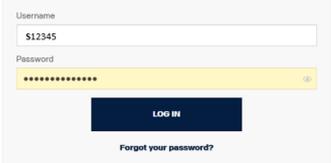
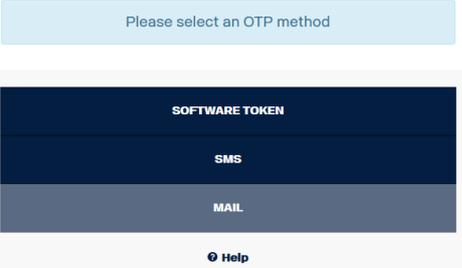
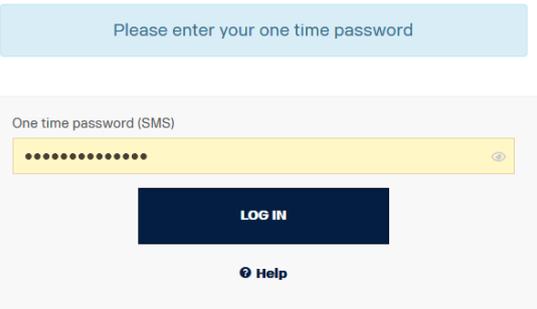


IGA is the management tool for SSP accounts. This guide cover IGA user administration for local Supplier Administrators:

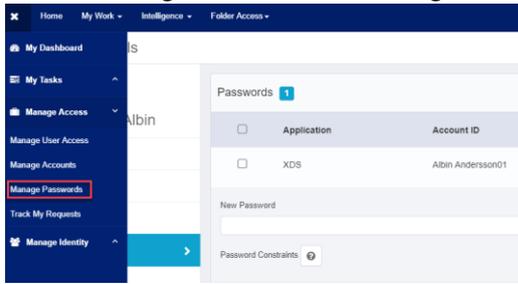
- **How to update the password for a user**

Remember to inform the user to wait a couple of minutes before he/she login so that the system first can process the password update. Also say to the user to delete their web history and cache and preferably use Chrome browser, and to use this link for login: <https://supplier.scania.com>

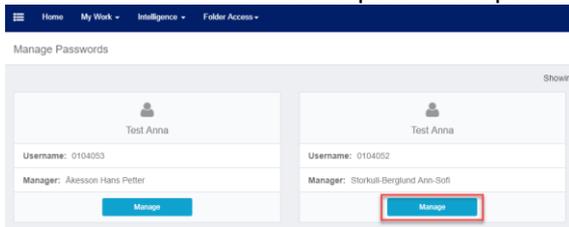
(It may be that the user uses an old link/short cut and then there may be an error when logging in.)

Step	View and description
<h2><u>How do I update PASSWORD?</u></h2>	
<p>1</p>	<p>Go to https://iga.scania.com Sign in with your "Username/Id and Password."</p> 
<p>2</p>	<p>After above login, you need to do a two-factor authentication. Choose to receive the one-time password via SMS.</p> 
<p>3</p>	<p>Fill in the one-time password you received via SMS.</p> 

4 Go to “Manage Access” and “Manage Passwords”.



5 Choose the User who need a password update and “Manage”.



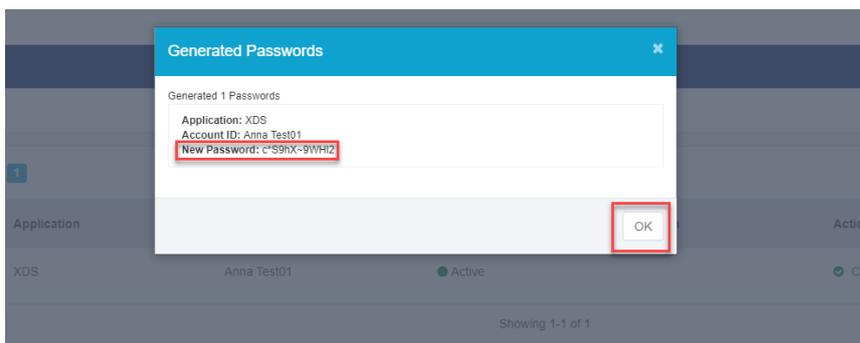
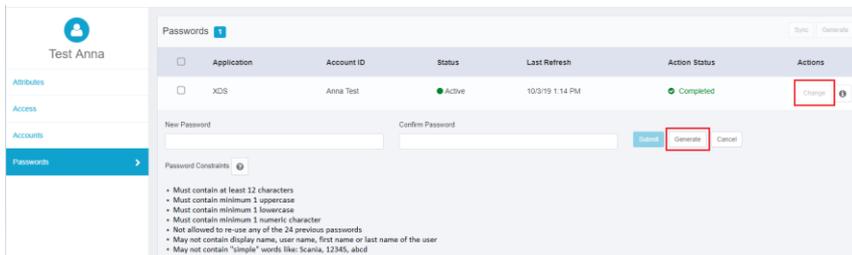
6 Click “Generate”, to get a password automatically.
Copy the password and share it with the user by sending it in an email.
Click “OK”.

NOTE1

The password is confidential and should be treated with caution.

NOTE2

Recommendation is to ask the user to update the password by themselves as soon as possible.



You have now successfully updated the password for an user!

Remember to inform the user to wait a couple of minutes before he/she login so that the system first can process the password update. Also say to the user to delete their web history and cache and preferably use Chrome browser, and to use this link for login:

<https://supplier.scania.com>

(It may be that the user uses an old link/short cut and then there may be an error when logging in.)