

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)	2
ii.	Logging in After Setup (Security Question Users Only)	5
iii.	Changing Your Password (Security Question Users Only)	6
iv.	Forgot Your Password? (Security Question Users Only)	8
v.	Changing Your Security Question (Security Question Users Only)	10

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.**

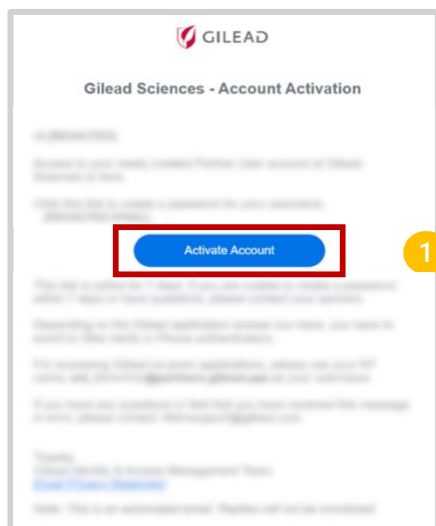


Figure 65

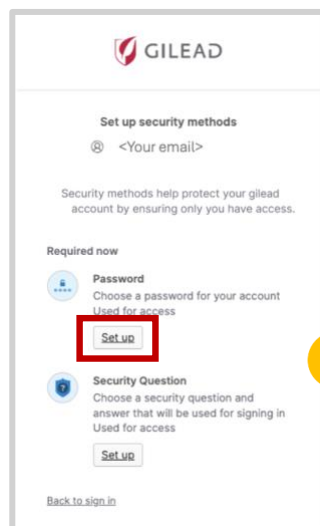


Figure 66

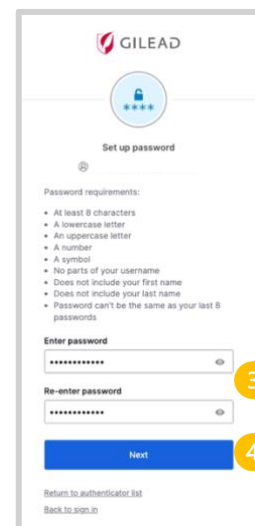


Figure 67

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.

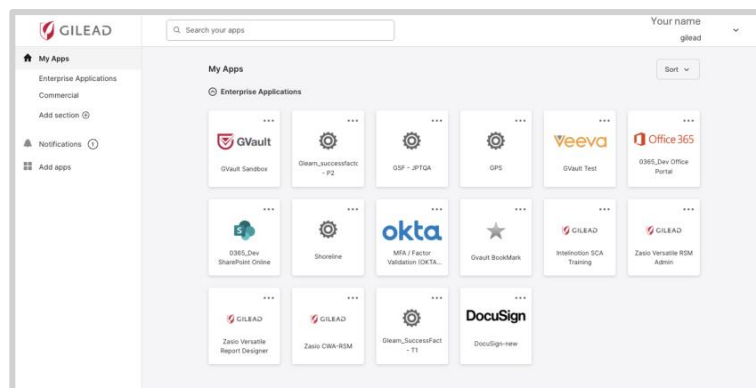
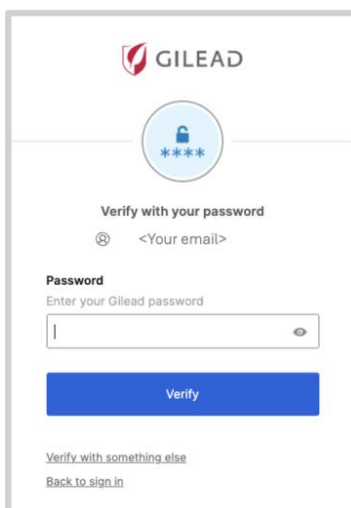


Figure 71: This is an example of the “My Apps Dashboard”.

