Creating an Account

Fujitsu Limited
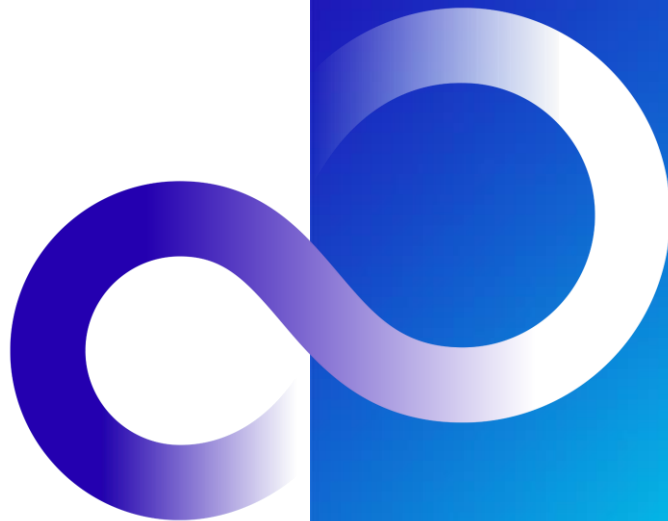
Revision History
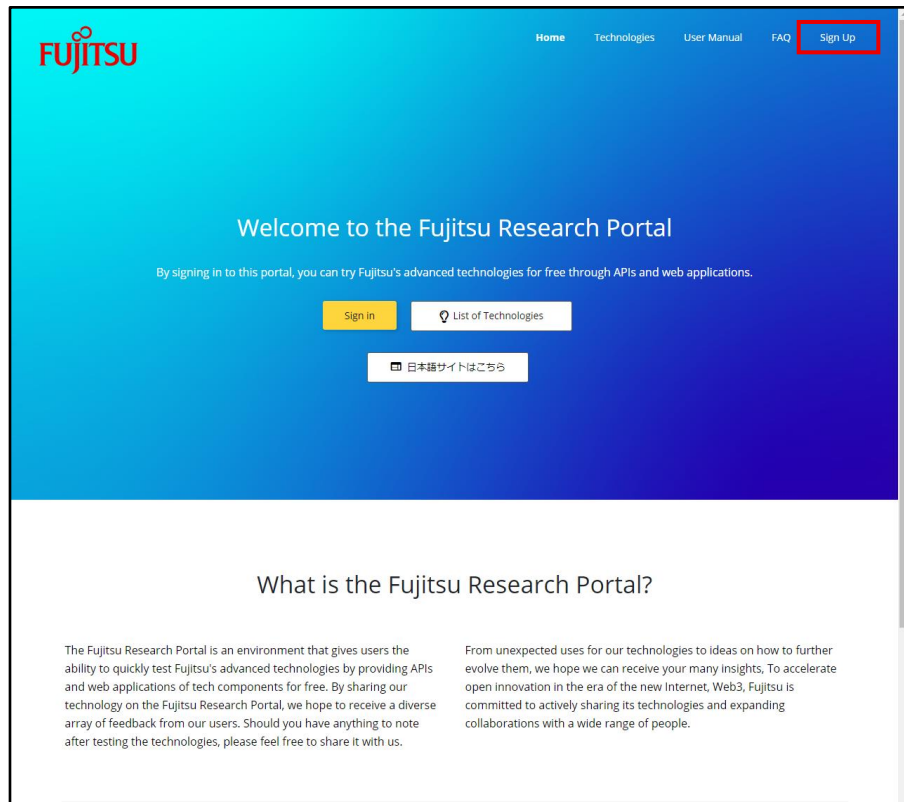
Version	Date	Reason for Changes
1.0	August 31, 2023	First version
1.1	September 7, 2023	English edits
1.2	September 28, 2023	Sign up procedure update

