

# BizChannel@CIMB Customised Package How-to guide for System Administrators

User Password Reset Lock and Unlock User ID



**Proprietary/Internal Use Only** 

## **BizChannel@CIMB Customised Package: How-to Guide for System** Administrators

This user guide is to assist System Administrators with the following tasks:



## 1) User Password Reset – System Administrator Maker

#### **SCREENS**

|                        | Heart | lanaaama       | + / 1        | lloor Mainton       | anao / Confirmation |                      |                      | lo pe        |
|------------------------|-------|----------------|--------------|---------------------|---------------------|----------------------|----------------------|--------------|
| BizChannel@CIMB        | Usern | ranagemer      | n / <u>1</u> | user mainten        | ance / continuation | n Fage / Result Page |                      | user,        |
| Guides and Forms       |       |                | User         |                     |                     |                      |                      | Mak          |
| Pending Tasks          |       |                |              |                     |                     |                      |                      | follo        |
| Account Management     | User  | Search         |              |                     |                     |                      |                      | BizCł        |
| User Management        | Searc | h By           | ۲            | User ID             | ABC1234             |                      |                      |              |
| ▶ User Group           |       |                | $\bigcirc$   | User Name           |                     |                      |                      | 1. C         |
| ▶User Maintenance 2    |       |                | 0            | User Group          | TEST                |                      |                      |              |
| ▶ Signature Set        |       |                | 0            |                     |                     |                      | Coareb Add           | 2. C         |
| Approval Matrix        |       |                | _            |                     |                     |                      | Search Add           |              |
| Information Management |       | <u>User II</u> | 2            | <u>User</u><br>Name | User Group          | <u>User Role</u>     | Reset<br>Password    | 3. 0         |
| Utilities              |       | ABC12          | 34           | ABC                 | AUTH-1              | Approver             | Reset                | J. C         |
| Reports                | Ā     |                |              |                     |                     |                      | Password             | <u>л</u> т   |
| LOG OUT                |       |                |              |                     |                     | 1                    |                      | 4. 1         |
|                        |       |                |              |                     |                     | Page I Of 1 Of       | First Prev Next Last | ιι           |
|                        |       |                |              |                     |                     |                      | Delete               | 5 0          |
|                        |       |                |              |                     |                     |                      |                      | <b>5</b> . C |

#### STEPS

To perform password reset for a user, the System Administrator Maker will have to complete the following steps upon logging in to BizChannel@CIMB:

- 1. Click "User Management"
- 2. Click "User Maintenance"
- 3. Click "Search"
- Tick on the left box of the User
- 5. Click "Reset Password"

## 1) User Password Reset – System Administrator Approver

## **SCREENS**

| BizCha        | annel@CIMB          | Current Tasks |         | ks           | All Tasks  |                   |                           |
|---------------|---------------------|---------------|---------|--------------|------------|-------------------|---------------------------|
| Guides and F  | orm                 | Task          | Listing |              |            |                   | 1 - 1 of 1 transaction(s) |
| Pending Tas   | ks                  | No.           | Creatio | on Date Menu | Maker Use  | r ID Maker User M | lame                      |
| Pending       | Tasks 2             | 1             | 08-Jun- | 2021         | SYSADMIN   | SYSADMIN1         |                           |
| Account Man   | agement             |               | 17:02:1 | 9            |            |                   |                           |
| User Manage   | ement               |               | 3       |              |            |                   | 4 Approve Reject          |
| Information I | Management          |               |         |              |            |                   |                           |
| Utilities     |                     |               |         |              |            |                   |                           |
| Reports       |                     |               |         |              |            |                   |                           |
| LOG OUT       |                     |               |         |              |            |                   |                           |
|               | Approve             |               |         |              |            |                   |                           |
| No.           | Creation Date       |               | Menu    |              | Maker User | r ID Mak          | ter User Name             |
| 1             | 08-Jun-2021 17:02:1 | 9             |         |              | SYSADMIN1  | SYS               | ADMIN1                    |
| Authenti      | cation              |               |         |              |            |                   |                           |
| Challenge     | Number              |               | 1234567 | 78           |            |                   |                           |
| Response      | Number              |               | 5       | ••• Help     |            |                   | Submit Back               |

## STEPS

Once the System Administrator Maker has submitted the request to reset password, the System Administrator Approver will need to approve the request. Follow the simple steps below:

- 1. Click "Pending Tasks"
- 2. Click "Pending Tasks"
- 3. Tick on the left box
- 4. Click "Approve"
- 5. Generate and input the Response Number from Mobile Token / Hard Token
- 6. Click "Submit"

