Exostar Registration – Required for ALL External users (non-BAE Systems employees) who require access to BAE Systems' LifecycleOne application

BAE SYSTEMS PROPRIETARY
© BAE Systems

NOT CLEARED FOR EXPORT

BAE SYSTEMS

Purpose

To obtain a link that will provide you access to a BAE Systems LifecycleOne site, via our 3rd-party provider (Exostar)

Steps involved to obtain your link:

1. Request your Organization ID and License from your BAE Systems, Inc. POC
2. Exostar Account Registration
3. Activate your Exostar account
4. Activate Credentials and complete Identity Proofing
5. Register for Multi-Factor Authentication
6. Receive your LifecycleOne link via email

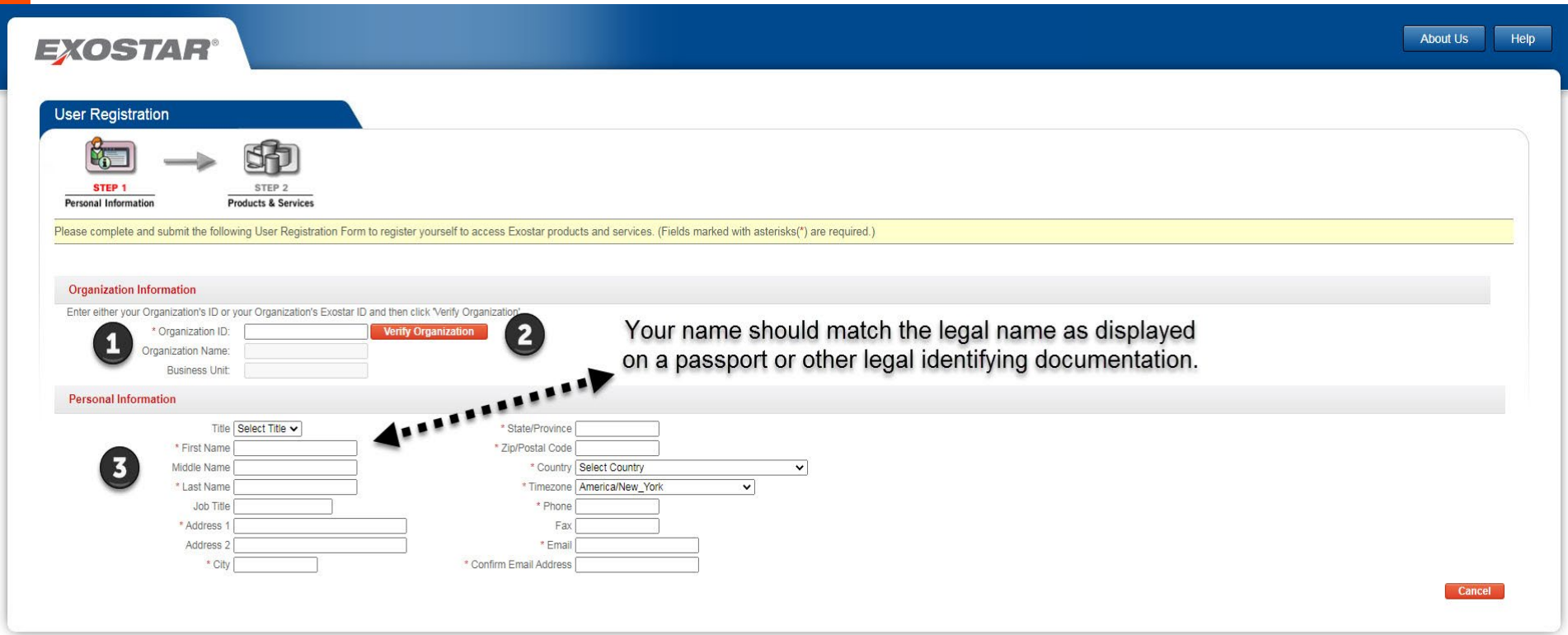
BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Required Browser – **Microsoft Edge**

- Exostar *officially* supports Edge.
  You may experience issues using other browsers.

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Exostar Account Registration Process

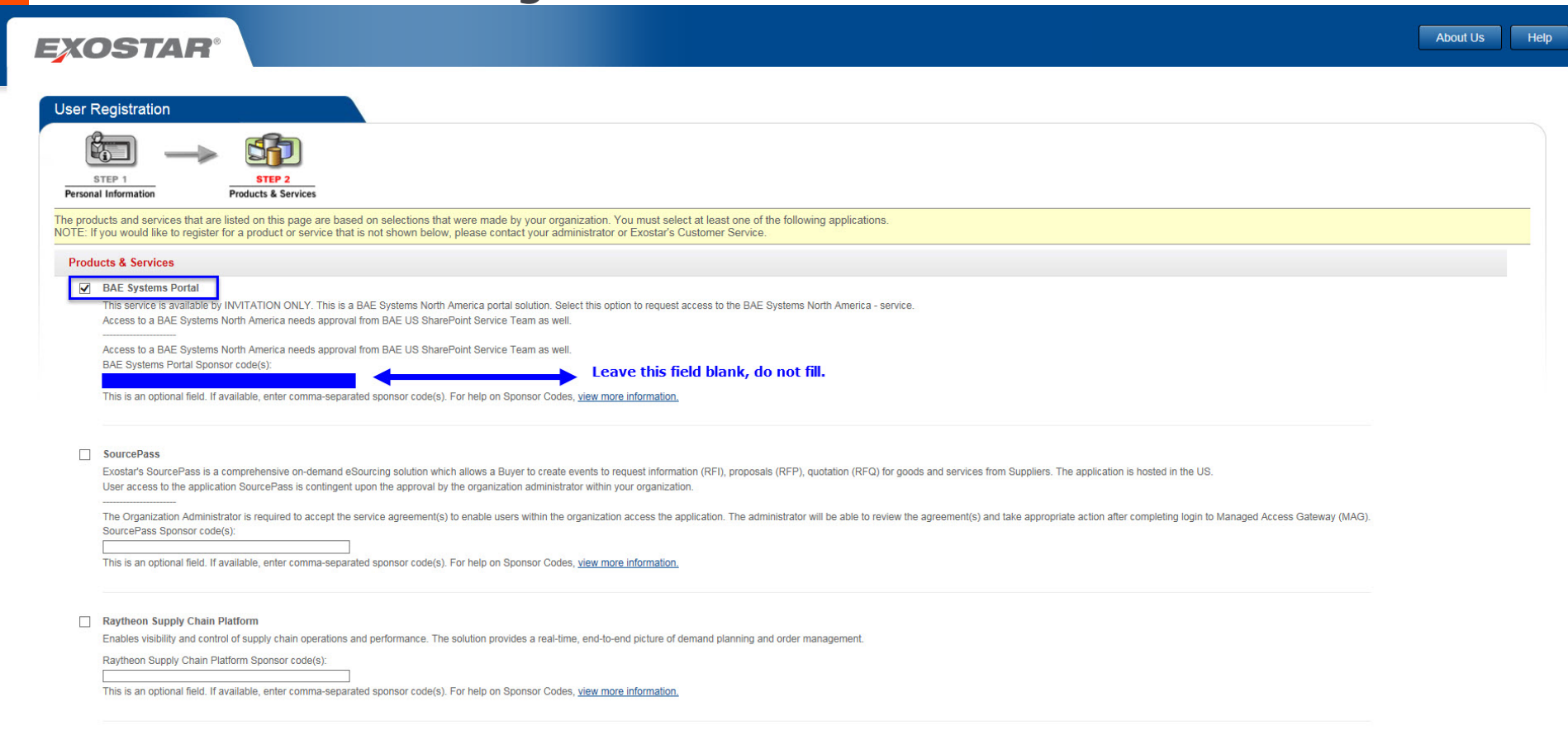


Open Microsoft Edge – Go to: https://portal.exostar.com/credmgr/pages/registration/pre70userRegistration.faces

1. Enter the Organization ID you obtained earlier in the Organization ID field
2. Click > **Verify Organization**
3. Complete Profile (all '*' required fields)
4. Click > **Next***(Button ONLY appears once Organization ID is populated and the Verify Organization button has been clicked)*

© BAE Systems

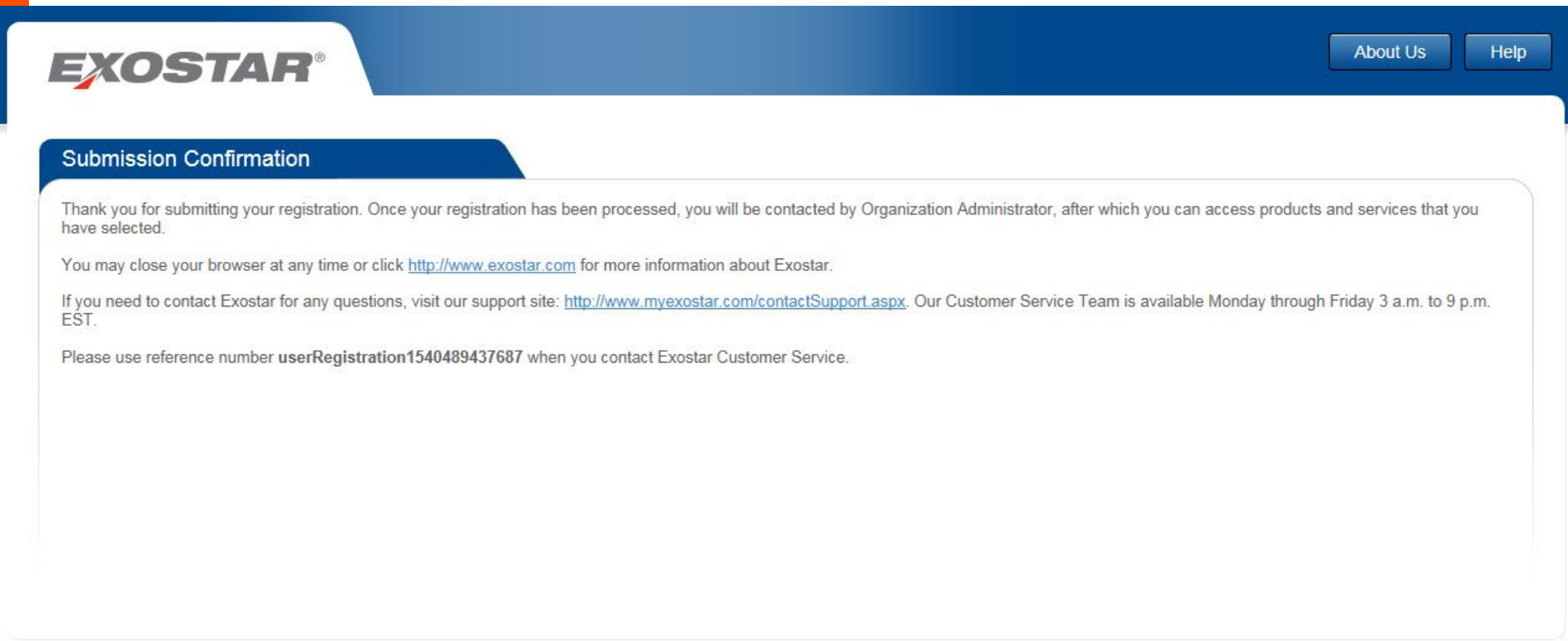
Exostar Account Registration Process



- Check > "BAE Systems Portal" check box
- Do NOT select any other Products & Services boxes
- Click > **Next>>**

