Access User Guide for Partners with Gilead ID (Security Question Users Only)

Overview

If you are a Gilead partner only accessing any of the following Gilead applications:

- **GVault**
- **GLIMS**
- **Discoverant**
- **G-PARC**
- **Select cases of Docusign**

You will need to answer a security question to support password reset and account unlock. Follow these instructions to set up a new account, log in, and change your password. If you have any questions or problems, please contact SSO_Support@gilead.com. Your Gilead sponsor or a relevant contact from Gilead can also help you if needed.

Please note: If you are accessing Gilead resources that are _not_ listed above (e.g. GPartners, GForce, RDMS), you will be required to set up multifactor authentication (MFA) in addition to a security question. Refer to Part B: Setting up Multifactor Authentication (MFA) of the general Access User Guide for Partners with Gilead ID for more instructions.

Topics covered in this guide include:

i. Setting up a New Account (Security Question Users Only)

Please note: Follow these instructions if you are only using **GVault, GLIMS, Discoverant, G-PARC, and/or select cases of Docusign**.
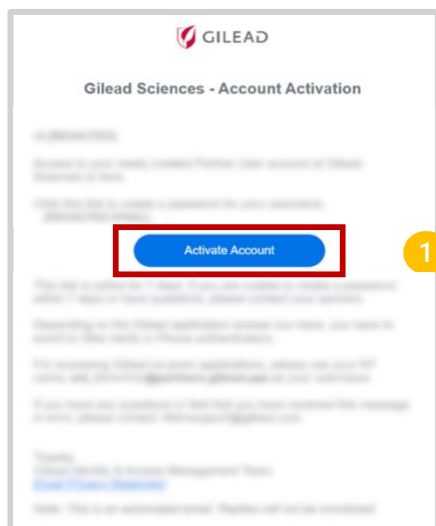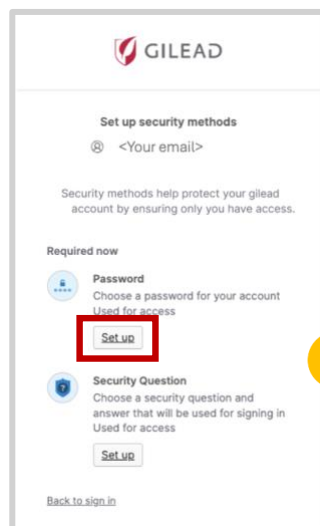
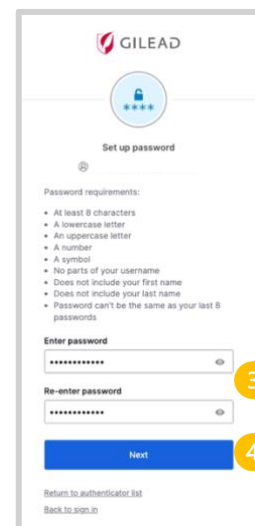
Figure 65

Figure 66

Figure 67

You will receive an email at **your business/work email address** (i.e. yourname@yourcompany.com). You will use this email address to log into Gilead resources.

1. Select **Activate Account**.

2. You will be prompted to set up both a password and a security question. To create your password, select **Set up** under **Password**.

3. Create your password following the requirements.

4. Select **Next**.

Note: If your activation link expires, please contact your sponsor or a relevant contact in Gilead to re-send the email.

Figure 68

Figure 69

Figure 70

5. After creating your password, you will be prompted to set up a security question.

Select **Set up**.

6. Choose a security question or create your own. Type an answer to that question.

7. Select **Verify**.

8. Select **Continue**.

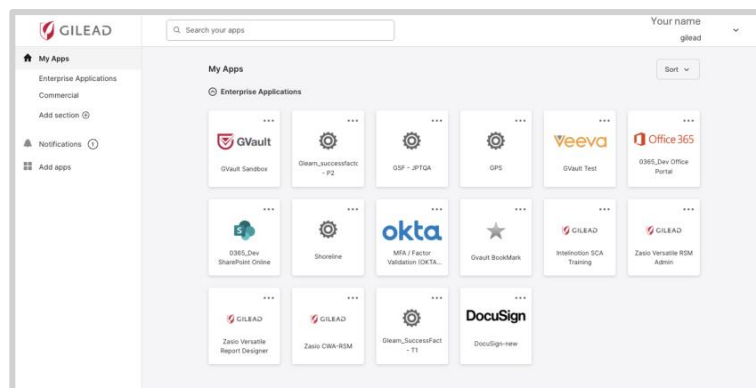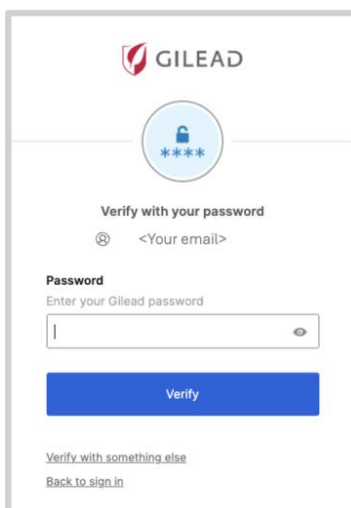*Note: Okta Verify and Phone are optional verification methods and not needed to setup your account.*

