

Overview

The purpose of this document is to guide you through the steps required to get setup as a new vendor/contractor who will connect to and/or use VS&Co applications/systems. This document will also provide guidance on how to procure your new YubiKey device for multi-factor authentication, get the device registered, and set up on your laptop.

The main sections cover the following two scenarios:

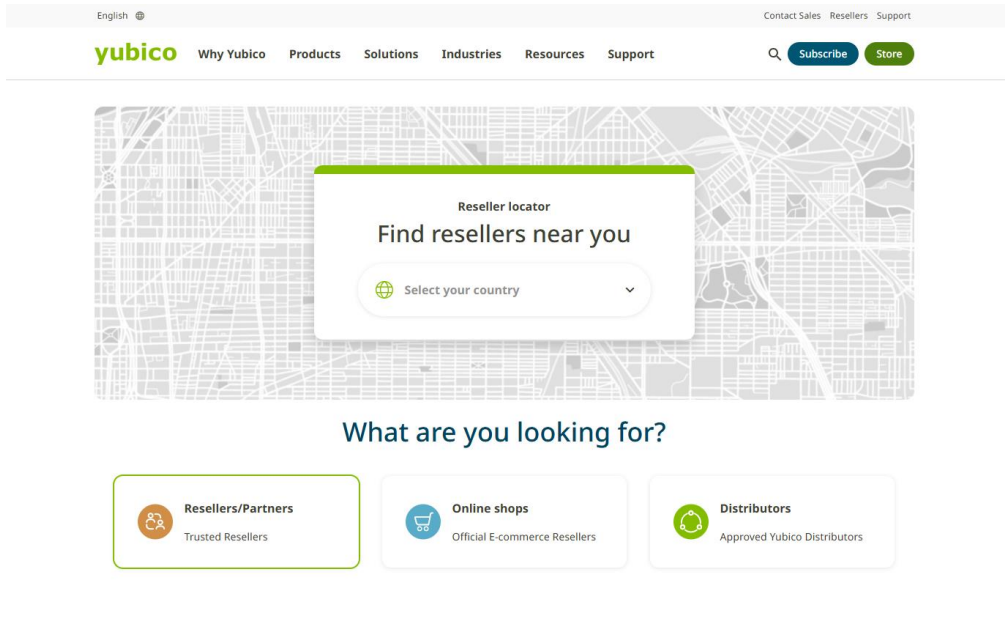
- **New User:** New to VS&Co applications/systems and do not have an existing device(s) registered.
 - You must procure a YubiKey device before getting started. See the “**YubiKey Device Procurement Requirements**” section below.
 - Once the YubiKey device has been procured, follow the “**New User Authentication and Password Setup Process**” steps first.
 - Next, follow the steps in the “**Device Registration and Setup for New – VS Users**” section to complete your YubiKey setup.
- **Existing User:** Has access to VS&Co applications/systems and has an existing mobile device(s) registered.
 - You will need to register your newly procured YubiKey device. Follow the “**Device Registration and Setup for Existing – VS Users**” section.

YubiKey Device Procurement Requirements

Please see the information below for details regarding the VS&Co requirements to procure a YubiKey device.

Note: Older laptops/desktops may not have a USB-C port, so please ensure the correct device type is ordered.

1. YubiKey must be FIDO2 compliant.
2. YubiKey must be procured directly from a YubiKey approved Resellers/Partners, Online Shops, or Distributor.
<https://www.yubico.com/us/product/yubikey-5-fips-series/yubikey-5-nfc-fips/>
 - a. Ensure the YubiKey is compatible with the type of USB port in use on your laptop.
 - b. The recommended YubiKey is the **YubiKey 5 Series**. Any type should be fine.
 - Different types are YubiKey 5 NFC, YubiKey 5C NFC, YubiKey 5Ci, YubiKey 5C, YubiKey 5 Nano, and YubiKey 5C Nano.
 - c. YubiKeys can be purchased for USB-C or USB-A type ports.
3. Please find YubiKey approved purchase options here: <https://www.yubico.com/support/resellers/>.



What You Will Need

The items listed below are required to complete the authentication and password steps.

1. **Valid/Current Government Issued ID:** You can use a passport, driver's license, or another government issued ID.
 - Your ID must be current; you cannot use an expired ID.
 - Please note that your company badge is not acceptable/does not qualify.
2. **Mobile Device Camera:** You will need to use your mobile phone, iPad/tablet, or mobile device camera.
 - If you do not have a mobile device, you should be able to follow the desktop flow that enables end users to use a webcam.