© BAE Systems
BAE SYSTEMS

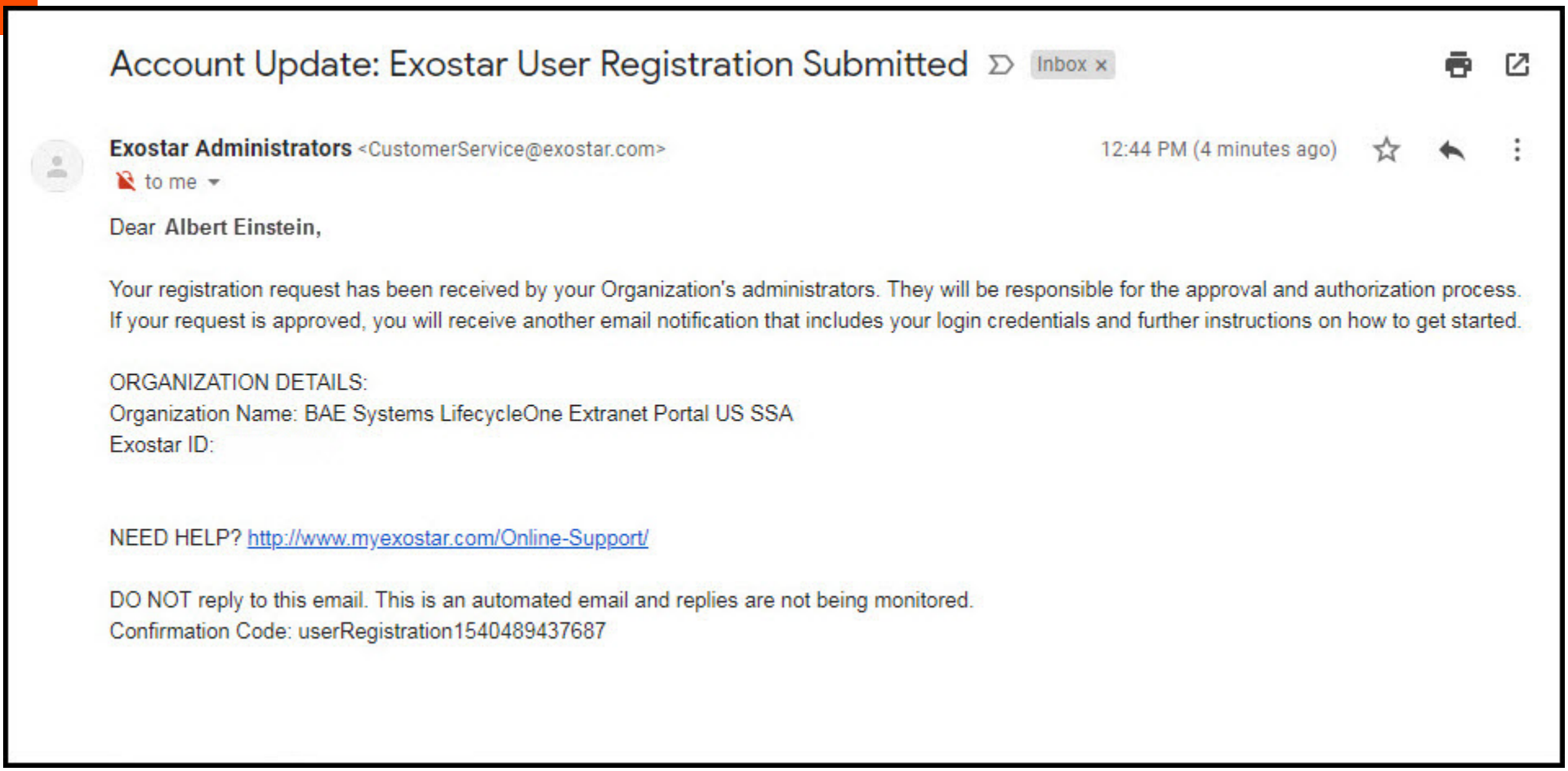
Exostar Account Submission Confirmation



- You may close your browser at this time
- You will receive an email message confirming your submission

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Sample Exostar Email – **Notification Only**



Account Update: Exostar User Registration Submitted Inbox ×

Exostar Administrators <CustomerService@exostar.com> 12:44 PM (4 minutes ago)

to me

Dear **Albert Einstein,**

Your registration request has been received by your Organization's administrators. They will be responsible for the approval and authorization process. If your request is approved, you will receive another email notification that includes your login credentials and further instructions on how to get started.

ORGANIZATION DETAILS:
Organization Name: BAE Systems LifecycleOne Extranet Portal US SSA
Exostar ID:

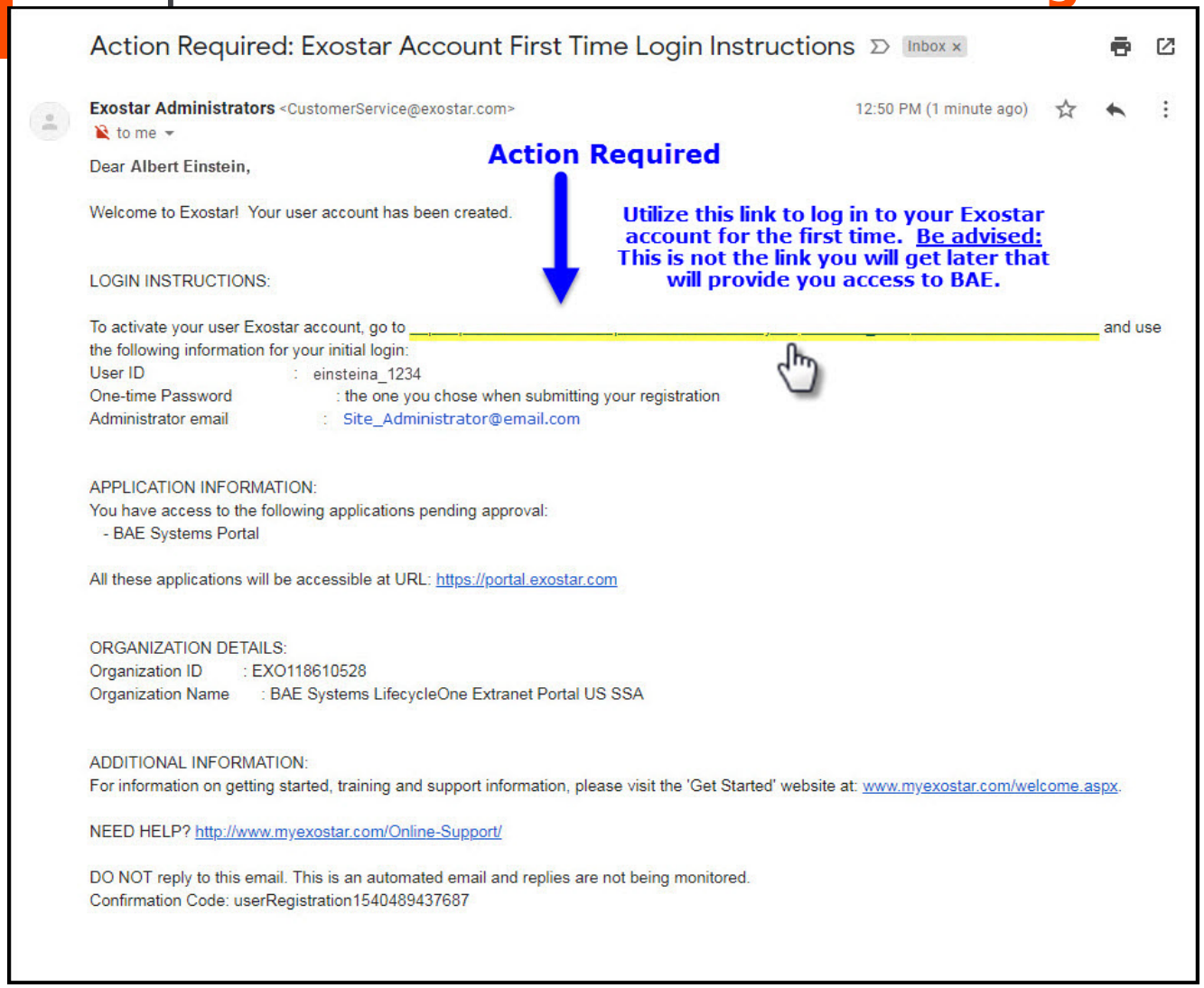
NEED HELP? http://www.myexostar.com/Online-Support/

DO NOT reply to this email. This is an automated email and replies are not being monitored.
Confirmation Code: userRegistration1540489437687

- You will receive this message as *confirmation only*, no action required

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Sample Exostar Email – **First Time Login**



Action Required: Exostar Account First Time Login Instructions Inbox ×

Exostar Administrators <CustomerService@exostar.com> 12:50 PM (1 minute ago)

to me

Action Required

Utilize this link to log in to your Exostar account for the first time. Be advised: This is not the link you will get later that will provide you access to BAE.

Dear **Albert Einstein,**

Welcome to Exostar! Your user account has been created.

LOGIN INSTRUCTIONS:

To activate your user Exostar account, go to _____ and use the following information for your initial login:
User ID : einsteina_1234
One-time Password : the one you chose when submitting your registration
Administrator email : Site_Administrator@email.com

APPLICATION INFORMATION:
You have access to the following applications pending approval:
- BAE Systems Portal

All these applications will be accessible at URL: https://portal.exostar.com

ORGANIZATION DETAILS:
Organization ID : EXO118610528
Organization Name : BAE Systems LifecycleOne Extranet Portal US SSA

