



D2S Portal self password reset

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D2S Portal SELF PASSWORD RESET MANUAL





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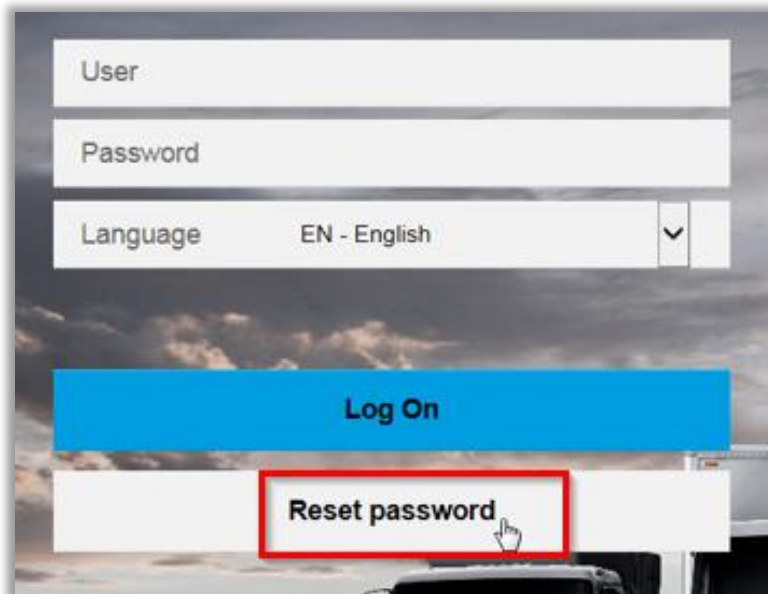


1 Purpose

This document guides Portal users on how to reset the password on their own.

2 Password reset procedure

If user forgets his/her password or the password gets locked after multiple unsuccessful attempts to input correct ones, click “Reset password” as shown in the below screenshot. It will navigate user to a new page where he/she can reset a new password on his/her own.



2.1 Input mandatory information

- ① In Portal login page, click “Reset password” .
- ② It will navigate to “Reset password” page, input user’s ID and registered email address (both are mandatory fields).

Reset Password

*User ID: test123

*Email: [masked]@ [masked].com

- ③ After inputting all required information, click “Submit” button.



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- ④ Password will be reset, the first-half (5 digits) of initial password will be displayed on the screen, the second-half (5 digits) will be automatically sent to the registered email. **(it will take few minutes to receive email)**

Log Detail	
Message Type	Message Description
Information	YOUR FIRST HALF OF INITIAL PASSWORD IS: V5Qyj
Information	YOUR SECOND HALF OF INITIAL PASSWORD WILL BE SENT TO: @.com
Information	Please combine first and second half of initial password while logging on to system.

OK

2017/11/08 (水) 9:56
MFTBC D2S Portal (575-NPM)
[Notification] Completion of password reset

宛先

***** This is an automated email. Please do not reply *****

Dear TEST123,

Your password has been reset Successfully. Please note that First 5 characters of initial password will be displayed in portal screen.

LAST 5 CHARACTERS OF INITIAL PASSWORD IS AS FOLLOWS **Z5JAY**

Please check portal password reset screen, for details

***** このメールは自動的に送信されていますので返信しないでください。*****

パスワードは正常にリセットされました。前半の5文字はPortal画面にてご確認ください

後半の5文字は以下の通りです。 **Z5JAY**

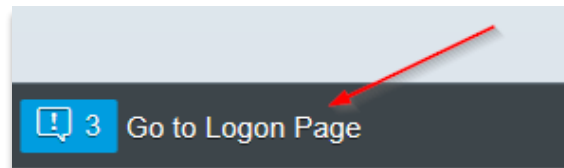
パスワードリセット方法と注意事項の詳細についてはPortalのパスワードリセット画面をご確認ください。



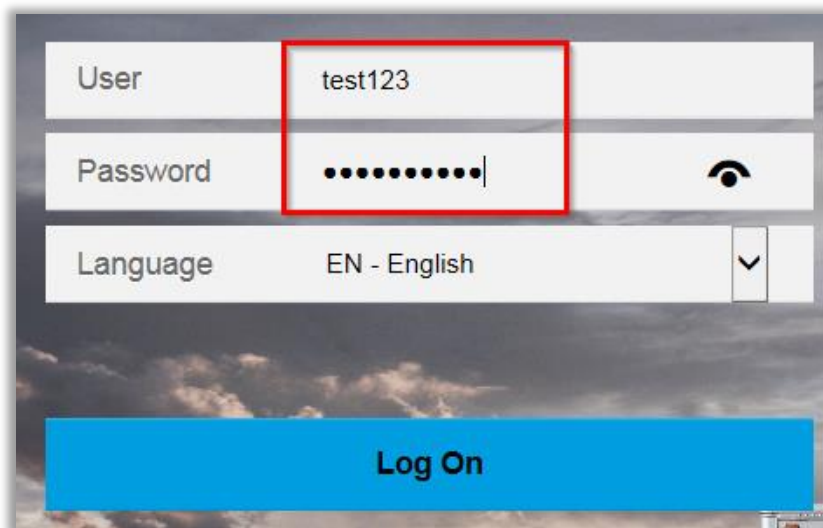
2.2 Set up a new password

Combine first-half (5 digits, displayed on the screen) and second-half (5 digits, automatically sent via email), and set up user's new password as per instructions in the email.

- ① Return to the login screen by clicking "Go to Logon Page".



- ② At login screen, input user ID and initial password (combine first-half and second-half), then click "Log on" button.



- ③ At the first login, initial password will be invalid and user will be asked to set a new password.
 - Old password : the initial password which is a combination of first-half (5 digits displayed on screen) and second-half (5 digits sent to email).
 - New password : a new password of user choice. (please confirm the below password rule)
 - Confirm password : re-enter the new password to confirm if it matches.
- ④ Press "Change" button to complete



User TEST123

Current Password

New Password

Repeat Password |

This is an initial password that must be changed

Change

※ **Password rules**

The new password you define should satisfy below requirements.

- Minimum length - 10 characters.
- Should contain at least one number
- Should not repeat last 12 passwords.
- Should contain at least one letter.
- Should contain at least one special character * !"#@\$%&'()-=~/^|\<>?/_
- Should not contain your first name or last name.

Below error “Password is in exception table” will be displayed if password rule is not satisfied. Continue step 3 and 4 again to complete the password reset.

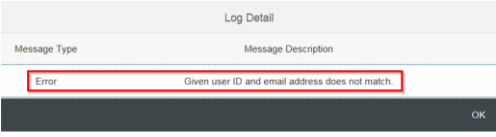
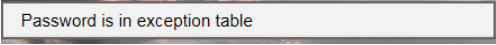
The password must contain at least 1 digits (0-9)

The password must contain at least 1 uppercase characters (A-Z)

The password must contain at least 1 special characters



3 List of error messages

Error content	Explanation	Measure to fix it
<p>Given user ID and email address does not match.</p> 	<p>Email ID entered is not registered in the system.</p>	<ul style="list-style-type: none"> ➤ Check if email (which is already registered) has been typed correctly or not. ➤ In case email ID has been changed, contact business counterpart of FUSO (not Support Desk) and request to update the changes.
<p>Password is in exception table</p> 	<p>New password may have not complied password rules.</p>	<ul style="list-style-type: none"> ➤ Please refer to password rules and try again.