

**RE:SOURCES** 

Lion Login External Accounts

Information for Publicis Groupe Clients, Vendors, and Contractors

# **Contents**

- **01** Lion Login External (LL-EXT) Overview Account information, Security Requirements, Getting Help
- 02 Account Setup & Self-Service Password Reset (SSPR) First time sign-in, Multi-Factor Authentication Setup, and Password Reset

**03** Using Multi-Factor Authentication (MFA) Verify your identity MFA







Lion Login External (LL-EXT) Overview

# Account information, Requirements, Getting Help

### What is Lion Login?

Publicis Groupe's internal username and password system is called Lion Login. It is sometimes shortened to "LL" or "LLID."

"Lion Login External" (LL-EXT) accounts are issued to Groupe clients, vendors, or contractors who require secure access to internal Groupe technologies.

Depending on the system you are using, you may be asked for just your username or your full Lion Login ID.

Username —

### jsmith123@partners.publicisgroupe.net

Full Lion Login ID

# **LL-EXT Security Requirements**

Publicis Groupe takes security very seriously. To protect our systems, agency work-product, and confidential client data, there are security measures in place for Lion Login External Accounts.

- Your strong passwords must be changed every 90 days.
- Publicis Groupe uses Multi-Factor Authentication (MFA) to verify your identity to login to our VPN or the Password Reset site.
- After you receive your account details, you need to register for both the Self-Service Password Reset and MFA service.

## **Getting Help**

The Publicis Groupe employee(s) you work with can raise issues or request technical assistance on your behalf.





SETUP: Self-Service Password Reset Site ACCOUNT SETUP & SELF-SERVICE PASSWORD RESET

# **Account Setup & Registration**

Your Agency Point of Contact will provide your new Lion Login External (LL-EXT) credentials, including a temporary password.

After you receive your credentials, you need to

- 1. Register your account and verify your email address.
- 2. Set up your account to use Self-Service Password Reset (in case you forget or need to change your password in the future, follow the steps on site).
- 3. Enroll you account with Multi-Factor Authentication (MFA) using Microsoft Authenticator (Recommended for VPN User's) or Security Questions.

# B Microsoft Authenticator

#### Microsoft Authenticator is required if you use VPN to connect the Publicis Groupe network.

We recommend downloading Microsoft Authenticator *before* you start setup and registration. The app is required for MFA enrollment, and and identity verification every time you sign into Publicis Groupe systems.





<u>Visit Microsoft's Authenticator Page</u> to have a download link sent via SMS.





### **Register Your Account and verify your email address**

- 1. Visit <u>https://ssprext.publicisgroupe.net</u> and login using your new LL-EXT Username and Password.
- 2. Click Email ID, Select the email address where your verification code should be sent, and click Continue.
- 3. You will be sent an email with a one-time code. This is used to validate your identity on the next screen.
- 4. Enter the code from the email and click Continue.

| ••• 🗉 < >   | € ssprext.publicisgroupe.net/accounts/authVerify?operation=twoF ♂  | ⊕ ₫ + ©  |
|---|--|----------|
| REISOURCES  |  |          |
| demouser (partners.publicisgroupe.net)  |  |          |
|   | Get a verification code via email<br>Select your email address<br>y*****@tu******.net v  |          |
|   | Cance  | Continue |
| Publicis Groupe Password Notification<br>ADSelfService Plus 2 step Verification<br>To: j.smith@tumbledry.net  | Dinboxmbledry.net 10:02 AM   |          |
| Dear demouser,<br>Please enter this verification code : 33472323 to continue login procer<br>Regards,<br>Idministrator  | 85.  |          |
| Stelahmer The information in this email and any attachments may co-<br>formation that is intended for the addresserie(a) only if you are not the<br>ontified that any disclosure, cooping, distribution, referition or use of the<br>onbibled. When addressed to cur clients or vendors, any information<br>ttachments is subject to the terms and conditions in any governing or<br>nail in error, please immediately contact the sender and delete the e- | e intended recipient, you are hereby<br>he contents of this information is<br>a contained in this e-mail or any<br>ontract. If you have received this e- |          |
|   |  |          |



# Set Up Self-Service Password Reset

- **1**. Accept the disclaimer (one-time only)
- 2. Select the **Click Here** button to complete the enrollment process. **This step is required** so you can update, change, or reset your password in the future.
- 3. Follow the on-screen instructions carefully.

