FUJITSU Cloud Service K5

K5 Portal User Guide

Version 2.3

FUJITSU LIMITED

Preface

Purpose of This Document

This guide describes the operating procedures for the services provided by FUJITSU Cloud Service K5.

You are recommended to also refer to the following related manuals.

- IaaS Service Portal User Guide
- IaaS Function Guide
- PaaS Service Portal User Guide

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Document history

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		Whole document	Change screen images
1.2	May 30, 2016	1.1 K5 Portal Overview Table 2-1 : Input Restrictions Table 2-2: Password Requirements	Add explanation
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		8 IaaS Management	Add functions
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		4.3.2 Change User Passwords	Add explanation
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		7.1.2 Check the Provisional Charge for this Month	Add explanation
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2.2	Aug 18, 2017	2.1.2 Formal Registration as a New User	Add explanation
		4.3.2 Change User Passwords	Change explanation

Version	Date	Edited places	Description
2.3	Sept 4, 2017	1.1.2 Essential Information for the use of the K5 Portal	Change explanation

Contents

Chapter 1 - Introduction 7
1.1 K5 Portal Overview 2
1.1.1 K5 Portal 2
1.1.2 Essential Information for the use of the K5 Portal 2
1.2 Advisory Notes 7
1.2.1 System Requirements 7
1.2.2 Precautions 7
Chapter 2 - Registration for Subscription 8
2.1 Obtain Contract Number and User Name 9
2.1.1 Registration for Subscription 9
2.1.2 Formal Registration as a New User 12
Chapter 3 - Using K5 Services 17
3.1 Log in 18
3.1.1 Log in to the K5 Portal 18
3.2 Use IaaS 21
3.2.1 Access the IaaS Portal 21
3.3 Use PaaS 23
3.3.1 Access the PaaS Portal 23
Chapter 4 - User Information Management 25
4.1 Register User Information 26
4.1.1 Register a New User 26
4.2 Search User Information 29
4.2.1 Search User Information 29
4.3 Refer To, Edit, or Delete User Information 32
4.3.1 Change User Information 32
4.3.2 Change User Passwords 34
4.3.3 Delete a User 36
4.3.4 Change User Status 37
Chapter 5 – Own User Information Management 38
5.1 Refer To and Edit Your Own User Information 39
5.1.1 Refer To and Edit Your Own User Information 39
5.1.2 Change Your Own User's Password 43
Chapter 6 - Authentication Information Management 45
6.1 Change Authentication Method 46

6.1.1 Issue a Certificate for Authentication 46
6.1.2 Procedure for Changing the User Authentication Method 49
6.2 Reissue a Certificate for Authentication 51
Chapter 7 - Billing Information Management 54
7.1 Usage Fees 55
7.1.1 Check the Final Amount of Usage Fees for Past Months 55
7.1.2 Check the Provisional Charge for this Month 59
Chapter 8 – IaaS Management 61
8.1 User Management (Project) 62
8.1.1 Create a project 62
8.1.2 Edit a project 68
8.1.3 Change the Enable/Disable Setting of Project 72
8.2 User Management (User) 75
8.2.1 Change the role allocation associated with the user 75
8.3 User Management (Group) 79
8.3.1 Create a group 79
8.3.2 Edit a group 86
8.3.3 Delete a group 90
8.4 Use Region Management 92
8.4.1 Start using a region 92
8.4.2 Connect to the region you started to use 95

Chapter 1 - Introduction

Topics:
- K5 Portal Overview
- Advisory Notes

1.1 K5 Portal Overview

1.1.1 K5 Portal

The K5 Portal is a portal site that provides access to the K5 IaaS/PaaS Services. The K5 Portal site allows you to register for subscription to K5 Services and manage user information, for example.

1.1.2 Essential Information for the use of the K5 Portal

The following information is essential for the use of the K5 Portal.

Role

Authority information called “role” is set for each user of K5 Portal and it controls a user’s operation in K5 portal. There are two kinds of roles: the role to operate K5 portal and the role to operate “IaaS Management” as in Ch.8.

Role to operate K5 portal

In K5 Portal, any of the following four roles is set for each user.

Contractor

Users created during new registration for use of K5 services are assigned "Contractor". A contractor can register other users and update their information.

User

Users other than "Contractor" come under "User". Users are assigned either "Administrator" or "Developer".

Administrator

Similarly to a "Contractor", an "Administrator" can register other users and update their information.

Developer

A "Developer" can only update their own information.

