

User Guide for Accessing G.Partners

Overview

As a valued external partner to Gilead and Kite, you can access selected resources, including G.Partners, our document-based collaboration platform on SharePoint. The guide is designed to assist users in logging on to G.Partners and authenticating their credentials.

If you have any questions or problems, please contact: SSO_Support@gilead.com. Your Gilead sponsor can also assist you if needed.

Topics covered in this guide include:

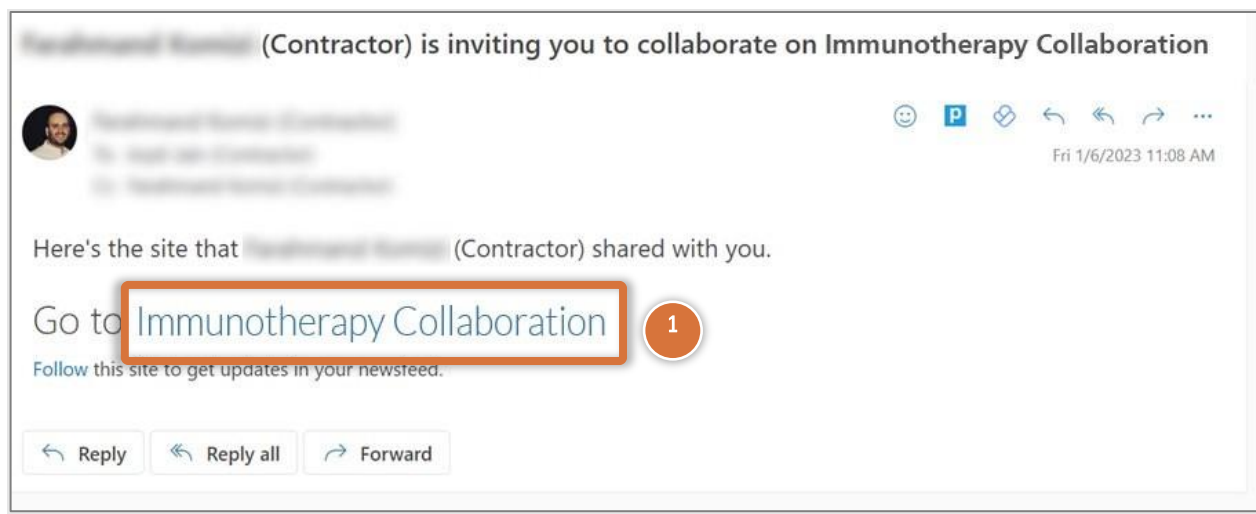
Part A: Starting the G.Partners Access Process.....	2
Part B: Setting up Multifactor Authentication	4
Part B1: First Login to G.Partners—Okta Verify option.....	5
Part B2: First login to G.Partners—SMS (text) option.....	9
Part B3: First login to G.Partners—Voice Call option	11
Part C: Accessing G.Partners After Setting up Authentication	13
Part D: Accessing G.Partners After Registration	16
Part E: Resetting Your Authentication Method.....	18

Part A: Starting the G.Partners Access Process

The sequence of obtaining access to any G.Partners location begins with an email notification, inviting you to collaborate on a site that has been shared with you, or by visiting a site you have bookmarked.

Note: To complete this process, you will need your mobile phone and a desktop or laptop computer. Please use one of these browsers for best performance:

- Incognito window in Chrome
 - InPrivate window in Edge
-



An email, similar to the image above, will contain a link to the G.Partners site.

1. **Click the link** provided in the email. (Or visit a site you have already bookmarked.)



This **Sign in** page will appear.

2. Enter your **existing** G.Partners username (e.g., *ext_jdoe@partners.gilead.com*).
3. Click **Next**.
On the next screen, you will be prompted to enter your existing Gilead password.

Gilead

Email Address

Employees/Contractors: use your Gilead Email
External Partners: use your organization Email

4

john.doe@yoursorg.com

☐ Remember Me

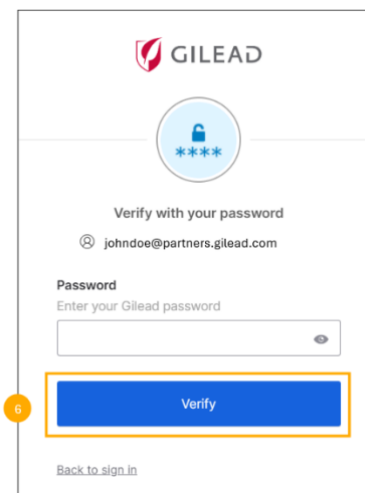
5

Next

[Need Help Signing In ?](#)
[Gilead Privacy Policy](#)

A second login page will appear.

4. Enter your **organization's email**, such as *johndoe@yourorg.com*. (Users created before Mar. 3, 2023 previously used their G.Partners username to log in.)
5. Click **Next**.
6. When finished, click Verify.

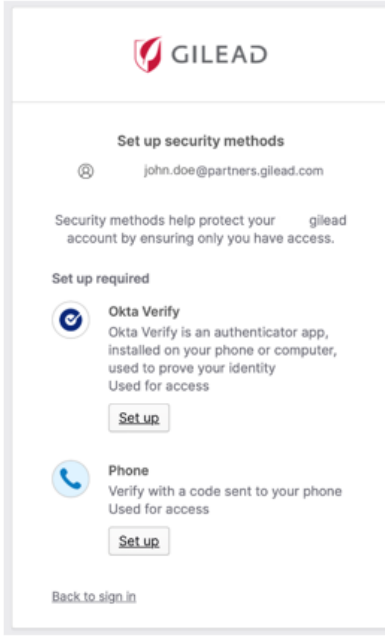



Part B: Setting up Multifactor Authentication

After you have completed the initial set up process, you will need to select a new method to authenticate your credentials. You are choosing how you want to receive your authentication code every time you access G.Partners. There are two Multifactor Authentication options to choose from. Click on your preferred option for instructions on how to register.


- i. Okta Verify
- ii. Phone

Note: We recommend choosing Okta Verify because it provides strongest authentication.




 GILEAD


Set up security methods

 john.doe@partners.gilead.com

Security methods help protect your gilead account by ensuring only you have access.

