

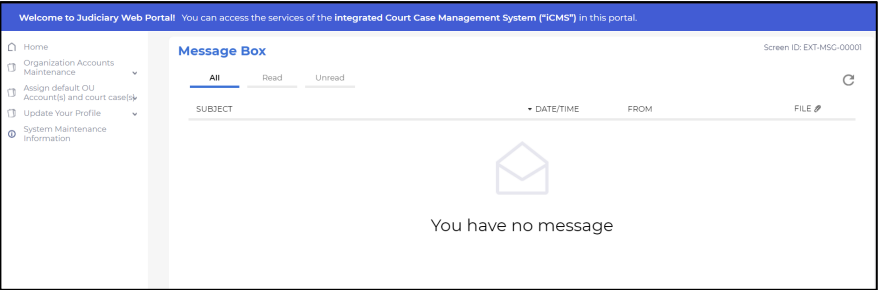
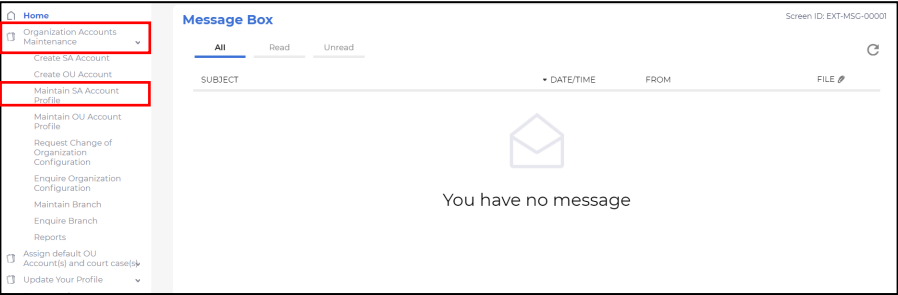
Step-by-step guide – “Maintain SA Account Profile
(including update access, reset password, and suspend an account)”

Maintain Secondary Administrator (SA) Account Profile
(including update access, reset password, and suspend an account)

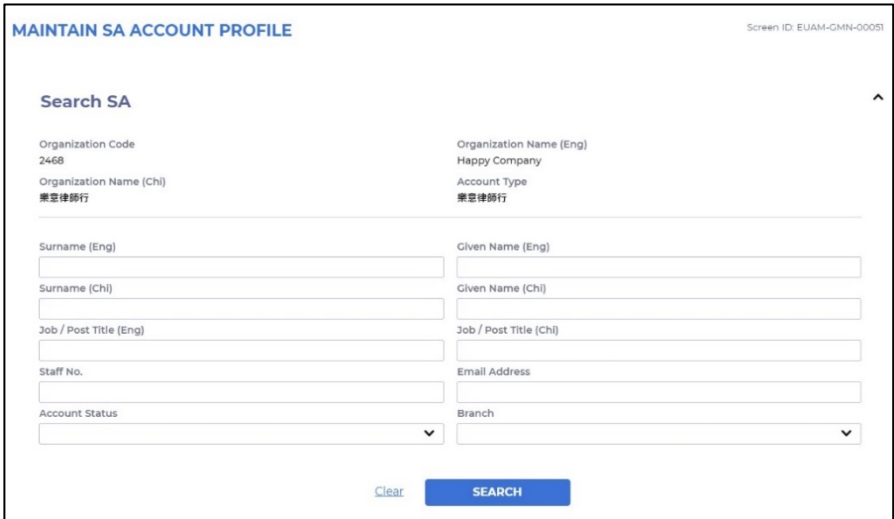
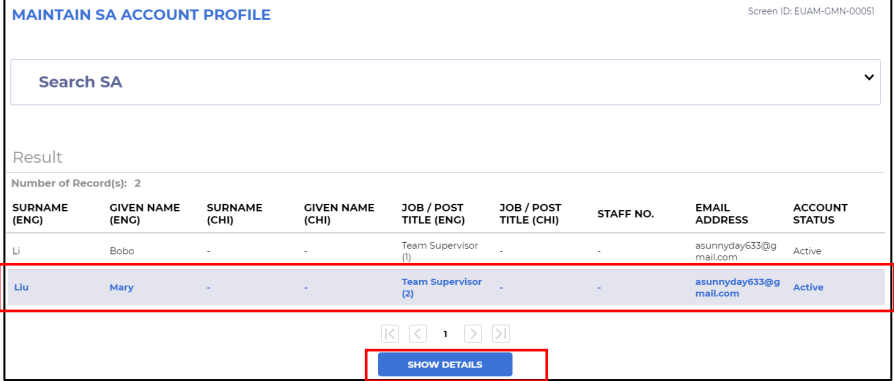
This step-by-step guide outlines the general process required to maintain an SA’s Account profile **by a PA, and by the SA assigned with the related iCMS Role under the same branch,** including

- updating user’s profile,
- resetting password,
- updating access and suspending an account.