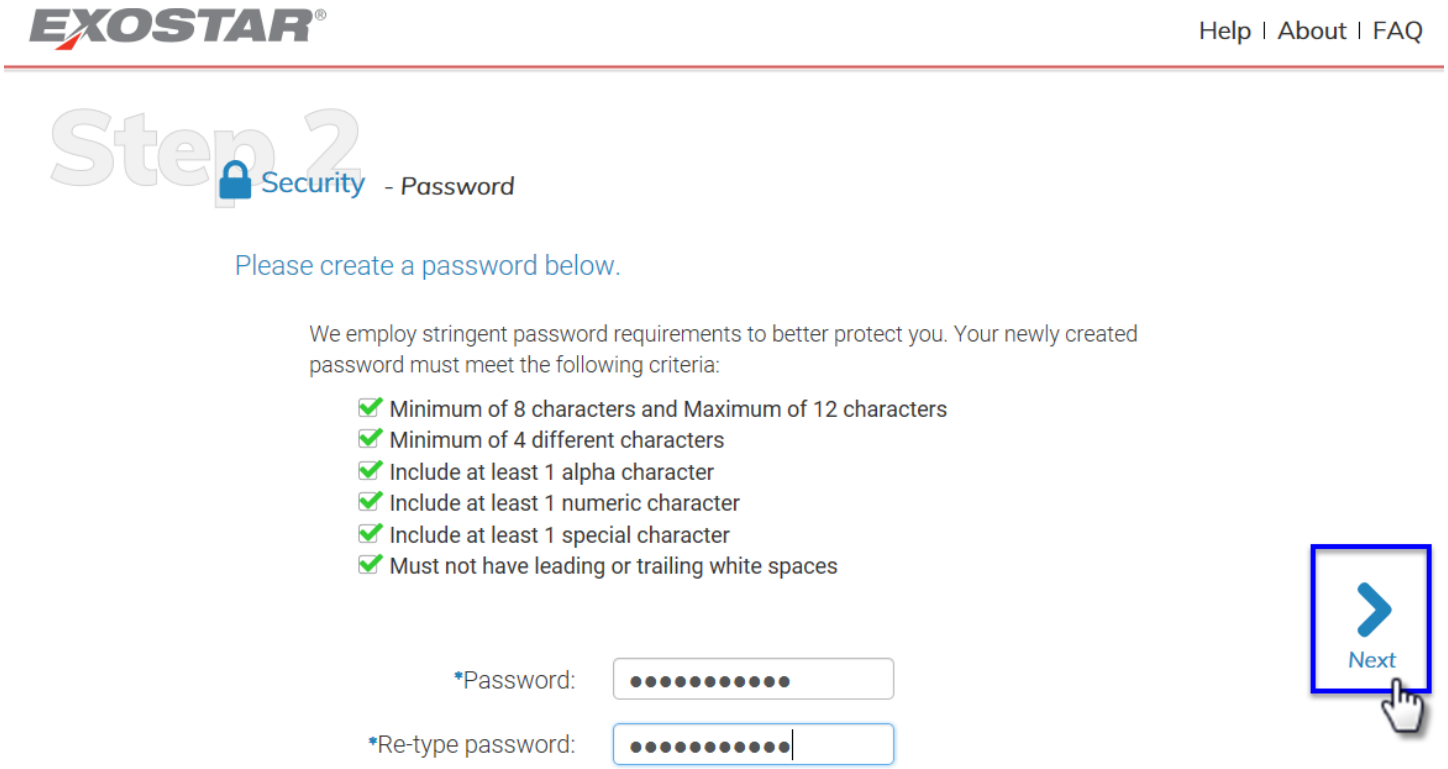
ADDITIONAL INFORMATION:
For information on getting started, training and support information, please visit the 'Get Started' website at: www.myexostar.com/welcome.aspx.

NEED HELP? http://www.myexostar.com/Online-Support/

DO NOT reply to this email. This is an automated email and replies are not being monitored.
Confirmation Code: userRegistration1540489437687

- Ensure that this message did not get sent to your Spam folder

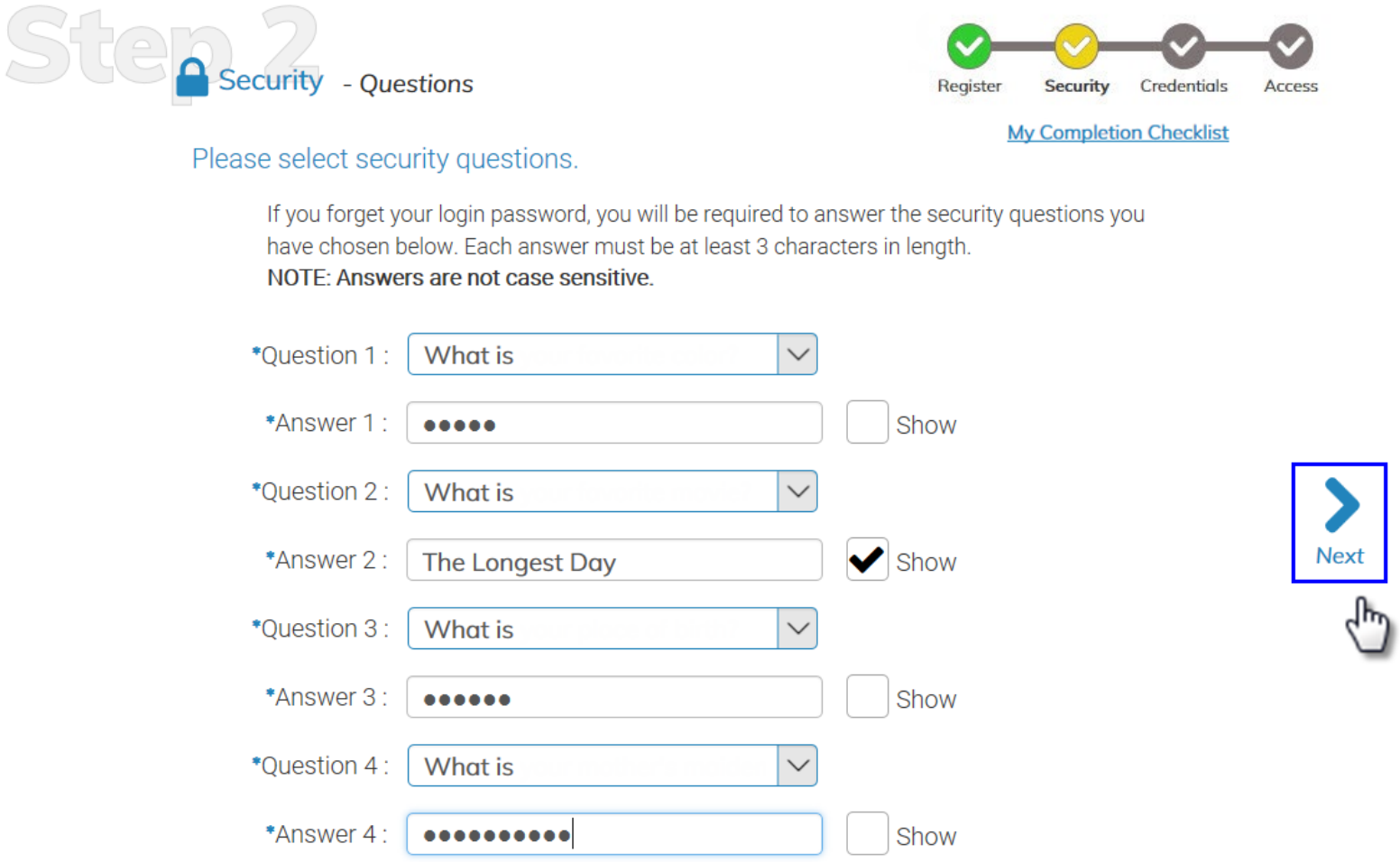
© BAE Systems
BAE SYSTEMS



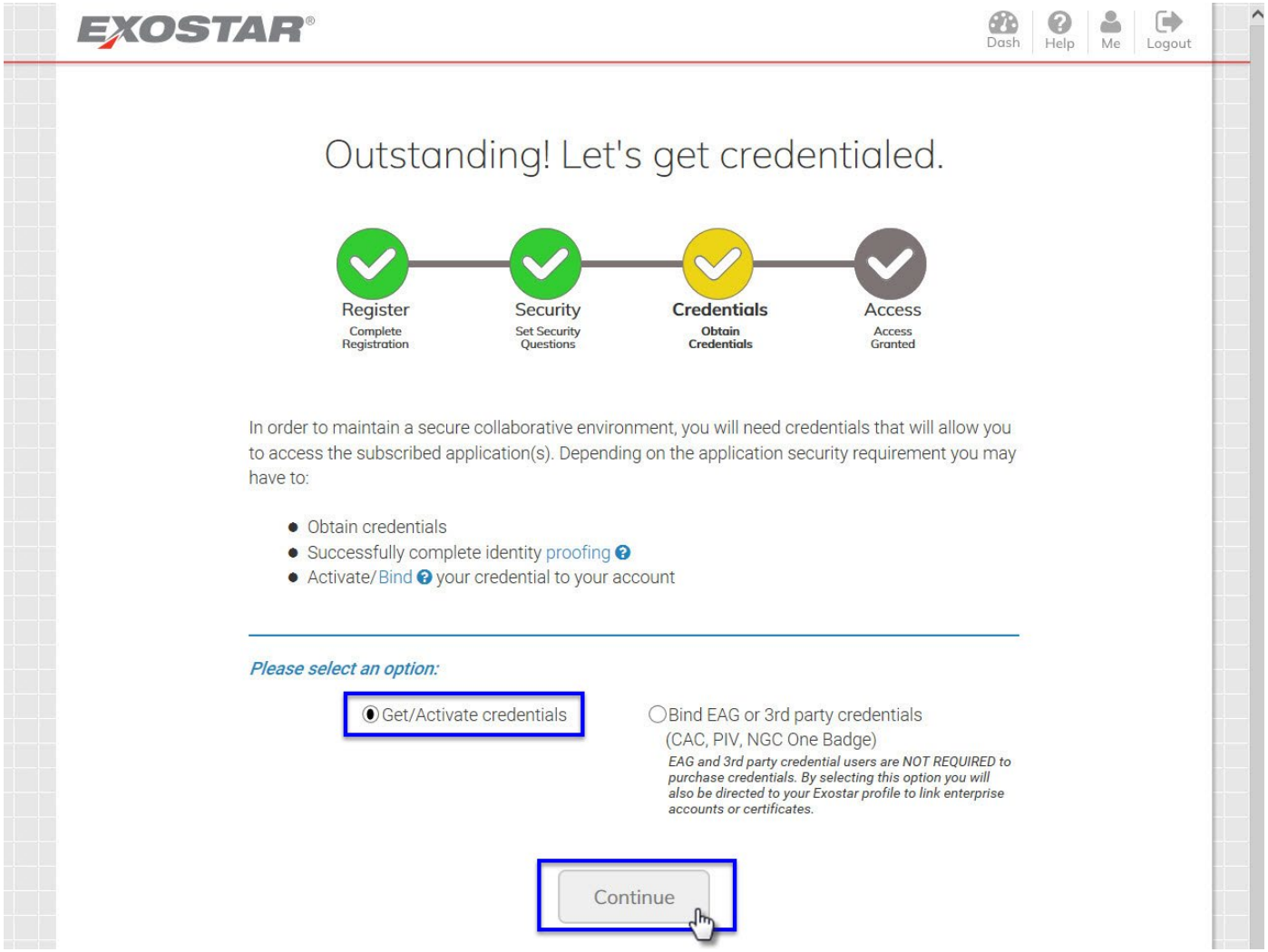
1. Set your permanent Exostar password
   - Green check marks appear in real time as criteria is met
   - Reset required every 180 days