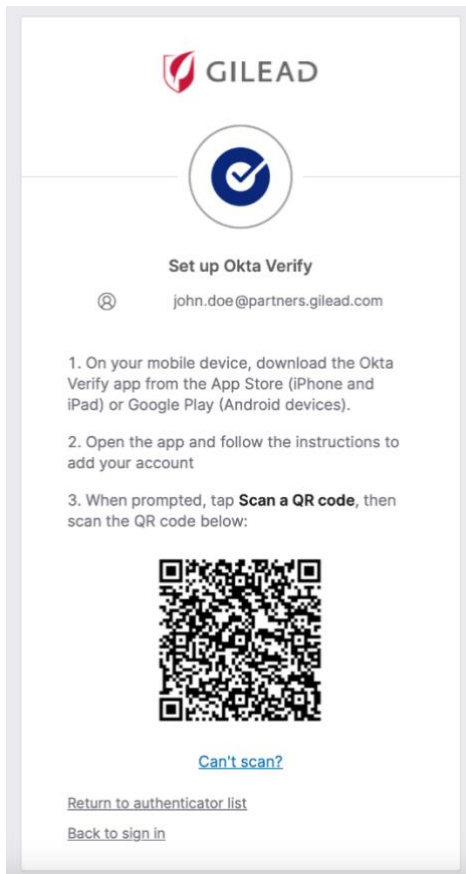
Set up required

 **Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access
[Set up](#)

 **Phone**
Verify with a code sent to your phone
Used for access
[Set up](#)

[Back to sign in](#)

Part B1: First Login to G.Partners—Okta Verify option

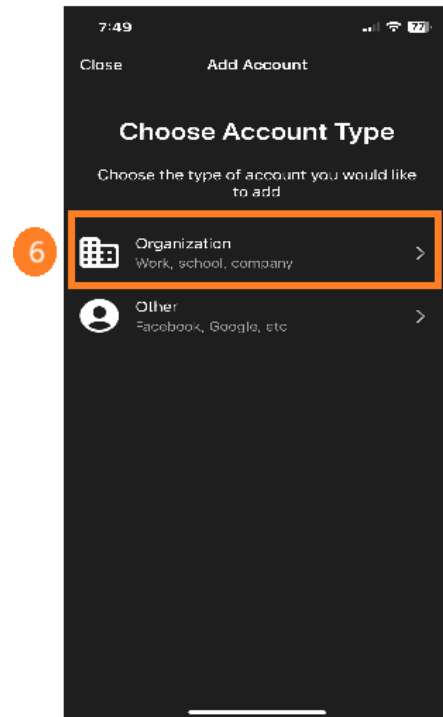


1. Upon selecting Okta Verify from the setup page, QR code is displayed on the desktop as shown in the screenshot above.
2. Download the Okta Verify Mobile Application on your Mobile Phone as provided in the instructions on the screen shown above.
3. Once completed, navigate to the Okta Verify Mobile Application.

Note: If you change your mind, click on the "Return to authenticator list" link to choose a different authentication option.



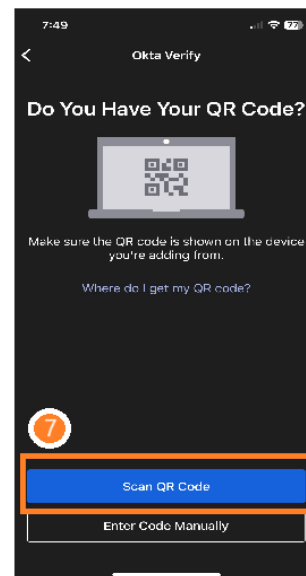
4. Open the Okta Verify Mobile Application.



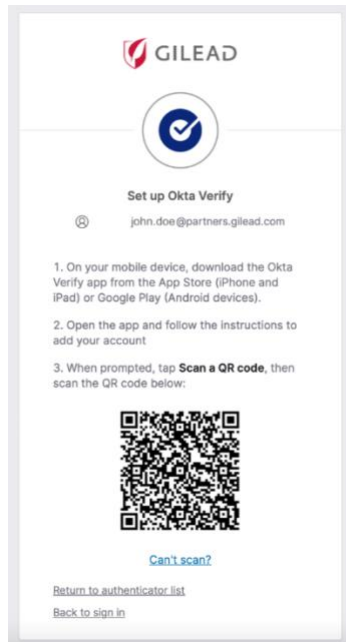
5. On the next screen, select **“Organization”** from the Account Type options.



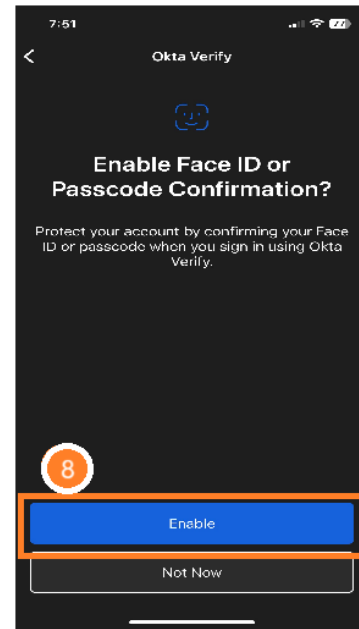
6. Click **Add Account from Another Device**.



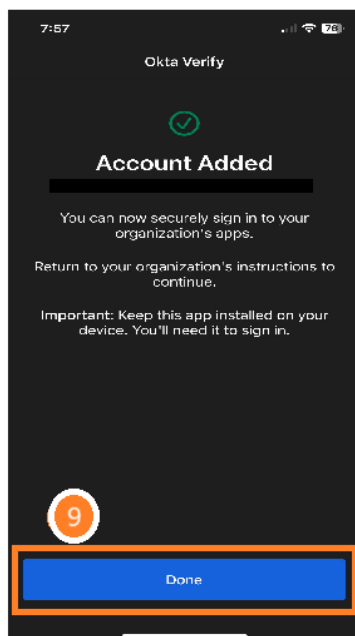
7. The Okta Verify app will then ask you for a **QR code**. Click the **“Scan QR Code”** button.



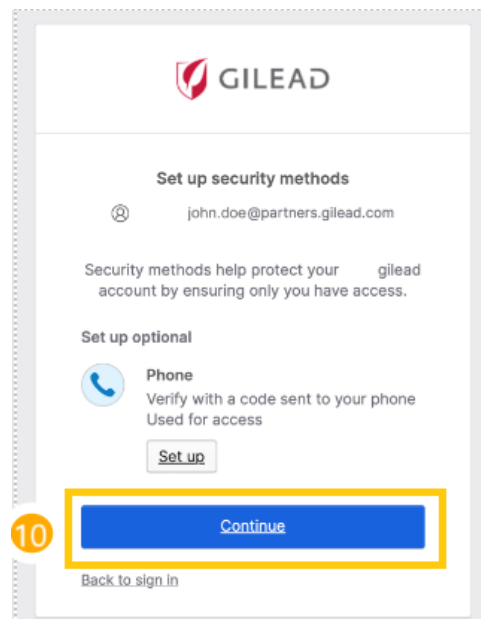
Return to your desktop browser and scan the QR code



