



Cummins

COLA User Instruction

Version 2.0

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This document may be published in multiple languages; however, this document will be reviewed at a corporate level, and therefore the official version must be published in English.

Project Requirements Specification

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Contents

Introduction	4
Language Selection	4
Password Management	4
Cummins Online Login	4
WWID User first time Login	5
Non-WWID user first time login.....	7
Forgot Username	7
Forgot Password	8
For non-WWID users/External User	9
Answer Challenge Question	9
Enter New Password	11
For WWID users/Internal user	12
Answer Challenge Question	12
Enter new password	13
For First Time WWID users/Internal Users	15

Introduction

This document provides detailed user instructions on how to navigate through the **Cummins Online Login** application. The main features of Login are:

Language selection: ability to choose language of choice from the list provided.

Forgot Password: ability to reset password

Forgot Username: ability to retrieve username based on the email address.

Language Selection

Cummins Online Login screens will be displayed in the language selected; it will also pass the language chosen to the destination application for it to use as applicable. Please note that Applications protected by CURE may **not** support all the languages that can be selected on CURE. Also, some applications use language preference stored in OneSource.

Password Management

Cummins Online Login provides a link to reset Cummins Online Login / LDAP password for World Wide ID (WWID) as well as non-WWID users. For WWID users, the user will be redirected to WWIMS Next Gen for password reset.

Cummins Online Login

To login in to your application using Cummins Online Login use your WWID issued by Cummins/LDAP Account ID and Cummins Online / LDAP password.

Username: Enter your WWID/LDAP Account ID and click on Password button.

Password: Enter your Cummins Online / LDAP password and click on Submit button. The user can also go back to modify username by clicking on the Username button.

A screenshot of the "Username" input field in the login application. The field is titled "Username" and contains the placeholder text "Please enter Username". To the left of the input field is a person icon. To the right of the input field is a link that says "Forgot Username?". Below the input field is a green button with the text "Password" and a right-pointing arrow.

Password

Enter your Password, im752

[Forgot Password?](#)

< Username Submit

WWID User first time Login

If a WWID user login for the first time, then user is asked to “Setup/Change answers to authentication questions”. User fills up the same and on clicks on Submit and is redirected to target.



Setup/Change Answers to Authentication Questions

* Is mandatory.

Please answer more than 3 questions.

The IT Help Desk will be using your authentication answers to verify your identity before performing certain help functions. Please avoid using languages such as Chinese, Japanese, and Korean as these character sets may not be recognized by all support personnel.

Authentication Questions

Account ID : qq501

Memorable childhood street? :

What was the name of your childhood pet? :

What is the last name of your favorite teacher? :

Who is your favorite Entertainer? :

If you could meet someone from history, who would it be? :

What is your least favorite film of all time? :

What is your Mothers date of birth? :

What is your paternal grandmothers first name? :

What is your maternal grandfathers first name? :

Name of your childhood friend? :

[Click for Password Policy](#) ▼

New Password * :

Confirm New Password * :

Cancel

Submit



Non-WWID user first time login


When a Non-WWID user login for the first time, user is redirected to the change password page. User should enter a new password and confirm it and can also change its challenge question and answers on the same page if user wished to. User can also view the password policies by clicking on “Click for password policies”. After successfully changing password, user is redirected to its target application.

First Time User

* is mandatory.

You are first time User. Please enter your new password below. You may also change your challenge question and answer.

Challenge Question :
(3 character minimum)

Challenge Answer : 
(3 character minimum)

[Click for Password Policy](#) ▾

New Password * :

Confirm New Password * :

Forgot Username

If you do not know your Username, Do the below

1. click on the Forgot Username link
2. Enter your email address and click Submit
3. Username will be emailed to you
4. If you did not receive an email, contact the Helpdesk for assistance.

Forgot Username

Please enter your **E-mail Id** to receive your "**Username**". If you do not have email, please contact the Help Desk.

Send My Username

Forgot Password

1. If you do not know your Cummins Online / LDAP password or forgot your password, Do the below 1. Enter your username and click on Password and then click on the Forgot Password link
2. Verify your Username and click Submit.
3. In the next 2 steps, you have to answer challenge question(s) and enter your new password.