Figure 71: This is an example of the "My Apps Dashboard".

After successfully setting up your password and security question, you will be redirected to your "My Apps Dashboard". You can now view your Gilead resources.

ii. Logging in After Setup (Security Question Users Only)

<u>Please note</u>: Follow these instructions if you are only using **GVault, GLIMS, Discoverant, G-PARC, and/or select cases of Docusign**.
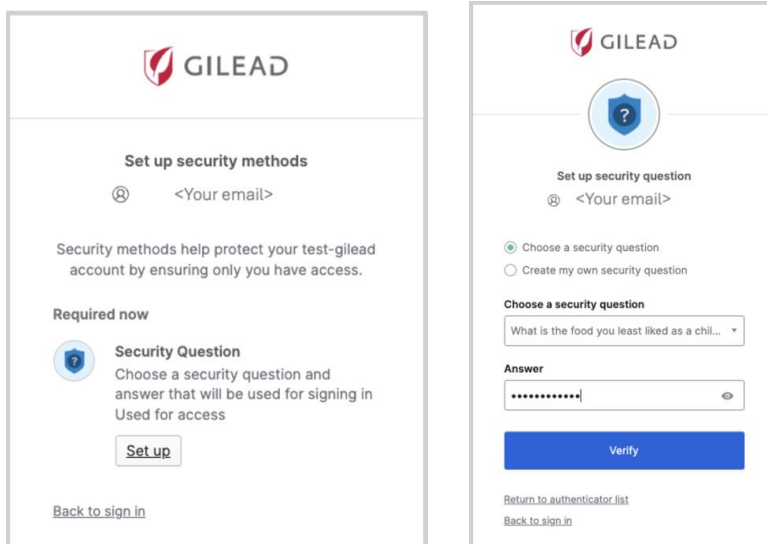

Figure 72

To log into **GADI, GVault, Discoverant, G-PARC, and/or select cases of Docusign**, enter your password.

As of September 22, 2025, if you have not already set up security question on GSSO, you will be prompted to setup your security question and answer. This is necessary if you forget your password or if your GSSO account is locked.

Note: If you are accessing any other Gilead resources that are <u>not</u> GVault, GLIMS, Discoverant, G-PARC, and select cases of Docusign, you will be required to verify your identity using multifactor authentication (MFA) instead of a security question. Refer to Part C: Standard Login Process After Setup of the general Partner user guide for more details.

iii. Changing Your Password (Security Question Users Only)

If you only use **GVault, GLIMS, Discoverant, G-PARC, and/or select cases of Docusign** and you remember your current password, you can navigate to your "My Apps Dashboard" to change it.

Please note: if you have *forgotten your password*, please refer to iv. Forgot Your Password?.

Figure 74

Figure 75

1. Visit gsso.gilead.com in your browser to access your "My Apps Dashboard." Enter your work email you used to register (i.e. yourname@yourcompany.org).