Table 1: Operation Authority by Role（K5 Portal）

Operation	K5 Portal Roles		
	Contractor	User	
		Administrator	Developer
2.1 Obtain Contract Number and User Name	Yes	No	No
3.1 Login	Yes	Yes	Yes
3.2 Use IaaS	Yes	Yes	Yes
3.3 Use PaaS	Yes	Yes	Yes
4.1 Register User Information	Yes	Yes	No
4.2 Search User Information	Yes	Yes	No
4.3 Refer To, Edit, or Delete User Information	Yes	Yes	No
5.1 Refer To and Edit Your Own User Information	Yes	Yes	Yes
6.1 Issue Client Certificates	Possible	Possible	Possible
6.2 Change Authentication Methods	Possible	Possible	Possible
7.1 Usage Fees	Yes	Yes	Yes

The Role for Operating IaaS Management

In IaaS management, multiple roles can be set for a user. Refer to “IaaS Function Guide” for the details of roles.

Input & Password Restrictions

The K5 Portal provides input windows for each service. Each service has restrictions regarding input as listed in Table 2 below.

Table 2: Input Restrictions

Item Name	Number of Characters	Acceptable Characters
User Name	4 - 246 characters	Can contain letters, numbers and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * Special Characters (.@-_)
Password Current /New Password	16 - 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * Special Characters (!#$%&()*+-.=?@[]_{}~) * White space
Name (Last)	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space
Name (First)	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space

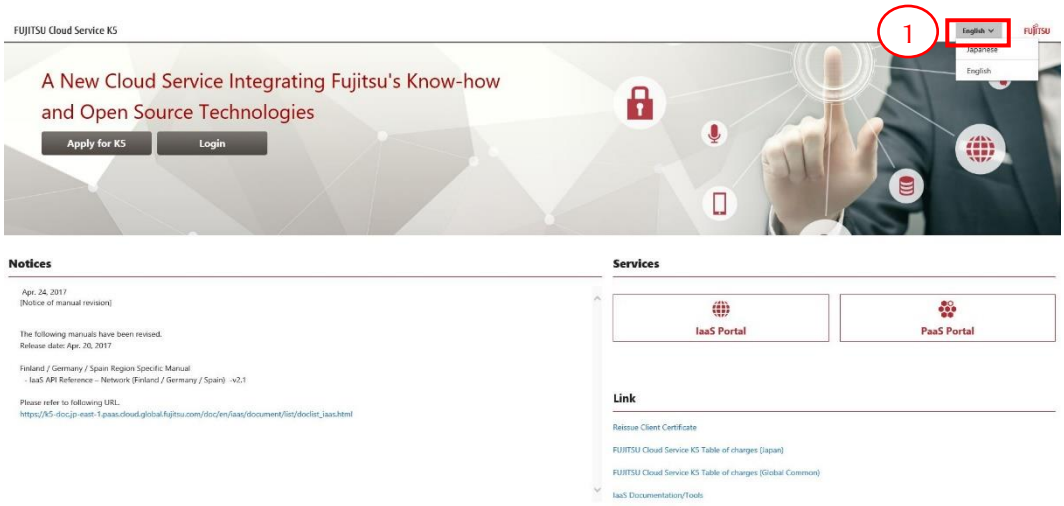
Item Name	Number of Characters	Acceptable Characters
Company Name	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space
Email Address	5 - 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * Special Characters (!#$%&'*+-./=?@^_`{|}~)
Phone Number	Up to 30 characters	* Digit (0-9) * Special Characters (+-)
User Description	Up to 255 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space
Passphrase	8 - 20 characters	Half-width alphanumeric characters
Project Name	For details, refer to “IaaS Function Guide”.	
Description	Up to 255 characters	Uppercase and Lowercase Letter
Group Name	For details, refer to “IaaS Function Guide”.	
Description	Up to 255 characters	Uppercase and Lowercase Letter

Table 3: Password Requirements

Item Name	Requirements
Minimum password age	1 day (24 hours)
Maximum password age	90 days
Account lockout	• Threshold : 5 continuous failed login attempts • Account lockout unlocked after : 30 minutes
Password history	A password which contains the same string as previous 4 passwords cannot be used.
Complexity	• Must not include user name • Must contain at least one letter • Must contain at least one number

Language Settings

The K5 Portal allows you to change the display language. To change the language, select the desired language from the pull-down menu (1) at the upper right of the screen.