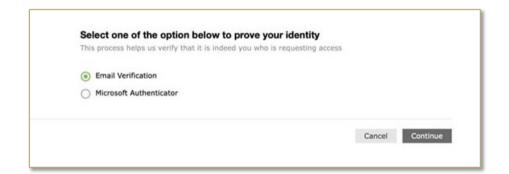
|   | STIRING<br>Disclaimer : Publicis Groupe   |
|---|---|
| this system is constantly monitore<br>using this system are subject to I<br>use this system and the monitorin | I authorized users for Publicis Groupe designated users only. You should note that<br>to ensure that is functioning properly and secure/, Consequently, Individuals<br>having all of their activities monitored and recorded by system personnel. If you<br>og your activities reveals evidence of possible abuse or criminal activity, system<br>of such monitoring to appropriate officials including law enforcement agencies to |
| I, Acknowledge  |   |
|   | Cancel Accept   |
|   | Cancel Accept   |
|   |   |
|   |   |
| me! This portal offers you t  | he power of password self-service!  |
|   | he power of password self-service!<br>ecurely reset your machine password without help desk assistance.   |



### **Enroll for Multi-Factor Authentication**

Multi-Factor Authentication (MFA) is similar to two-factor authentication methods you may be familiar with. MFA allows you to verify your identity when you sign into the SSPR website or VPN.

- 1. Select your preferred verification method for MFA.
  - a) If you use a VPN, you must select Microsoft Authenticator.
  - b) If you don't use a VPN, you can select either Email or Microsoft Authenticator
- 2. Click continue.
- 3. Follow the on-screen instructions *carefully* to complete your enrollment.



