


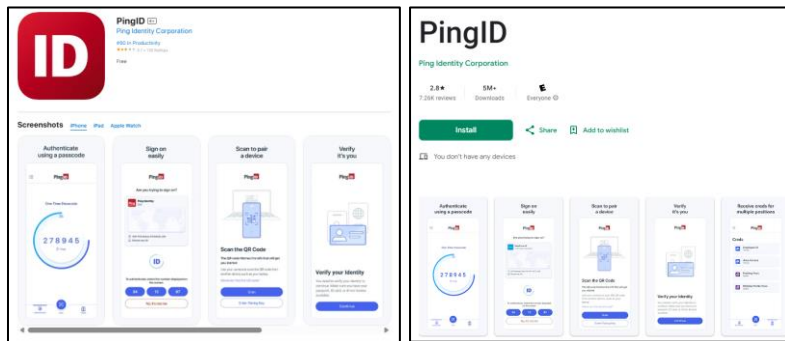
New Hire Authentication and Password Setup Process

The purpose of this document is to guide you through the steps to get authenticated through our PingIdentity tool and reset your password.

What You Will Need

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

1. **Valid Government Issued ID:** You can use a passport, driver’s license, or another government issued ID
 - Please note that your VSCo or company badge for non-VSCo users is not acceptable/does not qualify.
 - Your ID must be current; you cannot use an expired ID.
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.
3. **PingID:** The PingID application must be installed on your mobile device before getting started.
 - This is a key element to proceed through the process.
 - PingID for iOS or Android can be downloaded from the App Store or Google Play. 



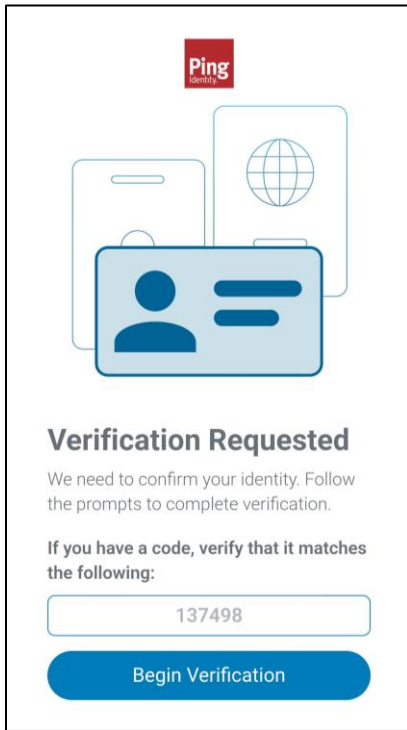
Getting Started – New Users

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.

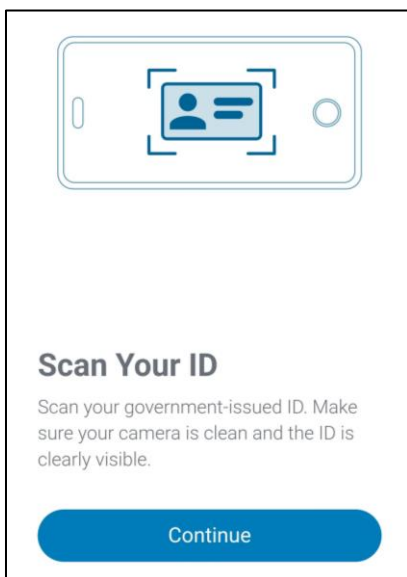
4. A Ping QR Code will pop up on the computer screen.

- 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.
5. Select the blue **Begin Verification** button.
 - Ignore the text box field with the numbers.

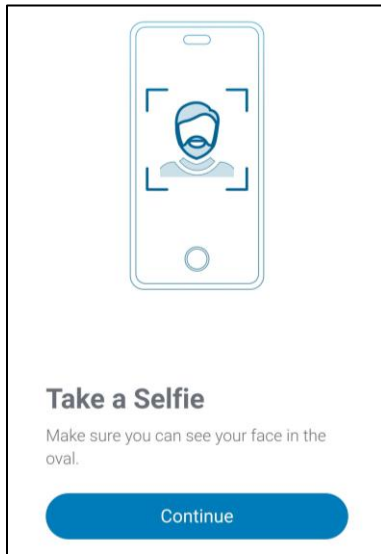


NOTE: The scanned ID and selfie images will not be stored. The steps below are important to move through the authentication process.

- Clear images
 - Legible text
 - Keeping still through the selfie step to ensure the “Liveness” check can finish to move you to the next step.
6. 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.