Introduction

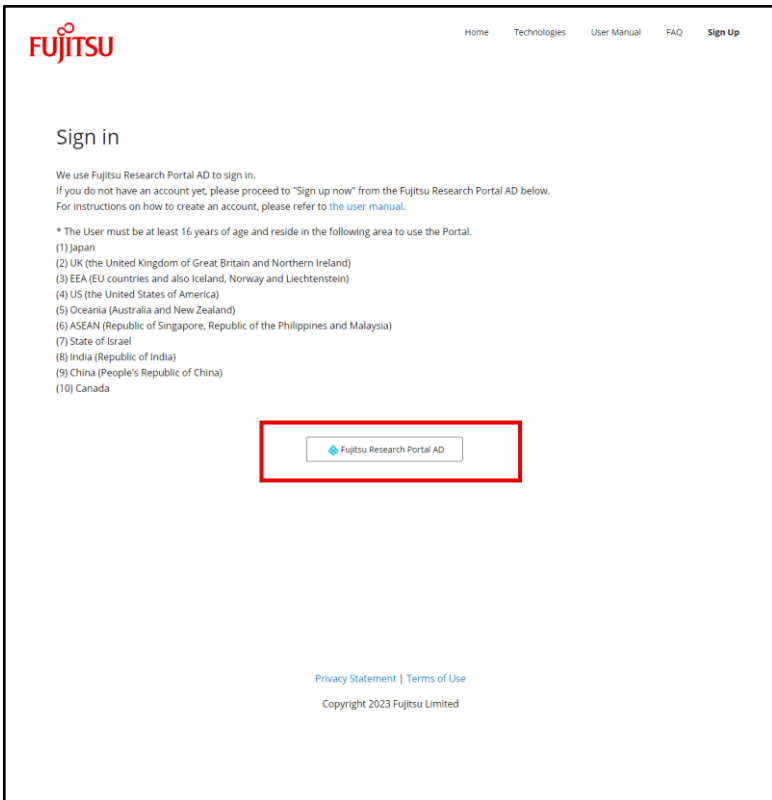- This document explains how to create an account on the Fujitsu Research Portal

Notes
The contents of this manual may differ from the latest version.

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- On the Portal homepage, click "Sign Up" near the top right to go to the "Sign in" page
  - You can also access the "Sign in" page from the "Sign in" button at the center of the homepage

- On the "Sign in" page, click the "Fujitsu Research Portal AD" button to redirect to the sign-in screen
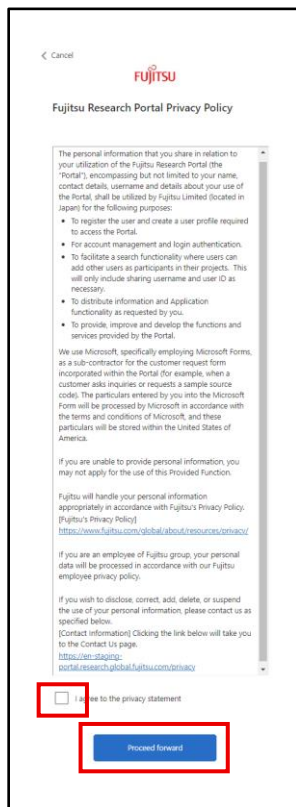
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- At the sign-in screen, click the "Sign up now" link under the "Sign in" button to go to the "Sign up" form

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- ● Review the Privacy Policy displayed ahead of the "Sign up" form
  - ● If you agree to the Privacy Policy, check the "I agree to the privacy statement" and click "Proceed foward"
  - ● If you do not agree, click the "Cancel" button at the top left to close the window

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Before sending the verification code

After sending the verification code
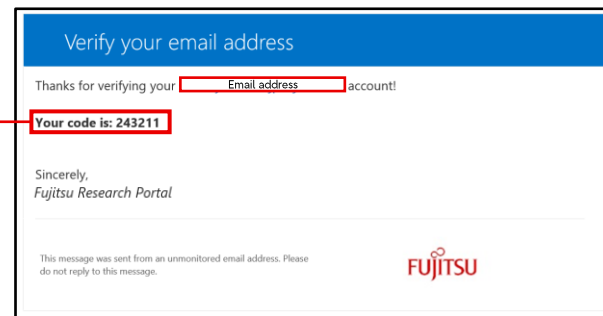
- When you enter your email address in the "Email Address" field of the "Sign up" form and click "Send verification code," you will receive an email from "Microsoft (on be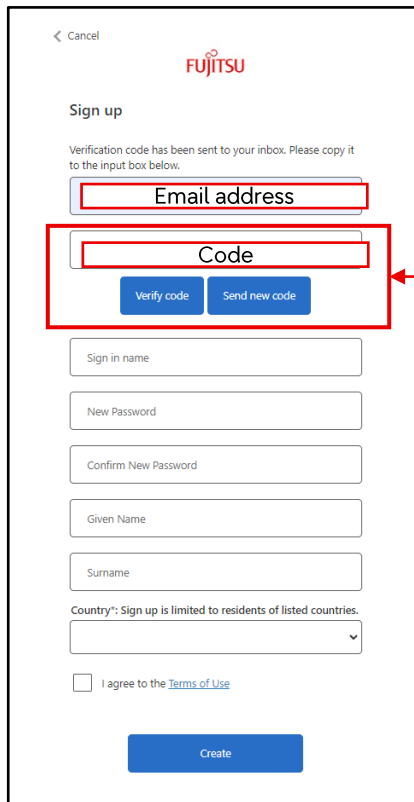half of Fujitsu Research Portal) msonlineservicesteam@microsoftonline.com" with the subject "Email Verification Code for Fujitsu Research Portal Account"