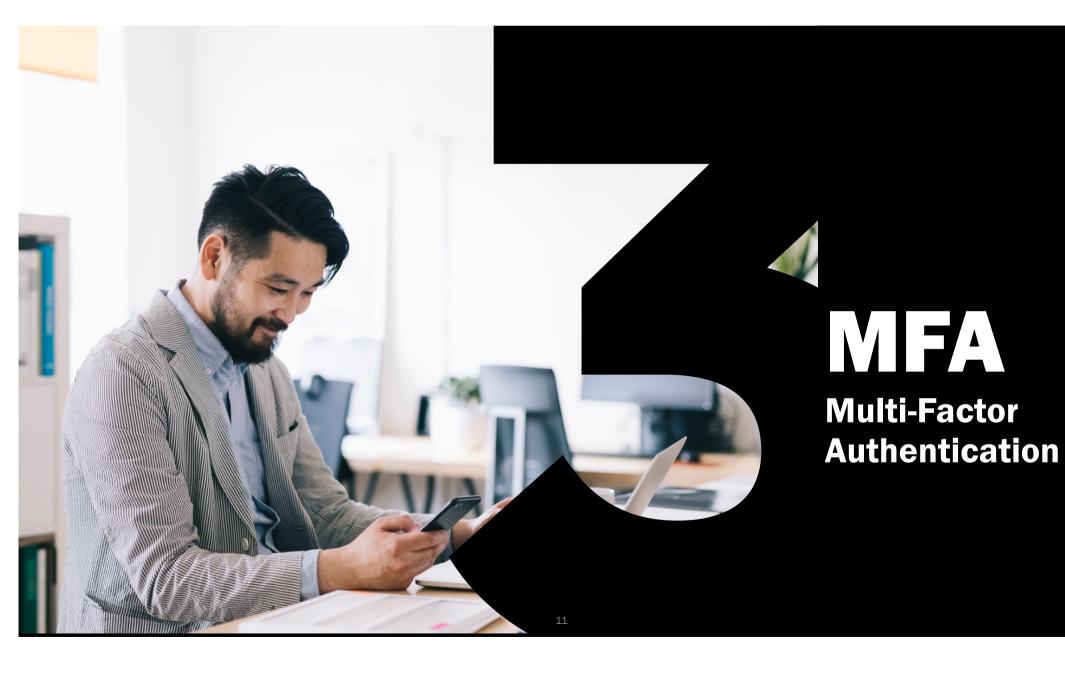


### To change or reset your password, or update MFA settings

- 1. Visit <u>https://ssprext.publicisgroupe.net/</u>
- 2. If you know your password and want to change it, click the Change Password tab.
- 3. If you forgot your password, use the Forgot your Password link to reset it.
- 4. Like other very secure online systems, you will receive an authentication code via email or through Multi-Factor Authentication.
- 5. Enter the code and follow the instructions carefully, paying close attention to the password requirements displayed on the screen.

| Change Password ②    |   |
|----------------------|---|
| Old Password         |   |
| New Password         |   |
| Confirm New Password |   |
|                      | <ul> <li>Minimum length should be at least 8</li> </ul>                           |
|                      | <ul> <li>Number of special characters to include 2</li> </ul>                     |
|                      | <ul> <li>Must start with an uppercase alphabet or a lowercase alphabet</li> </ul> |
|                      | <ul> <li>Must contain at least 1 upper case character(s)</li> </ul>               |
|                      | <ul> <li>Number of numerals to include 1</li> </ul>                               |
|                      | <ul> <li>Must not be a palindrome</li> </ul>                                      |
|                      | - Must not contain any character more than 2 times consecutive                    |
|                      | <ul> <li>Must not have 5 consecutive character(s) from username</li> </ul>        |
|                      | <ul> <li>Must not contain restricted patterns <u>List</u></li> </ul>              |
|                      | <ul> <li>Must contain at least 1 lower case character(s)</li> </ul>               |
|                      | Change Password Cancel  |





# **Using Multi-Factor Authentication**

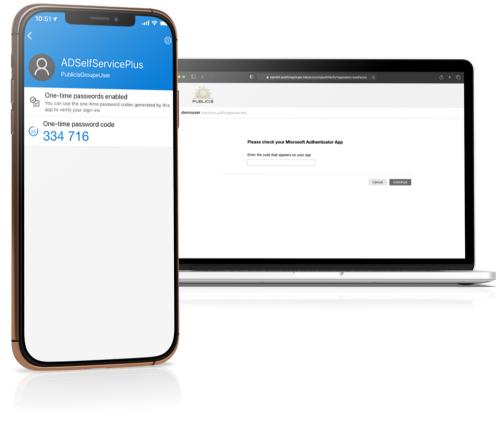
### What is MFA and how does it work?

Multi-Factor Authentication (MFA) increases the Groupe's verifying your identity when you sign into Groupe systems like the VPN or Self-Service Password Reset site.

Keep your phone nearby. You will be prompted to enter a sixdigit code displayed inside the Microsoft Authenticator App.

#### **Protect Your Personal Accounts Too!**

Microsoft Authenticator can be used for your personal accounts on sites that offer two-factor authentication. For example, Twitter, Amazon, Facebook, and Twitch.





EXCELLENCE THROUGH PARTNERSHIP

# **MFA Troubleshooting Suggestions**

### **Problems activating MFA**

- Ensure your mobile device connects to the internet.
- Power your mobile device down, turn it back on and try again.
- Uninstall Microsoft Authenticator and re-install from your mobile device's store.
- When scanning the QR code, make sure your camera lens is clean.

#### **Problems with the 6-Digit Code**

- The code changes every 30 seconds. Wait for it to change once and try again.
- If the code still doesn't work, restart your computer, clear your browsing history, and try again.