1.2 Advisory Notes

1.2.1 System Requirements

This section explains the requirements for the K5 Portal.

The K5 Portal works on the following operating systems and browsers.

- OS: Windows 7/8/8.1
- Browser: Microsoft Internet Explorer 11

1.2.2 Precautions

Do not use the "Next" button or the "Back" button of your browser. An unexpected result may occur.

Chapter 2 - Registration for Subscription

Topics:

Obtain Contract Number and User Name

2.1 Obtain Contract Number and User Name

2.1.1 Registration for Subscription

To use K5, you must obtain your contract number and user name.

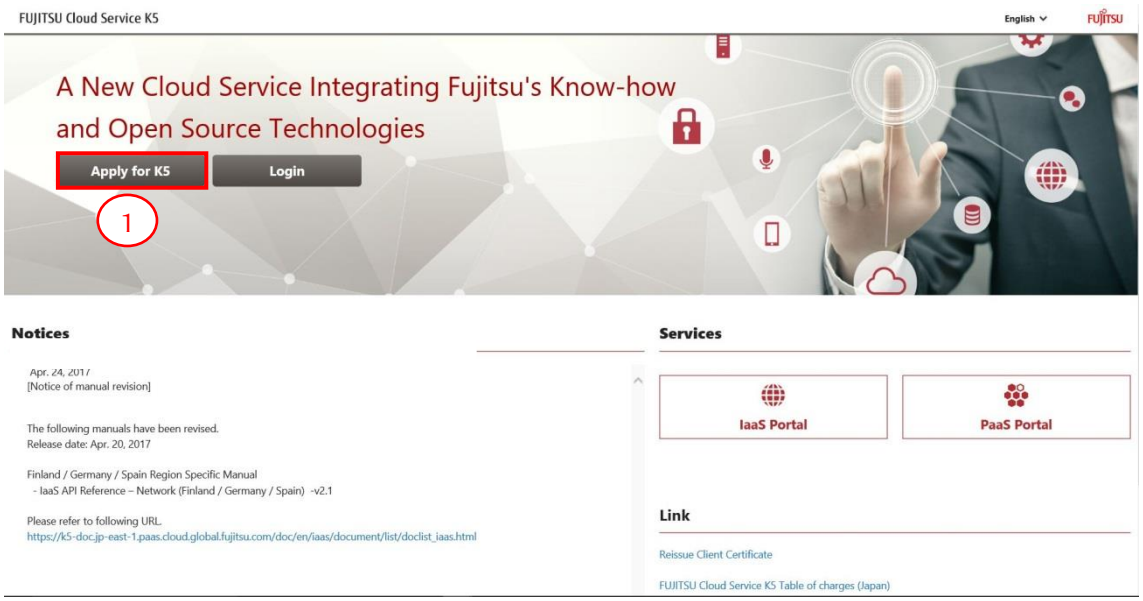
Outline

To register for subscription to K5 Services, follow the steps below:

Procedure

1. Access the [K5 Portal] screen from the URL:
   https://s-portal.cloud.global.fujitsu.com/ .

2. On the [K5 Portal] screen, click the [Apply for k5] button (1).



3. On the [Send Application Email] screen, enter the required information. Check your entered information. Read the terms of use at the URL shown and select the [Agree] radio button. Then click the [Issue] button (2). To return to the [K5 Portal] screen, click the [Cancel] button (3).

