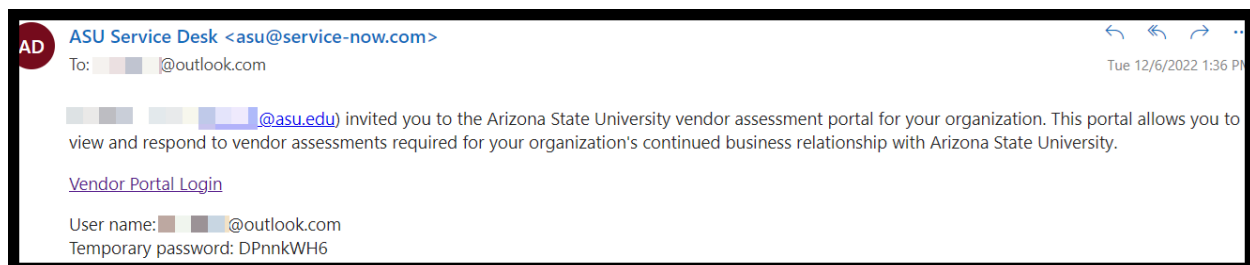


## Vendor Portal Walk through

The purpose of this document is to walk vendor partners through how to use the Vendor Portal. The vendor portal is a tool utilized by the security review team to obtain necessary information regarding vendors and their products. This information is used to complete security reviews which allows ASU to make educated risk assessments on all new products implemented within this organization.

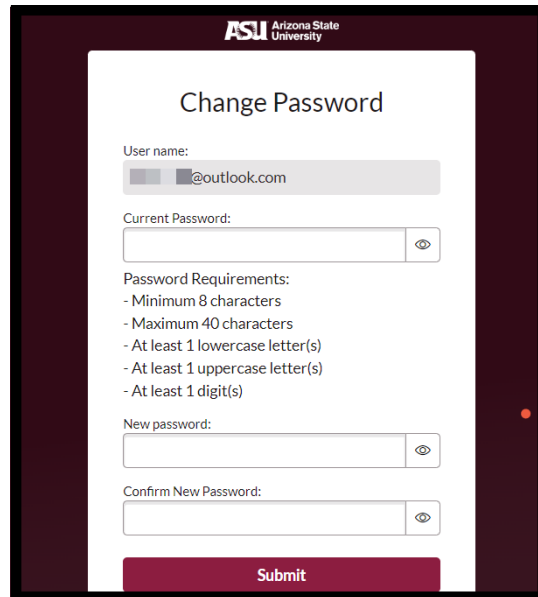
This document is a brief explanation of use for our security process, for a more in depth explanation of all vendor portal functionality, please refer to this [ServiceNow article](#).

1. An ASU representative will complete the Vendor IT Risk Assessment request form and questionnaire.
  - a. After the tiering questionnaire is submitted to the security team, ServiceNow will send a message to the provided Vendor contact email address.
2. Receiving Welcome email: The vendor will receive an email with instructions for signing into their Vendor Portal. This should be communicated by the ASU representative who is requesting a security review.
  - a. The email subject line will say "Welcome to the Arizona State University vendor assessment portal"
  - b. The email contains a link to the vendor portal as well as a temporary username and password.



3. Click the link in the welcome email to open the login page for the vendor portal.

4. Use the provided credentials from the email to login
  - a. You will be prompted to reset the password
  - b. NOTE: Save this password for future use and ongoing access to the portal.




The screenshot shows a web form titled "Change Password" for ASU. The form includes the following fields and instructions:

- User name:** A text input field containing "@outlook.com".
- Current Password:** A text input field with a toggle icon for visibility.
- Password Requirements:**
  - Minimum 8 characters
  - Maximum 40 characters
  - At least 1 lowercase letter(s)
  - At least 1 uppercase letter(s)
  - At least 1 digit(s)
- New password:** A text input field with a toggle icon for visibility.
- Confirm New Password:** A text input field with a toggle icon for visibility.
- Submit:** A red button at the bottom of the form.

5. Complete tasks and assessments
  - a. You will find all questionnaires and evidence requests sent from our security team under the "Assessment summary" section.
    1. Assessments is where you will find your initial questionnaire and where to upload required documentation
    2. Tasks and issues are used by our security team to ask clarifying questions and bring up concerns found in assessments.

Good day, [Avatar]!

With the Vendor Risk Portal, you can review and complete assessments, issues, and tasks



### Assessments summary

My activities | All activities

Assessments		Issues		Tasks	
0	0	0	0	0	0
Overdue	Due soon	Overdue	Due soon	Overdue	Due soon
0	0	0	0	0	0

### My company

[Avatar]

(No description available)

Primary contacts

[Avatar] [Avatar] [Avatar] -1

### Engagements 1

[Avatar]