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



8. 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**.

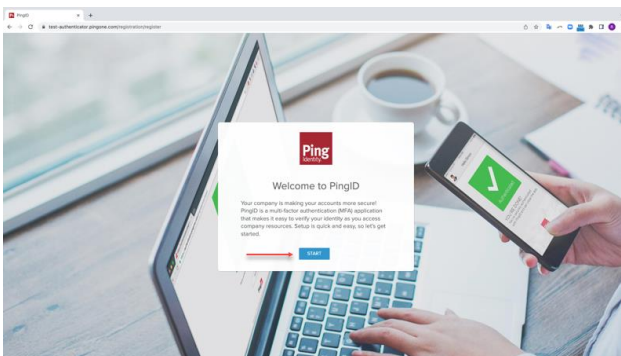
The new password must be 12 characters (14 or more is recommended) and include the following. The screen prompts will show you if you meet the criteria as you enter your new password.

- Uppercase
- Special symbol
- Lowercase
- Number

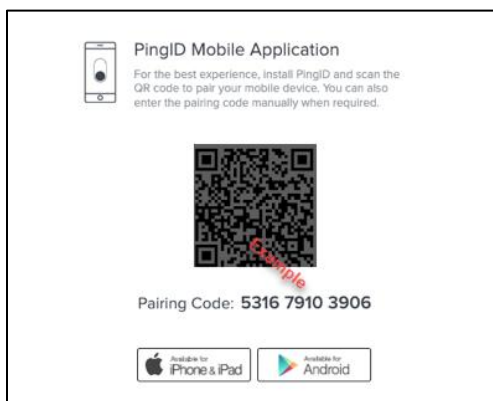
1. Change your password.

- 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.
 - a. Select the **START** button.



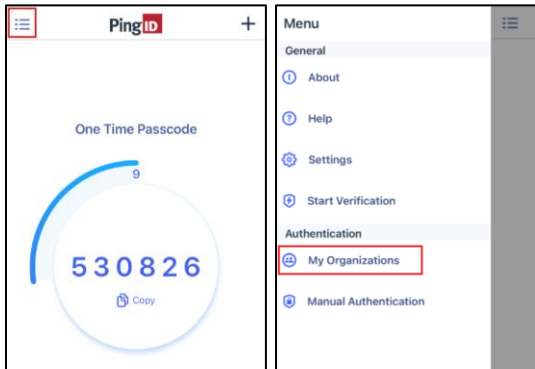
3. Open the PingID application on your mobile device and select the **Scan QR code** button at the bottom of the device screen.
4. Use the scan option on your mobile device to capture the QR Code on the computer.



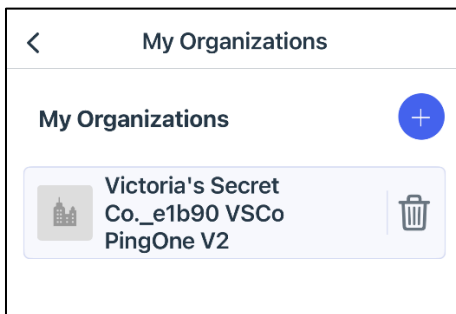
- a. Select **Yes** or **Allow** on any notification during this step to allow access requests on your mobile device.
 - If you select **No** or **Don't Allow** to the notification methods, PingID will not work properly or as expected for authentication purposes.

You are almost done.

5. To verify if the new password and device registration is complete, open the PingID application on your mobile device.
 - a. Click the **hamburger menu** (or three horizontal lines) in the top left corner of your mobile device screen and then select **My Organizations**.



- b. You should see the **Victoria's Secret Co. - PingOne V2** organization in your list.



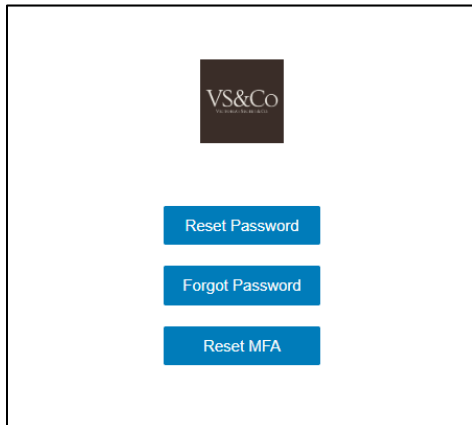
- c. If you see more than one organization listed, that's OK. Confirm ensure that one of the organizations is the **VS&Co PingOne V2 organization**
 - d. Do not delete either organization.

You are all set!

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.