MyStandards Introduction

Step-to-step manual for registration and access

Additional information on how to use MyStandards and its major functionalities
Create account
  - Swift.com account
  - MyStandards account

MyStandards Login

MyStandards home screen and T2 Group

How to access the TCCG-Communities

MyStandards User Management

TCCG Community

Access to usage guidelines

Usage guidelines and major functionalities
Creation of accounts – two possible ways

- Access to MyStandards is possible via
  - Swift.com account or
  - MyStandards account facilities.

- In the following slides you may find descriptions how to create an account and how to login in MyStandards

- If a SWIFT or MyStandards account is already available you may continue to MyStandards Login
Create account – SWIFT.com account

- Go to www.swift.com

- Possibility to access mySWIFT

Don't have an account?

- 'How do I become a swift.com user' video
- Registration User Guide
- swift.com security guidelines

Create account
Create account – SWIFT.com account II

- Follow instructions

**USER REGISTRATION**

**Personal info**

- **Title:**
  - Mr.

- **First name:**

- **Last name:**

- **Telephone:**

**Set your name and password**

- **E-mail:**

- **Password**

- **Confirm Password**

Your password should adhere to the following rules:

- at least 8 characters length
- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 non-alphabetic character such as: +,-,[]="

**Challenge**

![Image of challenge code: E7WFNNEX5](image)

Enter the text of the image:
Create account – MyStandards account

- Klick on „login to MyStandards“ and then „Create Account“
Create account – MyStandards account II

Follow instructions

Register on MyStandards
- First name
- Last name
- Email
- Password
- Confirm password
- Challenge
- Type the Challenge
- Register

2-setp verification for every log-in (e-mail)

2-Step Verification

Enter the verification code sent to you by e-mail:

[ ] Trust my device. We won’t ask you for a code again in the next 30 days on this device.

Click here to resend your code.
Mystandards Login

- If SWIFT or MyStandards account exists a direct login in MyStandards is enabled.

MyStandards
A collaborative web platform to better manage global standards and related market practice

Sign in with your MyStandards credentials

Email address

Password
Forgot password?

Don’t have an account?
swift.com security guidelines

Create account

Sign in
MyStandards home screen and T2 Group

- Interested users will find the T2 Group on the homescreen of MyStandards.
- Please click on the group to proceed.
How to access the TCCG-Communities (I)

- Please type in the search-bar “TCCG” to search for the TCCG-Communities
- The search result will show you the TCCG-RTGS and TCCG-CLM communities

Please do not request for membership in Sub-groups.
Interested users have to request for membership request for RTGS and CLM open communities (reason is not mandatory)

Access will be granted automatically
How to access the TCCG-Communities (III)

- After the successful membership request the user has access to the usage guidelines which are shared with the TCCG-Community.
MyStandards User Management

- User management is done in My Profile (man icon)
- Users have view on accessible communities
TCCG Community

- Usage guidelines will be first drafted and then shared in collections in the TCCG-RTGS and TCCG-CLM communities.
- Within the communities there are the previous and the latest version of each message usage guideline shared.
- Descriptions will help to navigate to the desired UDFS version.
Access to usage guidelines

Usage guidelines are shared in collections

Access is restricted to TCCG communities

Available usage guidelines are customised by 4CB

Set-up of a collection may change in matters of different needs per service
Usage guideline (I) - screen view

- The screen offers several options:
- Message Examples
- Result view = customization result
- Compare*
- Annotation = Service specific usage guideline
- Business Rule IDs (to be found in UDFS as Validation Rule IDs)

*The compare functionality is not available for single usage guidelines. Please refer to slides 19 & 20 for the detailed description of the compare functionality.
Usage guideline (II) - comments

- Comment functionality:

- Comments – overview comments:
Usage guideline (III) - export functionality

1. Go to "My Downloads" section.

   The file you have requested is being generated and will shortly be available for download. Please check the status of this in the My Downloads section.

2. Standards Releases screen displaying a file named RTGS_Core_Payments_RTGS_FItoFICustomerCred... dated 22 Mar 2018 14:28 UTC.
Usage guideline (IV) - compare functionality 1

- Compare functionality offers the facility to compare usage guidelines of the same message type but different UDFS versions.

  Users have to select first the previous version of the message and put it to „my selection“.

- Afterwards users have to select the latest version of the message and put it to „my selection“ as well.

![Diagram showing comparison of UDFS versions](image-url)
Usage guideline (IV) - compare functionality 2

- "My Selection" (folder icon) will show that two usage guidelines are selected (click on it for next step).
- Users can select from different batch operations to start and view the comparison.

If comparison is finalized please empty "My Selection" (by clicking on the both red x or "Empty the selection") and restart the process for another comparison activity.