8. Once it has been successfully scanned, Enable Face ID Biometrics on Okta Verify..



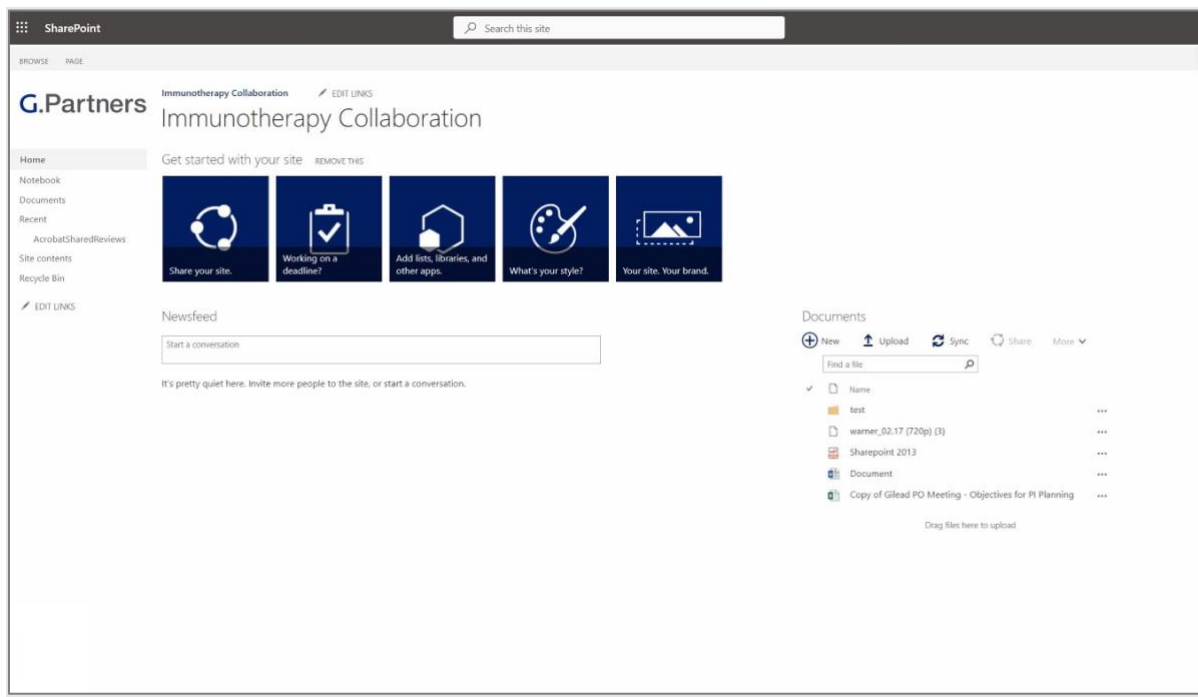
9. Click on **Done**



10. Return to your desktop browser and click on **Continue** to proceed.



11. Next, you'll be asked if you want to stay signed in. Click Yes or No.

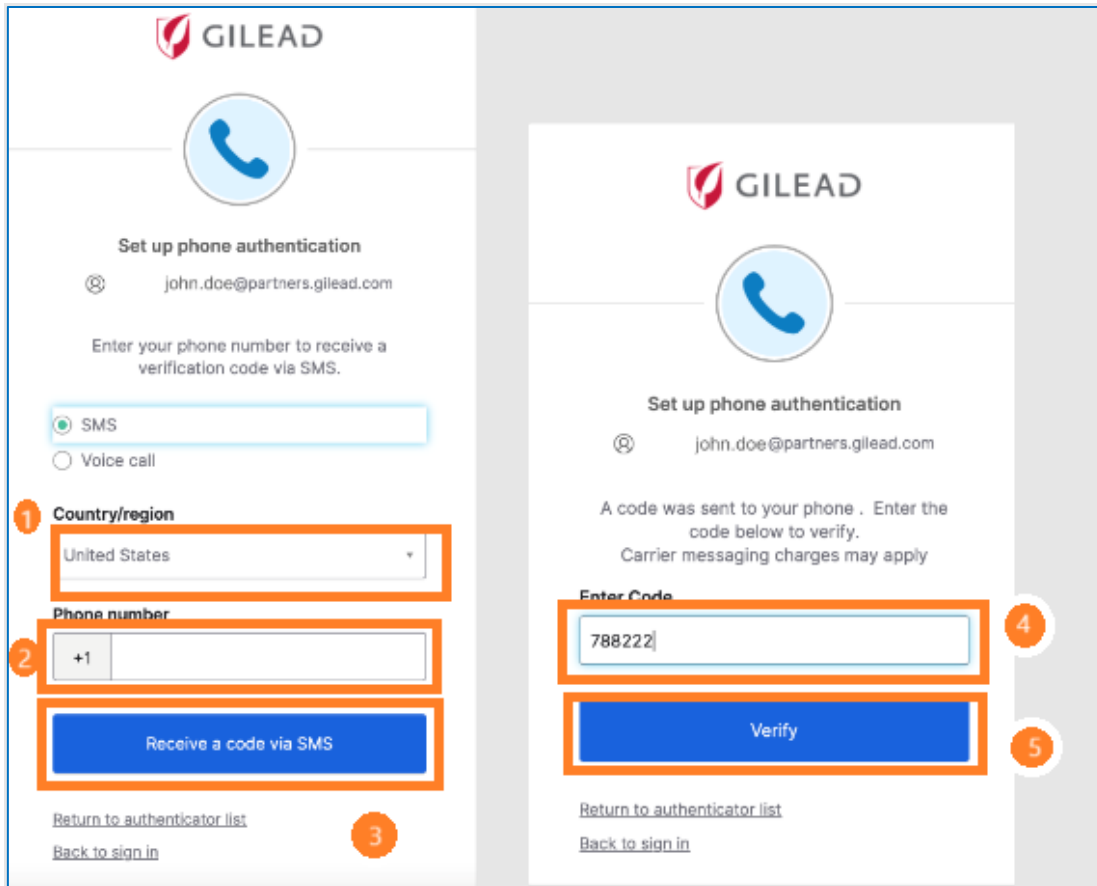


This is a test example of a G.Partners site. Every site varies in appearance and resources.

After successfully installing the Okta Verify app and authenticating your access to the Gilead network, you can now access the resources on G.Partners available via your partner account.