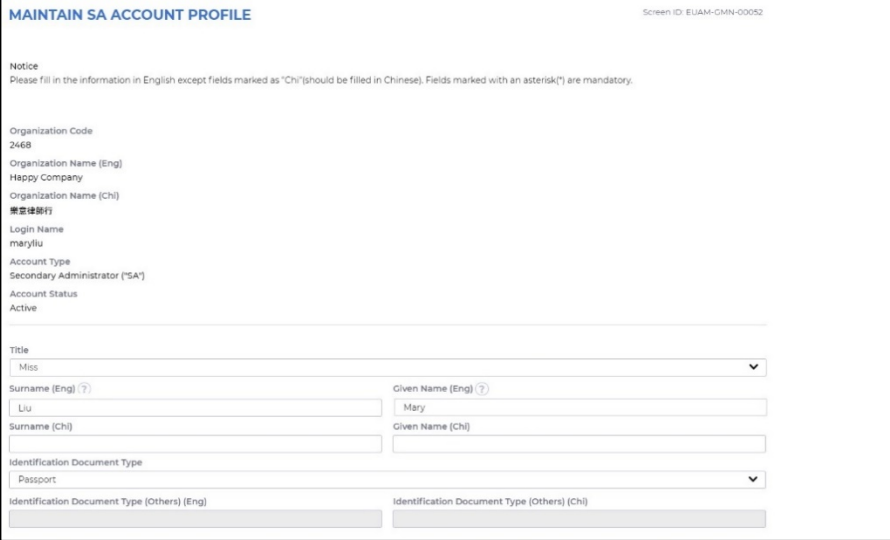
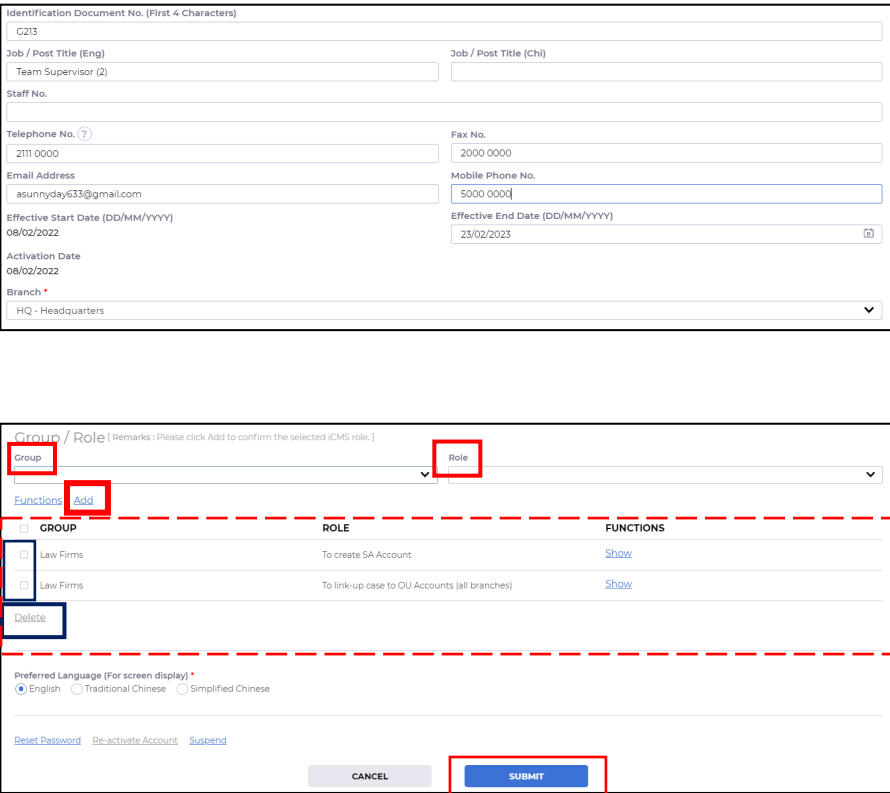
It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
Maintain SA Account Profile		
1.	<p><u>Login user account</u></p> <p><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><u>Organization Accounts Maintenance</u></p> <p>Under Main Menu > Organization Accounts Maintenance ></p> <p>Select “Maintain SA Account Profile” ></p>	