## 2) Lock/Unlock User ID – System Administrator Maker

#### **SCREENS**

#### **TO UNLOCK USER** BizChannel@CIMB Utilities / Lock/Unlock User Guides and Forms Lock/Unlock User Pending Tasks **User Search** Account Management User ID User Management Status Locked V 3 Information Management 1 Utilities Search DuitNow ID Maintenance Lock/Unlock No. User ID User Name Unlock 5 1. USER1 user maker Change User Password Email Of 1 G0 | First | Prev | Next | Last Page 1 Lock/Unlock User 2 Personalization Reports LOG OUT

**STEPS** 

## To Unlock User ID, the System Administrator Maker will have to complete the following steps: 1. Click "Utilities" 2. Click "Lock/Unlock User"

- 3. Select "Locked"
- 4. Click "Search"
- 5. Click "Unlock" to unlock User

To Lock User ID, the System Administrator Maker will have to complete the following steps:

- 1. Click "Utilities"
- 2. Click "Lock/Unlock User"
- 3. Select "Active"
- 4. Click "Search"
- 5. Click Lock" to lock User

## **TO LOCK USER**

| BizChannel@CIMB        | Utilities | s / Lock/Unlock User | <u> </u>   |                    |   |
|------------------------|-----------|----------------------|------------|--------------------|---|
| Guides and Forms       |           | Lock/Unlock User     |            |                    |   |
|                        |           | LOCK/UNIOCK USEI     |            |                    |   |
| Pending Tasks          |           |                      |            |                    |   |
| Account Management     | User      | Search               |            |                    |   |
| User Management        | Userl     | D                    | : USER2    |                    |   |
| Information Management | Status    | 3                    | : Active V |                    | 4   |
| Utilities 1            |           |                      |            |                    | Search                                      |
| DuitNow ID Maintenance | No.       | <u>User ID</u>       |            | <u>User Name</u>   | Lock/Unlock                                 |
| ► Change User Password | 1.        | USER2                |            | user approver      | Lock  |
| ▶Email                 | 2.        | USER2B1<br>USER2B2   |            | USER2B1<br>USER2B2 | Lock 5                                      |
| ▶Lock/Unlock User 2    | 4.        | LGMS2020USER2        |            | LGMS2020           | Lock  |
| ▶ Personalization      |           |                      |            |                    |   |
| Reports                |           |                      |            |                    | Page 1 Of 1 G0   First   Prev   Next   Last |
| LOG OUT                |           |                      |            |                    |   |
|                        |           |                      |            |                    |   |

## 2) Lock/Unlock User ID – System Administrator Approver

## **SCREENS**

| BizChannel@CIMB        | Current Tasks |         |               | All Tasks |               |                                  |
|------------------------|---------------|---------|---------------|-----------|---------------|----------------------------------|
| Guides and Form        | Task          | Listing |               |           |               | 1 - 1 of <u>1</u> transaction(s) |
| Penuing Tasks          | No.           |         | Creation Date | Menu      | Maker User ID | Maker User Name                  |
| ▶ Pending Tasks        | 1             |         | 08-Jun-2021   |           | SYSADMIN1     | SYSADMIN1                        |
| Account Management     |               |         | 17:02:19      |           |               |                                  |
| User Management        |               | 3       |               |           |               | 4 Approve Reject                 |
| Information Management |               |         |               |           |               |                                  |
| Utilities              |               |         |               |           |               |                                  |
| Reports                |               |         |               |           |               |                                  |
| LOG OUT                |               |         |               |           |               |                                  |

| <u> </u>              | Approve              |          |               |                  |
|-----------------------|----------------------|----------|---------------|------------------|
|                       |                      |          |               |                  |
| No.                   | Creation Date        | Menu     | Maker User ID | Maker User Name  |
| 1                     | 08-Jun-2021 17:02:19 |          | SYSADMIN1     | SYSADMIN1        |
| Authenti              | cation               |          |               |                  |
| Challenge<br>Response | Number<br>e Number   | 12345678 |               | 6<br>Submit Back |

## STEPS

Once the System Administrator Maker has submitted the request to Lock/Unlock User ID, the System Administrator Approver will need to approve the request.

- 1. Click "Pending Tasks"
- 2. Click sub "Pending Tasks"
- 3. Tick on the left box
- 4. Click "Approve"
- 5. Generate and input the Response Number from Mobile Token / Hard Token
- 6. Click "Submit"



THANK YOU