NGC Employee External Access Login Instructions

Access Using One Badge, SurePassID, 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 SurePassID Enrollment. If you have not enrolled your mobile device for SurePassID, call the IT Service Desk at 855-737-8364 for assistance with your enrollment options.

- OTP tokens, SurePassID 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.
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ONLY THE ONLINE SYSTEM HAS THE CURRENT VERSION. VERIFY ANY HARDCOPY AGAINST THE ONLINE SYSTEM BEFORE USE
## Section I – One Time Password Token/SurePassID/One Badge Authentication

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<th>Step</th>
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| 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 **NG Legacy Ext Auth** option. Once you select this option, you will not receive this prompt again for 6 months (unless you clear browser cache/cookies). |

![Screen Shots](image_url)
2. **Under Select your Role, select ‘Northrop Grumman Employee’.** If using a non-mobile device, you can type “N” or “n” and the method will be selected. If using a mobile device, just touch the ‘Northrop Grumman Employee’ option.

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

![OTP Token Diagram]

3. If you are using SurePassID, select SurePassID. If using a non-mobile device, you can type “S” or “s” and the method will be selected. If using a mobile device, just touch the ‘SurePassID option. If you are using One Time Password token (OTP), skip to step 5. If you plan to use your NG issued One Badge, skip to step 7.
4. Enter your user information into the 2 fields displayed:
   a. ‘Username’: Enter your **Northrop Grumman domain login account**.
   b. ‘PIN’: Enter your **SurePassID PIN** that you set up.
   c. ‘Passcode’: Enter the 6-digit Passcode from your SurePassID token or smart phone app (as seen below) **OR you can type in ONLY a ? in the Passcode field to use the push functionality of SurePassID (Push does NOT work with a hard token, only with the smart phone app)**.

   *Please note: the comma will be entered automatically so there is no longer a need to add a comma!*

   d. Select the ‘Login’ button.
   e. If you typed ? in the Passcode field, you will be prompted on your mobile device to accept the SurePassID code as seen here.
   f. Once you select Approve, your access will be granted.
   g. Skip to step 9
5. If you are using **One Time Password token (OTP)**, select **One Time Password Token**. If using a non-mobile device, you can type “O” or “o” and the method will be selected. If using a mobile device, just touch the **One Time Password Token** option.

6. 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 9
7. 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. If using a non-mobile device, you can type “B” or “b” and the method will be selected. Click **Login**.

8. 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.
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<td>b.</td>
<td>You will next be prompted for your OneBadge PIN. Enter your PIN and click OK.</td>
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| 9. | 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 13. |  |  |
10. 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.

11. 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.
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<td>12.</td>
<td>Now that your password has been set, you must log in again with your Username and SurePassID, Onebadge or One Time Password (OTP). Enter information, Click <strong>Login</strong>.</td>
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<td>13.</td>
<td>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 14. If not, your login process is complete and you can access either the Virtual Workspace or whatever else you need to access.</td>
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<td>14.</td>
<td>Open Virtual Workspace by either clicking on the virtual workspace image or clicking the 3 dots and clicking Open in Browser.</td>
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15. 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.

16. 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.
17. Click **Change a password**.

18. 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.
| 19. | 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 100 days**. You will be prompted to do this when the password has expired. | ![Password Change Alert](https://via.placeholder.com/150) |
Section II – Recommended Browser Settings for Internet Explorer

Enable Mixed Content Message Pop-Ups

Open an Internet Explorer browser window:

a. On the menu, select ‘Tools’, then ‘Internet Options’.
b. Select the ‘Security’ tab.
c. Select the ‘Local Intranet’ icon.
d. Near the bottom of the screen, press the ‘Custom Level’ button.
e. 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.
f. Press the ‘OK’ button.
g. 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

3. Open an Internet Explorer browser window:
   a. From the menu, select ‘Tools’, then ‘Internet Options’.
   b. Select the ‘General’ tab.
   c. In the ‘Browsing History’ section, press the ‘Settings’ button.
   d. On the ‘Settings’ screen, select the radio-button ‘Automatically’.
   e. Lastly, press the ‘OK’ button.
### User Authentication

Open an Internet Explorer browser window:

2. Select the ‘Security’ tab.
3. Select the ‘Internet’ icon.
4. Near the bottom of the screen, press the ‘Custom Level’ button.
5. Now scroll down all the way and under ‘User Authentication’ you will see **Automatic logon with current username and password**. Select that radio-button.
6. Press the ‘OK’ button.
7. Then, press ‘OK’ button on the pop-up message to save this setting.