2. Click > **Next**

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

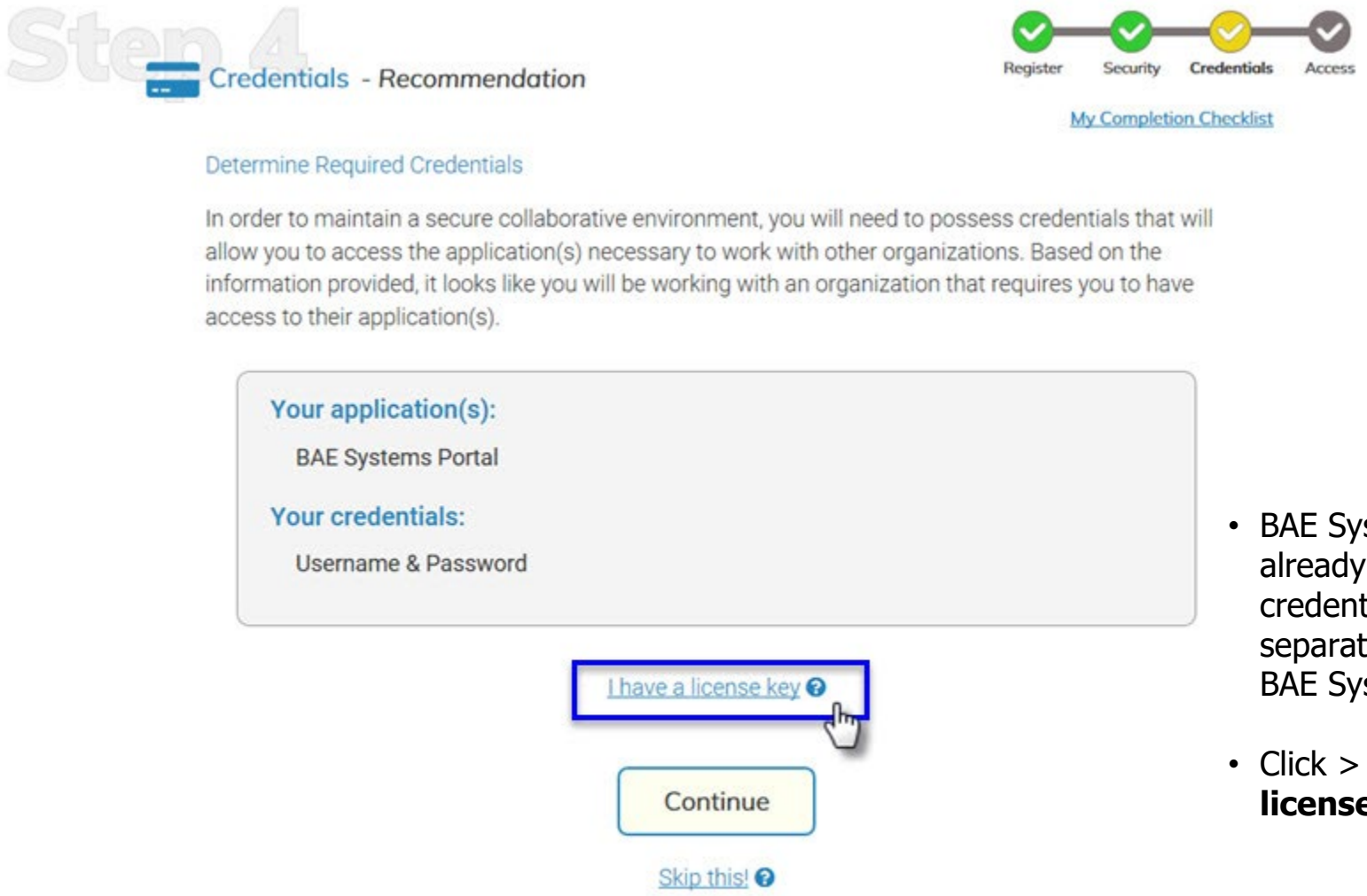


- Answer security questions:
  - 'Show' checkbox allows the user to ensure that answers are spelled correctly (answers are not case sensitive)
- Click > **Next**



- Select 'Get/Activate credentials'
- Click > **Continue**

© BAE Systems



- BAE Systems has already purchased your credential (obtained separately from your BAE Systems, Inc. POC)
- Click > **I have a license key**

© BAE Systems

Step 4 Credentials

Register Security Credentials Access

My Completion Checklist

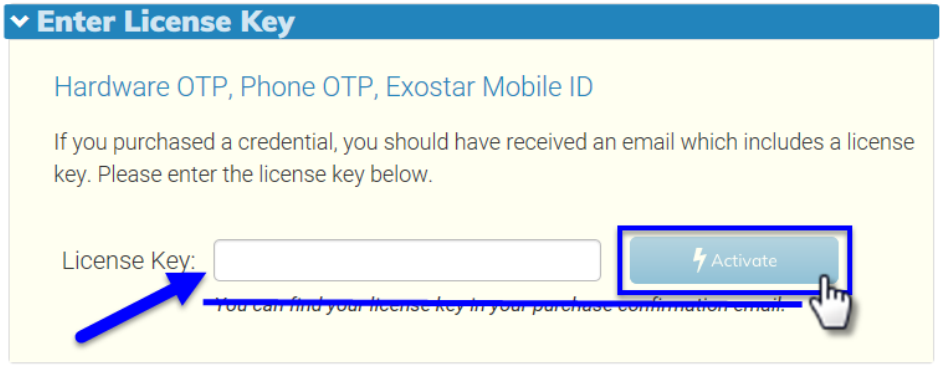
Post Purchase Instructions

No Purchase - If you have cancelled your order, or have not purchased a credential, you may not be able to access the applications to which you have been invited. Purchase a credential now!

Hardware OTP Token - If you purchased a Hardware OTP Token, it will be shipped to you. You will receive an email which includes a license key and further instructions to follow once you receive the token. Skip this step for now, you can return to it once you receive the token.

Phone OTP / Mobile ID - If you purchased a Phone OTP or Mobile ID credential, you should have already received an email which includes your license key. Enter the key below to activate your credential.

PKI Credential - If you purchased a PKI credential, this credential has been automatically requested for you. You will receive an email with further instructions. If you purchased a Hardware-based PKI credential (e.g. USB Hardware PKI Token), it will be shipped to you.

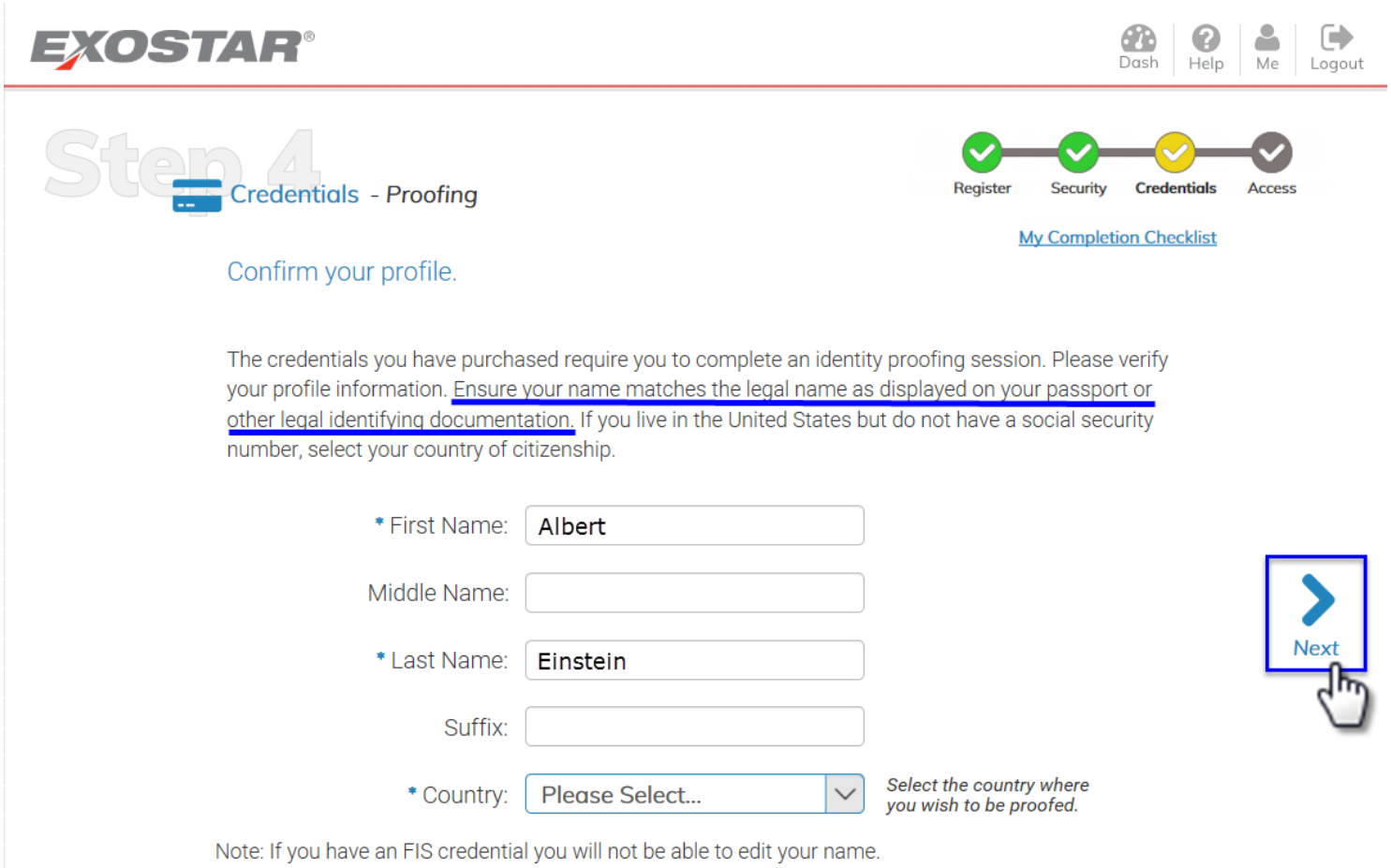


I need to purchase credentials

Skip this!

