MUFG

Chapter 5
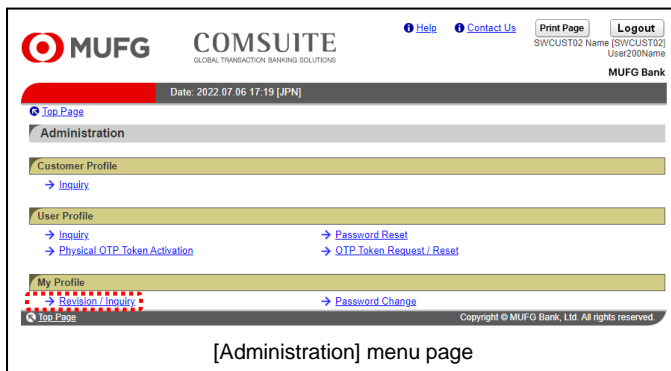# Administration - My Profile

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5-1   My Profile

5-1-1   Inquiry/Revision

This section describes how to inquire about and revise user's own information.

Steps

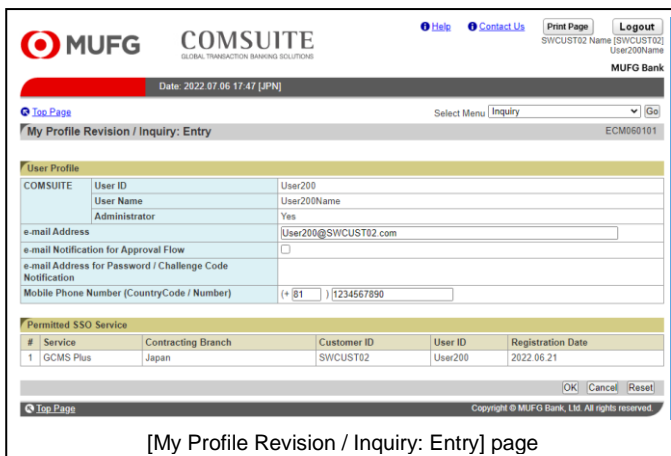**1.   Select the Menu.**

[Administration] menu page

(1)   On top page, select the [Administration] link.

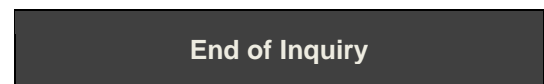The [Administration] link is found on Top Page which appears after login.

(2)   [Administration] menu is displayed. Select [Revision / Inquiry] from [My Profile] section.

2.   Confirm/Revise the contents.

[My Profile Revision / Inquiry: Entry] page
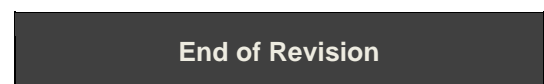
(1)   Confirm the contents.

> **End of Inquiry**

(2) When revising the registered information, enter the contents to revise and click on [OK] button.

For details on each field, see the following "Screen Field Description".

[e-mail Address] and [e-mail Notification for Approval Flow] fields can be revised. Depending on the contract, the entry for [e-mail Address] field cannot be changed.

> **End of Revision**

Screen Field Description

| Field	Description	Remarks
User Profile		
COMSUITE	COMSUITE	
User ID	Displays User ID.	
User Name	Displays User Name.	
Administrator	Displays whether the user is Administrator or User.	Displays one of the following: • Yes: Administrator • blank: User
e-mail Address	Enter an e-mail address.	Max. of 100 alphanumeric characters This address is used to receive the notifications that are listed in "☞ 1-2-6 E-mail/SMS Notification Feature". (Depending on the contract, the field cannot be changed.)
e-mail Notification for Approval Flow	Tick the checkbox to receive the e-mail notification for the approval flow.	Displays one of the following: • ticked: Receive the e-mail notification • unticked: Do not receive the e-mail notification
e-mail Address for Password / Challenge Code Notification	Displays the e-mail address for password/challenge code notification.	This address is used to receive the password or challenge code. (Applicable for users who are notified of the password or challenge code via e-mail.)
Mobile Phone Number (CountryCode / Number)	Displays your mobile number.	Customers using mobile OTP tokens will receive a Passcode Notice (SMS) to this phone number at initial authentication.
Permitted SSO Service		
Service	Displays available services.	
Contracting Branch	Displays Contracting Branch of each service.	
Customer ID	Displays Customer ID for each service.	
User ID	Displays User ID for each service.	
Registration Date	Displays the initial registration date of each service.	

