



Bechtel Partner Access User Guide

IMPORTANT: For help with this process, please contact the IS&T Service Center or your local IS&T support group:

IS&T Service Center
Phone: +1-571-392-6767
US Only +1 (800) 981-5251
Email: ISTSC@bechtel.com

NS&E HELPDESK (NSE EMPLOYEES ONLY)
+1-865-220-2991 (BSII – Oak Ridge)
+1-703-429-6600 (BSII – Reston)
Email: okrhelp@bechtel.com
or rebhelp@bechtel.com

Table of Contents

1	Instructions for Registration and Initial Access.....	2
2	How to logon to BPA Applications.....	2
2.1	First time login to BPA.....	3
2.2	Login to BPA.....	5
3	Selecting the Application to Login.....	7
4	How to Change MFA method.....	8
5	How to update MFA phone number.....	8

1 Instructions for Registration and Initial Access

If the user does not have account to access the Bechtel Partner Access, you need to send email to following address.

For Bechtel Corporate: ISTSC@bechtel.com

For Bechtel NS&E: okrhel@bechtel.com or rebhel@bechtel.com

Provide the following information in the email.

First Name, Last Name, Email Address (that is going to use as User ID and for MFA purpose), Bechtel Sponsor Name and email address, Application that user want to access and User Company name.

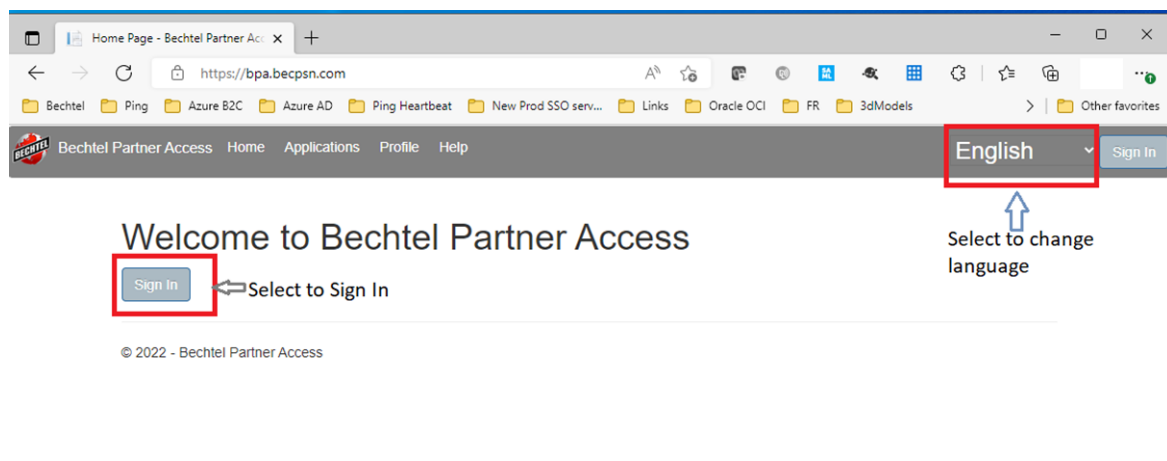
2 How to logon to BPA Applications

To logon to the application, use the browser to access the following URL
<https://bpa.becpsn.com>

Select the Sign In button to start the login process. BPA website use the browser default language to display the information. To change the language of the browser, take the following below steps.

For Edge browser type or copy edge://settings/languages and then select Add languages button.

For Chrome browser type or copy chrome://settings/languages and then select Add languages button.



When the Sign In button is selected for login, user will be presented with the below screen. If user is login first time, select the “**Forgot your password or first time login?**” link otherwise enter the user Id and password and then select Sign in button.



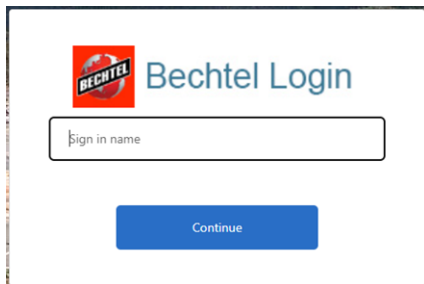
Bechtel Partner Access (Prod). Sign in with your user name or email

Forgot your password or first time login?

