



H-DSN Change Password/Personal Info User Guide

Revised: August 24, 2010

Passwords

All Visitors (Users) on H-DSN have the ability to change their own password.

Personal Info

All Visitors (Users) on H-DSN have the ability to modify their personal information, such as First Name, Last Name, Phone, and E-Mail.

Rules For Visitors (Users)

- User Names must be an individual's e-mail address, and are **not** case sensitive.
- Passwords **are** case sensitive, and do **not** allow special characters (% , # , * , etc.)
- Supplier Visitors must contact their own Central Point of Contact (CPOC) or Site Administrator for issues regarding Visitor Profiles including:
 - User Name and Password creation on H-DSN
 - Resource (application) assignments
 - General questions about H-DSN
- For H-DSN technical issues requiring Global Information Services (GIS) support, please contact the Global Support Desk (GSD) at 866-490-HDSN (4376).

Access Reset Password

- Mouse over MENU to open the first level menu.
- Mouse over Administration to open the second level menu.
- Click on Visitor Profile Administration.

The screenshot displays the Harley-Davidson Supplier Network website interface. At the top, the header reads "Harley-Davidson Supplier Network" with the Harley-Davidson logo on the right. Below the header is a search bar. A "MENU" dropdown is open, listing several options: General Business Information, Supplier Profile Manager, Supplier Performance, Planning Schedules, Administration, Registration, What's New Page, and Harley-Davidson News. To the left of the menu are buttons for "Contact Us", "Links", and "Log-Out". The "Administration" option in the menu is highlighted, and a sub-menu is visible, showing "Visitor Profile Administration" as the selected item. Below the menu, there is a text block starting with "with the introduction of our enhanced security administration application all users may now change their own password. The Administration User Guide contains the instructions required." followed by a "Reminder to Suppliers and Internal H-D Users" section. At the bottom, there is a "Updated September 27 2004" date, a "Verified Secure Site" badge, and footer links for "Legal Notice", "© 2003 Harley-Davidson. All Rights Reserved.", and "Privacy Policy".

Profile Summary

Your **Profile Summary** will appear.

From the **Profile Summary** page, you will be able to modify your password on the **Account Status** page, or your name, phone and Email on the **Personal Info** page.

Your **Assigned Resources** will also be displayed on this page. Each supplier's designated H-DSN CPOC can modify your assigned resources.

Visitor Profiles

Profile Summary

Summary about: john.smith@federalmogul.com

[Edit Account Status](#)

Group: FEDERAL MOGUL CORPORATION (Parent)

User Name: john.smith@federalmogul.com

Status: Active

[Edit Personal Info](#)

First Name: John

Last Name: Smith

Phone:

Email: john.smith@federalmogul.com

Assigned Resources:

Resource: Payables (Supplier)

Resource: Planning Schedules (Supplier)
Role: R

Resource: Visitor Profile Admin (Supplier)
Role: General

Resource: Financial Profile (Supplier)

Resource: Supplier Profile (Supplier)

Resource: Supplier Contacts (Supplier)

Resource: Transportation Routing Guide

Resource: What's New Page

Resource: Supplier Profile Manager (Supplier)
Role: SUPPLIER

Resource: H-D Contacts (Supplier)

Resource: Relationship (Supplier)

Resource: Qualification, Performance & Status (Supplier)

Resource: Facilities (Supplier)

Resource: User Guide for Payables

Resource: User Guide for SPM (Supplier)

Resource: Site Search

Resource: Doing Business With Harley-Davidson

Resource: Welcome Page

Resource: General Merchandise Expectation Manual

Resource: Web Site Training

Resource: Business Contingency Planning

Resource: Purchase Order Terms & Conditions

Resource: Supplier Diversity

Resource: Electronic Commerce Information

Resource: Packaging Specifications

Resource: Calendar

Resource: Harley-Davidson News

Finished

Reset a Password

1. Click on the **Edit Account Status** link.
2. Click in the **Password** field, delete the line of (*****) encryption and type in your new password.
3. Click in the **Confirm Password** field, delete the line of (*****) encryption and re-type your new password.
4. Click **Save**.

Visitor Profiles
Profile Summary
Summary about: john.smith@federalmogul.com
[Edit Account Status](#)
Group: FEDERAL MOGUL CORPORATION (Parent)
User Name: john.smith@federalmogul.com
Status: Active

Visitor Profiles
Modify Profile
Page 1:
User Name john.smith@federalmogul.com
Group FEDERAL MOGUL CORPORATION (Parent)
Password (Characters such as % * cannot be used)
Confirm Password (Passwords are case sensitive)
Profile Status Active
Save **Cancel**

- The **Profile Summary** page reappears. When all edits are complete, scroll down to the bottom of the **Profile Summary** page and click **Finished**.

Resource: Electronic Commerce Information
Resource: Packaging Specifications
Resource: Calendar
Resource: Harley-Davidson News
Finished

Modify Personal Info

1. Click on the **Edit Personal Info** link.

Visitor Profiles
Profile Summary
Summary about: john.smith@federalmogul.com
[Edit Personal Info](#)
First Name: John
Last Name: Smith
Phone:
Email: john.smith@federalmogul.com

2. Modify entries as required for **First Name, Last Name, Phone** and **E-mail**.

3. Click **Save**.

Visitor Profiles
Modify Profile
Page 2:
Fields with a ● are REQUIRED.
● First Name [John]
● Last Name [Smith]
Phone [515-444-6666]
● E-mail [j.smith@federalmogul.com]
[Save] [Cancel]

• The **Profile Summary** page reappears. When all edits are complete, scroll down to the bottom of the **Profile Summary** page and click **Finished**.

Resource: Electronic Commerce Information
Resource: Packaging Specifications
Resource: Calendar
Resource: Harley-Davidson News
[Finished]