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5-2   Password Change

5-2-1   Change

T This section describes how to change the user's own password.

Steps
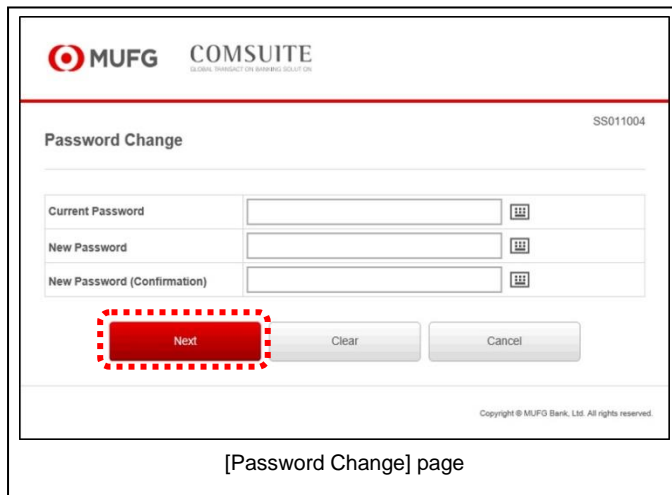
1. Select the Menu.
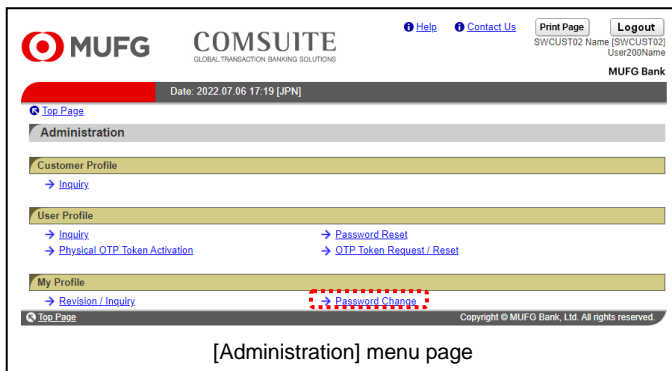
[Administration] menu page

(1) On top page, select the [Administration] link.

The [Administration] link is found on Top Page which appears after login.

(2) [Administration] menu is displayed. Select [Password Change] from [My Profile] section.

2. Change the password.

[Password Change] page

(1) Enter the password you are using now in [Current Password] field.

(2) Enter the new password to set in [New Password] and [New Password (confirmation)] fields.

For details of each field, see the following "Screen Field Description".

(3) Click on [Next] button.

As a security measure, a software keyboard can be used to enter the passwords.
Click on [⌨] in the password entry field to display the keyboard.

Screen Field Description

Field	Description	Remarks
Current Password	Enter the password currently used.	
New Password	Enter the new password to set.	Note:
New Password(confirmation)	Enter the new password to set again.	• Three types of characters can be used for the password: (1) numbers 0-9, (2) alphabets A-Z and a-z (case-sensitive), and (3) symbols (! # $ % & ( ) + - = ? @ _) • Create a password of 8 to 16 characters including all the three types of characters. • The new password must be different from the current password and any of the last three passwords used.

3. The results are displayed.

[Password Change Result] page

(1) Confirm the results.

(2) Click on [OK] button. You will be taken back to COMSUITE Portal Top Page.

End of Password Change