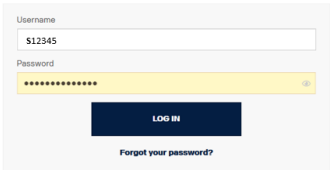
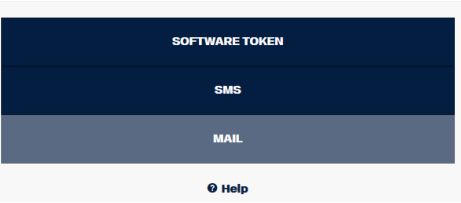
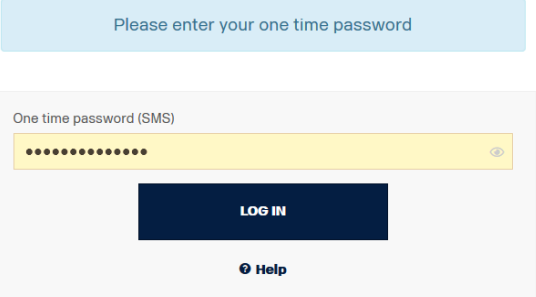


IGA is the management tool for SSP accounts. This guide cover IGA user administration for local Supplier Administrators:

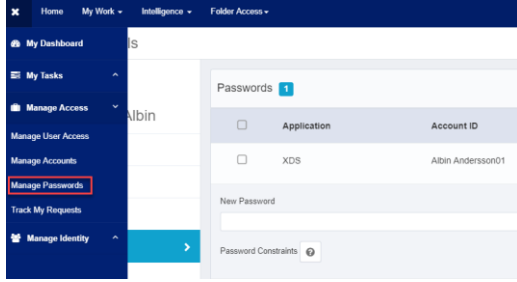
- How to update the password for a user

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>

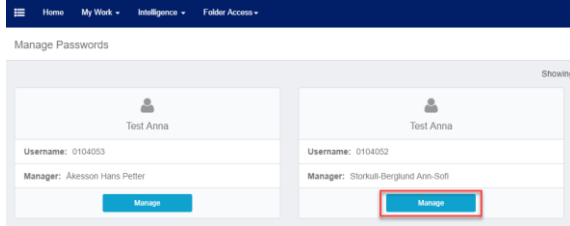
(It may be that the user uses an old link/short cut and then there may be an error when logging in.)

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



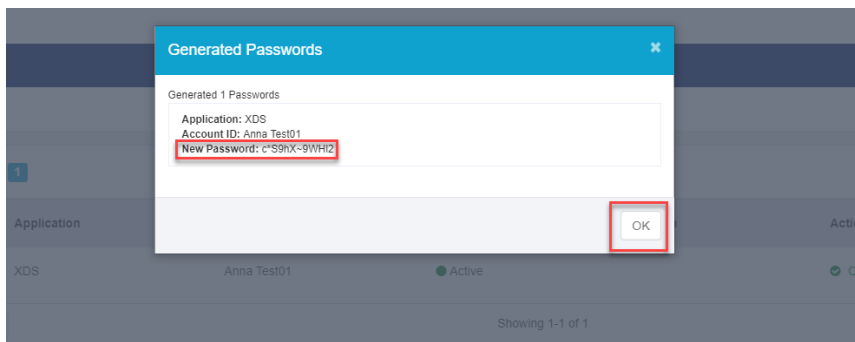
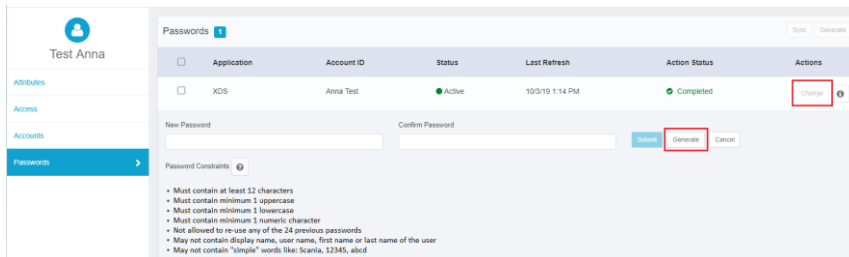
6 Click *“Generate”*, to get a password automatically. Copy the password and share it with the user by sending it in an email. Click *“OK”*.

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.)

SEND THIS EMAIL TEXT TO THE USER:

Hi,

Your password for User Id (*add ID*) is now updated to:

Add the password you have generated within IGA

Wait a couple of minutes before you login so that the system first can process the update.

Also good to delete your web history and cache and preferably use Chrome browser.
Use this fresh link for login: <https://supplier.scania.com>

Password Rules:

- Password must have at least 6 letter(s)
- Cannot reuse any of your last 24 passwords.
- Password must have at least 1 lowercase letter(s)
- Password must have at least 12 character(s)
- Password must have at least 3 character types
- Password must have at least 1 special character(s)
- Password must have at least 2 digit(s)
- Password must have at least 1 uppercase letter(s)
- Password will be checked against the password dictionary.
- Password cannot contain your display name
- Password cannot contain your First or Last name
- Password cannot contain your account ID

Best regards,
Add your signature