2. Select **Next**.

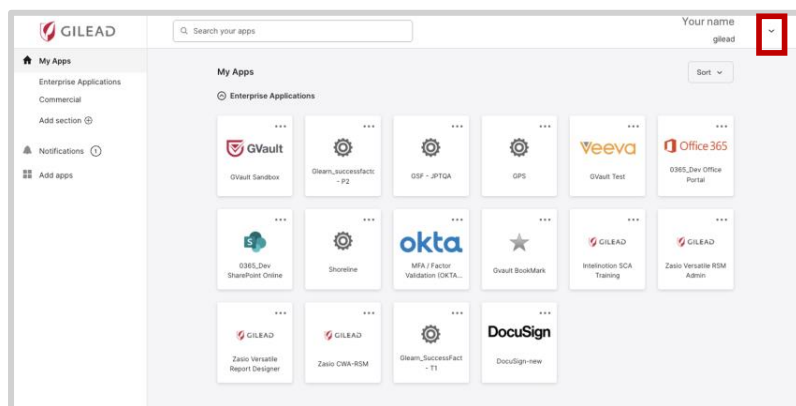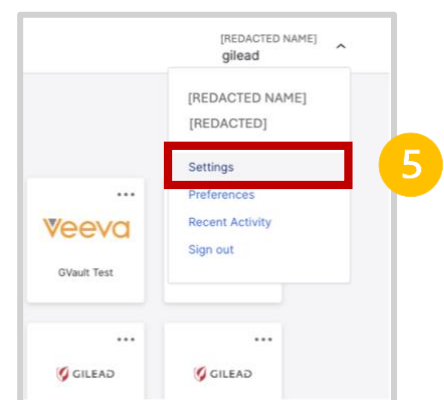3. Enter your current password.

4. Select **Verify**.

Figure 77

Figure 78

5. After successfully logging on to your "My Apps Dashboard", select the drop-down menu button next to your name on the top right of the dashboard screen. Go to **Settings**.
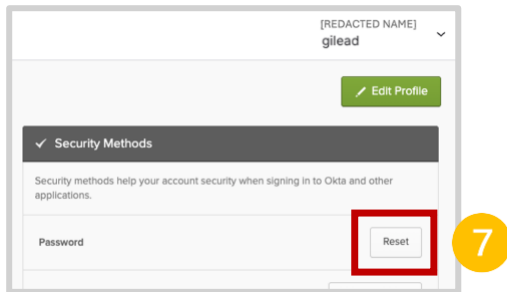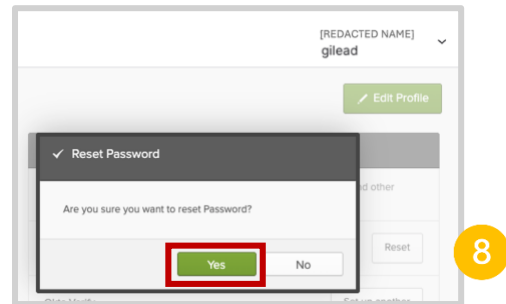
Figure 79

Figure 80

7. Under "Security Methods," select **Reset** next to "Password."

8. A confirmation box will appear. Select **Yes** to confirm.
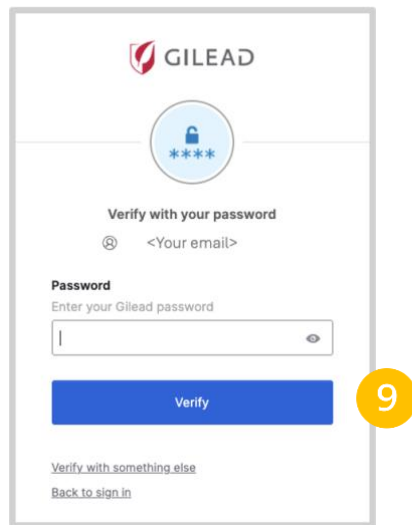

Figure 81
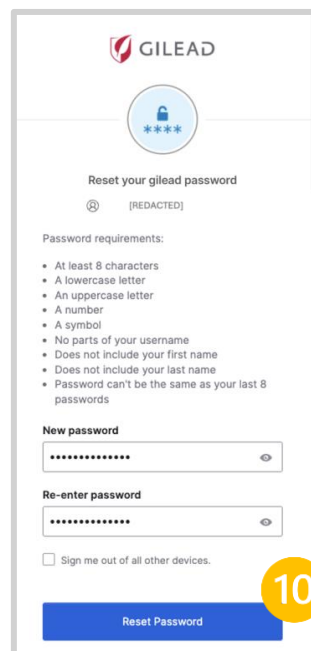
9. Enter password again.

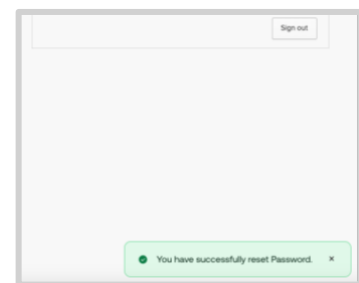*Figure 82*

10. Enter and confirm your new password

Figure 83

11. Once completed, you will be redirected back to the Okta profile settings page, where you will see a success message displayed on the bottom of your screen.

iv. Forgot Your Password? (Security Question Users Only)

Please note: Follow these instructions if you are only using **GVault, GLIMS, Discoverant, G-PARC, and/or select cases of Docusign**.

