Bechtel Corporation

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

ENERGY

INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

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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: okrhelp@bechtel.com or rebhelp@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 prosses. 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.
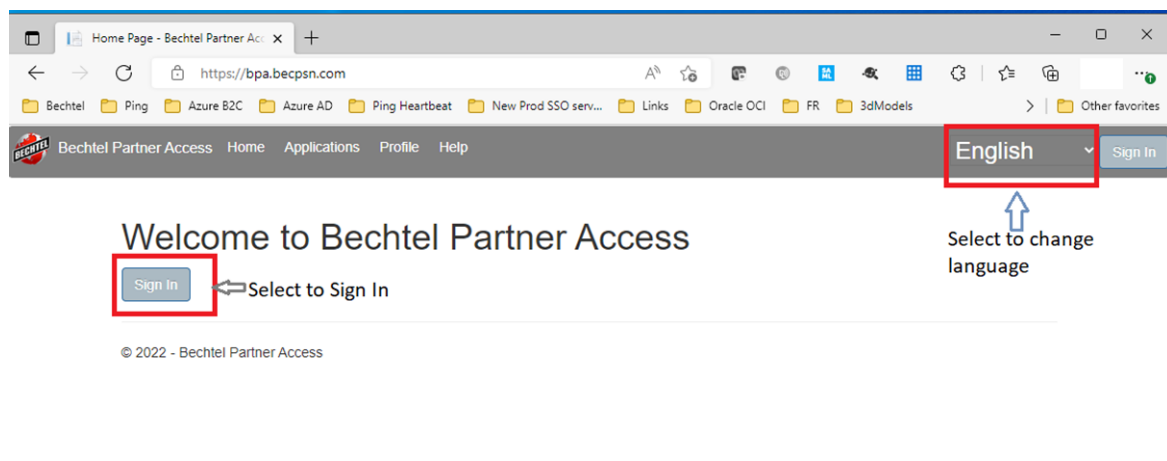
When the Sign In button is selected for login, user will be presented with the below screen. If user is login first time, select the "Forgot your password or first time login?" link otherwise enter the user Id and password and then select Sign in button.
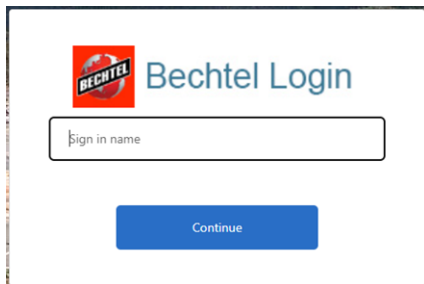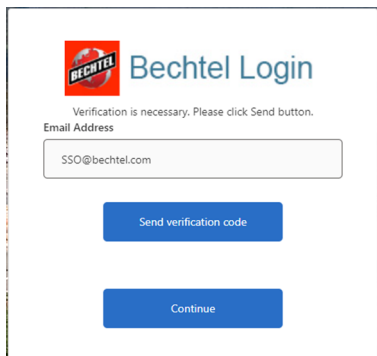
2.1 First time login to BPA

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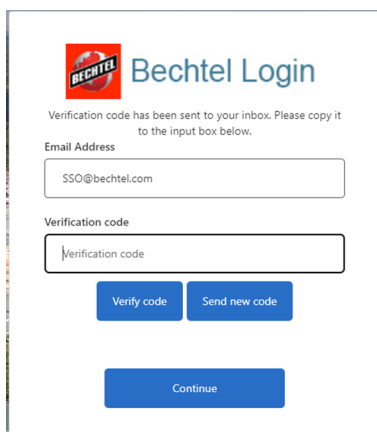
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After the verification of the email address below screen will be presented and user will be ask to verify the email address by selecting Send verification code button. Bechtel BPA login prosses will send a Code to the user's registered email address.
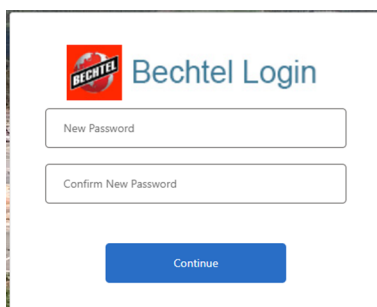