Part B2: First login to G.Partners—SMS (text) option

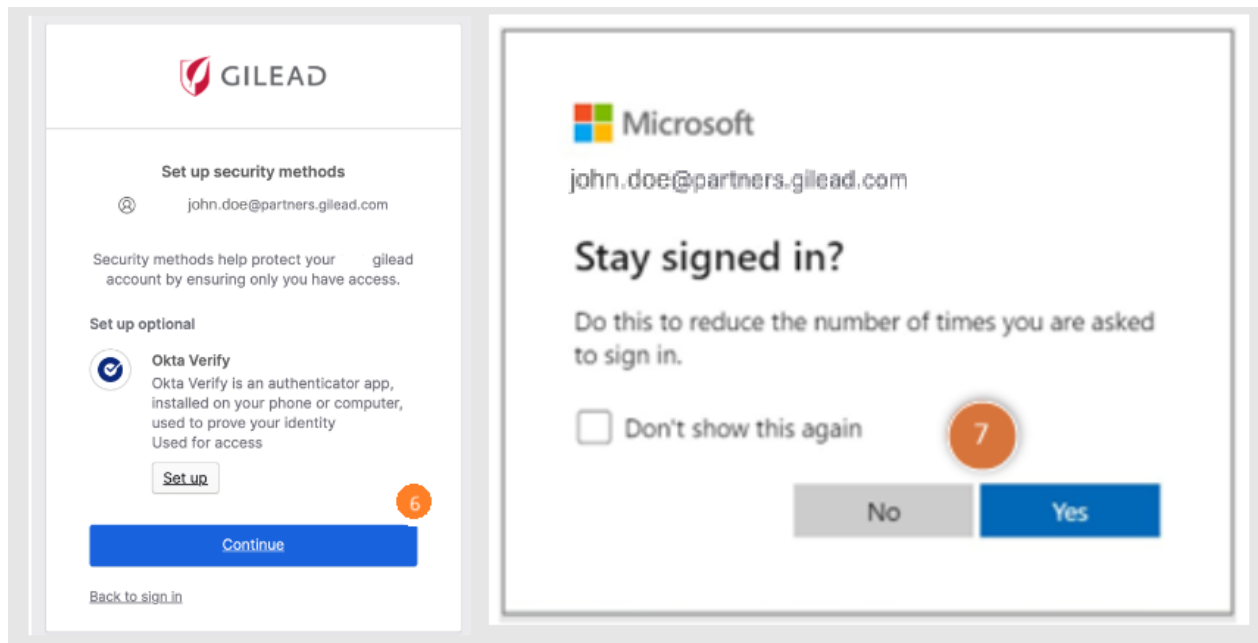
This section will cover the process of authenticating your account using the SMS (text) option.



The image displays two sequential screenshots of the Gilead G.Partners authentication interface. Both screens feature the Gilead logo at the top and a phone icon. The first screen, titled 'Set up phone authentication', shows the email 'john.doe@partners.gilead.com' and prompts the user to enter a phone number for SMS verification. The 'SMS' option is selected. Numbered callouts indicate: 1. The 'Country/region' dropdown menu set to 'United States'; 2. The 'Phone number' input field with a '+1' prefix; 3. The 'Receive a code via SMS' button. The second screen, also titled 'Set up phone authentication', shows the email and a message stating 'A code was sent to your phone . Enter the code below to verify. Carrier messaging charges may apply'. It prompts the user to 'Enter Code'. Numbered callouts indicate: 4. The 'Enter Code' input field containing '788222'; 5. The 'Verify' button. Both screens include links for 'Return to authenticator list' and 'Back to sign in'.

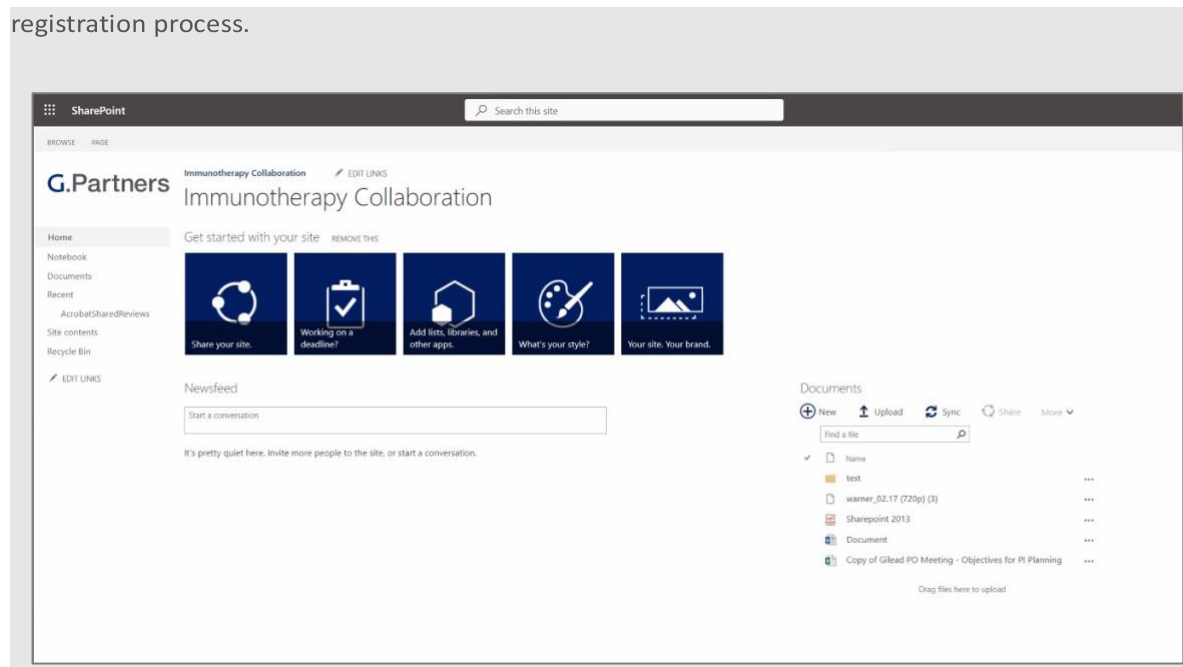
After selecting the SMS Authentication option on authentication page as in the screen shown above

1. Choose your country if you have a non U.S number.
2. Enter your mobile phone number
3. Then click **Receive a code via SMS**
4. On the next screen, enter the code that was texted to you on your Mobile Phone.
5. Click Verify



6. Once verified, you will get a screen as above. Click on **Continue**.
7. Next, you'll be asked if you want to stay signed in. Click **Yes** or **No**

registration process.