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)

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

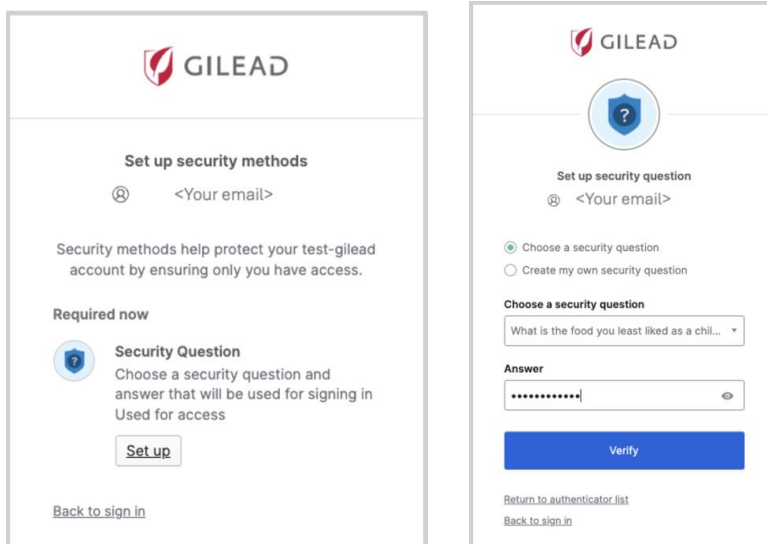


The screenshot shows the Gilead login interface. At the top is the Gilead logo. Below it is a blue circular icon with a lock and four asterisks. The text "Verify with your password" is centered. Below this is a radio button icon followed by "<Your email>". A "Password" section follows, with the instruction "Enter your Gilead password" and a text input field. A blue "Verify" button is at the bottom. At the very bottom, there are two links: "Verify with something else" and "Back to sign in".

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.



The image contains two side-by-side screenshots of the Gilead security setup process. The left screenshot is titled "Set up security methods" and shows a radio button icon followed by "<Your email>". It explains that security methods help protect the test-gilead account. Under "Required now", there is a "Security Question" section with a blue shield icon, instructing the user to "Choose a security question and answer that will be used for signing in Used for access". A "Set up" button is at the bottom, along with a "Back to sign in" link. The right screenshot is titled "Set up security question" and shows a blue circular icon with a question mark. It has a radio button icon followed by "<Your email>". There are two radio buttons: "Choose a security question" (selected) and "Create my own security question". Below is a "Choose a security question" dropdown menu with the text "What is the food you least liked as a chil...". An "Answer" section has a text input field with asterisks and a toggle icon. A blue "Verify" button is at the bottom. At the very bottom, there are two links: "Return to authenticator list" and "Back to sign in".

Note: If you are accessing any other Gilead resources that are not **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 gso.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**.

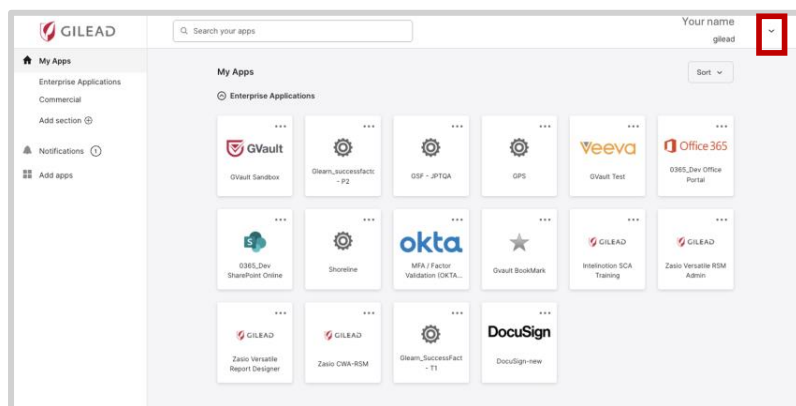


Figure 77

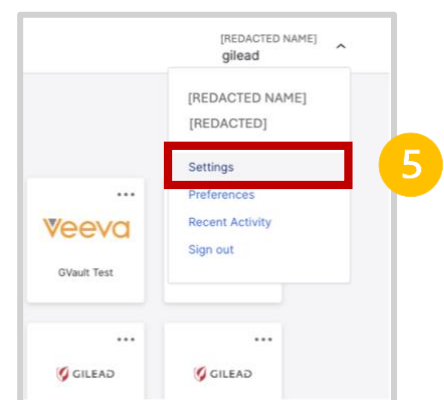


Figure 78

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**.