User will need to access the email to retrieve the code and enter it in the below screen. Note, it may take few minutes before email arrive to your inbox of your email account. Once user enter the code select verify code button. If user did not get the email from Bechtel BPA (note it may take few minutes), user can select Send new code button and Bechtel BPA will send the new code by issuing a new email.
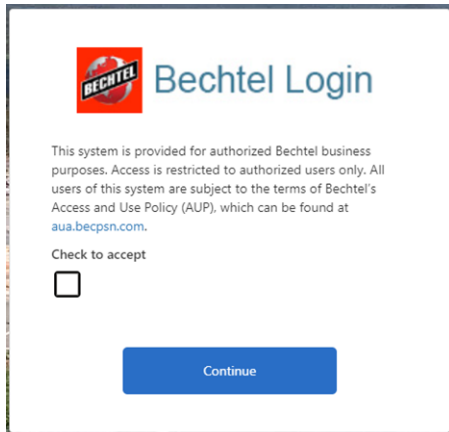
Once the verification code is verified, user will be presented to setup the new password.
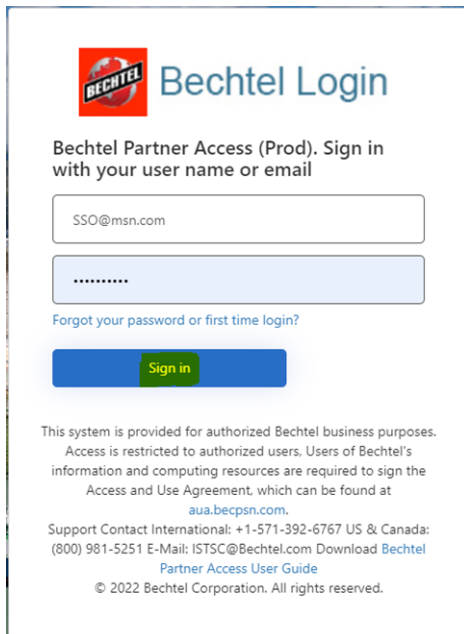
Once the user setup their new password successfully, user needs to accept the Terms of Use before user can procced to BPA portal by selecting the Check to accept check box.
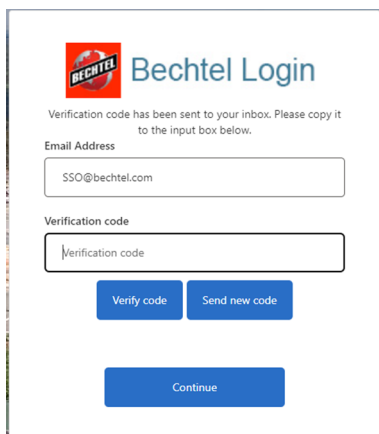
2.2 Login to BPA

When user will select sign in button [Sign In] in BPA portal, below login screen will be presented for user to provide User ID and Password.
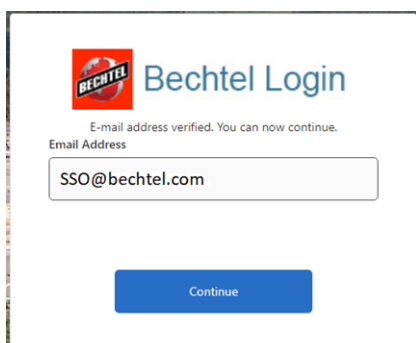
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After successfully pass the User ID and Password challenge, user will be asked to complete the MFA (Multi Factor Authentication) challenge. Depending on the MAF type i.e., email or phone, user will displayed the appropriate screen to complete the challenge. 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.
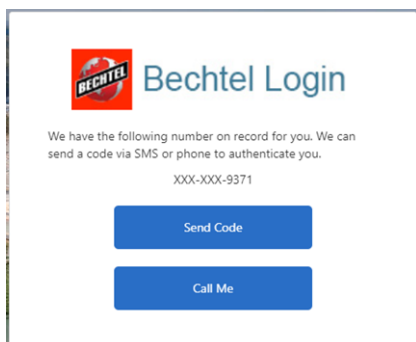

After successfully providing the verification code, below screen will be presented with the confirmation. Press continue to complete the login process
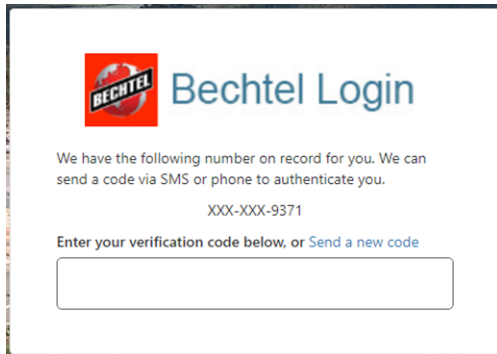

For users with MFA type phone, below screen will be presented with the option to get a verification code via text message or a phone call verification.