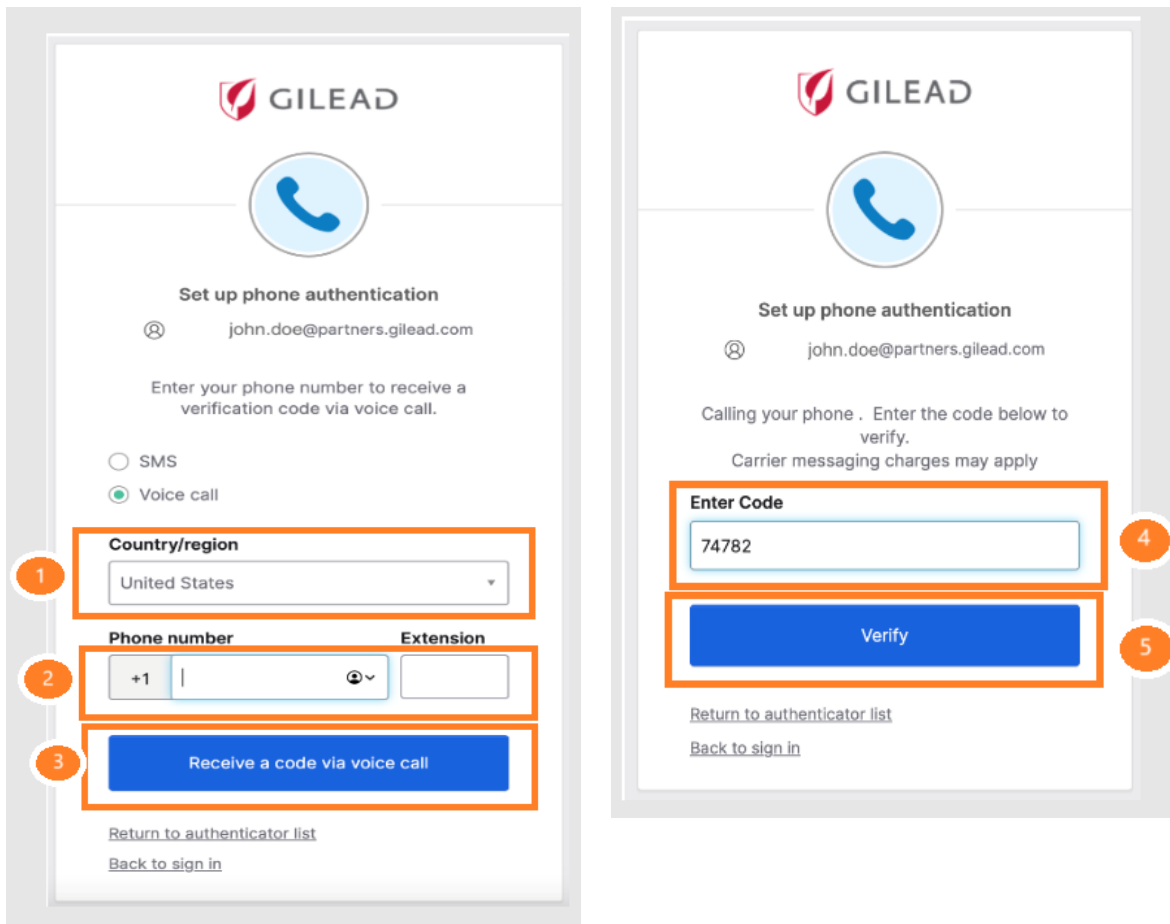


This is a test example of a G.Partners site. Every site varies in appearance and resources.

Now that you have successfully authenticated using the SMS option, you can now access the resources on G.Partners available via your partner account.

Part B3: First login to G.Partners—Voice Call option

This section will cover the process of authenticating your account using the Voice Call option.



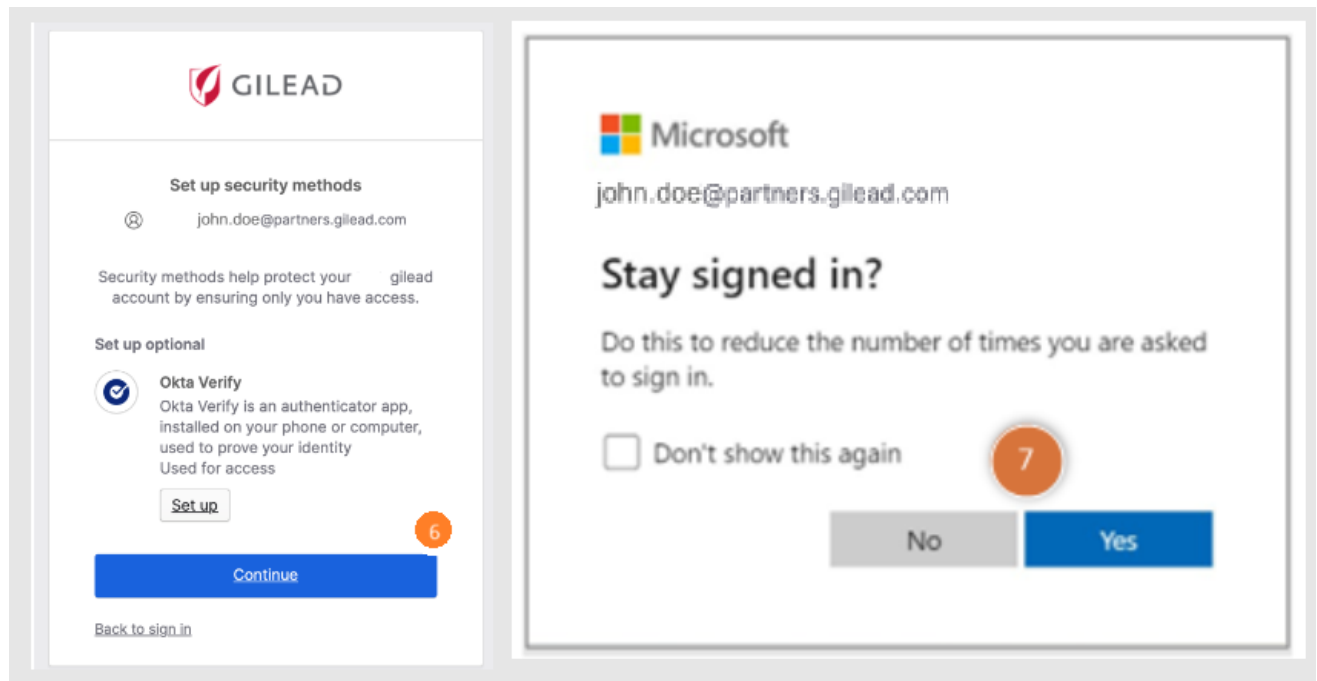
The first screenshot shows the 'Set up phone authentication' screen. It features the Gilead logo at the top, a phone icon, and the user's email address 'john.doe@partners.gilead.com'. Below this, it says 'Enter your phone number to receive a verification code via voice call.' There are two radio buttons: 'SMS' and 'Voice call', with 'Voice call' selected. Below the radio buttons, there are three orange boxes with numbers 1, 2, and 3. Box 1 contains a 'Country/region' dropdown menu with 'United States' selected. Box 2 contains 'Phone number' and 'Extension' input fields. Box 3 contains a blue button labeled 'Receive a code via voice call'. At the bottom, there are links for 'Return to authenticator list' and 'Back to sign in'.

The second screenshot shows the 'Enter Code' screen. It features the Gilead logo at the top, a phone icon, and the user's email address 'john.doe@partners.gilead.com'. Below this, it says 'Calling your phone . Enter the code below to verify. Carrier messaging charges may apply'. There is an orange box with number 4 containing an 'Enter Code' input field with the value '74782'. Below this is a blue button labeled 'Verify' with an orange box and number 5. At the bottom, there are links for 'Return to authenticator list' and 'Back to sign in'.