New User Authentication and Password Setup Process

Follow the steps to get authenticated through our PingIdentity tool, visual verification, and password setup. If you encounter any issues, the support contact information is provided later in this document.

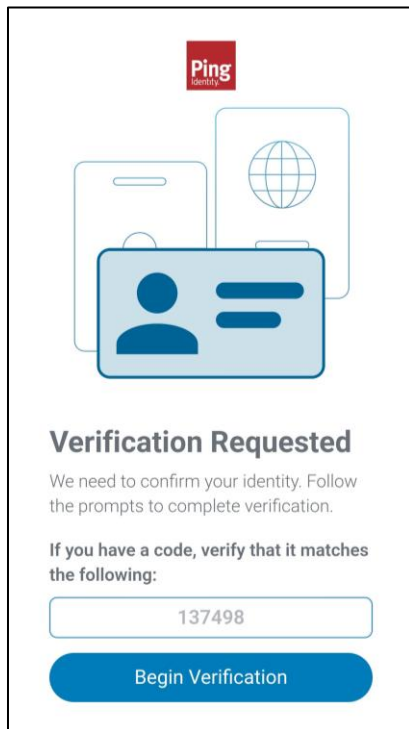
Getting Started – New Users

Follow the steps below to get through the authentication, pairing, and password reset process.

1. Open a browser window on a computer and type the following: **newhire.vscocorp.com**.
2. When the VSCo "Sign On" window appears, enter your VSCo Username.
 - a. Select the **Sign On** button.

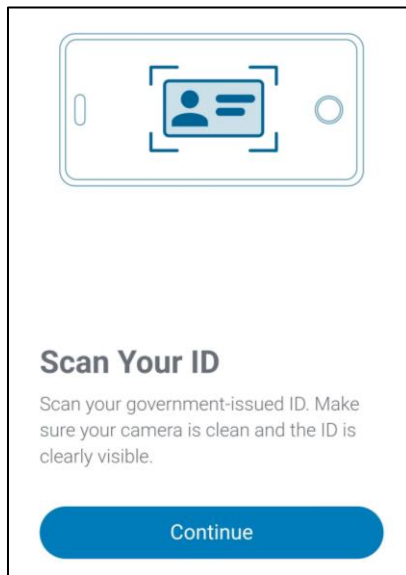
3. A Ping QR Code will pop up on the computer screen.

- a. Open the Ping application on your mobile device and select the Scan QR Code button at the bottom of the device screen.
 - b. Use the scan option to capture the QR Code on the computer screen.
4. Select the blue **Begin Verification** button.
 - Ignore the text box field with the numbers.

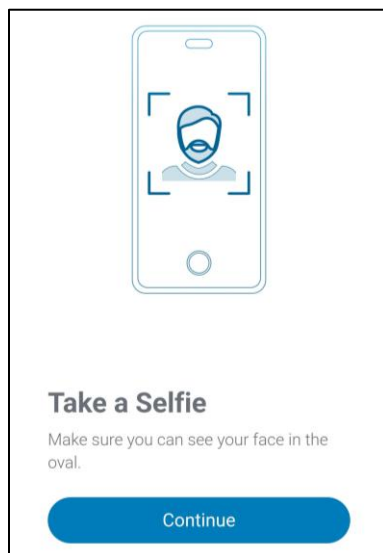


NOTE: The scanned ID and selfie images will not be stored. The steps below are important to move through the authentication process.

- Clear images.
 - Legible text.
 - Keeping still through the selfie step to ensure the “Liveness” check can finish to move you to the next step.
5. Select the **Continue** button to scan your government issued ID.
- a. Click **Allow** to grant camera access on your mobile device if requested.
 - b. You will need to scan the front and back of your ID.



6. Click the **Continue** button to take a selfie photo.



7. Once you receive a green checkmark to proceed, return to your computer screen to complete the password steps.

Password Requirements

The browser window is refreshed for you to create a **unique password**.

The new password must be 12 characters (14 or more is recommended) and include the following. The screen prompts will show you if you meet the criteria as you enter your new password.

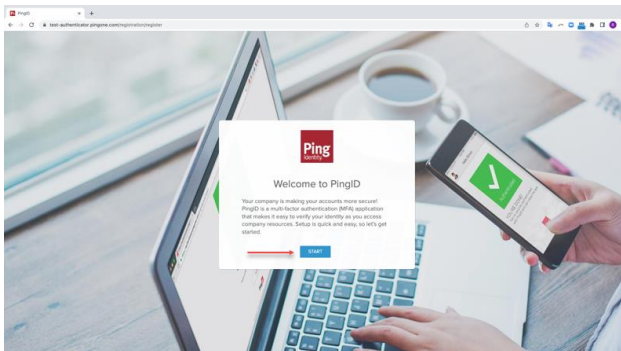
- Uppercase
- Special symbol
- Lowercase

- Number

1. Change your password.

- a. Your password must match, and the system will let you know the strength and if you have met the requirements as you type.