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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.
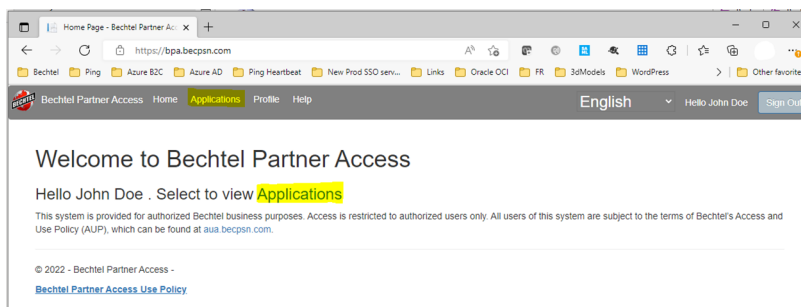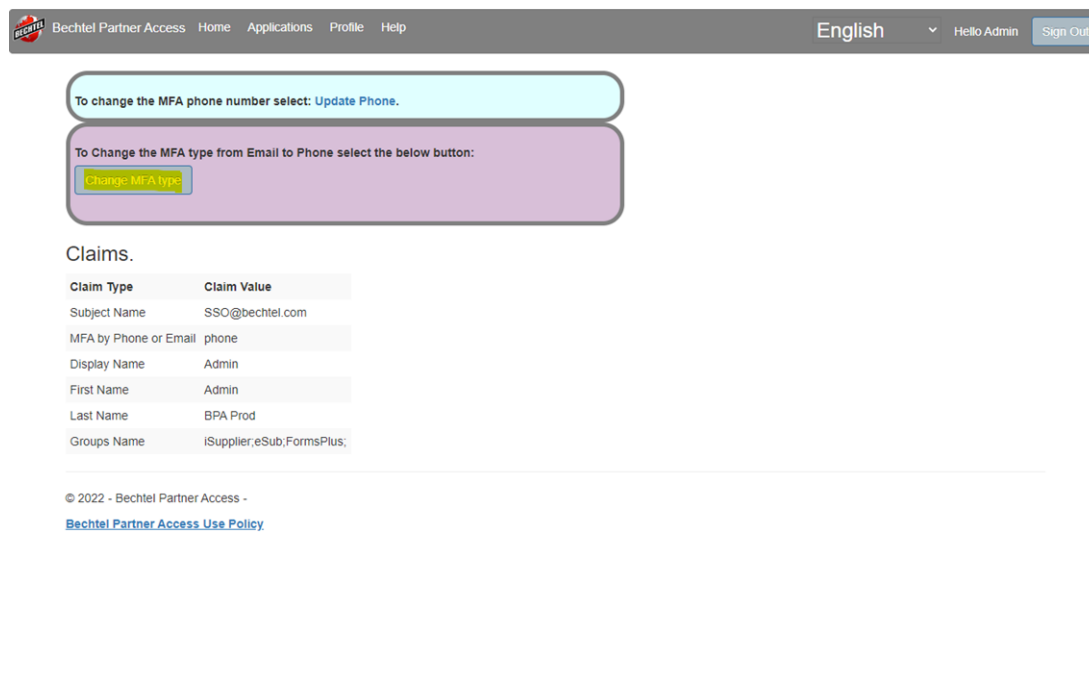

Select the application you wish to access from the list.

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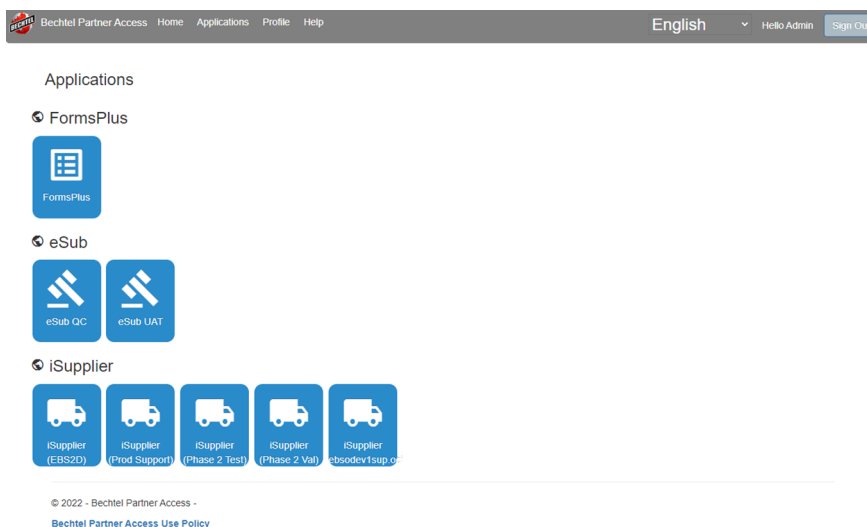
4   How to Change MFA method

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.