If you forgot your password, you can reset it at gsso.gilead.com/signin/forgot-password.
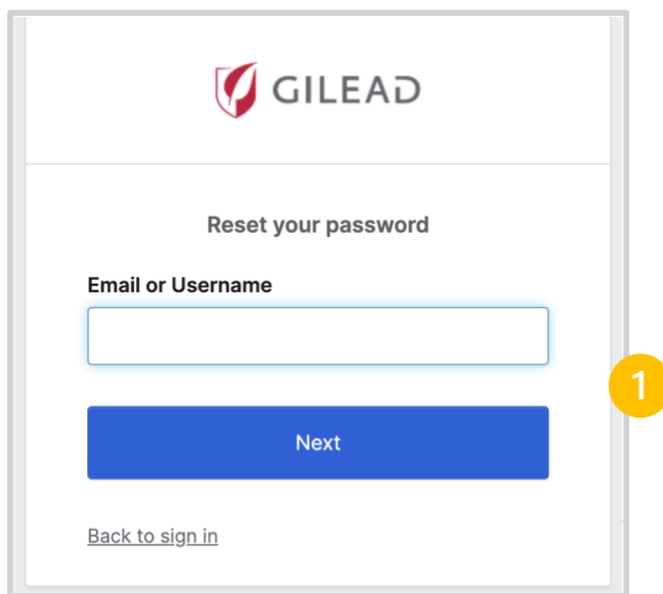

Figure 84

1. After navigating to gsso.gilead.com/signin/forgot-password, enter the email linked to your Gilead Partner Account. Select **Next**.
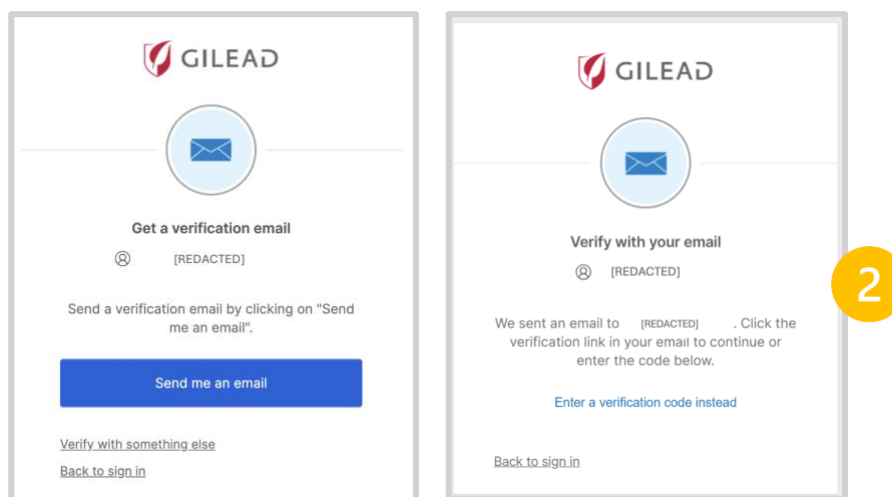

Figure 85

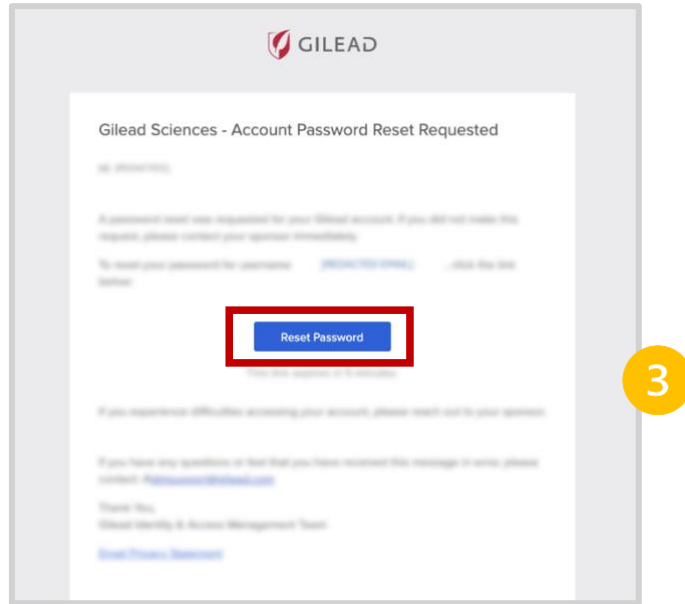2. Select **Send me an email** to receive a verification link.