2. Once your new password is set, the PingID page will appear. Select the **START** button.



- a. Follow the instructions starting at **Step #1** in the **YubiKey Device Registration and Setup** section below.

ATTENTION: DO NOT ACCESS any VS&Co application before registering the YubiKey with the steps below.

YubiKey Procurement, Registration, and Setup Process

New and existing users are required to follow steps in this section. Please review all instructions before you get started.

Things You Should Know

Please read this section before getting started.

1. The YubiKey device should only be used by you, who is the individual authorized to access VS Systems and applications.
 - YubiKeys are not to be shared with others.
2. You should only use one YubiKey to access VS&Co systems.
 - If your YubiKey is lost or stolen, please immediately report it to the VS&Co CIRC Team: CIRC@victoria.com to advise them of the lost/stolen YubiKey device.
 - You will need to purchase a replacement YubiKey device and will be required to register the new device.
3. If you encounter issues during the registration process, contact the VS IT Service Desk (ITSD) for further assistance:
 - **Email:** ITSD@victoria.com
 - US Local: 614.577.7911 / Toll Free: 1.888.577.7911
 - China Local: 021 2326 0974

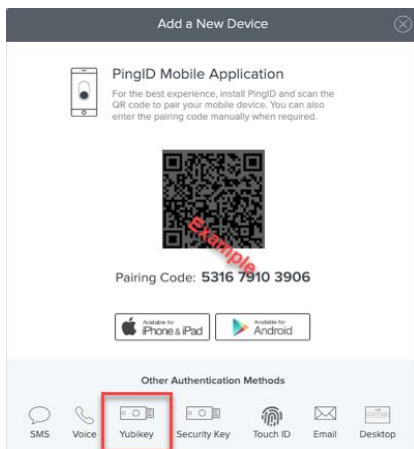
Device Registration and Setup for New – VS Users

Follow the steps below to register your YubiKey device.

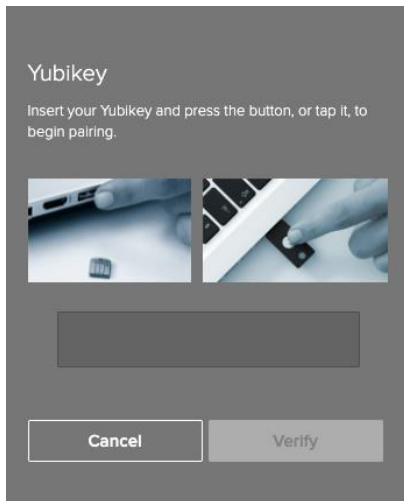
1. Connect your YubiKey device to the USB port on your computer.



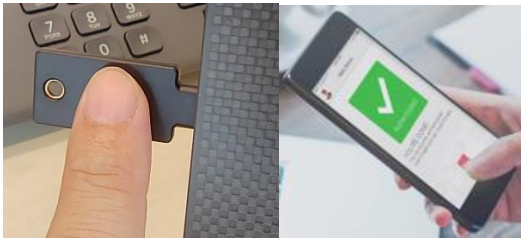
2. When the “Add a New Device” window appears, click the YubiKey option listed on your screen.



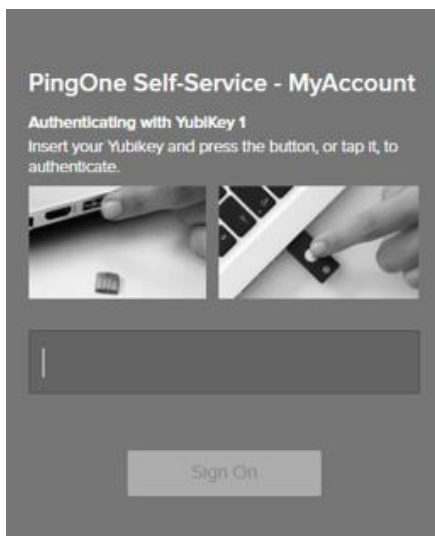
3. On the next window, press the sensor area on your YubiKey device.



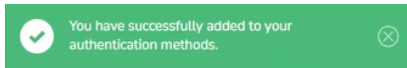
- a. While you press on your YubiKey device, you should be able to see random characters displayed on your computer screen.