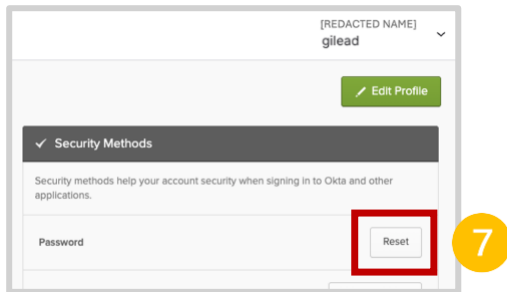


Figure 79

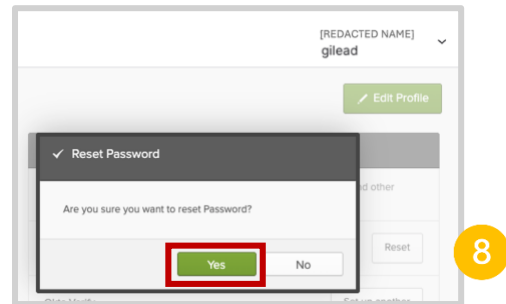


Figure 80

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

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

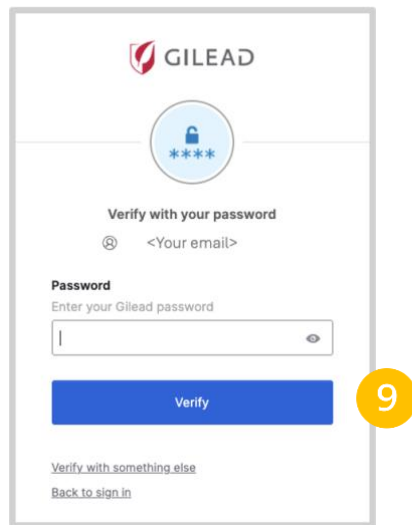


Figure 81

9. Enter password again.

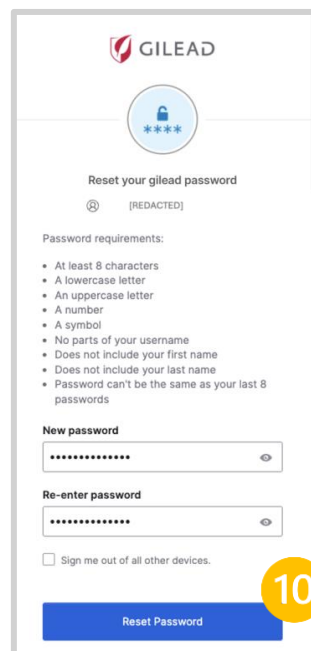


Figure 82

10. Enter and confirm your new password

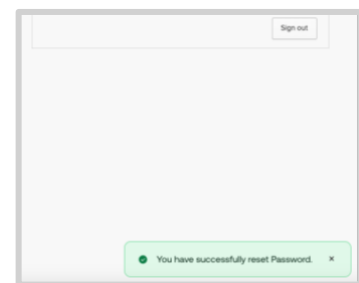


Figure 83

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.