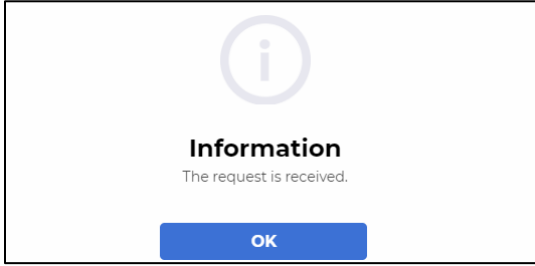
Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
3.	<p><u>Search for the SA Account whose profile has to be updated</u></p> <p>Input the search criteria, such as the user’s name & etc. or by selecting the account status from the dropdown list ></p> <p><i>[Note: Account status options can be:</i></p> <ul style="list-style-type: none"> • <i>Active – The user is actively registered in the iCMS;</i> • <i>Suspended – The account is suspended and the related user is not able to access the system.]</i> <p>Click “SEARCH” ></p> 	<p>The “Maintain SA Account Profile - Search SA” screen is displayed</p> 
4.	<p><u>Select SA Account whose profile has to be updated</u></p> <p>By referring to the search result, click the concerned SA Account for profile editing ></p> <p><i>[Note: The selected SA record will be displayed in blue when it is enabled.]</i></p> <p>Then click “SHOW DETAILS” ></p>	<p>Result of SA(s) Account record(s) based on search criteria is displayed</p> 
<p>Maintain SA Account Profile - Update User Profile</p>		
5.	<p><u>Update User Profile</u></p> <p><u>Personal Particulars</u></p> <p>PA/SA is able to administer certain particulars of the SA Account(s) he/she created including:</p>	<p>On the search result, the screen “Maintain SA Account Profile” relating to the selected SA Account record is displayed</p>

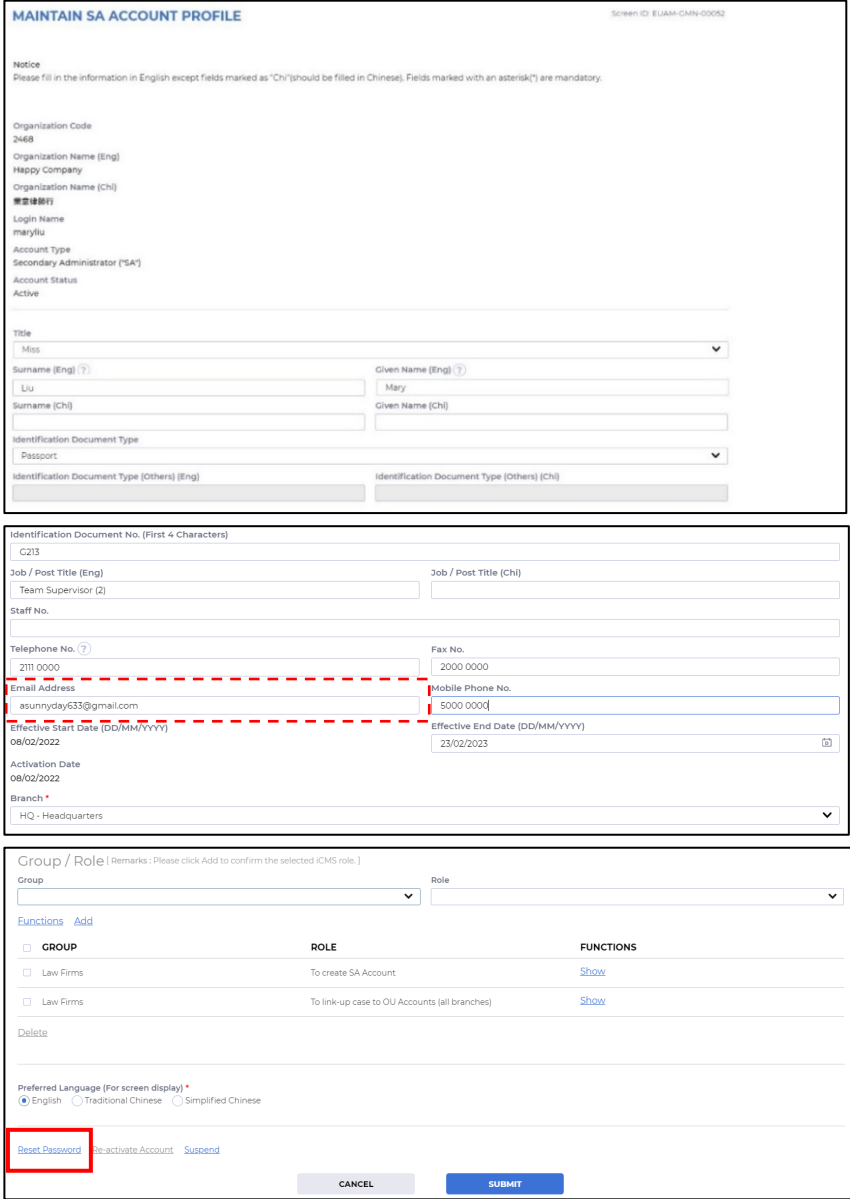
Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
	<ul style="list-style-type: none"> Update Title Update Surname / Given Name Update Identification Document Type and No. Update Job / Post Title Update Staff No. Update Telephone No. Update Fax No. Update Email Address Update Mobile Phone No. <p><u>iCMS Role</u></p> <p>For the iCMS Role, select Group and Role, then</p> <ul style="list-style-type: none"> click “Add” to assign more roles; <p>Or</p> <ul style="list-style-type: none"> under the Group / Role table, tick the checkbox next to the entry pending removal; after the grayed out “Delete” button is enabled, click “Delete” to remove the selected role. <p>Click “SUBMIT” after it is completed ></p>	 

