lawful purpose.
2. From the ‘Choose Your Login Method’ window select ‘Northrop Grumman Employee’.

Logging in via this method requires either an **NGC-issued** One Time Password (OTP) token, an **NGC issued** One Badge or access via Duo. The OTP token should look similar to the diagram below:

![OTP Token Image]

3. If you are using a One Time Password token, select NG Employee One Time Password Token (OTP). If you are using Duo, select NG Employee DUO (Passcode or Push) and skip to step 5. If you plan to use your NG issued One Badge, skip to step 6.
4. Enter your user information into the 2 fields displayed:
   a. ‘User name’: Enter your Northrop Grumman domain login account.
   b. ‘OTP Passcode’:
      Enter your PIN followed by:
      • the 8-digit # from the OTP token
        (characters joined with no spaces)
   c. Select the ‘Login’ button.
   d. Skip to step 8
5. Enter your user information into the 2 fields displayed:
   a. ‘User name’: Enter your Northrop Grumman domain login account.
   b. ‘DUO (Passcode or Push)’:
      Enter the 6 digit code provided by your Duo app
      OR
      Type push
   c. Select the ‘Login’ button.
   d. If you typed push, you will be prompted on your mobile device to accept the Duo code as seen here
   e. Once you select Approve, your access will be granted.
   f. Skip to step 8
### 6. If you are using an NG issued One Badge for authentication, be sure your One Badge is in your card reader and select NG Employee One Badge Only.

![Image showing the login screen]

#### Warning
If Access to Northrop Grumman’s computer network ("Network") is only for authorized users and for authorized purposes. Transmission via the Network of export controlled information abroad or to a foreign person in the U.S. is an export which requires U.S. Government export authorization. You have no expectation of privacy in any information passing through or stored on the Network. Communications and data that pass through or are stored on this Network are monitored and may be intercepted, searched, disclosed or used for any lawful purpose.

Please be advised that by accessing company and/or personal information on this computer, such information may be left within the computer’s memory and could be accessed by others. If you are concerned about others potentially accessing such information, it is recommended you access your personal information via Northrop Grumman onned equipment or your personal computer.

### 7. Please note that depending on the operating system that you are using, the screen to select your digital certificate could vary. Here are possible screens that you might see.

#### a. You will be prompted to select your Northrop Grumman certificate. Click OK.

![Image showing the certificate selection screen]
b. You will next be prompted for your OneBadge PIN. Enter your PIN and click OK.

8. If your password has expired or if your password was reset and your account has been set to change your password on next logon, continue with step 9. If not (if you don’t see the screen to the right) then your password does not need to change at this time and you can skip to step 12.
9. You must now change your password.
   a. ‘Old Password’: Enter your temporary directory password, which was emailed to you or provided to you by NGC support.
   b. ‘New Password’: Enter a new password that is at least 8 but no more than 14 alphanumeric characters. Your new password MUST contain at least one upper case character, at least one lower case character, and at least one digit. (Special character can also be used (;”’ ~ ! @ # $ % ^ & * ( ) _ + - = { } \ | : ; < > ? , . /).
   c. ‘Confirm New Password’: Re-type the new password.
   d. Select the ‘Change Password’ button.

10. When this screen appears, select the ‘CONTINUE’ button.

You have successfully created a new directory password.

**FROM THIS POINT FORWARD** you will use this new directory password when a directory password is required to log on. Please note that this password must be **changed every 90 days**. You will be prompted to do this when the password has expired.
11. Now that your password has been set, you must log in again with your Username and either DUO, Onebadge or One Time Password (OTP). Enter information, Click ‘Login.’

12. You should now be into the Northrop Grumman enterprise portal. If you are a new hire and were told (either via email or from NGC support personnel) to change your password within 10 days, move on to step 13. If not, your login process is complete and you can access either the Virtual Workspace or whatever else you need to access.
13. Open Virtual Workspace by either clicking on the virtual workspace image or clicking the 3 dots and clicking Open in Browser.

14. It may take some time to log you in, especially the first time. Wait until your virtual desktop is completely logged in as shown here. Then click on the little tab on the left side.
15. Now click on the button directly to the right of the word Horizon in the upper left hand corner. This will send a control-alt-delete to the virtual desktop.

16. Click **Change a password**.
17. Type in your current (possibly temporary) directory password and then type in a new password twice.
   
   a. ‘Old Password’: Enter your current or temporary directory password, which was emailed to you or provided to you by NGC support.
   
   b. ‘New Password’: Enter a new password that is at least 8 alphanumeric characters. Your new password MUST contain at least one upper case character, at least one lower case character, and at least one digit. (Special character can also be used (;:"'~ ! @ # $ % ^ & * ( ) _ + - = { } | \ : ; < > ? , . /).
   
   c. ‘Confirm Password’: Re-type the new password.
   
   d. Either hit enter or click on the little arrow.

18. Click OK. You have successfully created a new directory password. **FROM THIS POINT FORWARD** you will use this new directory password when a directory password is required to log on. **Please note that this password must be changed every 90 days.** You will be prompted to do this when the password has expired.
Section II – Recommended Browser Settings for Internet Explorer
### Enable Mixed Content Message Pop-Ups

Open an Internet Explorer browser window:

1. On the menu, select ‘Tools’, then ‘Internet Options’.
2. Select the ‘Security’ tab.
3. Select the ‘Local Intranet’ icon.
4. Near the bottom of the screen, press the ‘Custom Level’ button.
5. Now scroll down about half way and within the ‘Miscellaneous Section’ you will see ‘Display .Mixed Content’, select the radio-button to ‘Enable’ this option.
6. Press the ‘OK’ button.
7. Then, press ‘Yes’ button on the pop-up message.

### Add ‘https://*.myngc.com’ as a Trusted Site
2. Open an Internet Explorer browser window:
   a. From the menu, select ‘Tools’, then ‘Internet Options’.
   b. Select the ‘Security’ tab.
   c. Select the ‘Trusted Sites’ icon.
   d. In the ‘Add this website to the zone’ box, type ‘https://★.myngc.com’ (without any quotes or spaces). The asterisk character (★) is obtained by using shift+8.
   e. Press the ‘Add’ button.
   f. Press the ‘Close’ button.
   g. Now, press the ‘OK’ button.
### Enable Automatic Caching

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Open an Internet Explorer browser window:</td>
</tr>
<tr>
<td></td>
<td>a. From the menu, select ‘Tools’, then ‘Internet Options’.</td>
</tr>
<tr>
<td></td>
<td>b. Select the ‘General’ tab.</td>
</tr>
<tr>
<td></td>
<td>c. In the ‘Browsing History’ section, press the ‘Settings’ button.</td>
</tr>
<tr>
<td></td>
<td>d. On the ‘Settings’ screen, select the radio-button ‘Automatically’.</td>
</tr>
<tr>
<td></td>
<td>e. Lastly, press the ‘OK’ button.</td>
</tr>
</tbody>
</table>

![Image of Internet Explorer settings window with highlights on 'Settings' and 'General' tabs.](Image)
### User Authentication

Open an Internet Explorer browser window:

4. On the **menu**, select ‘**Tools**’, then ‘**Internet Options**’.
   a. Select the ‘**Security**’ tab.
   b. Select the ‘**Internet**’ icon.
   c. Near the bottom of the screen, press the ‘**Custom Level**’ button.
   d. Now scroll down all the way and under ‘**User Authentication**’ you will see **Automatic logon with current username and password.** Select that radio-button.
   e. Press the ‘**OK**’ button.
   f. Then, press ‘**OK**’ button on the pop-up message to save this setting.