This system is provided for authorized Bechtel business purposes. Access is restricted to authorized users. Users of Bechtel's information and computing resources are required to sign the Access and Use Agreement, which can be found at aua.becpsr.com. Support Contact International: +1-571-392-6767 US & Canada: (800) 981-5251 E-Mail: ISTSC@Bechtel.com Download [Bechtel Partner Access User Guide](#)
© 2022 Bechtel Corporation. All rights reserved.

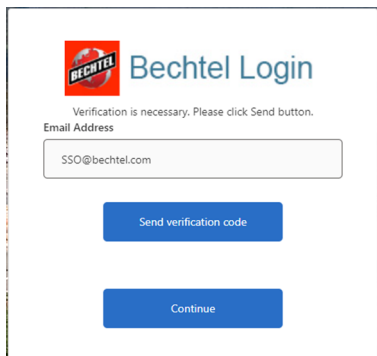
2.1 First time login to BPA

If the user selected “Forgot your password or first time login?” below screen will be presented and user needs to enter the email address of the account that is registered in Bechtel BPA and then select Continue button.



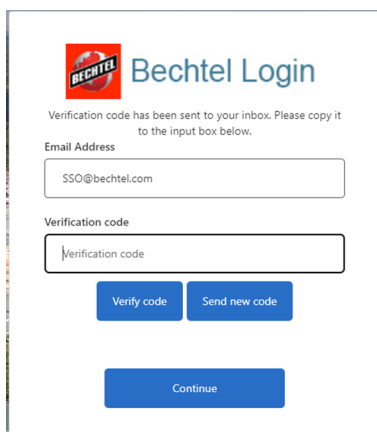
Bechtel Corporation

After the verification of the email address below screen will be presented and user will be ask to verify the email address by selecting Send verification code button. Bechtel BPA login prosses will send a Code to the user's registered email address.



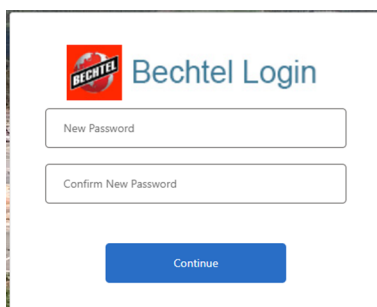
The screenshot shows the Bechtel Login interface. At the top left is the Bechtel logo. To its right is the text "Bechtel Login". Below the logo and title, a message reads: "Verification is necessary. Please click Send button." Underneath this is the label "Email Address" followed by a text input field containing "SSO@bechtel.com". Below the input field are two blue buttons: "Send verification code" and "Continue".

User will need to access the email to retrieve the code and enter it in the below screen. Note, it may take few minutes before email arrive to your inbox of your email account. Once user enter the code select verify code button. If user did not get the email from Bechtel BPA (note it may take few minutes), user can select Send new code button and Bechtel BPA will send the new code by issuing a new email.



The screenshot shows the Bechtel Login interface for entering a verification code. At the top left is the Bechtel logo. To its right is the text "Bechtel Login". Below the logo and title, a message reads: "Verification code has been sent to your inbox. Please copy it to the input box below." Underneath this is the label "Email Address" followed by a text input field containing "SSO@bechtel.com". Below the input field is the label "Verification code" followed by a text input field containing "Verification code". Below the input field are two blue buttons: "Verify code" and "Send new code". At the bottom is a large blue "Continue" button.

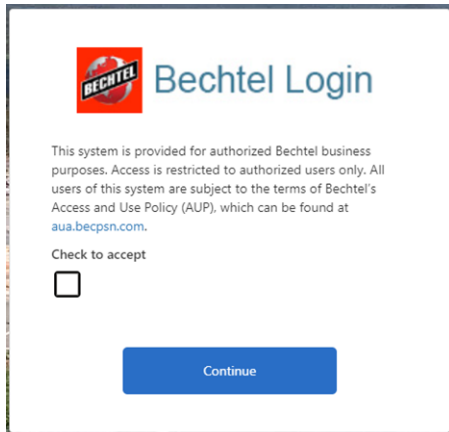
Once the verification code is verified, user will be presented to setup the new password.



