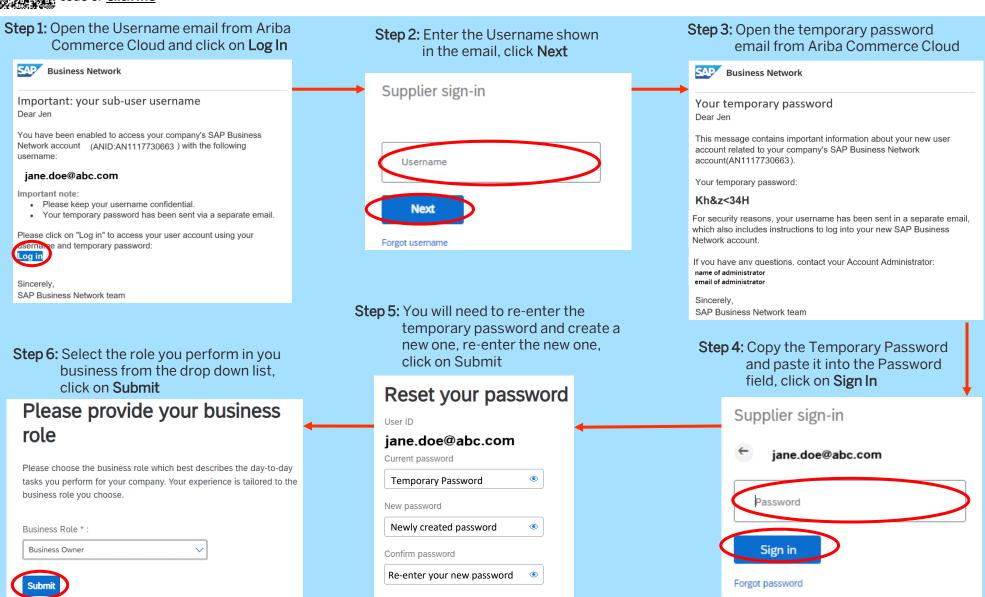


SAP Business Network – Log In for the First time





When creating a new password a list of what should and should not be included is shown.

As each criterion is met, the writing in the box turns from black to green. Red indicates items that need to be rectified

As you start typing the new password the display box will appear_

- Must be between 8 and 32 characters.
- X Must contain at least 1 lowercase letter(s), 1 uppercase letter(s), 1 numeric character(s), and 1 special character(s). The special characters permitted are

 !#\$%&'()*+,-/:;<=>?@^_`{[}~\"][
- Cannot contain the username
- ✓ Repetitive characters and numbers in sequence are discouraged
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters)

Remember if the user already has a username and password on a different account then the username cannot be the same email address as the username



A user name must be in an email format. In most cases it will be the users actual email address.