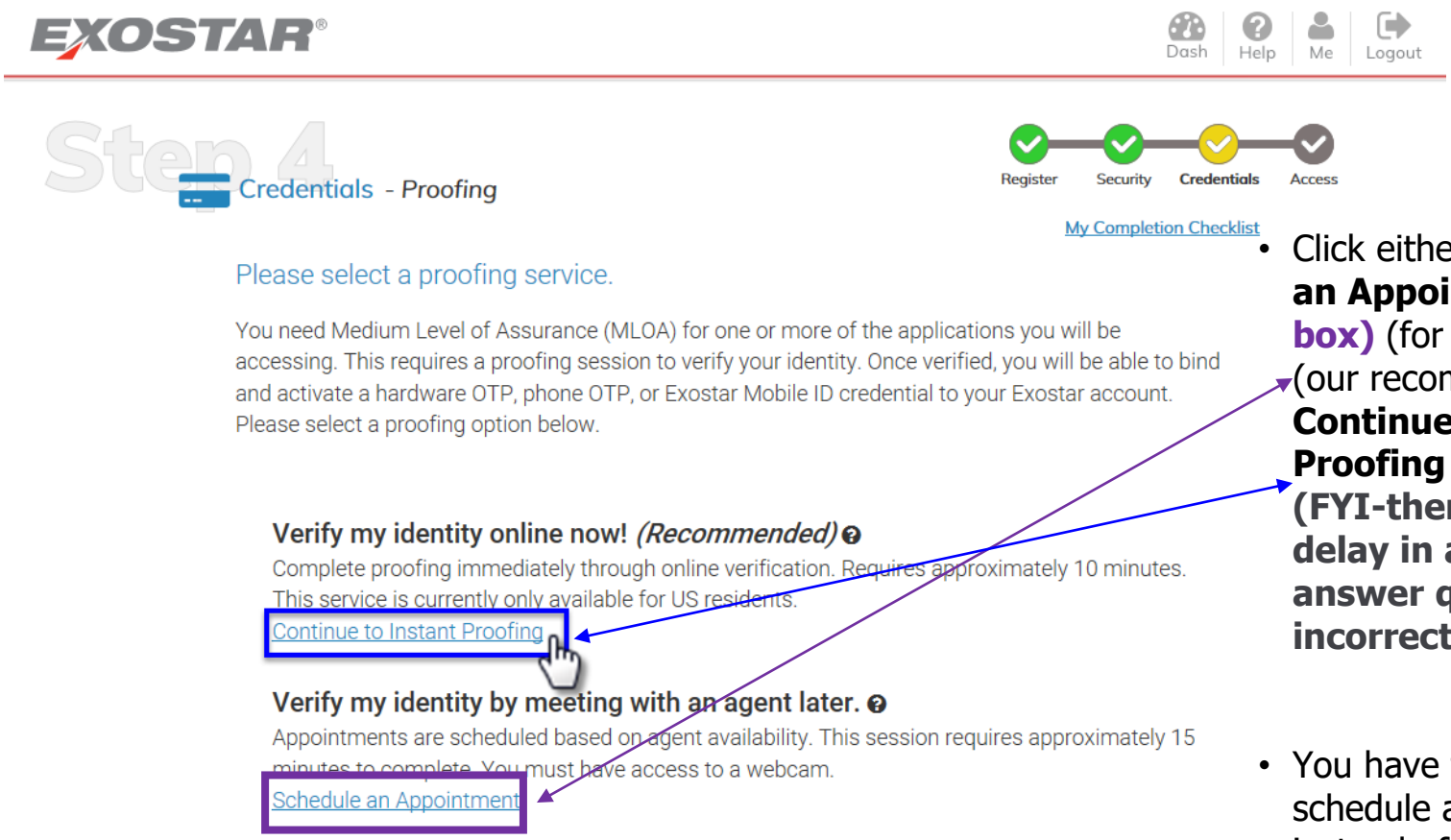
- Enter in your License Key obtained from your BAE Systems POC
- Click > **Activate**

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS



- Confirm Profile (Complete '*' required fields)
- Select Country > United States (If you are a citizen of a country other than the United States, contact: lifecycleone@baesystems.com)
- Click > **Next**

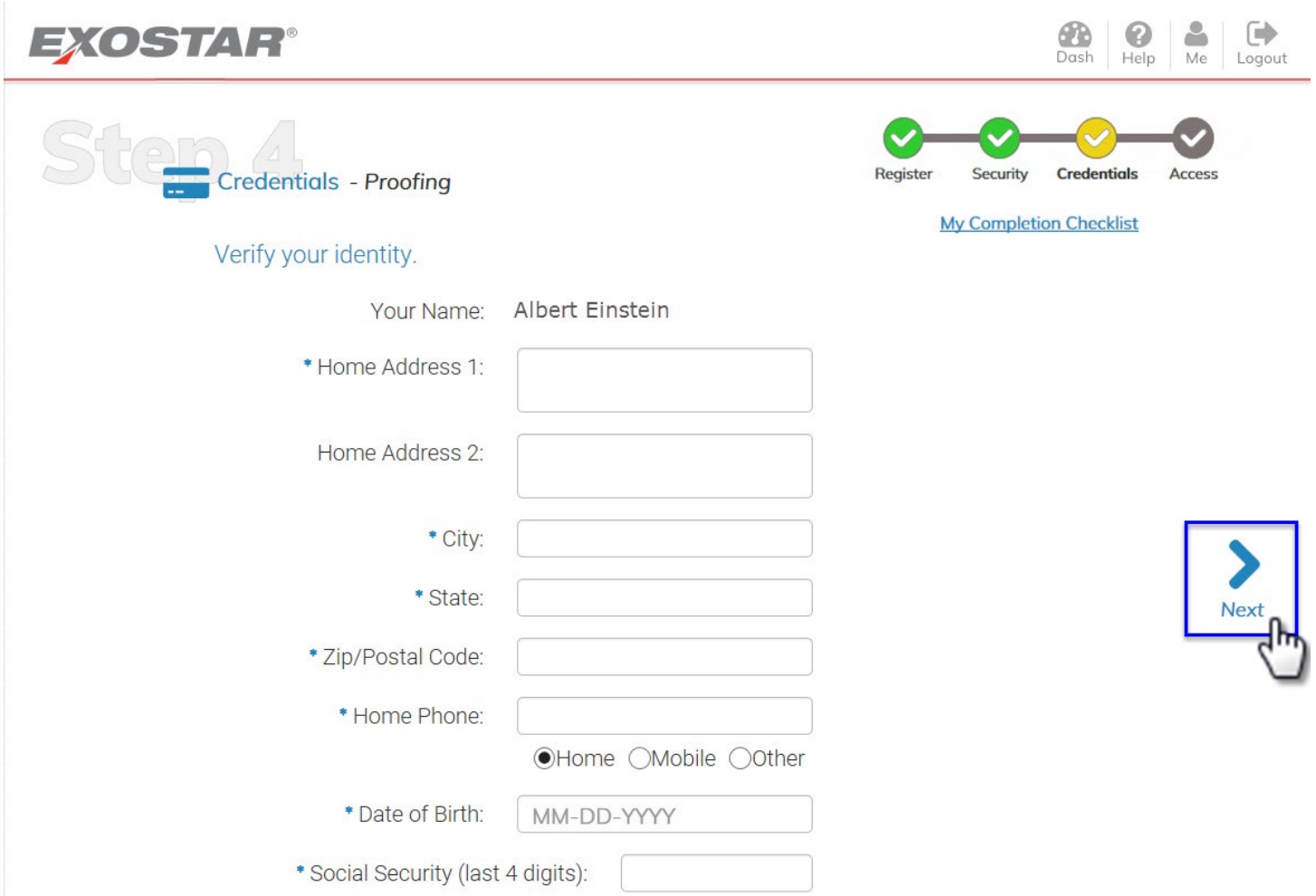
BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS



- Click either > **Schedule an Appointment (purple box)** (for video proofing) (our recommendation) or **Continue to Instant Proofing (blue box) (FYI-there will be a delay in access if you answer questions incorrectly.)**

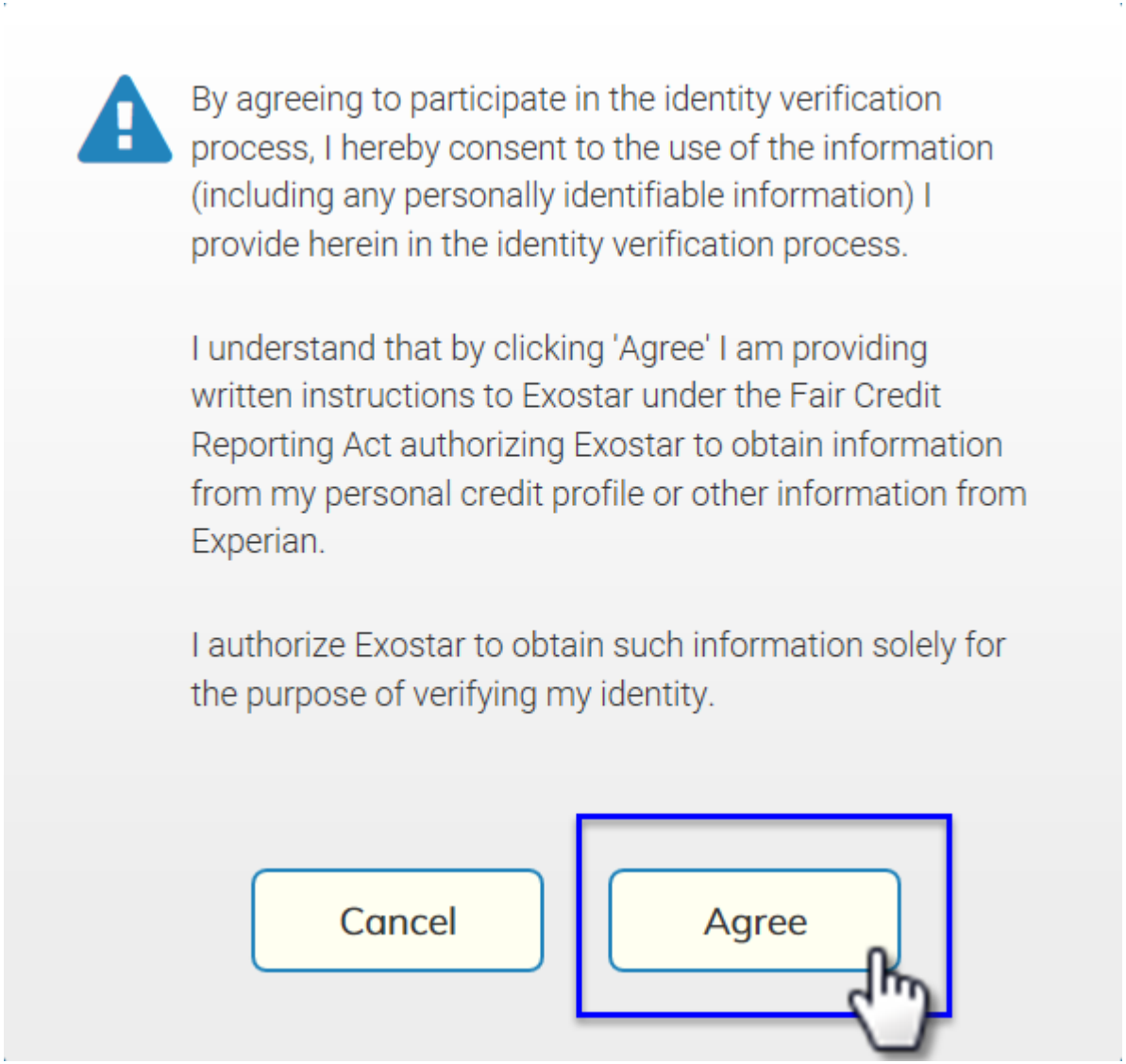
- You have the option to schedule an appointment instead of Instant Proofing; however, this could take several days to schedule and complete

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS



- Complete '*' required fields
- Do not use periods or hyphens, and use 2-digit State abbreviation (i.e. – VA, TN, CA, etc.)
- Click > **Next**