The screens displayed to do this will be different based on the following:

- a. You are a WWID user having a WWID *
- b. You are a WWID user and have no prior logins and changing password for the first time.
- c. You are an external user/non- WWID user.

* A WWID is 5 characters long with first 2 characters as alphabets and last 3 characters as numbers



Forgot Password

Please verify your username.

Submit



For non-WWID users/External User

Answer Challenge Question

Enter the challenge answer for the given challenge question and click on submit to change your password. You can also request for the challenge answer in case you do not remember it. To do so simply click on the Request Challenge Answer link.

Forgot Password

Please answer the challenge question below. You will then get the chance to set your password and enter a new challenge question and answer.

Username : **pef003**

Challenge Question : **RandomQuestion**

Challenge Answer :



[Request Challenge Answer](#)

On clicking on Request Challenge Answer, The Request Challenge Question / Answer screen will be displayed. Click on the button and your challenge answer will be e-mailed to you. If you don't have email OR do not receive the Challenge Answer via email, please contact helpdesk for assistance.



Request Challenge Question/Challenge Answer.

Please click on the below button to request Challenge Question/Challenge Answer

[Request Challenge Question/Challenge Answer.](#)

An email will be sent to your email address with your Challenge Question and Challenge Answer. Please check your email account and fill in your Challenge Answer in the Request Password Screens to Continue. If you do not have email, please contact the Help Desk for assistance.



Enter New Password

Enter a new password in the New Password and Confirm New Password textboxes and click on the Submit button to reset your password. You can also change your Challenge Question and Challenge Answer on this screen. If not aware of the password policies, please view the same by clicking on the “Click for password policy”.



Forgot Password

* is mandatory.

Please enter your new password below. You may also change your challenge question and answer.

New Challenge Question :

New Challenge Answer :

[Click for Password Policy](#) ▼

New Password * :

Confirm New Password * :

For WWID users/Internal user

Answer Challenge Question


Provide answers to the challenge questions.


If you don't remember challenge answers, click on '[Email Challenge Answers](#)' button to get those in mail. If you do not get the email as well, please contact IT helpdesk for help. After you enter the answers, click on '[Login](#)' button to proceed towards change password page.


Identify User

Please answer the following questions.
If you dont remember your challenge answers, click on the Email Challenge Answers button to get those sent to you in email. If you do not receive the email, or are still experiencing problems, please contact the [Cummins IT Service Desk](#)

Account Id : pj832

Memorable childhood street? : 

What was the name of your childhood pet? : 

What is the last name of your favorite teacher? : 

Enter new password

Use this screen to enter and confirm a new password as per the common password policy. Your new password will be synced to all the applications/resources you have access on. WWIMS Next Gen will notify you via email on the status of the password change for each resource within the next 30 minutes. If you choose to change the password only for specific applications, please login to [WWIMS Next Gen](#) application and click on Manage Password Link

It is recommended that you choose to synchronize all your passwords unless you have a specific reason for not doing so.

Change Your Password

* Is mandatory.

[Click for Password Policy](#) ▾

New Password * :

Confirm New Password * :

Click on the link Common Password Policy to view the set of rules that can be used to synchronize your password across most applications.

Enter a new password in the New Password and Confirm New Password text boxes and click **Submit** to reset your password. This will display the Change Password Results Page.

NOTE: If you choose to keep a common password across all your applications listed below, below are some application specific restrictions and constraints to be considered while choosing your new password if these applications show up in the table below.

- Movex - Password must be 8-10 characters in length. Only '@' and '#' are allowed as special characters.
- CGT Mapics - Password must be 8 characters in length. Only '@' and '#' are allowed as special characters.
- RACF - Password must be 8 characters in length. Only '@', '#' and '\$' are allowed as special characters.
- SOMS, GOMS, Reliability Reporting, Reliability Warehouse, WMS/RP - '@' and " are NOT allowed as special characters

For First Time WWID users/Internal Users

When an Internal user or WWID user tries to change its password for the first time without any prior logins, user is asked to contact the helpdesk or its manager for the password.



Please contact Helpdesk or your Manager for Password.

