MyStandards Introduction

Step-by-step manual for registration and access to T2 MyStandards content

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Additional information on how to use MyStandards and its major functionalities
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I. Create account – two possible ways

- Access to MyStandards is possible via
  - a Swift.com account or
  - MyStandards account facilities.
- In the following slides you will find descriptions on how to create an account and how to login in MyStandards.
- If a SWIFT or MyStandards account is already available you may continue to Chapter II. MyStandards login.
I. Create account – SWIFT.com account (I)

- To create a SWIFT.com account please go to www.swift.com and follow the instructions below:
  - Click on “mySWIFT” and click on “Login into mySWIFT”.
  - Click on “Create account”.

Don’t have an account?
- ‘How do I become a swift.com user’ video
- Registration User Guide
- swift.com security guidelines

Create account
I. Create account – SWIFT.com account (II)

- Fill in the mandatory fields and follow the instructions in the registration process.
I. Create account – MyStandards account (I)

- To create a MyStandards account please go to https://www.swift.com/our-solutions/compliance-and-shared-services/mystandards and follow the instructions below:
  - Click on “Login to MyStandards“ and then “Create account“.
I. Create account – MyStandards account (II)

- Fill in the mandatory fields and follow the instructions in the registration process.

- The 2-step verification for every login is compulsory and cannot be deactivated.
II. Mystandards login

- If a SWIFT or MyStandards account already exists you can login directly via MyStandards.
III. MyStandards home screen and T2 group

- Interested users will find the T2 group on the home screen of MyStandards.
- Please click on the desired group to proceed.
IV. How to access the TCCG communities (I)

- Access to T2 usage guidelines is only provided to community members.
- Please type “tccg” in the search bar to search for the TCCG communities.
- The search result will show you the TCCG-RTGS, TCCG-CLM and TCCG-CoCo communities.

- Please request access to each community
IV. How to access the TCCG communities (II)

- Access to RTGS, CLM and CoCo open communities will be granted automatically – a reason is not required.
IV. How to access the TCCG communities (III)

- Once access is granted the user will be able to see the usage guidelines which are shared with the relevant TCCG community.
V. MyStandards user management

- User management is done in My Profile (icon of a person).
- Users can view their communities.
VI. TCCG community

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

- Usage guidelines are shared in collections.

- Access is restricted to TCCG communities.
- Available usage guidelines are customised by 4CB.
- The setup of a collection may change in based on the different needs per service.
VIII. Usage guidelines (I) - screen view RTGS and CLM

- 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 a detailed description of this functionality.
The screen offers several options:
- Message examples in “Sample Messages”.
- Result view = Customization result.
- Compare*.
- Annotation = Service specific usage guideline.
- Business Rule IDs.

*The compare functionality is not available for single usage guidelines. Please refer to slides 19 & 20 for a detailed description of this functionality.
VIII. Usage guidelines (III) - export functionality

- Usage guidelines can be exported as PDF, Excel or Schema files.
VIII. Usage guidelines (IV) – compare functionality 1

- The compare functionality offers the facility to compare usage guidelines of the same message type but different UDFS versions.
- The user first has to select the previous version of the message and “add to my selection” (folder icon).
- The user must then do the same for the latest version of the message.
VIII. Usage guidelines (IV) – compare functionality 2

- The user clicks on “My Selection“, which will show that two usage guidelines have been selected.
- The user then selects from different batch operations to start and view the comparison.

- Once the comparison is finalised, “My Selection“ must be emptied by clicking on the folder icons with the red x or “Empty the selection“, and restart the process for another comparison activity.