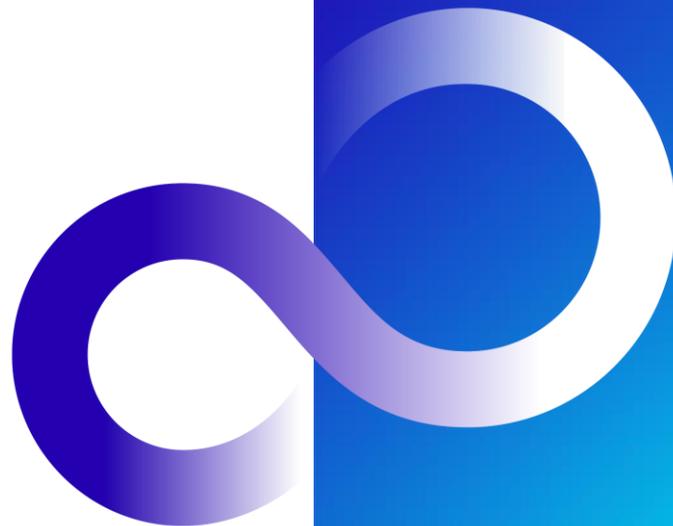


# Editing an Account

Fujitsu Limited



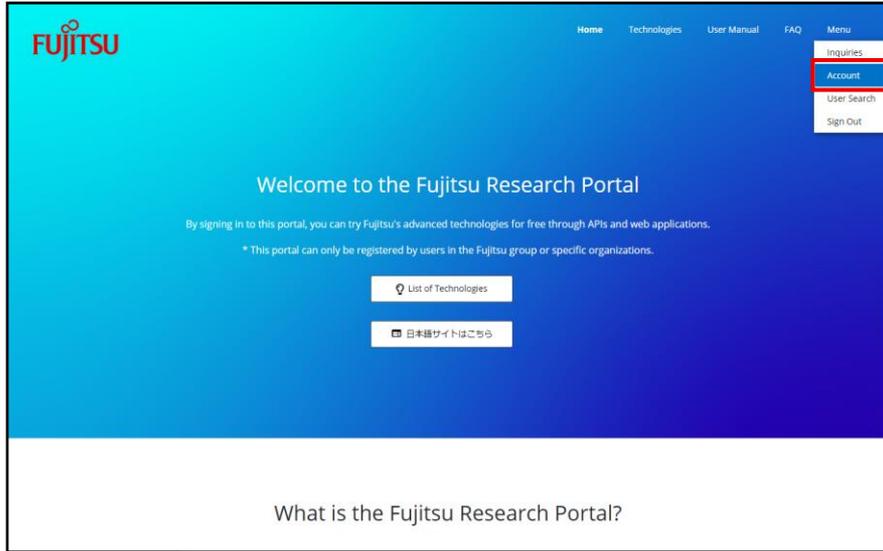
# Revision History

Version	Date	Reason for Changes
1.0	August 31, 2023	First version
1.1	September 7, 2023	English edits
1.2	September 28, 2023	Screenshots update

- This document explains how to edit an account on the Fujitsu Research Portal
  - Following this procedure, users can change their phone number, e-mail address, username, password, first name and last name

