User portal management manual (https://userportal.it.chula.ac.th/)

1. Go to https://userportal.it.chula.ac.th> Type your username, password and verification code> Click Login. If the verification code you receive is not clear to you, you can click on the pink circle to request a new code.

2. Once you are logged on, the system will display your basic information. The user may come back to this page by clicking *Home* on the left-hand side menu

3. In the *Change password* menu on the left-hand side, users may change their password by typing the old password, the new password, and then confirming the new password. Follow the advice at the bottom of the screen.
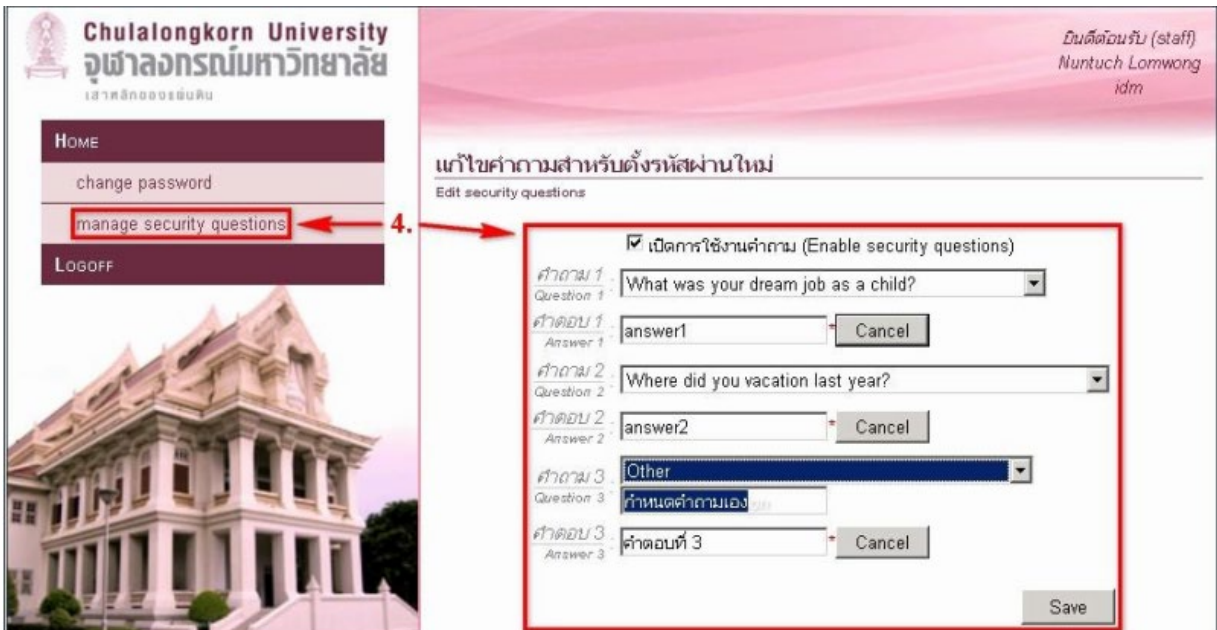

4. The *Manage security questions* menu allows users to set up questions and answers in case they require a new password to replace a forgotten one. The users need to set 3 questions/answers> Click *Save*

5. Always click *Log off* after each use