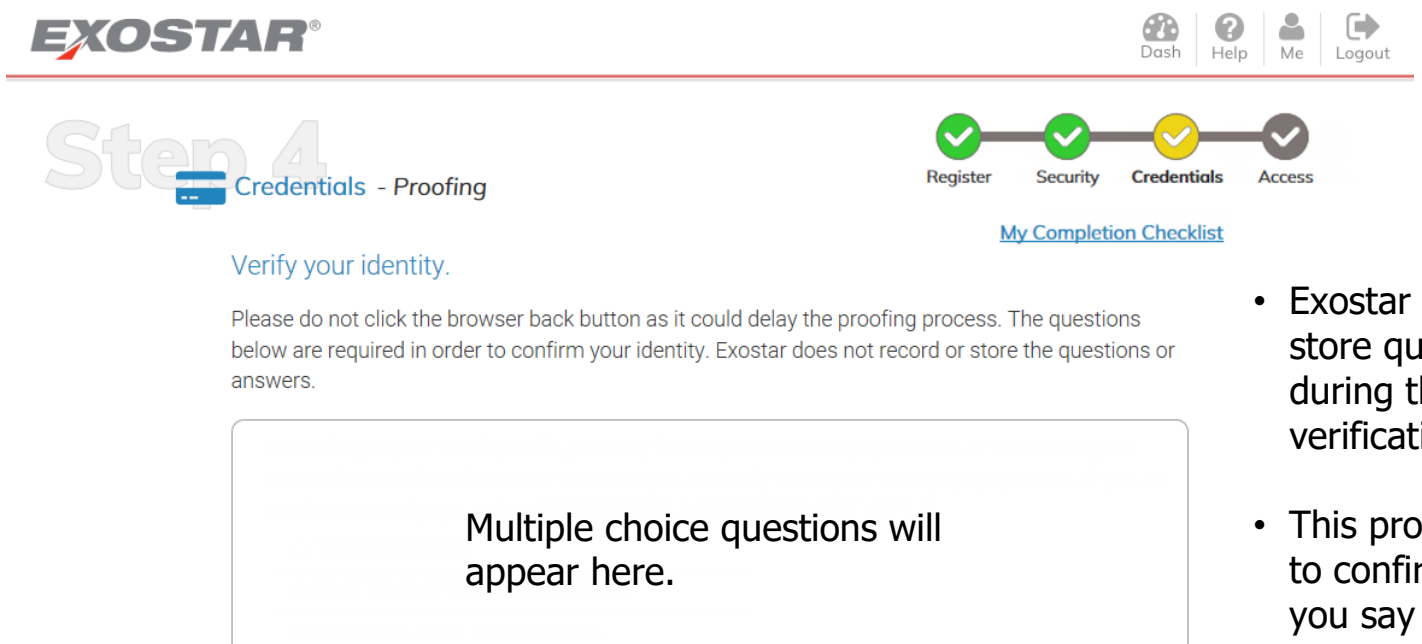
BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS



- Click > **Agree**
- Exostar ***does not*** record or store questions or answers during the identity verification process
- This process is used simply to confirm that you are who you say you are
- The outcome provides BAE Systems with only a PASS / FAIL result

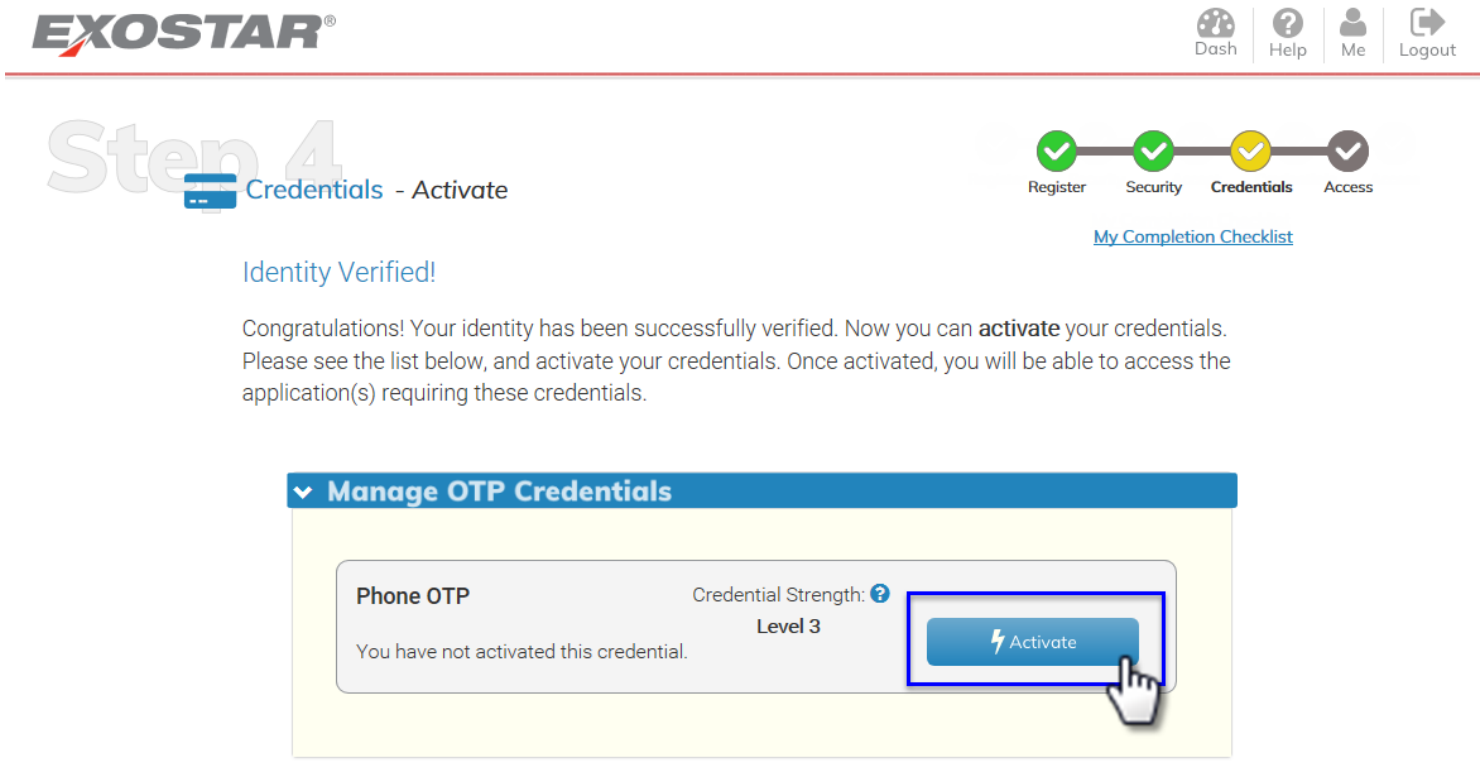
Note: *Users **must** complete this one-time vetting/proofing process for account finalization*

© BAE Systems

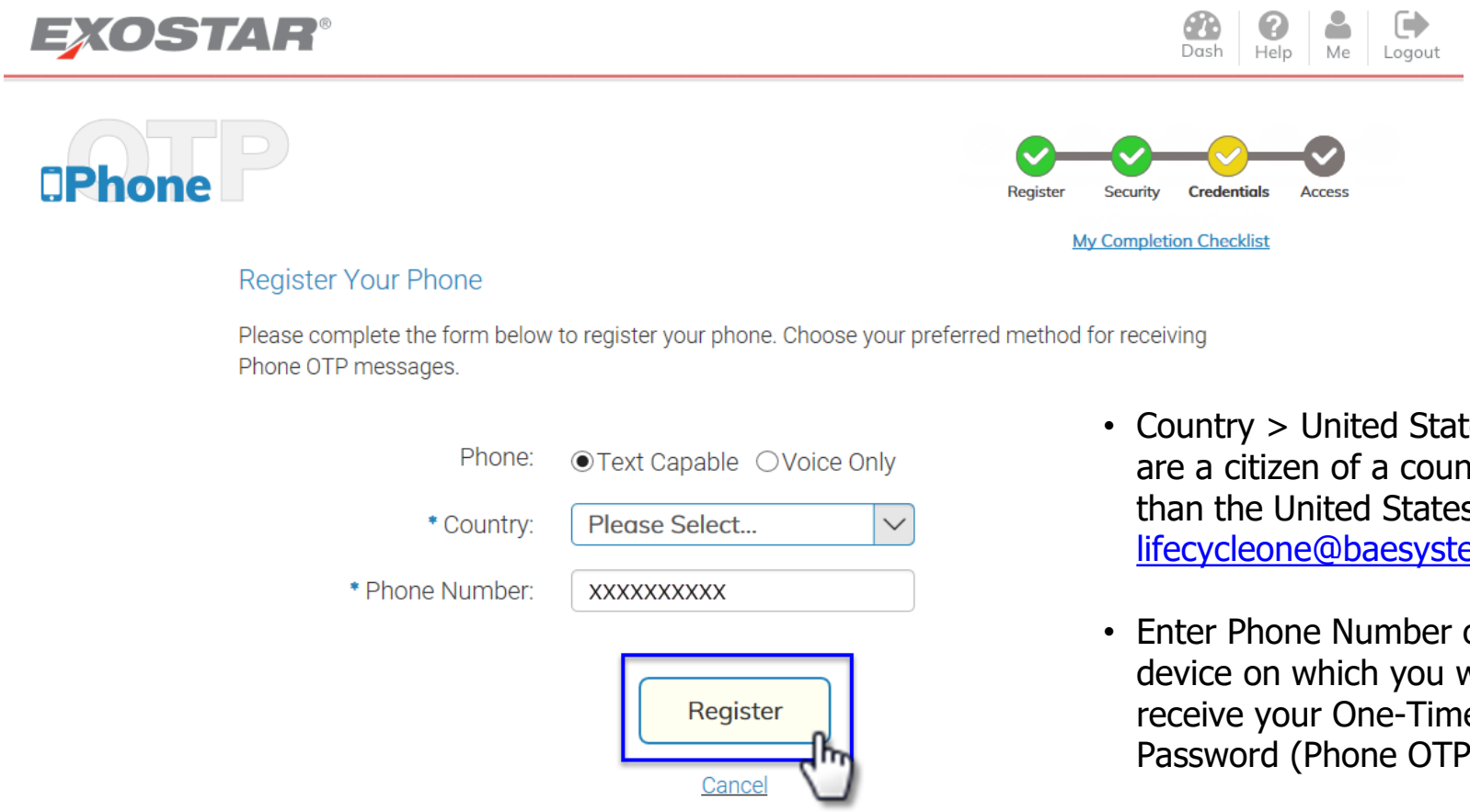


- Exostar ***does not*** record or store questions or answers during the identity verification process
- This process is used simply to confirm that you are who you say you are
- The outcome provides BAE Systems with only a PASS / FAIL result
- Incorrect answers will require an in-person proofing process to be scheduled with an Exostar Security Officer