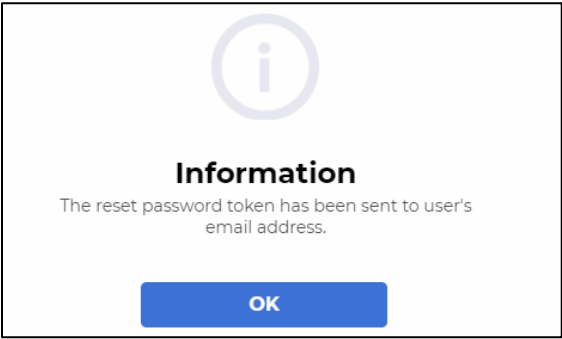

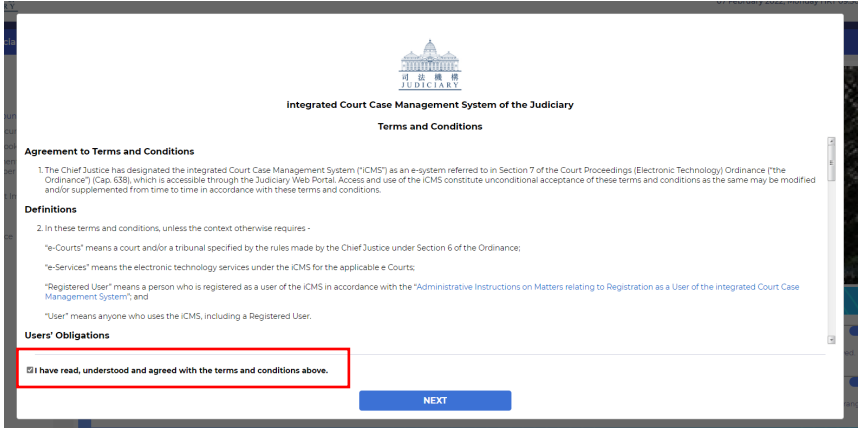
Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
6.	<p><u>Acknowledge that the request of change is received</u></p> <p>Click “OK” ></p>	<p>A pop-up message screen is displayed</p> 