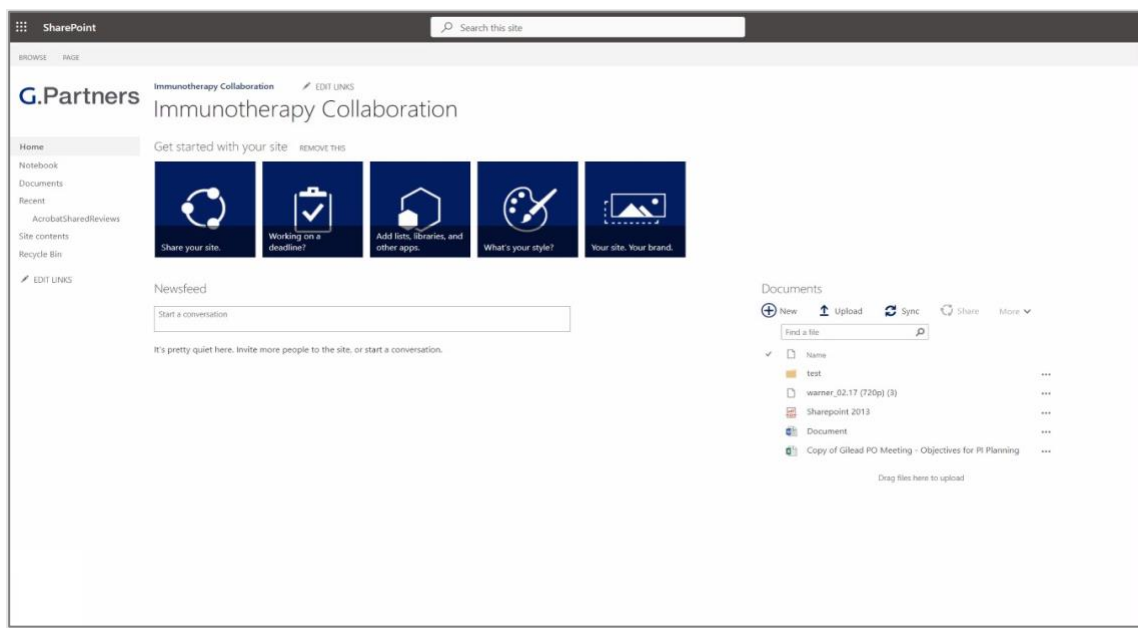
After selecting the Voice Call option on the authentication page, this screen will appear.

1. Choose your country if you have a non-U.S number.
2. Enter your mobile phone number.
3. Click **Receive a code via voice call**.

4. On the next screen, enter the code you were called with.
5. Click **Verify**.



6. Once verified, screen is displayed as above.
7. Next, you'll be asked if you want to stay signed in. Click Yes or No.



This is a test example of a G.Partners site. Every site varies in appearance and resources.

Now that you have successfully authenticated using the Voice Call option, you can now access the resources on G.Partners available via your partner account.

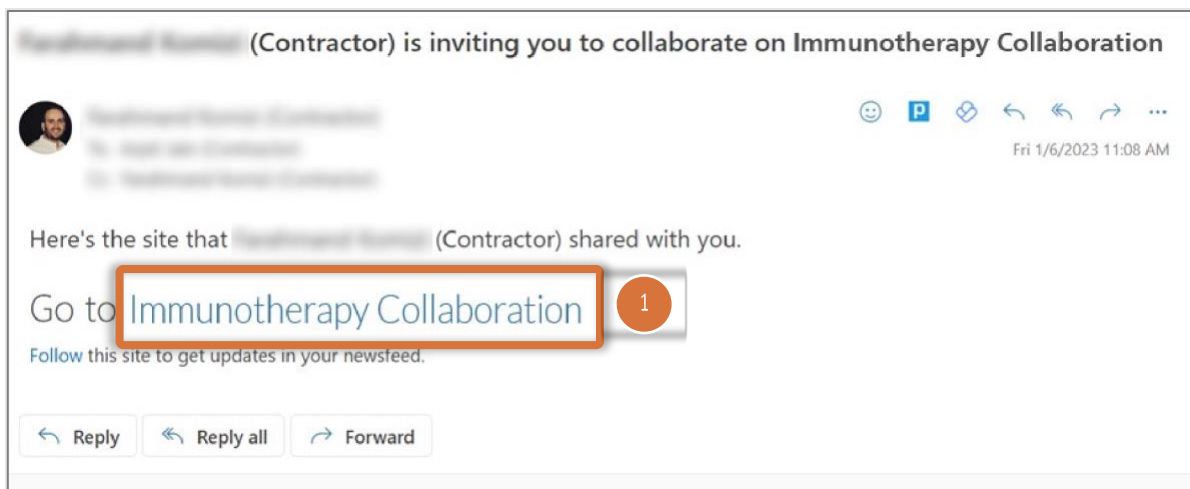
Part C: Accessing G.Partners After Setting up Authentication

Now that you have successfully registered, verified and authenticated your access to G.Partners, it's time to look at what happens the next time you want to access G.Partners.

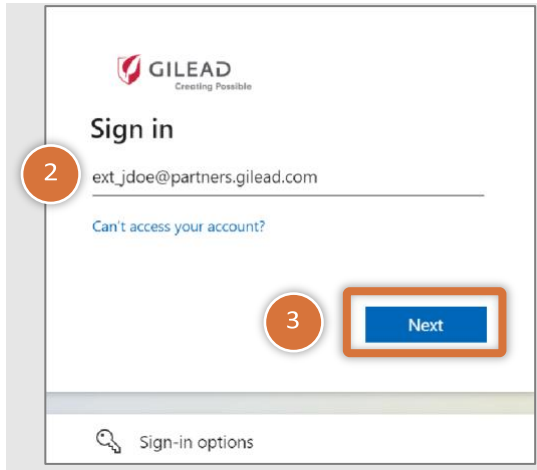
You can access G.Partners from your desktop, laptop, phone, or tablet. Again, we recommend the following for best performance:

- Incognito window in Chrome
- InPrivate window in Edge

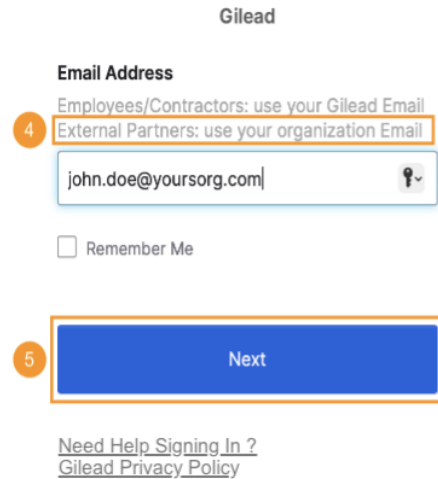
The steps below apply to all subsequent logins after registration.