- Enter the verification code provided in the email into the form and click the "Verify code" button

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- After verifying the code, make sure you see the message that says "Your email address has been confirmed" before filling out the "Sign up" form
  - Usernames must be 4-18 alphanumeric characters and can contain the . - _ symbols
  - Passwords must be 8-64 characters and must include 3 out of the following 4 items
    - **Lowercase letters, Uppercase letters, Numbers, and one or more of the following symbols:**
      - @ # $ % ^ & * - _ + = [ ] { } | ¥ : ' , ? / ` ~ " ( ) ; .
  - The following symbols cannot be used for Given Name and Surname
    - @ # $ % * + = < > ¥ : / " ( ) ; !
- Click the "Terms of Use" link to confirm the terms. If you agree, check the "I agree to the Terms of Use" box and click the "Create" button.
  - If you do not agree, click "Cancel" at the top left to close the window

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Before sending the verification code

After sending the verification code

- **Register a phone number to use for SMS authentication at sign-in**
  - Enter your phone number in the form and click the "Send Code" button to receive a verification code via SMS.
    - While you must select a country code, you do not need to omit the leading zero from the phone number

  SMS message:
  Use verification code xxxxxx for FJ Research Portal authentication

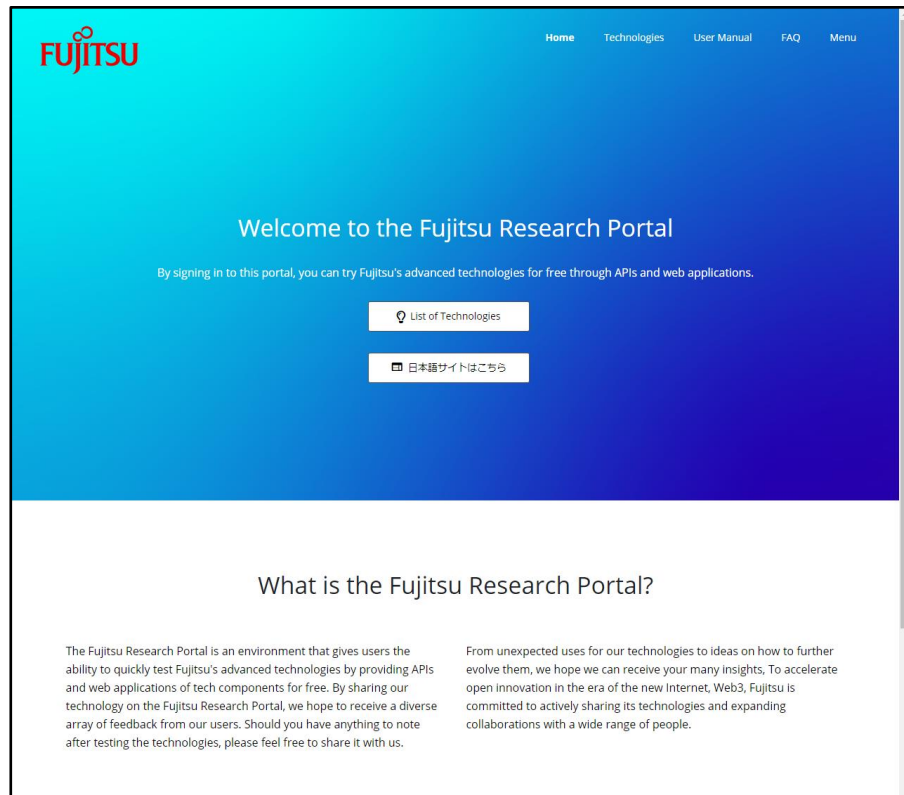 - Enter the verification code into the form and click the "Verify Code" button

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● Once the sign-up process is complete, make sure you are automatically redirected to the Portal homepage in the signed-in state

- You can acess more menu features when signed in

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- Once the sign-up process is complete, you will receive an account creation confirmation email with the subject "Welcome to Fujitsu Research Portal" from apimgmt-noreply@mail.windowsazure.com at the email address you registered

Thank you

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