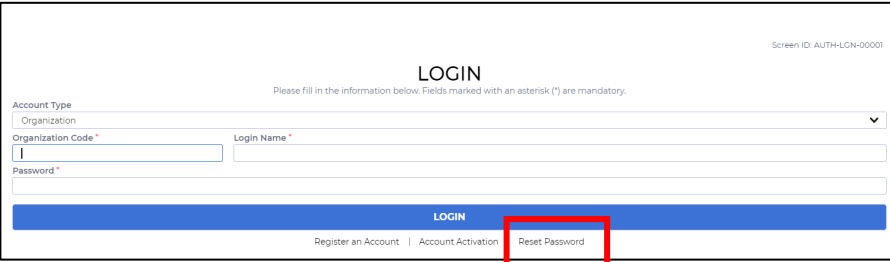
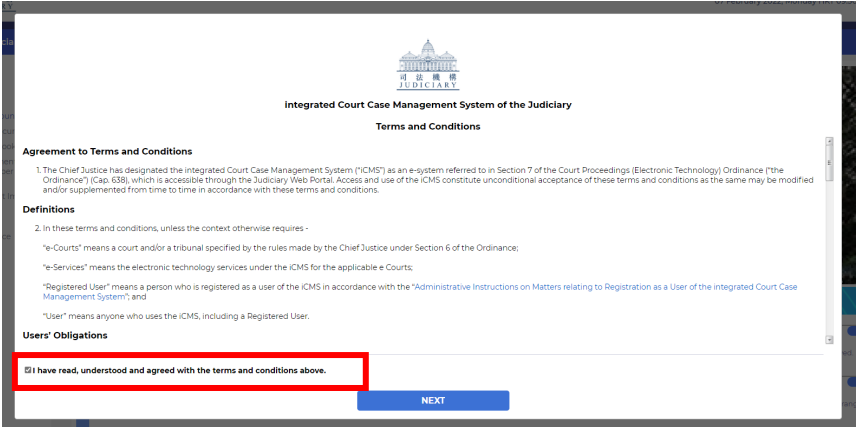

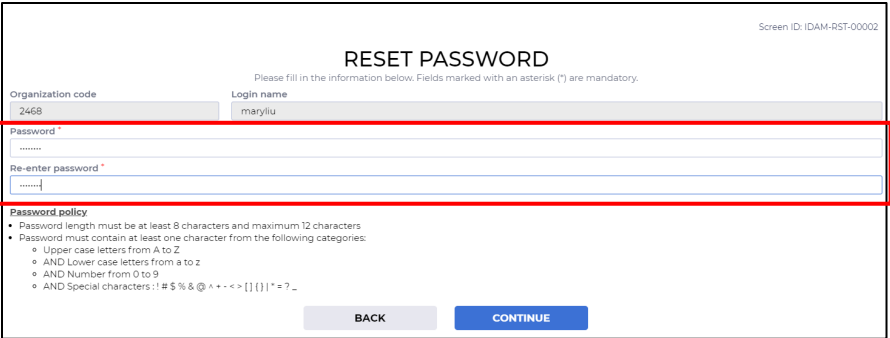
Maintain SA Account Profile – Reset Password

<p>7.</p> <p><u>Reset password</u></p> <p>(I) Steps for PA/SA</p> <p>PA, or the SA assigned with the related iCMS Role, click “Reset Password” at the bottom of the page ></p> <p><i>[Note: Please see if the related email address of the concerned account for receiving notification from iCMS needs to be updated or not.]</i></p>		<p>On the search result, the screen “Maintain SA Account Profile” relating to the selected SA Account record is displayed</p> 
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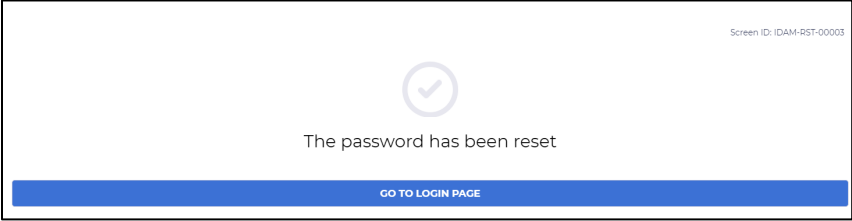
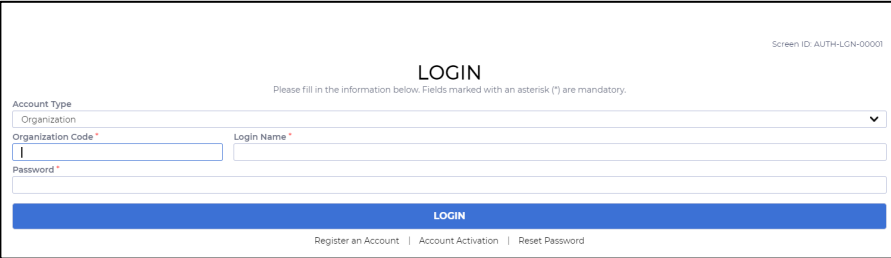
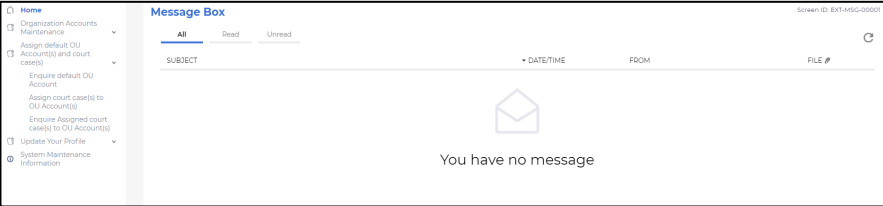
Step-by-step guide – “Maintain SA Account Profile
(including update access, reset password, and suspend an account)”