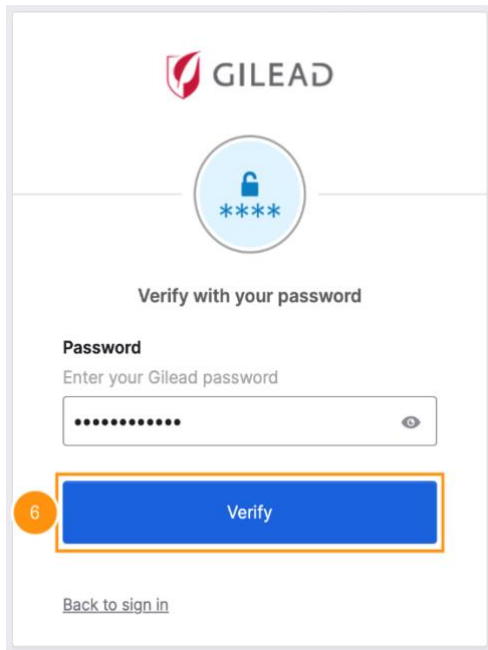
1. Partner receives an email from their Gilead sponsor and clicks on the link to G.Partners or visits a site they have bookmarked.





2. This sign in page will appear. Enter your existing G.Partners username (e.g., *ext_jdoe@partners.gilead.com*).
3. Click **Next**.



4. Enter your **organization's email**, such as *johndoe@yourorg.com*. (Previously, you used your G.Partners username to log in.)
5. Click **Next**.




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Verify with your password

Password
Enter your Gilead password

..... 

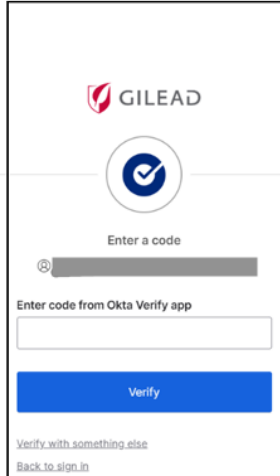
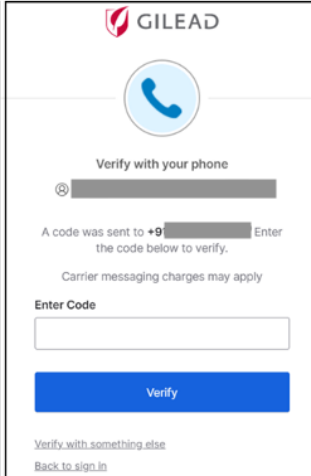
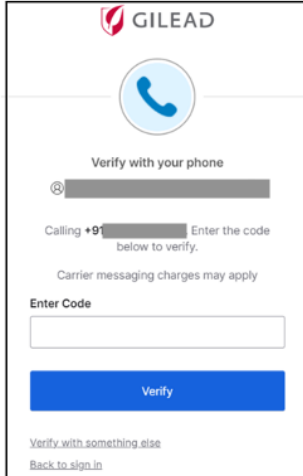
6 **Verify**

[Back to sign in](#)

6. In the next screen, enter your Gilead password and click **Sign In**.

Part D: Accessing G.Partners After Registration

Depending on which option you chose when registering for authentication, follow one of the steps below to continue.

Okta Verify	SMS Authentication	Voice Call Authentication
		

If you are registered with Okta Verify, the screen above will appear.

Enter the code from your Okta Verify App and click on verify.

If you are registered with Phone SMS Authentication, you will be displayed a screen prompting to select one of the option, Receive a code via SMS or Receive a voice call instead.

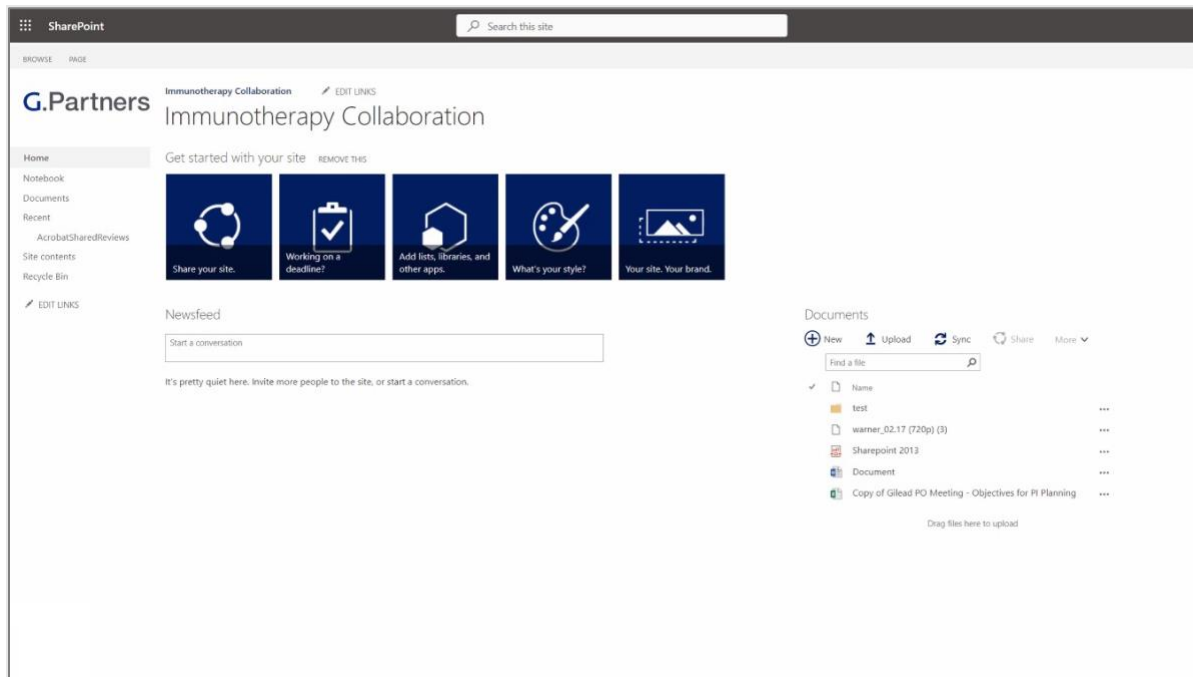
Click on Receive a code via SMS.

Enter the code texted on the phone. Click on Verify.

If you are registered with Phone SMS Authentication, you will be displayed a screen prompting to select one of the option, Receive a code via SMS or Receive a voice call instead.

Click on Receive a code via Voice.