© BAE Systems

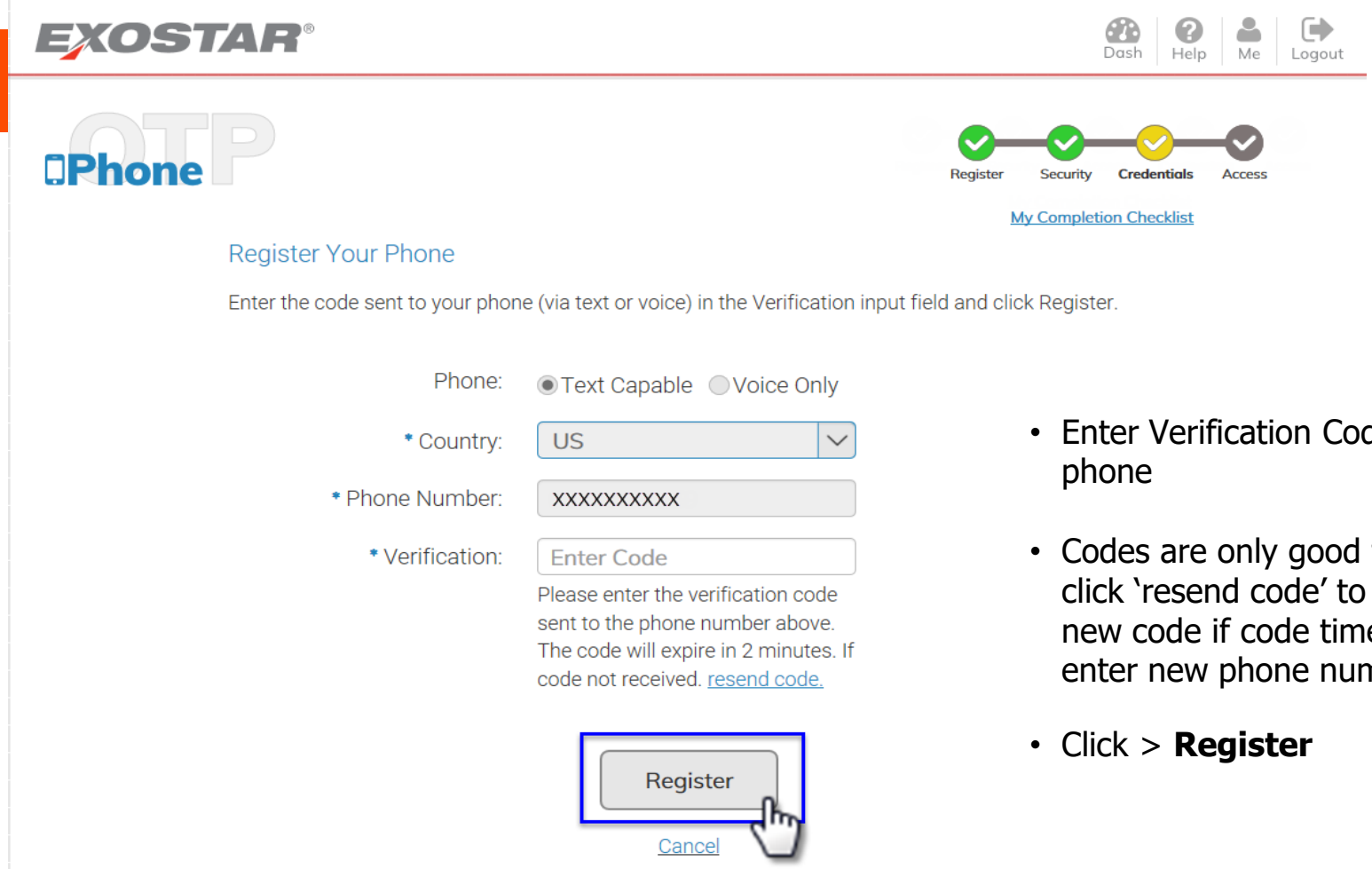


- Click > **Activate** to setup a One-Time Password with your phone registration

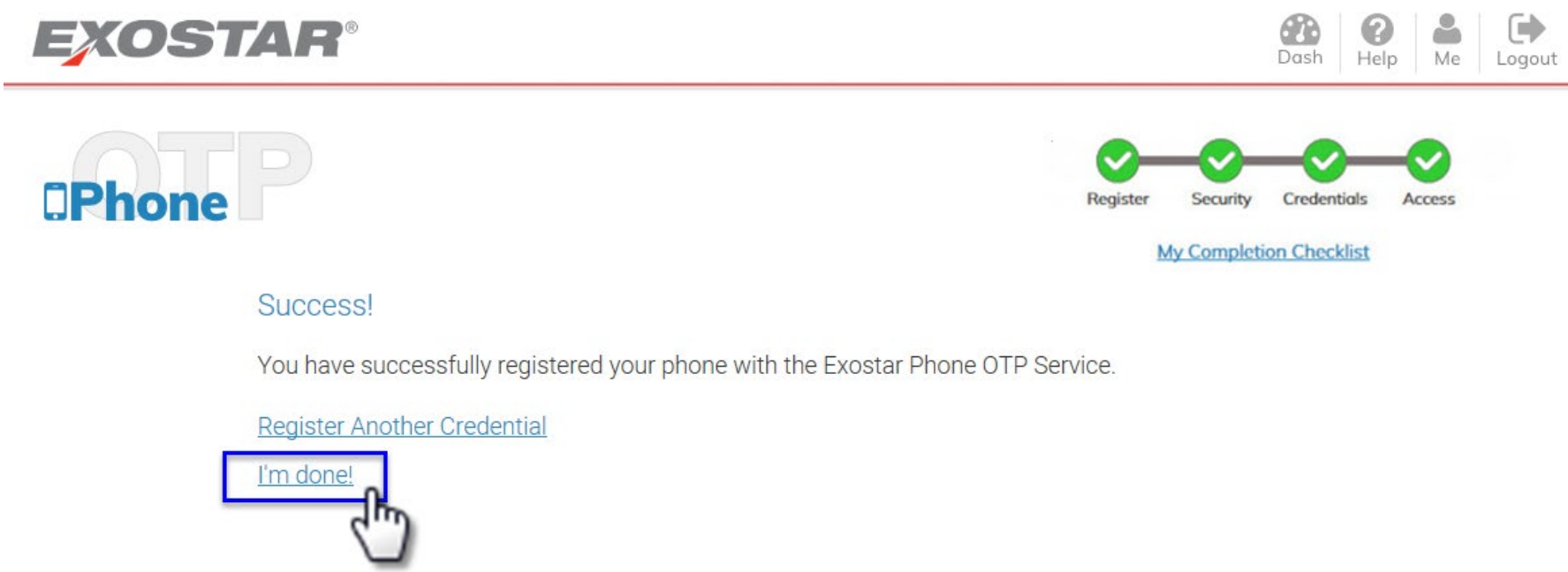


- Country > United States (if you are a citizen of a country other than the United States, contact: lifecycleone@baesystems.com)
- Enter Phone Number of the device on which you want to receive your One-Time Password (Phone OTP)
- Click > **Register**

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

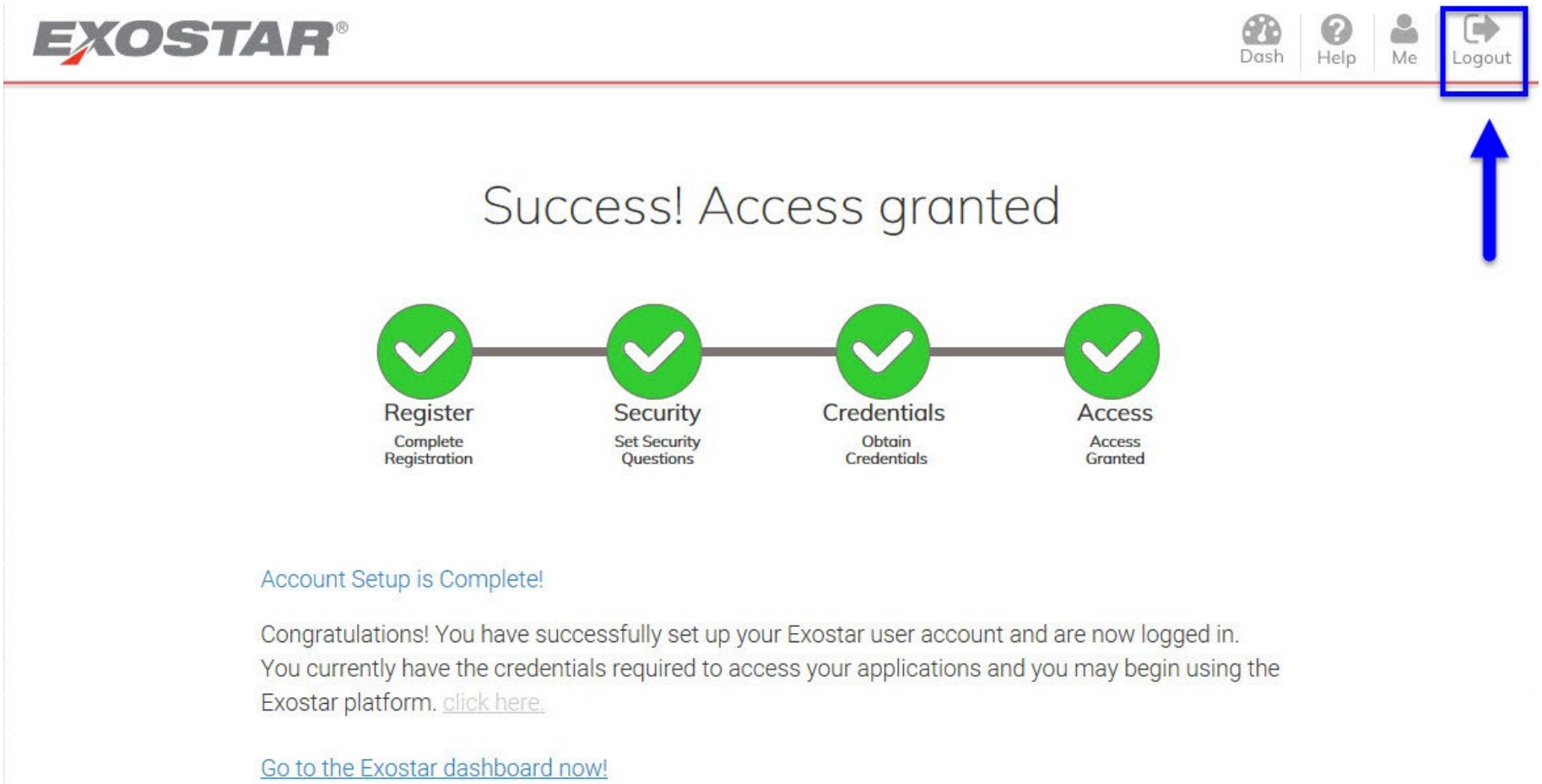


- Enter Verification Code received on phone
- Codes are only good for 2 minutes, click 'resend code' to generate a new code if code times out, or to enter new phone number
- Click > **Register**



- Click > **I'm Done!**

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS



- You've now completed Exostar Registration & Proofing – Note: there is one more step still required …
- BAE Systems can now grant access to your LifecycleOne site. **You will receive an email containing the Title and Link to the site when access is granted.** Click > **Logout**

© BAE Systems

Site Access Email: **Here's the site that has been shared with you.**

- Click on the Title of the site to gain access, or copy and paste into Edge address bar
- Once you've reached the site, create a Favorite/Bookmark of the home page, or reuse this email, for future reference
- This email will come from BAE Systems Exostar POC
  - ❖ Links received from another sources prior to successfully completing the Exostar process above will not work

