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1 Register your Phone

Site Users who have already registered in SIP can use the instructions below to setup or manage their phone for One Time Password (OTP). OTP provides additional security and simplifies the process of resetting a forgotten password. Site Users who have already registered in SIP need to log on to Exostar.

1.1 Access Exostar Account

1. To log on to Exostar, click the URL <https://secureaccess.exostar.com>.

Log In

Email or User ID

Use the Email or User ID registered with your Exostar account

[Need help?](#)

NEXT

2. On the **Login** page, in the **Email** box, enter your User ID or email.

yadhuroshan.sundaresan@cognizant.com

Enter Your Password

Password

This is your Exostar account password

[Use a different email or user ID](#)

[Forgot password?](#)

NEXT

3. In the **Password** box, enter the password, and then click **NEXT**.

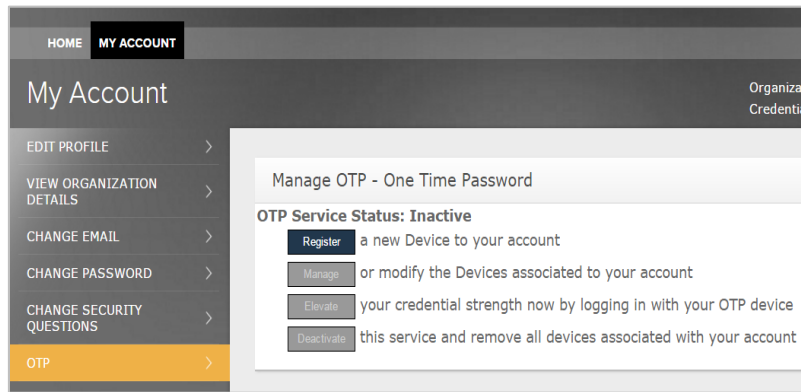
1.2 Manage OTP – One Time Password

1. On the **My Account** page, in the left navigation pane, click **OTP**.
2. In the **Manage OTP – One Time Password** section, click **Register** to register a new device to your account.

For a detailed description on each activity explained in this Job Aid, refer to the [SIP Site User Online Help](#).

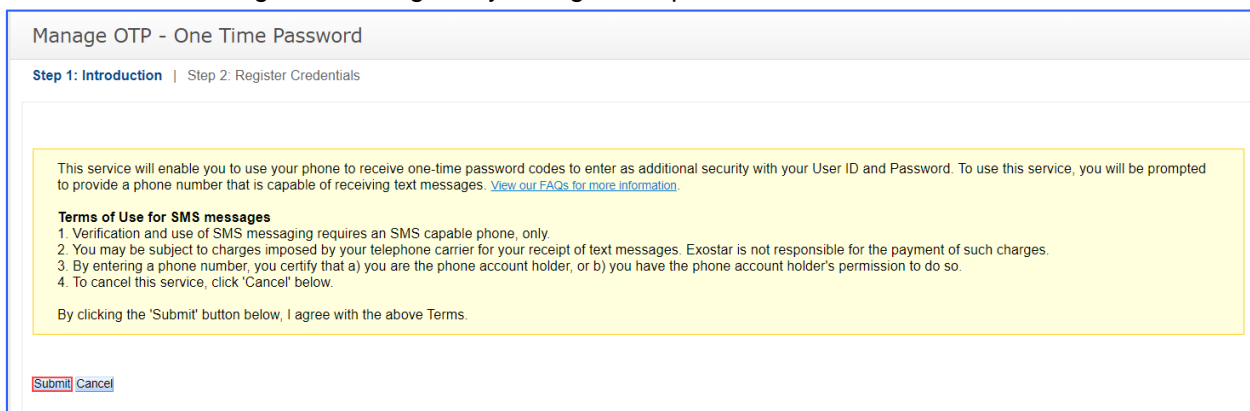
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1.3 Register your Phone