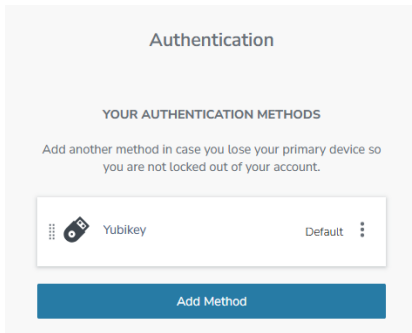
4. You must press on your YubiKey device again to complete the authentication process.



5. Once the authentication process is completed the "Authentication" window will appear, and you will see the YubiKey device listed.
 - This is an indication that your YubiKey device is registered successfully.
 - You should also receive a notification in the upper right corner.



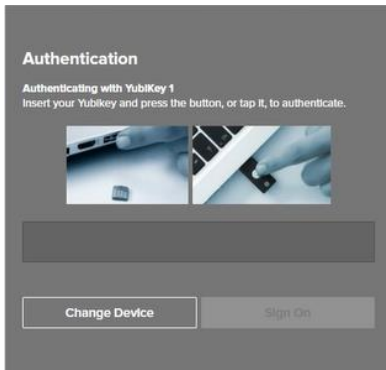
- You will now see your newly registered YubiKey device in the device list as shown below.



Congratulations! You have finished the registration process.

You are now ready to log into VS&Co applications with your YubiKey device:

- Log into your application login page.
- Enter your username and password when you see the image below and press the sensor area on your YubiKey device.



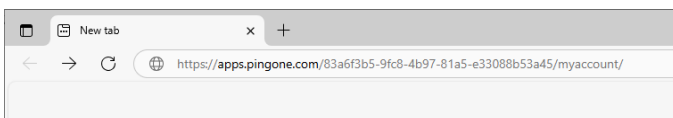
For future reference, if you need to reset your password or forget your password see the **“Additional Information”** section.

Device Registration and Setup for Existing – VS Users

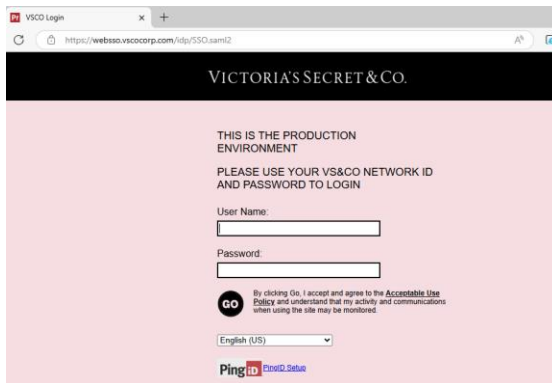
For existing users, follow the steps below to register your YubiKey device.

- Open a web browser, preferably in a private or incognito window to the PingOne – MyAccount site.

myaccount.vscocorp.com



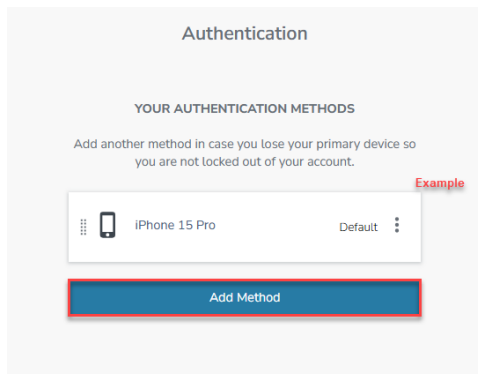
- Enter your VS&Co credentials (User ID and password) when prompted and click the “GO” button.



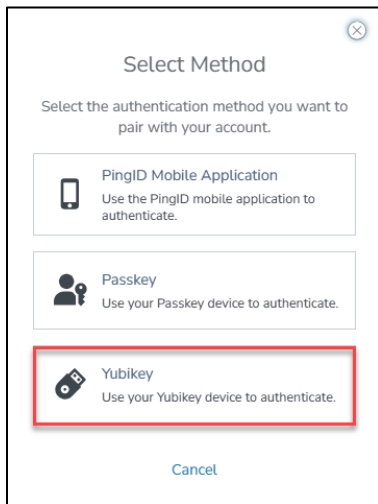
- b. Follow the MFA prompts to authenticate.