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

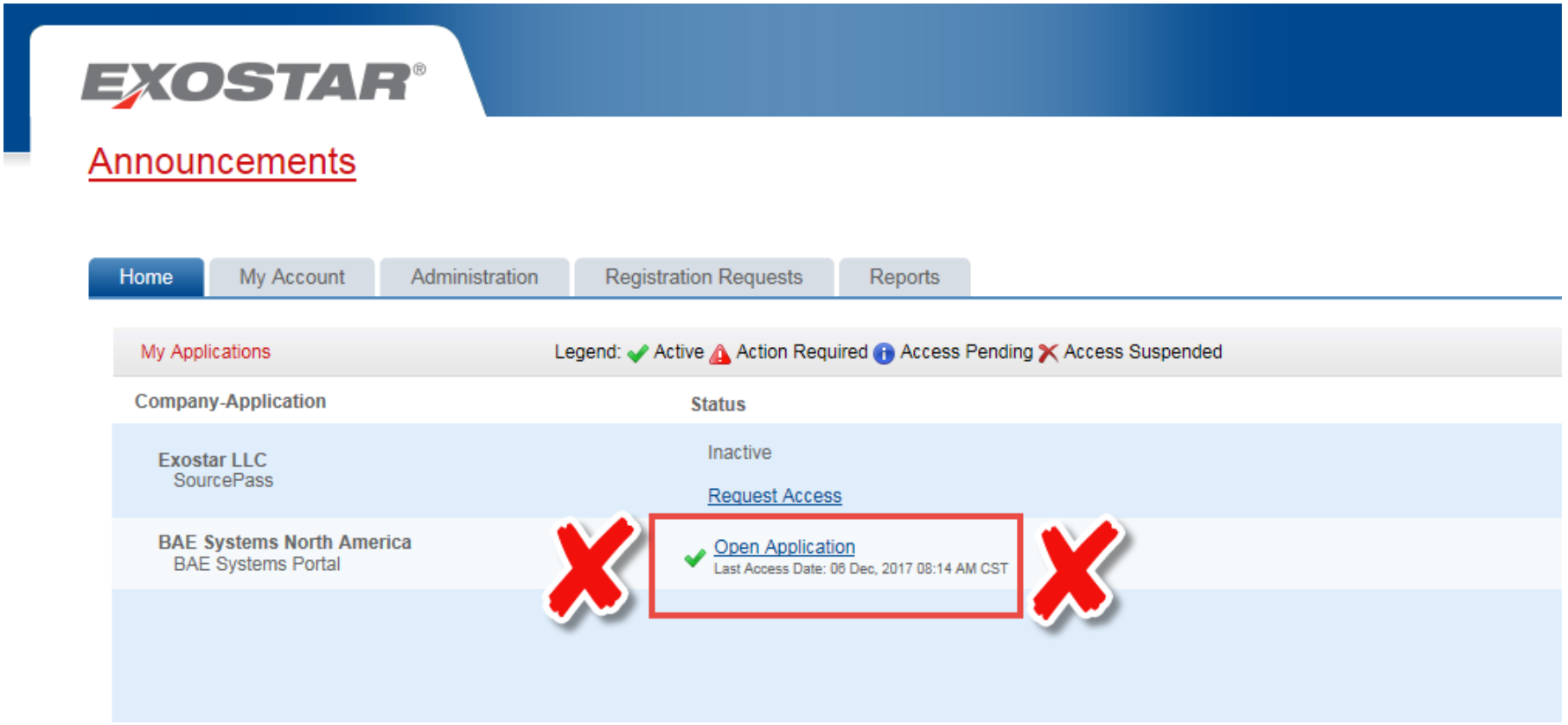
Accessing Your LifecycleOne Site

- Open Edge
- Connect to your LifecycleOne site **using the link in the email invitation** you receive
- Log into Exostar (Exostar ID & Exostar Password)
- Send Phone OTP to your device, then enter the 8-digit code received from Exostar
- Submit and you will be redirected to your BAE Systems LifecycleOne site

DO NOT LOG INTO EXOSTAR FIRST

© BAE Systems

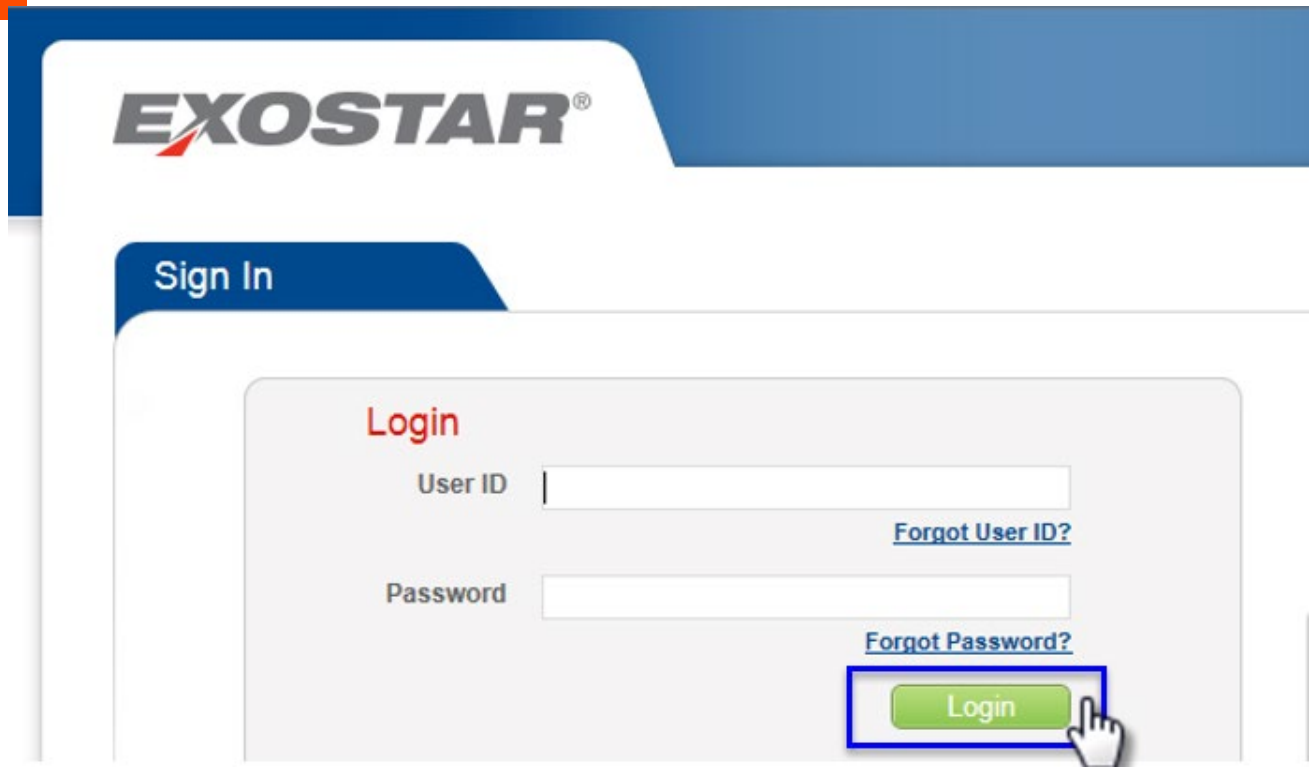
Accessing Your LifecycleOne Site



- Do **NOT** click on Open Application
  - This link is used to access other applications to which you do not have access
- Connect to your LifecycleOne site **using the link in the email invitation** you receive

© BAE Systems

Accessing Your LifecycleOne Site



- Enter Exostar ID
- Enter Exostar Password
- Click > **Login**

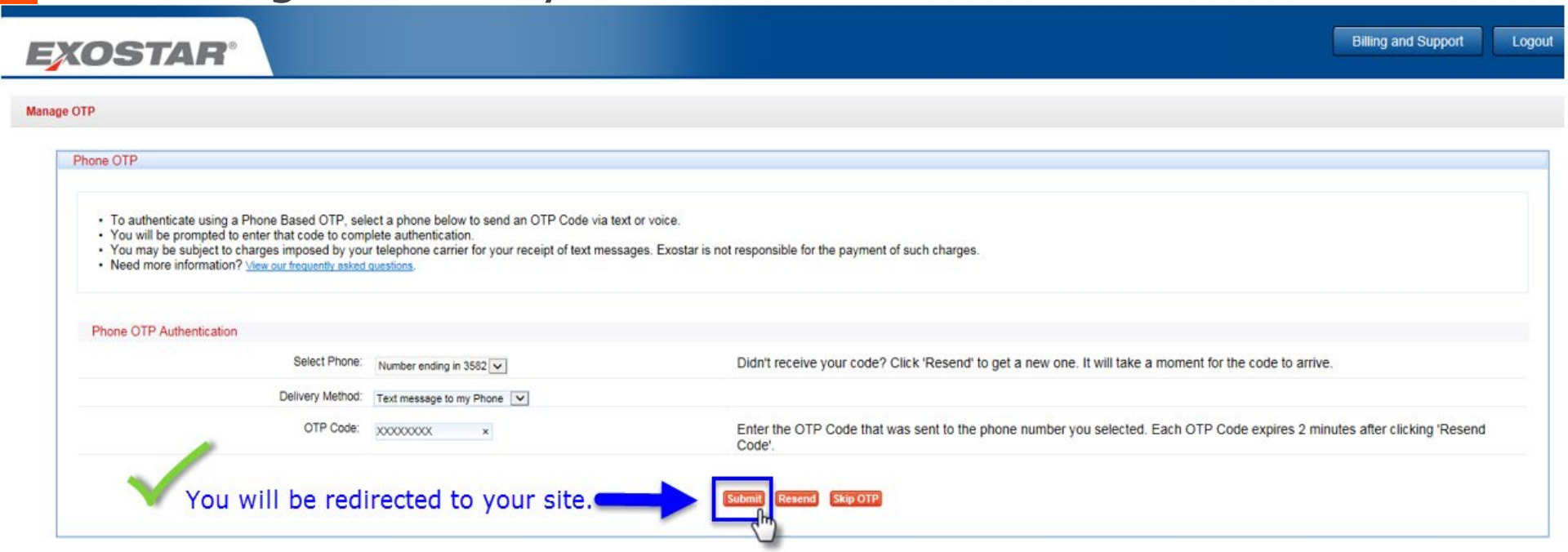
BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Accessing Your LifecycleOne Site

- Select number of the phone you registered for Phone OTP
- Select Delivery Method to receive Phone OTP (Voice or Text)
- Click > **Send**

© BAE Systems

Accessing Your LifecycleOne Site



- OTP Code entry box displays
- Enter OTP Code received
  (code is only valid for two minutes; click **Resend** if needed)
- Click > **Submit**
- Upon clicking 'Submit', you will be directed to your BAE Systems LifecycleOne site

BAE SYSTEMS PROPRIETARY
© BAE Systems
NOT CLEARED FOR EXPORT
BAE SYSTEMS

Thank you

BAE SYSTEMS PROPRIETARY
© BAE Systems

NOT CLEARED FOR EXPORT

BAE SYSTEMS