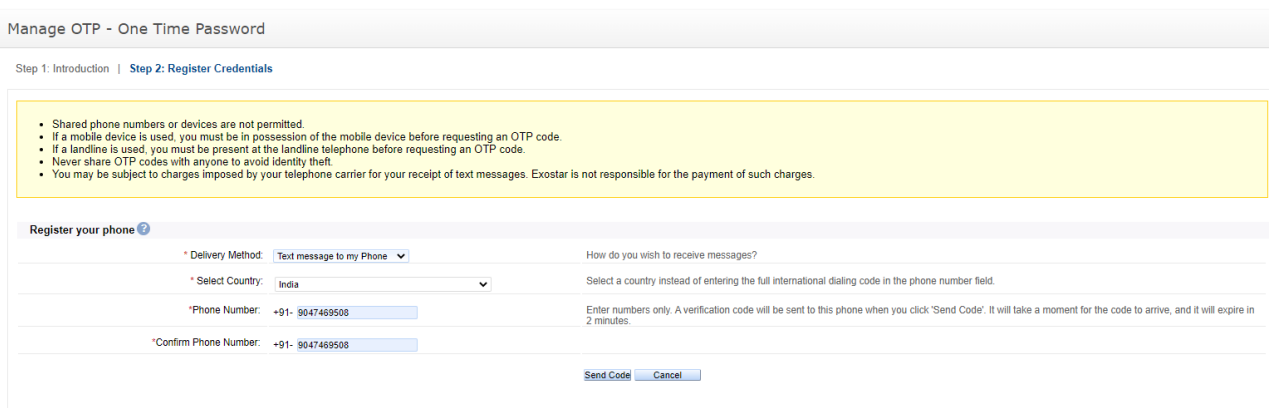
3. On the **Manage OTP – One-time Password** page, in the **Step 1: Introduction** tab, review all Terms and Policies for receiving text messages to your registered phone.



4. Click **Submit**. The Register Credentials page appears.

1.4 Register Credentials

1. In the **Step 2: Register Credentials** tab, under **Register your Phone** section, select or enter the required details.



1. In the **Delivery Method** drop-down list, select the delivery method for receiving the OTP. In the **Select Country** drop-down-list, select your country.
2. In the **Phone Number** box, type your phone Number.

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- In the **Confirm Phone Number** box, type your phone number again.
- Click **Send Code**.

*The OTP code expires within two minutes. To regenerate the code click **Resend Code**.*

*In the **Verification Code** box, type the OTP code and click **Submit**.*

- A verification code is sent to your registered phone.
- In the Verification Code box, type the OTP code received on your phone.
- Click **Submit**.

Step 1: Introduction | Step 2: Register Credentials

- Click **Complete**. The phone number is now registered.

1.5 Manage Phone Number

The following steps can be used to add or remove phone numbers, change delivery methods, or revoke the OTP feature altogether.

- On the **Manage OTP – One-time Password** page, click **Manage**.

- Under the **Manage Phones** section, click **Add Phone**.

Manage Phones				
Phone Number	Delivery Method	Status	Actions	
+1-7329129189 [Default]	Text message to my Phone	Change	Active 03 May, 2017 11:49 PM ACST	Delete Phone
Add Phone				

- To set the default phone number, in the **Manage Phones** section, in the **Phone Number** column, click **Set as Default** next to the phone number.

Manage Phones				
Phone Number	Delivery Method	Status	Actions	
+1-7329129189 [Default]	Text message to my Phone	Change	Active 03 May, 2017 11:49 PM ACST	Delete Phone
+1-9082401077 Set as Default	Text message to my Phone	Change	Active 03 May, 2017 11:59 PM ACST	Delete Phone

- To delete a phone number, in the **Manage Phones** section, in the **Actions** column, click **Delete Phone**.
- To revoke the OTP feature, click **Revoke**. After you revoke the OTP feature, you cannot use the phone to reset your password and will need to register again for availing this service.

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Manage OTP devices

Last Authentication Date: _____ Renew

Manage Phones

Phone Number	Delivery Method	Status
+1-7329129189 [Default]	Text message to my Phone Change	Active 03 May, 2017 11:49 PM ACS

[Add Phone](#)

[Revoke](#) [Cancel](#)

For a detailed description on each activity explained in this Job Aid, refer to the [SIP Site User Online Help](#).

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