The screenshot shows the Bechtel Login interface for setting a new password. At the top left is the Bechtel logo. To its right is the text "Bechtel Login". Below the logo and title are two text input fields: "New Password" and "Confirm New Password". Below the input fields is a large blue "Continue" button.


Bechtel Corporation

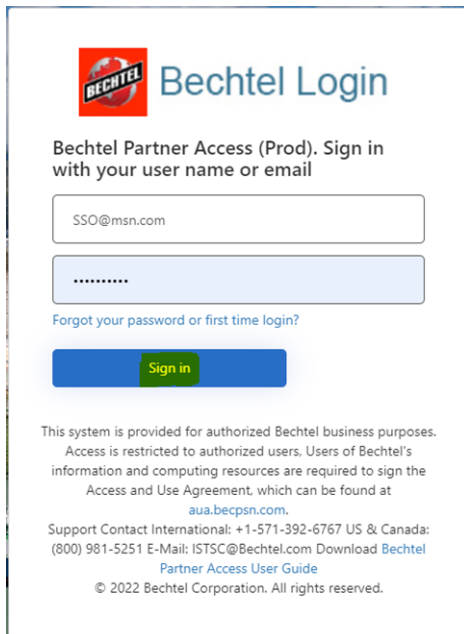
Once the user setup their new password successfully, user needs to accept the Terms of Use before user can proceed to BPA portal by selecting the Check to accept check box.



The image shows a Bechtel Login screen. At the top left is the Bechtel logo. To its right is the text "Bechtel Login". Below the logo and title, there is a paragraph of text: "This system is provided for authorized Bechtel business purposes. Access is restricted to authorized users only. All users of this system are subject to the terms of Bechtel's Access and Use Policy (AUP), which can be found at aua.becpsn.com." Below this text is a "Check to accept" label followed by an unchecked checkbox. At the bottom center is a blue button labeled "Continue".

2.2 Login to BPA

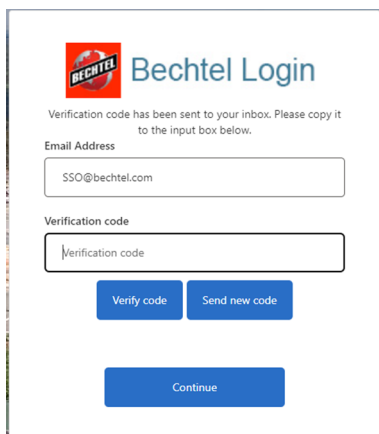
When user will select sign in button  in BPA portal, below login screen will be presented for user to provide User ID and Password.



The image shows a Bechtel Login screen for "Bechtel Partner Access (Prod)". At the top left is the Bechtel logo. To its right is the text "Bechtel Login". Below the logo and title, there is the text "Bechtel Partner Access (Prod). Sign in with your user name or email". Below this text are two input fields: the first contains "SSO@msn.com" and the second contains ".....". Below the input fields is a link: "Forgot your password or first time login?". Below the link is a blue button labeled "Sign in". At the bottom of the screen, there is a paragraph of text: "This system is provided for authorized Bechtel business purposes. Access is restricted to authorized users. Users of Bechtel's information and computing resources are required to sign the Access and Use Agreement, which can be found at aua.becpsn.com." Below this text is the contact information: "Support Contact International: +1-571-392-6767 US & Canada: (800) 981-5251 E-Mail: ISTSC@Bechtel.com Download [Bechtel Partner Access User Guide](#)". At the very bottom is the copyright notice: "© 2022 Bechtel Corporation. All rights reserved."

