



Thomson Reuters: Identity and Password Registration

This guide contains information on setting up your eSSO account, your Password Manager account, and the steps to set up your initial password. This will prepare you to access many Thomson Reuters systems and tools on your first day! *Please, read this entire process before starting.*

Before you begin you will need a few things to complete this process successfully:

- **An internet connected Laptop, Desktop, or Mobile Device** (This needs to be a non-Thomson Reuters issued device)
- **Your employee ID** (You will use this to log into most systems)
 - For Employees it will look like this: 6121234
 - For Contractors and other non-employees, it will look like this: C123456 or X123456
- **Your temporary password** – You should retrieve this from your hiring manager or supervisor
 - This password will be 12 characters long, it will contain UPPER and lower case letters and numbers.
 - It may contain some of the following special characters: ~ ! @ # ^ & * - + = ?

The following process will help you:

- Set up the PingID Multi-Factor Authenticator to help secure our systems
- Set up your Thomson Reuters Password Manager account to help you unlock and reset your password from any internet connected device
- Choose a strong, memorable, unique password so you can get right to work on day one

Step 1:



On your Mobile device **install** the Ping Mobile Authenticator, you can find this in your app store or by using these QR Codes.

Google Play Apple App Store

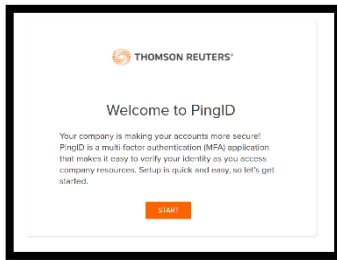
Step 2:

This will bring you to the Ping Login Selector. (Choose the Thomson Reuters option if needed.)

Enter your eSSO Username (for example 6121234 or C123456) and your temporary password. You should reach out to your manager or hiring coordinator to receive these.

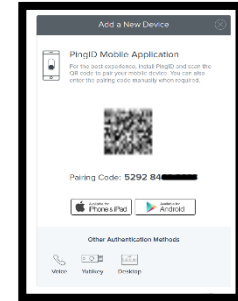
Press Sign On

Step 3:



← This screen will load. Since you installed the app in **Step 1** you can click the START button.

This screen with a QR & pairing code will load. →



Step 4:

On your mobile device launch the PingID app. Read and accept the usage agreement and then accept any capabilities requests that are displayed. The app will need access to your camera as well as location services and biometrics.

Scan the QR code from the pwreset.thomsonreuters.com web page or manually enter the pairing code that is displayed. You will be prompted to authenticate on the app. This may be a biometric (fingerprint/face scan) or a proof of presence confirmation (Slide) to finish the authentication.

Note: If you encounter a failure after this point you can close the browser and re-open the pwreset.thomsonreuters.com web page to retry the authentication, you will not need to re-register the device

Step 5:

Back on your computer this PWRreset registration screen will load.

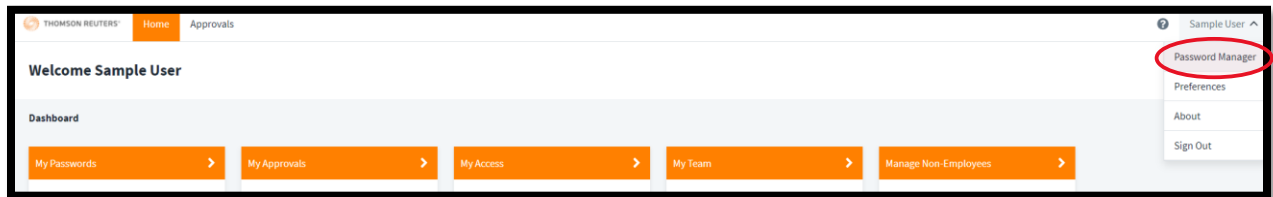
You will be prompted to provide a few recovery proofs; these are used to recover lost passwords and to reset password for locked-out accounts.

If you do not want to provide a personal phone number or e-mail, feel free to enter your work number and Thomson Reuters e-mail address, however this will reduce your ability to recover from lost or locked out accounts.

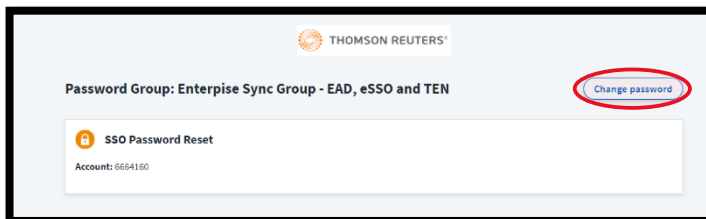
Finally choose three security questions and fill in the answers. **Click Save** once the form has been completed.


Step 6:

The last task to prepare your accounts for use is to set a new password by clicking on your name on the top right-hand corner then choose "Password Manager."



On the next screen you will see an option for the Enterprise Synch group, click "**Change Password**", and enter a new, unique password known Only to you, and click "**Change Password**". (You can find password tips on the next page)



 **Congratulations, your eSSO account has been activated and is ready for use!**

Additional Information

Password Policy Requirements & Suggestions:

Length: 8 or more characters minimum (We recommended to use a longer pass phrase approach, try using a favorite song lyric or quote)

Complexity Requirements: Passwords are required to contain 3 of the following 4 elements (We suggest using a mix of all four)

- UPPER letter (minimum 1)
- Lower case letter (minimum 1)
- Number (minimum 1)
- Special Character (minimum 1)

Allowed Special Characters: ~!@#\$%^&* _-+=`|\(){}[]:;<>.,?/ .

Note: this includes blank spaces, Euro and Pound Sterling symbols

Multi-Factor Authentication (MFA)

Multi-Factor Authentication, or MFA, helps us confirm only valid TR employees access our systems and not impersonators. Using MFA is the best way to strengthen your security when accessing systems both at work and in your personal life. At Thomson Reuters we use MFA to protect our customers and our employees from threats of data breaches, account takeover and ransomware. You can learn more about the basics of MFA by scanning this QR code or visiting the following address.



<https://www.nist.gov/itl/applied-cybersecurity/tig/back-basics-multi-factor-authentication>