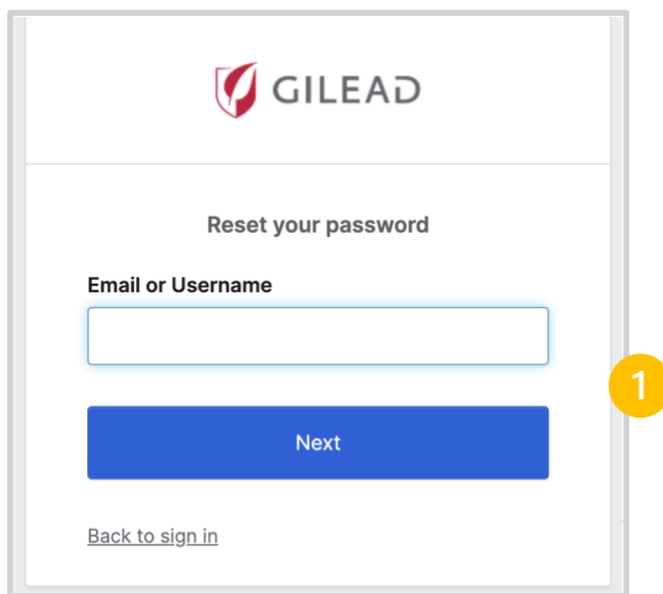


Figure 84

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

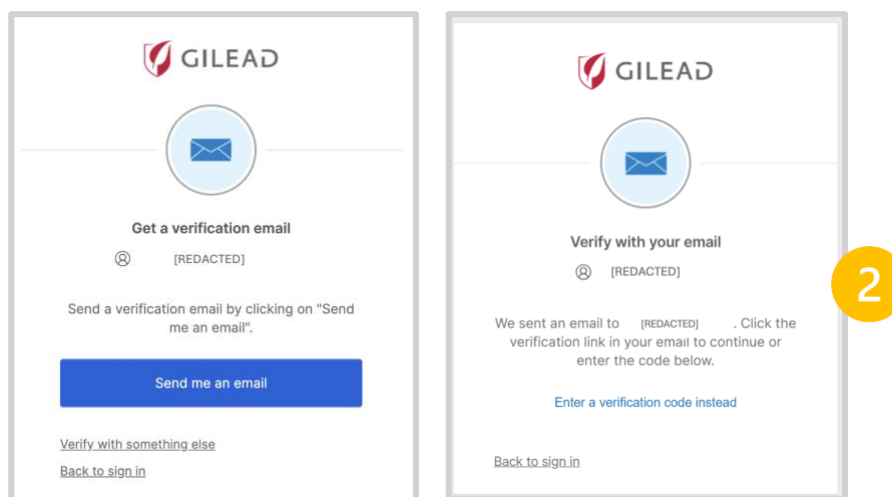


Figure 85

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

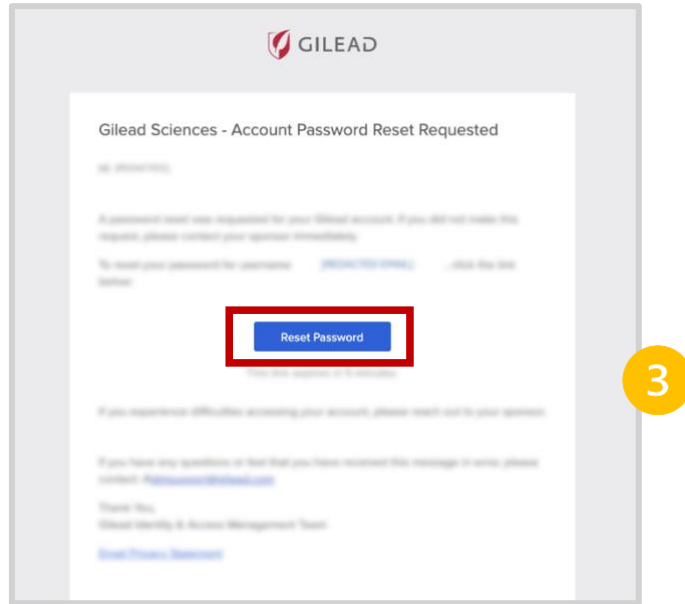


Figure 86

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

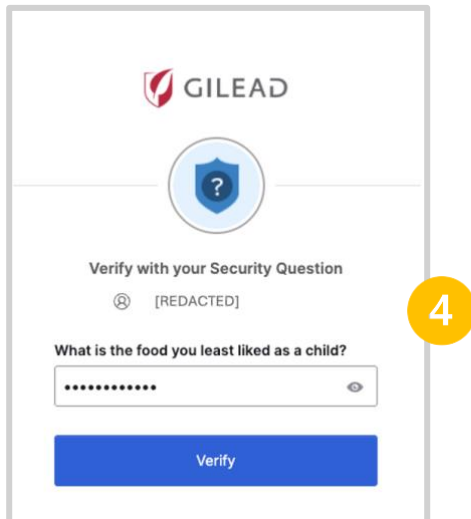


Figure 87

4. Answer your security question.

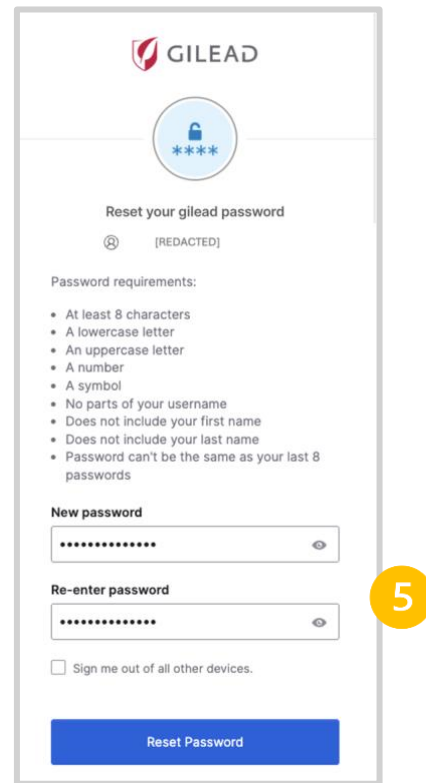


Figure 88

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**.