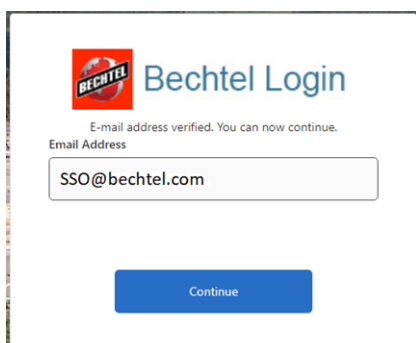
Bechtel Corporation

After successfully pass the User ID and Password challenge, user will be asked to complete the MFA (Multi Factor Authentication) challenge. Depending on the MAF type i.e., email or phone, user will displayed the appropriate screen to complete the challenge. For MFA type email below screen will be presented for the MFA. A verification code will be sent by email to the registered email address of the user. User must copy or type the verification code in the below screen and then press the Continue button.



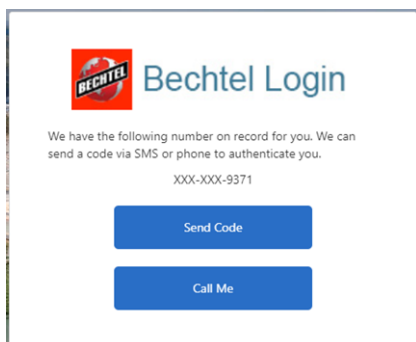
The screenshot shows the Bechtel Login interface for email-based MFA. At the top left is the Bechtel logo. The main heading is "Bechtel Login". Below it, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address" containing "SSO@bechtel.com" and "Verification code" with a placeholder "Verification code". Below the input fields are two buttons: "Verify code" and "Send new code". At the bottom center is a large blue "Continue" button.

After successfully providing the verification code, below screen will be presented with the confirmation. Press continue to complete the login process



The screenshot shows the Bechtel Login interface for email-based MFA confirmation. At the top left is the Bechtel logo. The main heading is "Bechtel Login". Below it, a message states: "E-mail address verified. You can now continue." There is one input field: "Email Address" containing "SSO@bechtel.com". At the bottom center is a large blue "Continue" button.

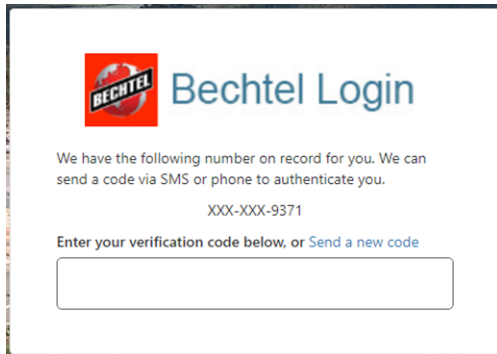
For users with MFA type phone, below screen will be presented with the option to get a verification code via text message or a phone call verification.



The screenshot shows the Bechtel Login interface for phone-based MFA. At the top left is the Bechtel logo. The main heading is "Bechtel Login". Below it, a message states: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." Below the message is a phone number: "XXX-XXX-9371". There are two buttons: "Send Code" and "Call Me".

Bechtel Corporation

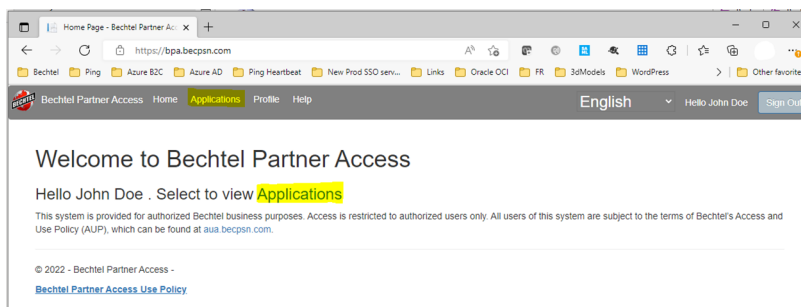
If the user selects send code button, a text message with a verification code will be sent to the registered phone number. User need to enter the verification code in the below screen.



