Purpose

Use this procedure to change information and formatting on your personal SupplyWEB account.

Trigger

Perform this procedure when you need to make a change to your profile account in SupplyWEB.

Prerequisites

- Access to SupplyWEB

Menu Path

Use the following menu path(s) to begin this transaction:

- https://supplyweb.tenneco.com/supplyWeb/account/login

Helpful Hints

- Save the URL above to your browser's favorites

Procedure

1. Click on the Preferences menu item [⊞ Preferences] .

Transaction Instruction

2. Click on the Edit User Profile menu item ⬜Edit User Profile .

On the User Profile page under User Information section, if you have had a recent name change or your name is currently misspelled, you can change it here. A Job Title can also be added, though it is not necessary.

Security Information					
User ID	x1aht731	Admin Current Password ✳			4
New Password		Confirm New Password			

4. Under the Security Information section you can see your User ID (unchangeable) and you can change your password as long as you know your current password. Click on the Current Password text box   .

> Non-admin users will not see the word "Admin" in front of the Current Password field on their profile page.

Security Information					
User ID	x1aht731	Admin Current Password ✳			5
New Password		Confirm New Password			

5. As required, complete/review the following fields:

Field	R/O/C	Description
Current Password	Required	Enter your current password. If you cannot remember your current password, you can have the Tenneco Help Desk reset it for you by sending an email with your User ID mentioned to service.desk@tenneco.com.

Security Information				
User ID	x1aht731	Admin Current Password ✳	••••••••	
6	New Password		Confirm New Password	

6. As required, complete/review the following fields:

Field	R/O/C	Description
New Password	Required	Enter your new password.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Confirm New Password	Required	Re-enter your new password to confirm.

Under the Contact Information section, you can make changes to your email as well as add/update any additional contact information.

9. When you are finished with your changes, click on the Submit button Submit .

You should receive a message indicating that the user profile has been successfully updated.

User Preferences			
Date Format	MM-dd-yyyy hh:mm:ss a zzz ▼	Theme	Mercury ▼
Language	English ▼	Number Format	##,###.00 ▼

Under the User Preferences are certain fields that can also be changed to the user's liking. These include Date Format, Language, Number Format and Theme which affects the system's background appearance.

Date Format	MM-dd-yyyy hh:mm:ss a zzz ▼	Theme	Saturn ▼
Language	English ▼	Number Format	##,###.00 ▼

Contact Information			
Address		Work Phone	
		Home Phone	
		Cellular Phone	
City		Pager	
Country	▼	Fax	
State/Province	▼	Work Email ❄	AThum@Tenneco.com
Postal Code		Home Email	
Time Zone	▼		

12 — [Submit]

12. Click on the Submit button when finished [Submit].

Result

You have successfully updated your User Profile in SupplyWEB.