Gilead

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

1 johndoe@partners.gilead.com

☐ Remember me

2 Next

[Need help signing in?](#)

Figure 89

Gilead

Verify with your password
johndoe@partners.gilead.com

Password
Enter your Gilead password

3

4 Verify

[Back to sign in](#)

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**.

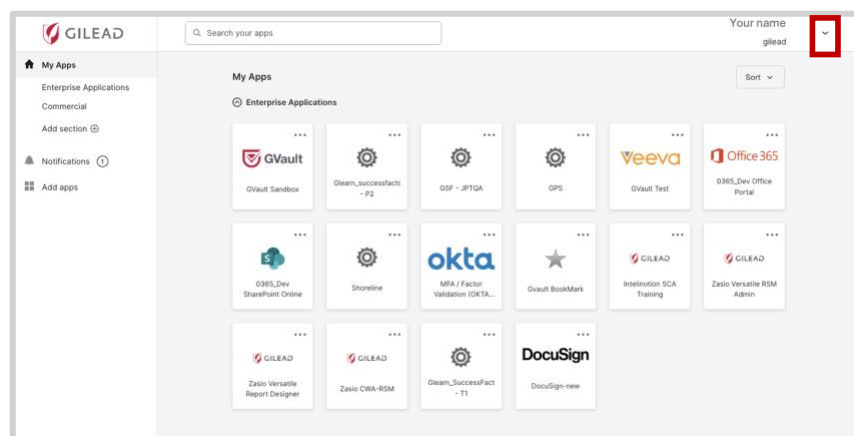


Figure 92

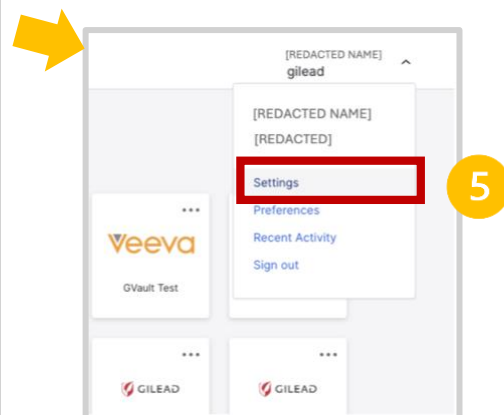


Figure 93

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**.