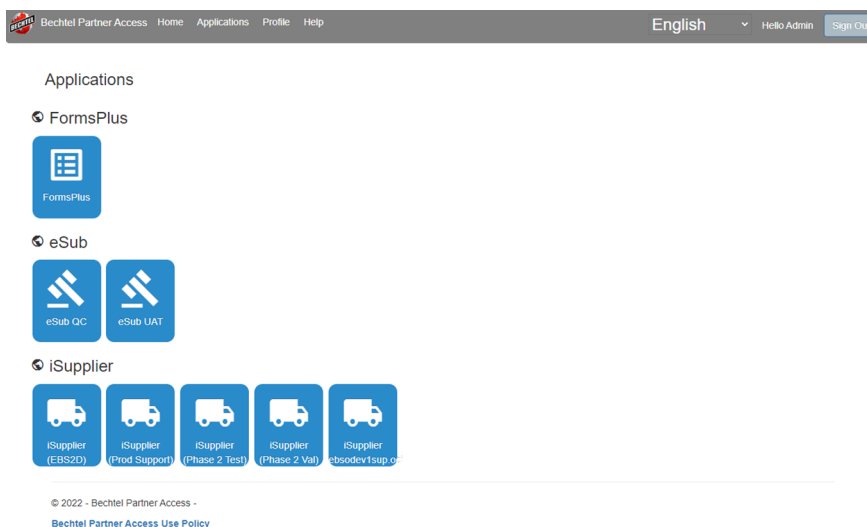
Once the user will provide the correct verification code or answer the call successfully, the login process will be completed.

3 Selecting the Application to Login

After successfully login to BPA portal, select Applications link to view the applications available for you to access. Note If you do not find the application in the list, please contact the help desk for assistance.

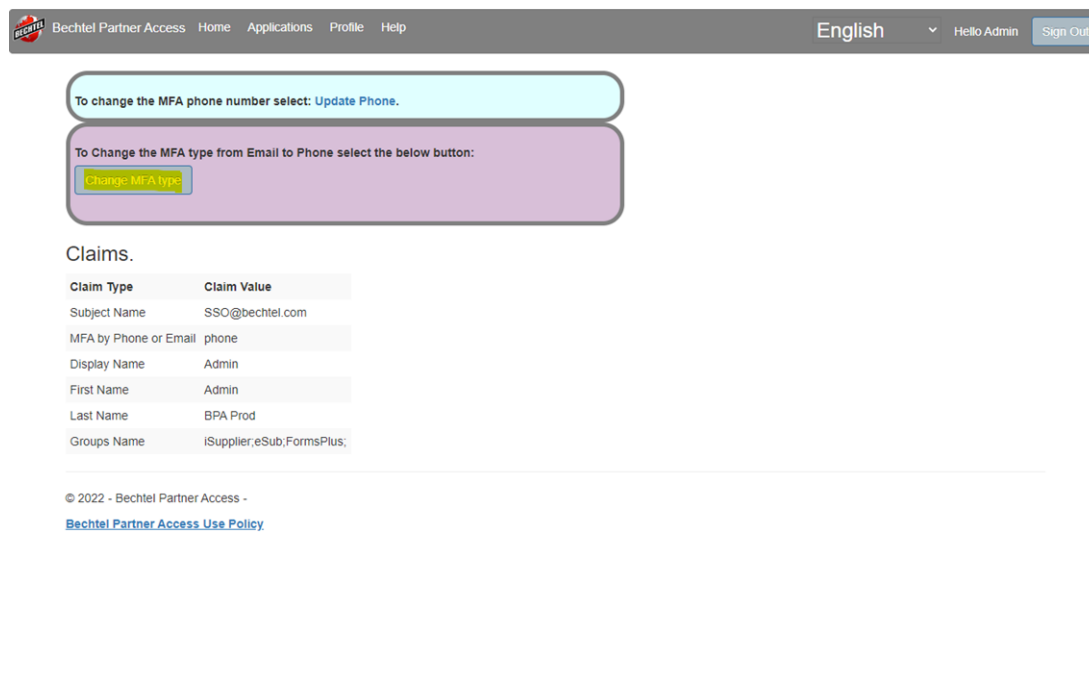


Select the application you wish to access from the list.



4 How to Change MFA method

To change the MFA type between email and phone, user can select Change MFA type button to toggle between email or phone. User will be prompted the new MFA type during the next login process.



5 How to update MFA phone number

If user want to update a new phone number for the MFA, select Update Phone link to start the user flow to update new phone number.