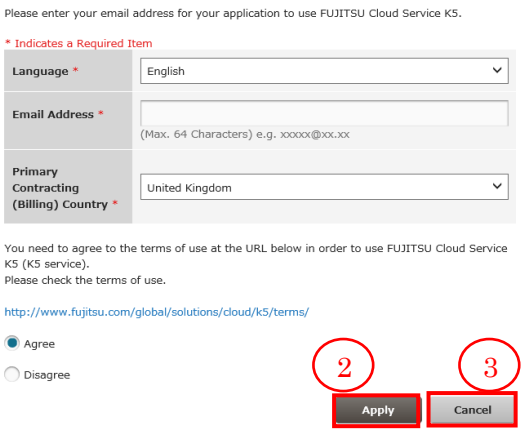
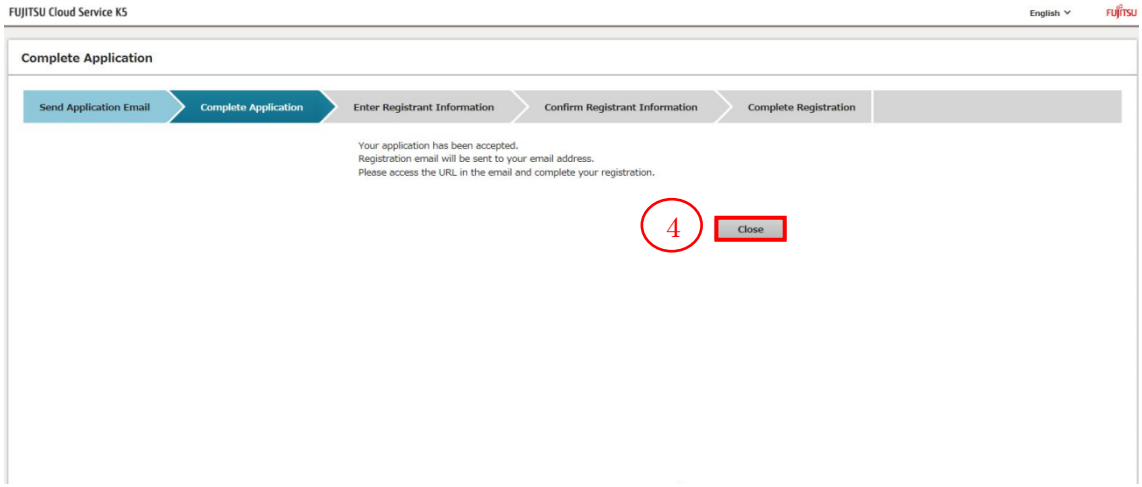


Table 4: Input items for subscription registration

Item Name	Explanation
Language	Select the language for the registration guidance email.
Email Address	Enter the destination email address for the registration guidance email.
Primary Contracting (Billing) Country	Select primary contracting (billing) country of FUJITSU Cloud Service K5. * Service usage fee and currency is fixed for each primary contracting (billing) country. * Please select "Japan" if you make this contract in Japan.

4. Check the "Complete application" message that appears and then click the [Close] button (4).



5. The registration guidance email will be sent to the registered email address.

2.1.2 Formal Registration as a New User

Access the URL shown in the guidance email for formal registration to complete the registration process.

Outline

To complete the registration for subscription and the issuance of a new user, follow the steps below.

Procedure

1. Access the URL shown in the guidance email received in "2.1.1 Registration for Subscription".

2. Enter the registrant information, and then click the [Next] button (1).

* Indicates a Required Item

Contract Information

Primary Contracting (Billing) Country	United Kingdom
IaaS Default Region *	uk-1
Currency	GBP

Login Information

User Name *	manual01 (Alphanumeric Characters/Min. 4, Max. 246)
Password *	●●●●●●●●●●●●●●●● (Alphanumeric Characters/Min. 16, Max. 64)
Confirm Password *	●●●●●●●●●●●●●●●● (Alphanumeric Characters/Min. 16, Max. 64)

Email Notification

Language *	English

Info of Representative of the Applicants

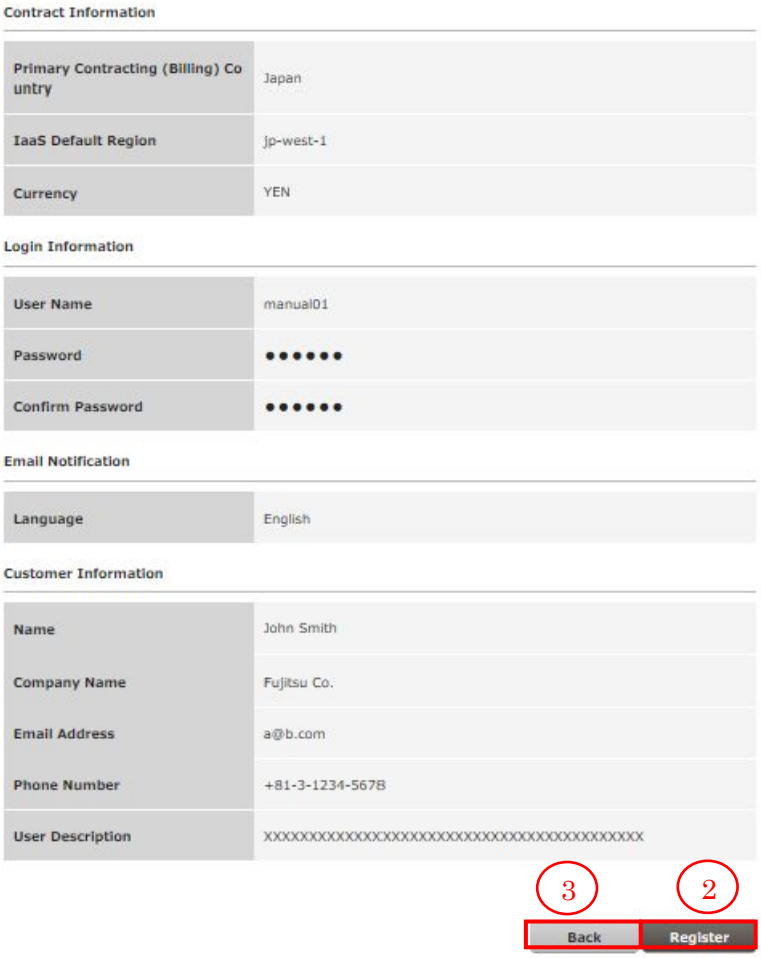
Name *	(First) John (e.g. John) (Last) Smith (e.g. Smith)
Company Name *	Fujitsu Co. e.g. Fujitsu Co.
Email Address *	a@b.com (Max. 64 Characters) e.g. xxxxx@xx.xx
Phone Number *	+81-3-1234-5678 (Number and +,- Symbol / Max. 30). e.g. +81-3-1234-5678
User Description	XXXXXXXXXX (Max. 255 Characters)