Item	Process	Related screenshots for reference
NOTE	<i>PA account holders can reset password of any SA/OU accounts. Meanwhile, SA account holder can reset password of any SA/OU account under the same branch.</i>	
8.	<p><u>Acknowledgment</u></p> <p>Click “OK” ></p>	<p>A pop-up message “The reset password token has been sent to user’s email address” screen is displayed</p> 
9.	<p><u>Reset password</u></p> <p>(II) Steps for the concerned SA Account holder</p> <p>Having received the token for resetting password by means of email, the concerned SA Account holder can proceed to reset password</p> <p><u>Go to Judiciary Web Portal</u></p> <p>Click “Login” ></p> <p>Having read and understood the Terms and Conditions, tick the checkbox of “I have read, understood and agreed with the terms and conditions above.” ></p> <p>Click “NEXT” ></p>	<p>Go to Judiciary Web Portal</p>  <p>The “integrated Court Case Management System of the Judiciary Terms and Conditions” (Terms and Conditions) screen is displayed</p> 

Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
10.	<p><u>Go to Reset Password page</u></p> <p>Click “Reset Password” ></p> <p><i>[Note: No need to enter any details at this step.]</i></p> <p>Having read and understood the Terms and Conditions, tick the checkbox of “I have read, understood and agreed with the terms and conditions above.” ></p> <p>Click “NEXT” ></p>	<p>The “LOGIN” screen is displayed</p>  
11.	<p><u>Input Change Token for resetting password</u></p> <p>Copy the string as set out in the email provided ></p> <p>Paste the content to the “Change Token” field ></p> <p>Click “CONTINUE” ></p>	<p>The “RESET PASSWORD” screen is displayed</p> 
12.	<p><u>Assign a new password</u></p> <p>Input a new password ></p> <p>Re-enter the password for confirmation ></p> <p>Click “CONTINUE” ></p>	