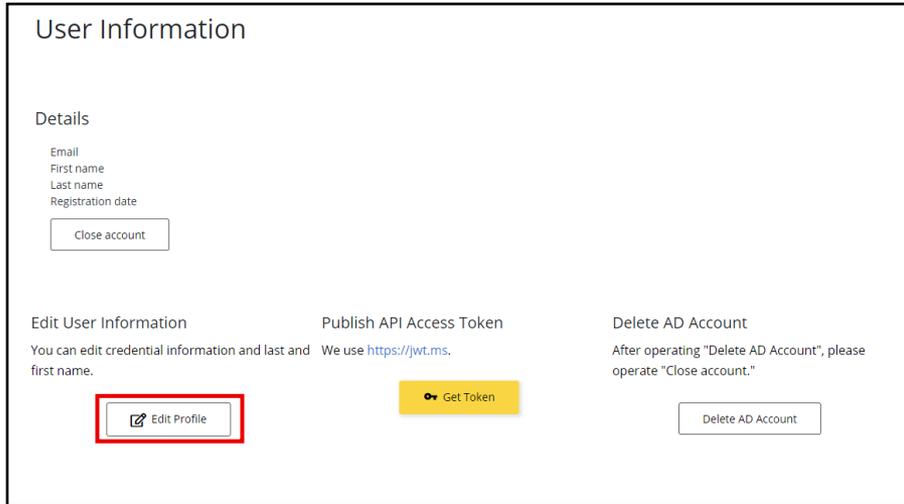
#### Notes

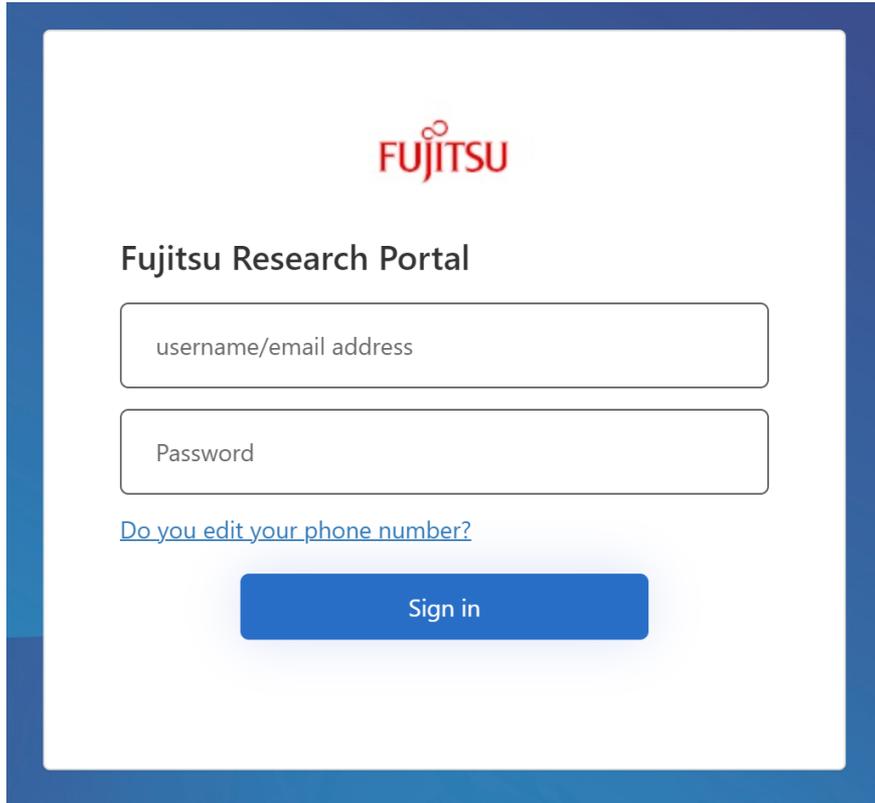
The contents of this manual may differ from the latest version.



- After signing into the Portal, click the "Menu" button in the navigation bar at the top right
- Click "Account" under the "Menu" drop down to go to the "Account" page.

- On the "Account" page, navigate to the "edit User Information" section and click the "Edit Profile" button to go to the authentication page





The screenshot shows the Fujitsu Research Portal login interface. At the top center is the red FUJITSU logo. Below it, the text "Fujitsu Research Portal" is displayed. There are two input fields: the first is labeled "username/email address" and the second is labeled "Password". Below the password field is a blue hyperlink that reads "Do you edit your phone number?". At the bottom center is a blue "Sign in" button.

- On the authentication page, enter your credentials and click "Sign in" to conduct SMS authentication
  - To move on to editing an account, complete SMS authentication by entering the verification code, then see to "Editing an Account 4/4"
  - To change the phone number used for SMS authentication, click the "Change phone number" link, then see "How to Change Your Phone Number"

< Cancel

FUJITSU

Edit Profile

Email address

Sign in name

New Password

Confirm New Password

Given Name

Surname

Country\*: Sign up is limited to residents of listed countries

Country

Organization\*

Organization

Continue

- Once the SMS authentication is complete, the "Edit Profile" page will be displayed
- Update the account information you'd like to change and click the "Continue" button to save
  - If the e-mail address is changed, the confirmation will be sent to the updated e-mail address

# How to Change Your Phone Number

When changing a phone number at "Editing an Account 3/4"

Fujitsu Research Portal

username/email address

Password

Sign in

< Cancel

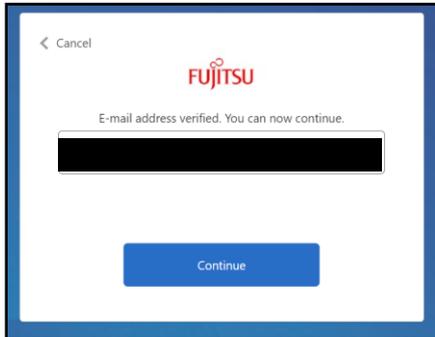
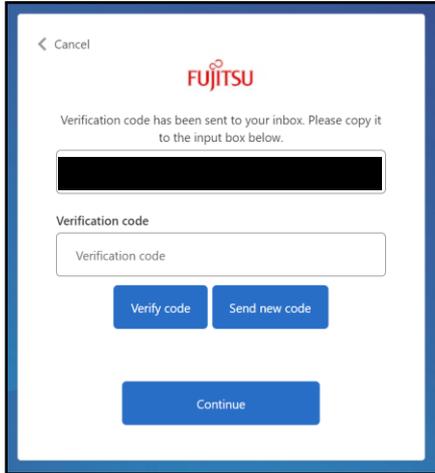
Fujitsu

Verification is necessary. Please click Send button.

Send verification code

Continue

- Enter your credentials and click the "Sign in" button to go to the authentication page
- As the e-mail address for the account will automatically be entered, clicking the "Send verification code" button will send a verification code to that address



- Enter the verification code received in the "Verification code" box and click "Verify code"
- Once the code is verified, you will be redirected to the page on the lower left. Click the "Continue" button



The screenshot shows a mobile app interface for changing a phone number. At the top left, there is a back arrow and the text "Cancel". In the center, the "FUJITSU" logo is displayed in red. Below the logo, the text reads: "Enter a number below that we can send a code via SMS to authenticate you." There are two input fields: "Country Code" with a dropdown menu showing "Country/Region" and a downward arrow, and "Phone Number" with a text input field containing "Phone number". At the bottom center, there is a blue button labeled "Send Code".

- You will be redirected to the page where you can set your phone number
- Enter your country code and phone number and click the "Send Code" button.
- After SMS authentication is completed, the phone number will be updated

**Thank you**