1 Next

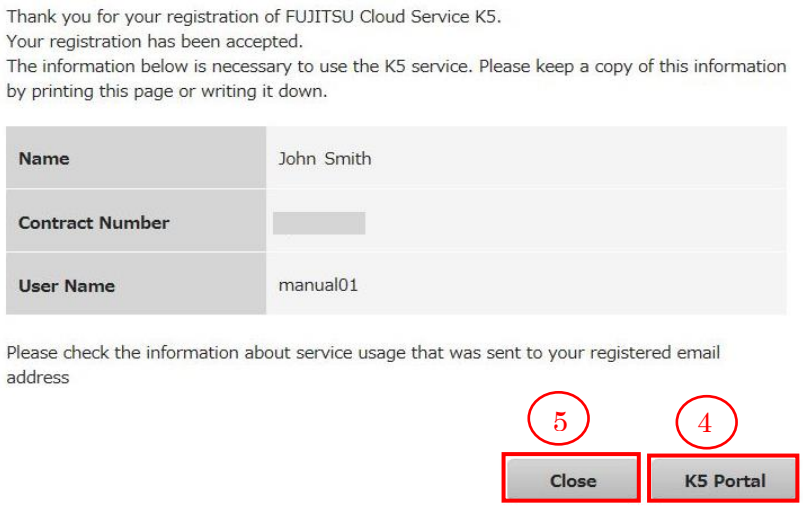
Table 5: Input items for user registration

Item Name	Explanation
IaaS Default Region	Select the default region when using IaaS. *jp-east-1(East Japan region 1) cannot be selected as a default region. If you want to use jp-east-1, follow ‘8.4 Use Region Management’ to start using a region.
User Name	Enter the new user name, considering the input restrictions.
Password	Enter the new user's password, considering the input restrictions.
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter the new user's name (last and first names), considering the input restrictions.
Company Name	Enter the name of the company the new user belongs to, considering the input restrictions.
Email Address	Enter the new user's email address, considering the input restrictions.
Phone Number	Enter the new user's telephone number, considering the input restrictions.
User Description	Enter the new user's description, considering the input restrictions.

3. Check your entered information and click the [Register] button (2). To make corrections, click the [Back] button (3).



4. The "Registration complete" email will be sent to the registered email address. To log in right now, click the [K5 Portal] button (4). Alternatively, you can close the window by clicking the [Close] button (5). (*1 Important)



*1 Important

The contract number and user name issued will be required when you log in to the K5 Portal. Please store it carefully.

Chapter 3 - Using K5 Services

Topics:
- Login
- Use IaaS
- Use PaaS

3.1 Log in

3.1.1 Log in to the K5 Portal

This section describes how to log in to the K5 Portal.