Figure 86

3. You will receive an email similar to Figure 86 with instructions for resetting your password. In that email, select **Reset Password**.
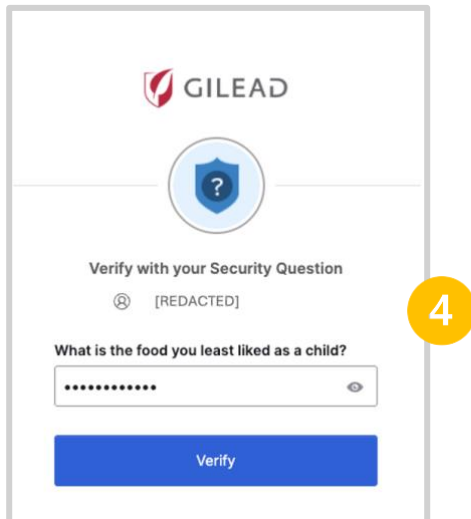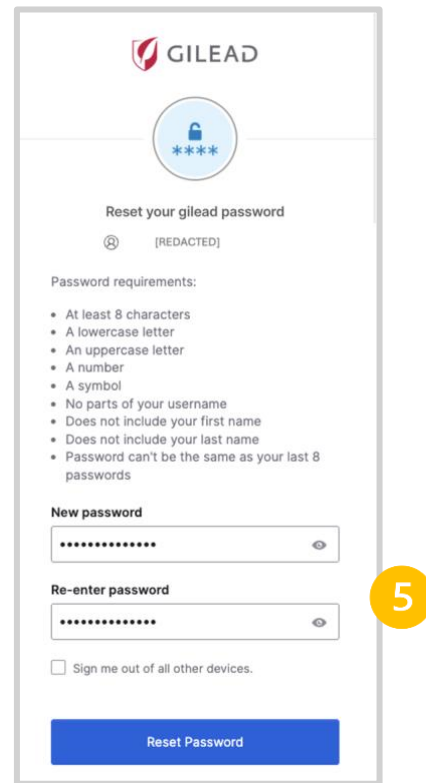

Figure 87

4. Answer your security question.

Figure 88

5. Upon successful authentication, you will be able to reset your password and access your "My Apps Dashboard".

v. Changing Your Security Question (Security Question Users Only)

Please note: Follow these instructions if you are only using **GVault, GLIMS, Discoverant, G-PARC, and/or select cases of Docusign**.

Figure 89

Figure 90

1. Visit gsso.gilead.com in your browser to access your "My Apps Dashboard." Enter your email.
2. Select **Next**.

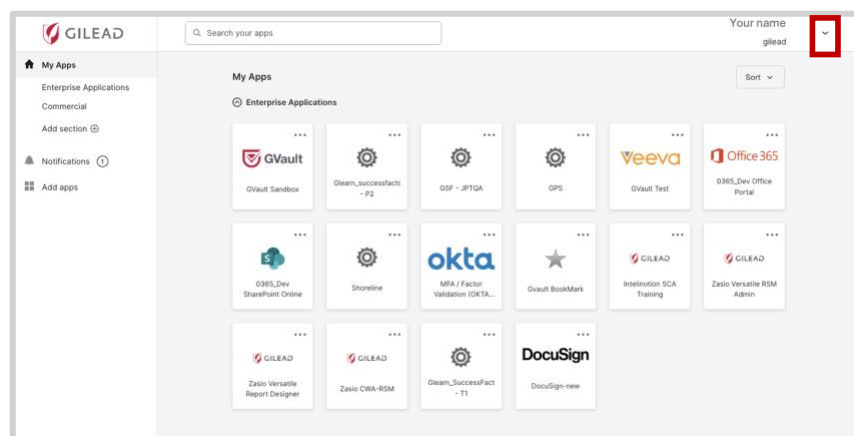3. Enter your password.
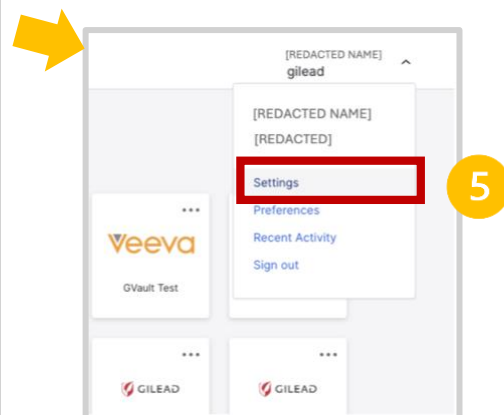4. Select **Verify**.