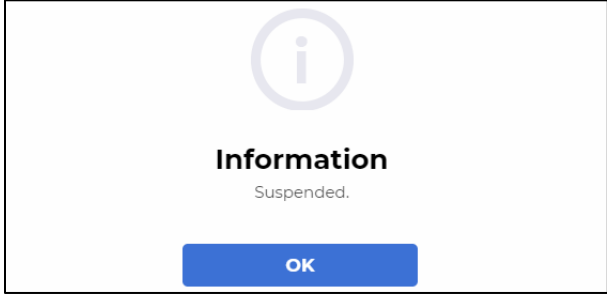
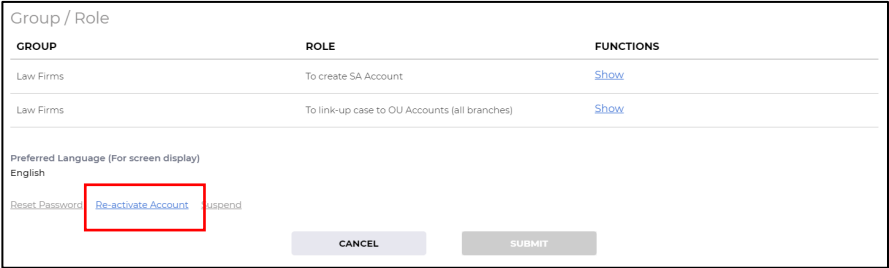
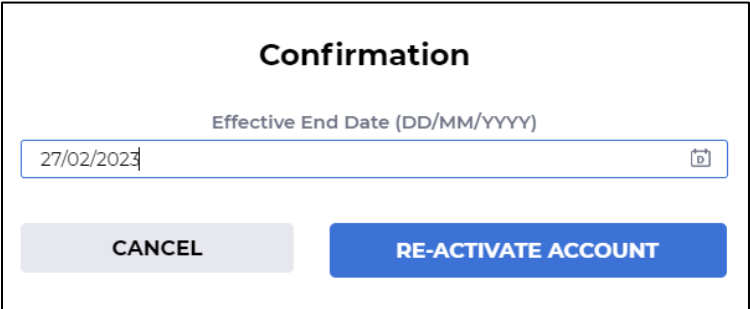
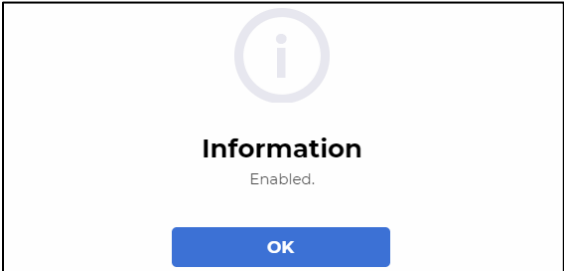
Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
13.	<p><u>Re-direct to the LOGIN page</u></p> <p>Click “GO TO LOGIN PAGE” and the user will be re-directed to the “LOGIN” page ></p>	<p>A pop-up message screen is displayed</p>  <p>Screen ID: IDAM-RST-00003</p>
14.	<p><u>Log in iCMS using new password</u></p> <p>Select Account Type “Organization” ></p> <p>Input Organization Code ></p> <p>Input Login Name as created during SA Account activation and new password created at item 12 ></p> <p>Click “LOGIN” ></p>	<p>The ‘LOGIN’ screen is displayed</p>  <p>Screen ID: AUTH-LGN-00001</p>
15.	<p><u>Start using the electronic services under iCMS</u></p> <p>The landing page of SA Account is shown for the account holder to start using the electronic services</p>	<p>The landing page of the SA Account is displayed</p>  <p>Screen ID: EXT-ACC-00001</p>