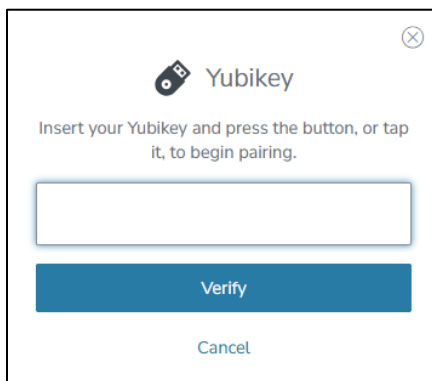
3. The “Authentication” window will open and if you have other device(s) already registered, you will see them in a list format.
 - a. To add the YubiKey, select the “Add Method” button.



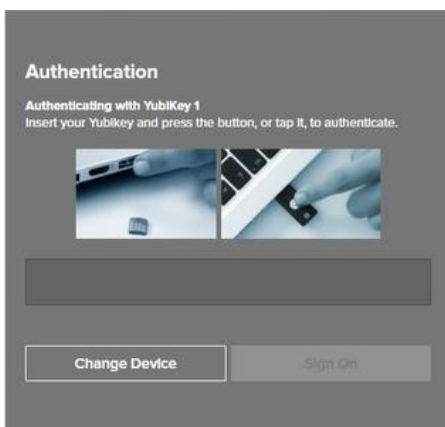
4. Choose the YubiKey option when the “Select Method” window appears.



5. Follow the prompts on the YubiKey window to begin the pairing process and click “Verify.”



6. You are prompted to authenticate with your YubiKey.



7. Insert the YubiKey into your computer USB port, make sure the Alternative Authentication window is the active window on your machine, and then tap the YubiKey.

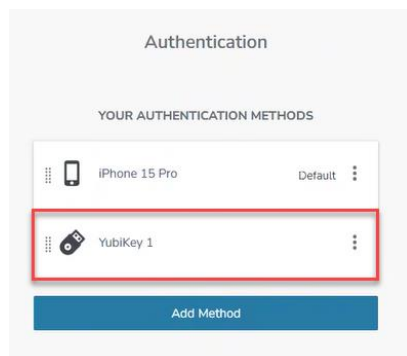
The next time you sign into your account or application, you will be able to use your YubiKey to authenticate.

Note: After you have paired your device and authenticated successfully, you can also use it to authenticate for Windows login or Mac login, if required.

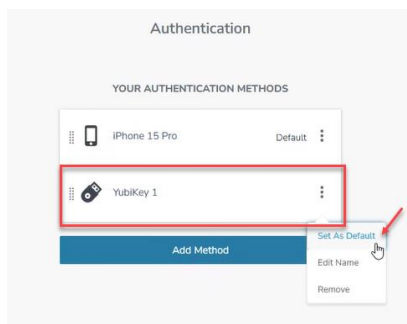
Setting the YubiKey Device as the Default

Once you have more than one device in your device list, you can set your YubiKey device as the default.

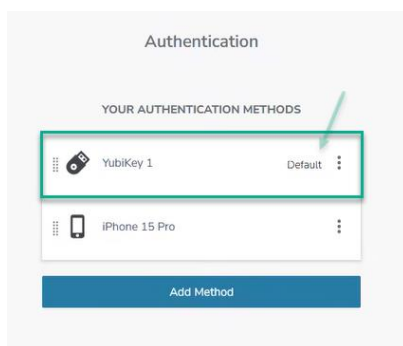
If you had a previous or other mobile device in your list, the YubiKey device may appear under the “other” device (as shown below). Because your newly registered YubiKey device will be used as your main authentication method, you must change it to your “default” device.



1. Set your YubiKey as the default by selecting the three dots on the righthand side and choose “Set As Default” if you have another device registered.



- a. Your YubiKey device will be listed in the top position in our device list.



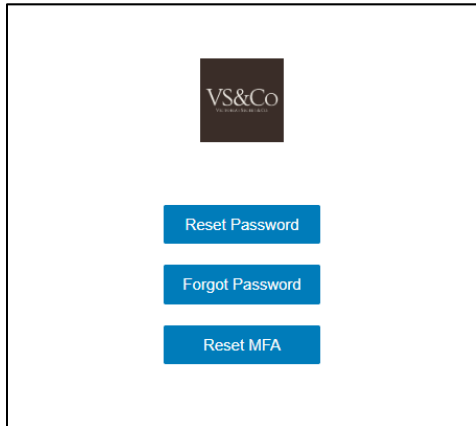
Resource Information

Future self-service details.

Additional Information

Visit the VSCo self-service site in the future if you need to reset your password, reset MFA, or you forgot your password.

- <https://selfservice.vscocorp.com>



- Contact the IT Service Desk if you have any further access issues by sending an email to itsd@victoria.com to open an Incident for your issue.
- In the body of the email, let them know that you cannot log into you're the name of the application or system you are trying to log into.