Figure 92

Figure 93

5. After successfully logging on to your "My Apps Dashboard," select the drop-down menu button next to your name on the top right of the screen. Select **Settings**.
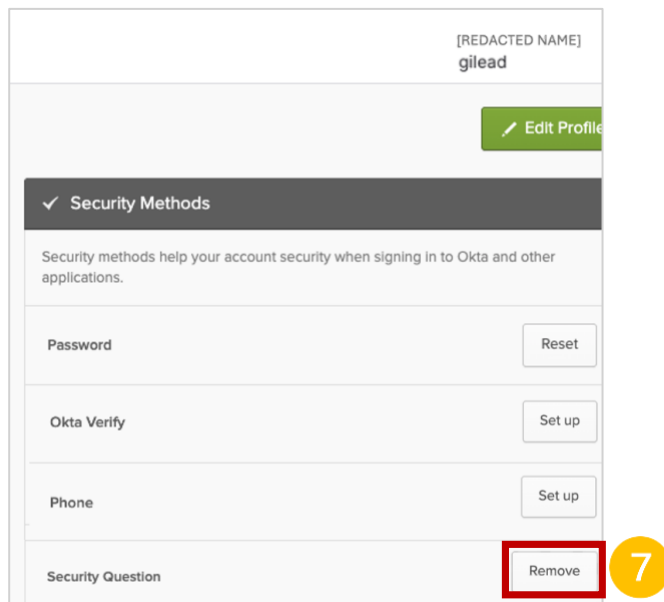
Figure 94

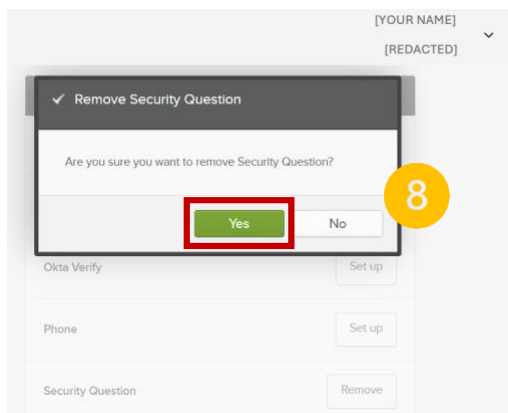6. Scroll down to "Security Methods". Select **Remove** next to "Security Question".
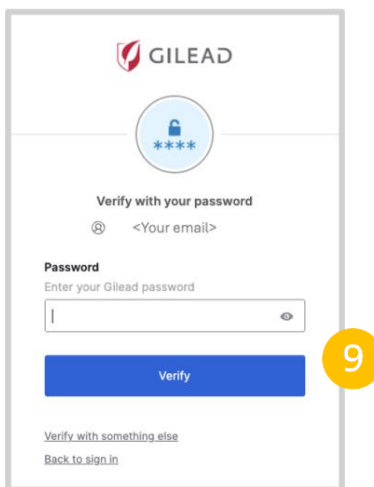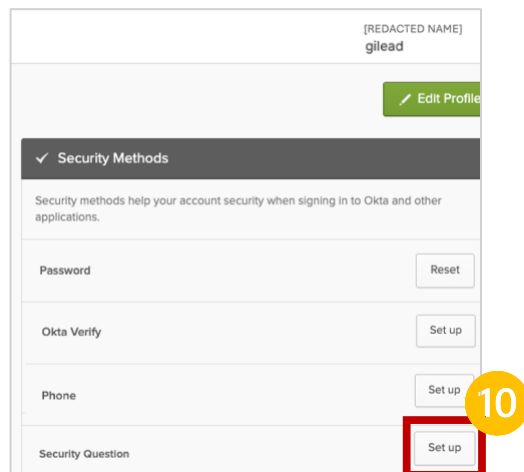

Figure 95

Figure 96

Figure 97

7. Select **Yes** to confirm that you want to proceed.
8. Enter your password again. Select **Verify**.
9. Select **Set up** next to "Security Question" to create a new security question and answer.

Note: If you forget the answer to your security question, please contact your sponsor or a relevant contact in Gilead for support.