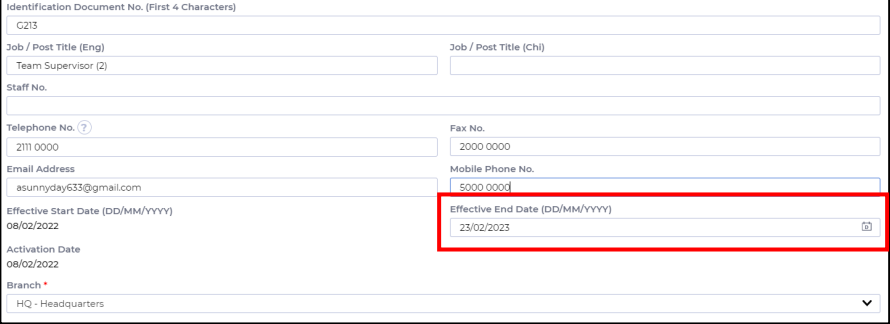
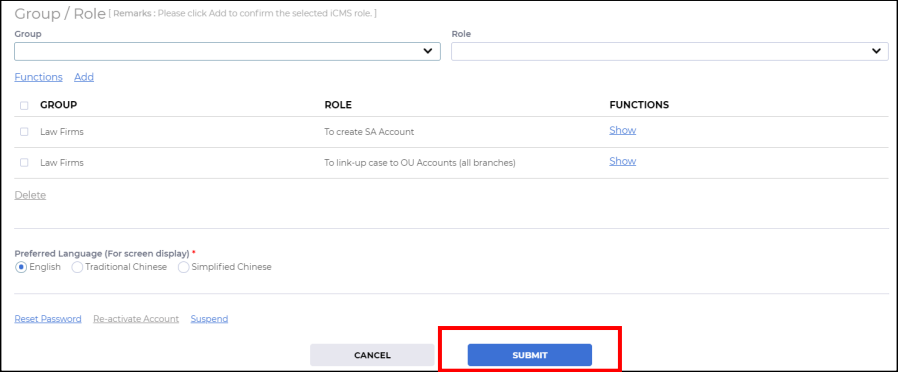
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Item	Process	Related screenshots for reference									
Maintain SA Account Profile - Update access and suspend an SA Account											
16.	<p><u>Update the access of an SA Account to the system</u></p> <p>There are two options –</p> <p>Option (1): To suspend an active SA Account</p> <p>PA, or the SA assigned with the related iCMS Role, click the link “Suspend” at the bottom of the page ></p> <p>This will suspend the concerned SA Account <u>with immediate effect</u> and the concerned user will not be able to access the system, until his/her account is re-activated.</p> <p>Click “SUBMIT” after it is completed ></p>	<p>On the search result, the screen “Maintain SA Account Profile” relating to the selected SA Account record is displayed</p> <p>MAINTAIN SA ACCOUNT PROFILE Screen ID: EIJAM-DMN-00052</p> <p>Notice Please fill in the information in English except fields marked as “Chi” (should be filled in Chinese). Fields marked with an asterisk(*) are mandatory.</p> <p>Organization Code 2468 Organization Name (Eng) Happy Company Organization Name (Chi) 樂高律師行 Login Name marylu Account Type Secondary Administrator (*SA*) Account Status Active</p> <p>Title Miss</p> <p>Surname (Eng) [?] Given Name (Eng) [?] Liu Mary</p> <p>Surname (Chi) Given Name (Chi)</p> <p>Identification Document Type Passport</p> <p>Identification Document Type (Others) (Eng) Identification Document Type (Others) (Chi)</p> <p>Identification Document No. (First 4 Characters) C213</p> <p>Job / Post Title (Eng) Job / Post Title (Chi) Team Supervisor (2)</p> <p>Staff No.</p> <p>Telephone No. [?] Fax No. 2111 0000 2000 0000</p> <p>Email Address Mobile Phone No. asunnyday633@gmail.com 5000 0000</p> <p>Effective Start Date (DD/MM/YYYY) Effective End Date (DD/MM/YYYY) 08/02/2022 23/02/2023</p> <p>Activation Date 08/02/2022</p> <p>Branch * HQ - Headquarters</p> <p><i>[Scroll down]</i></p> <p>Group / Role [Remarks: Please click Add to confirm the selected iCMS role:]</p> <p>Group Role</p> <p>Functions Add</p> <table border="1"> <thead> <tr> <th>GROUP</th> <th>ROLE</th> <th>FUNCTIONS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Law Firms</td> <td>To create SA Account</td> <td>Show</td> </tr> <tr> <td><input type="checkbox"/> Law Firms</td> <td>To link-up case to OU Accounts (all branches)</td> <td>Show</td> </tr> </tbody> </table> <p>Delete</p> <p>Preferred Language (For screen display) * <input checked="" type="radio"/> English <input type="radio"/> Traditional Chinese <input type="radio"/> Simplified Chinese</p> <p>Reset Password Re-activate Account Suspend</p> <p>CANCEL SUBMIT</p>	GROUP	ROLE	FUNCTIONS	<input type="checkbox"/> Law Firms	To create SA Account	Show	<input type="checkbox"/> Law Firms	To link-up case to OU Accounts (all branches)	Show
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Item	Process	Related screenshots for reference
	<p>Click “OK” to finish the process ></p>	<p>A pop-up message screen is displayed</p> 
	<p>To re-activate a suspended account</p> <p>Click the link “Re-activate Account” at the bottom of the page of the suspended SA Account record ></p> <p>Input a new Effective End Date to make this account active again ></p> <p>Click “RE-ACTIVATE ACCOUNT” ></p> <p>Click “OK” to finish the process></p>	<p>On the search result, the screen “Maintain SA Account Profile” relating to the selected SA Account record is displayed</p> <p><i>[Scroll down at the bottom of the page]</i></p>  <p>A pop-up screen to input Effective End Date is displayed</p>  <p>A pop-up message screen is displayed</p> 

Step-by-step guide – “Maintain SA Account Profile
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Item	Process	Related screenshots for reference
17.	<p>Option (2): To make the user unable to access the system by editing the Effective End Date</p> <p>Set the date of effective period of the concerned account by updating the Effective End Date with a designated date.</p> <p>Access rights of this Account will be suspended starting from the date inserted unless otherwise extended.</p> <p>Click “SUBMIT” after it is completed ></p>	<p>On the search result, the screen “Maintain SA Account Profile” relating to the selected SA Account record is displayed</p> <p><i>[Scroll down]</i></p>  
	<p>Click “OK” to finish the process></p>	<p>A pop-up message screen is displayed</p> 