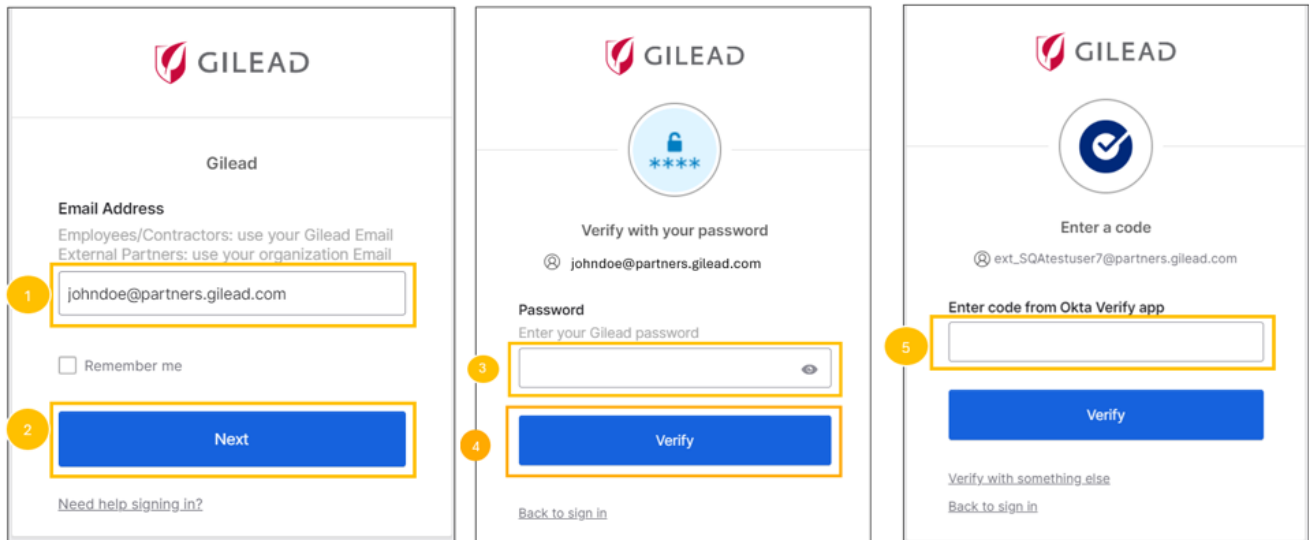
Enter the code received via Phone voice call. Click on Verify.



This is a test example of a G.Partners site. Every site varies in appearance and resources.

Regardless of the method you choose, once you have verified your account, you can access the resources on G.Partners available to your partner account.

Part E: Resetting Your Authentication Method



The first screenshot shows the 'Email Address' field with the text 'johndoe@partners.gilead.com' and a 'Next' button. The second screenshot shows the 'Password' field with '****' and a 'Verify' button. The third screenshot shows the 'Enter a code' field with a 'Verify' button.

Visit gsso.gilead.com on your browser to access the Okta Dashboard.

3. Enter your Gilead Password.
4. Click Verify.

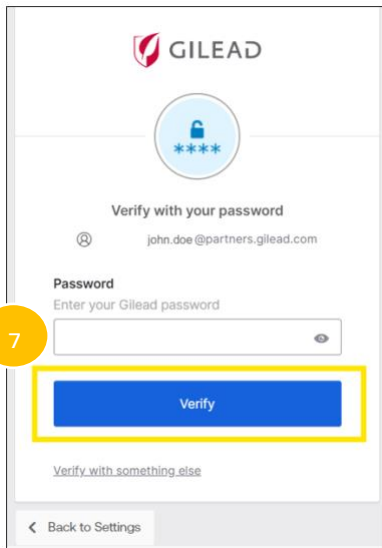
5. Authenticate using your current authentication option.

Note: In this example, because we registered using Okta Verify the next step is to enter the verification code provided by Okta. This final screen will be different if you selected Phone option.

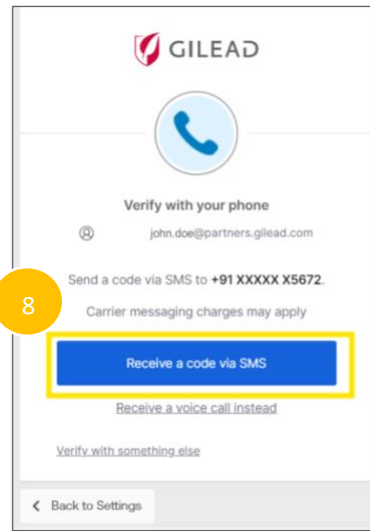


The screenshot shows the Okta Dashboard with the 'Account' section. The 'Personal Information' tab is selected, and the 'Edit Profile' button is highlighted.

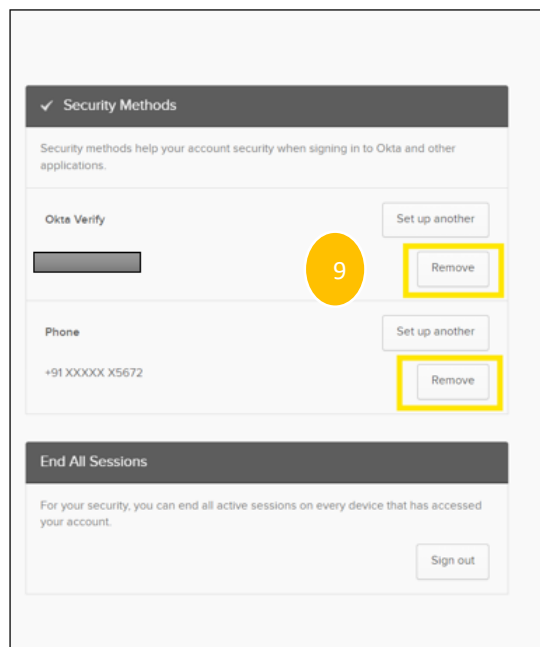
6. After you have successfully logged into your Okta Dashboard, click on the factor to be removed or click on Edit Profile. Go to **Settings-->Edit Profile**. Enter password for verification. Then, scroll down and find Security Methods.



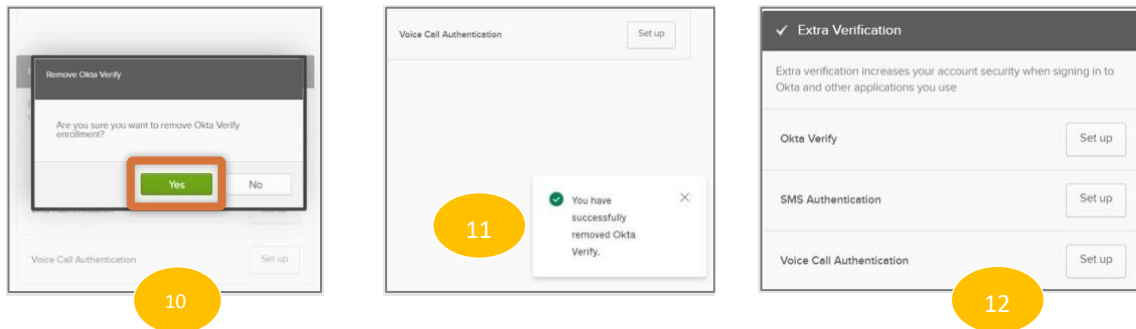
7. Enter your password and click on Verify.



8. Click on Receive a code via SMS.



9. Click on Remove beside Okta Verify.



10. A confirmation box appears whether you want to proceed with removal of Okta Verify. Click on **Yes** to confirm.
11. Once done, a success message is displayed towards the bottom of your screen “You have successfully removed Okta Verify”.
12. You will be able to start the enrollment process again by clicking appropriate **Set up** button next to factor you wish to re-enroll.

Note: Refer to [Section B](#) in this guide to set up your new method of authentication.

Note: You can change your method of authentication any time you choose. We recommend Okta Verify for the strongest security.