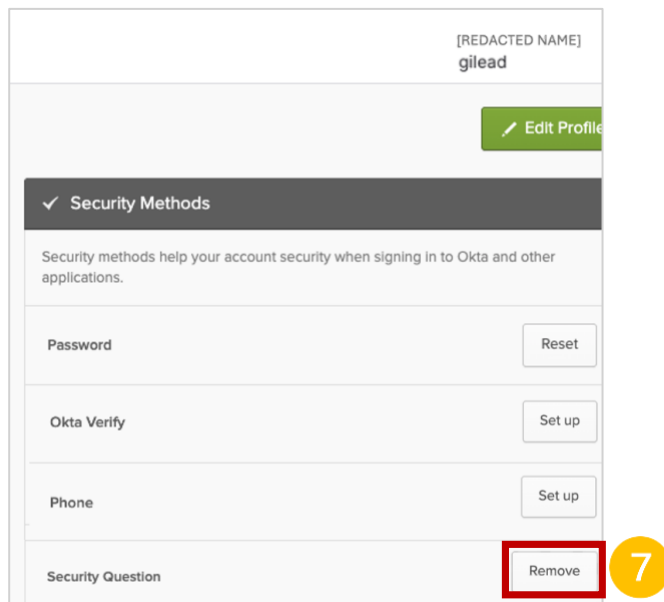


Figure 94

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

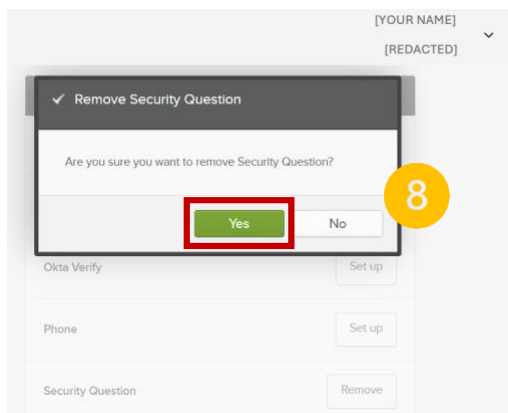


Figure 95

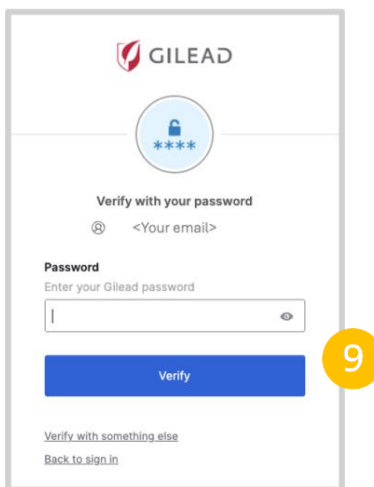


Figure 96

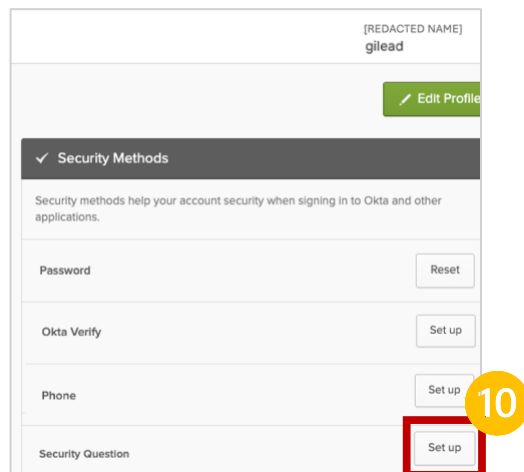


Figure 97

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.