Before Starting

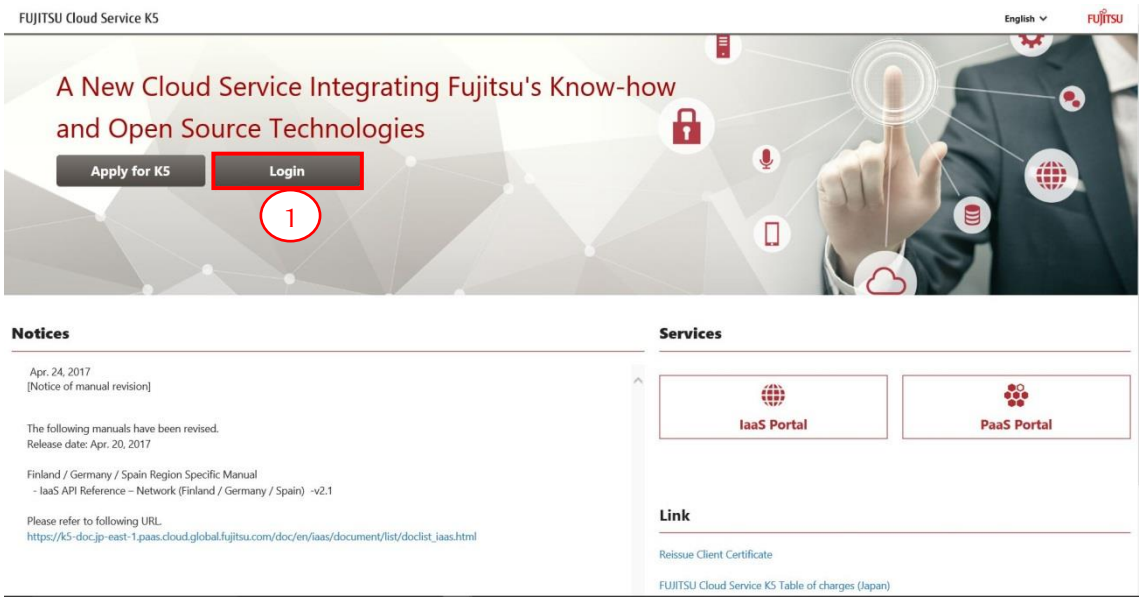
Access the [K5 Portal] screen.

Outline

To log in to the K5 Portal, follow the steps below. This procedure assumes that you log in as a "Contractor" user registered in "2.1.2 Formal Registration as a New User".

Procedure

1. On the [K5 Portal] screen, click [Login] (1).

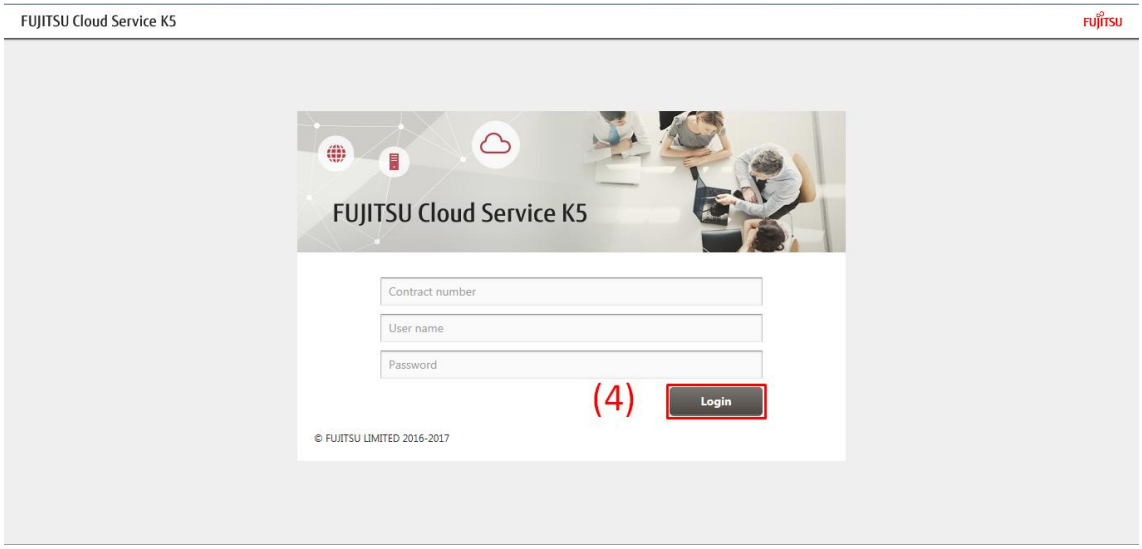


If a client certificate is installed in your browser, when you click the [Login](1), the following dialog-box might appear.

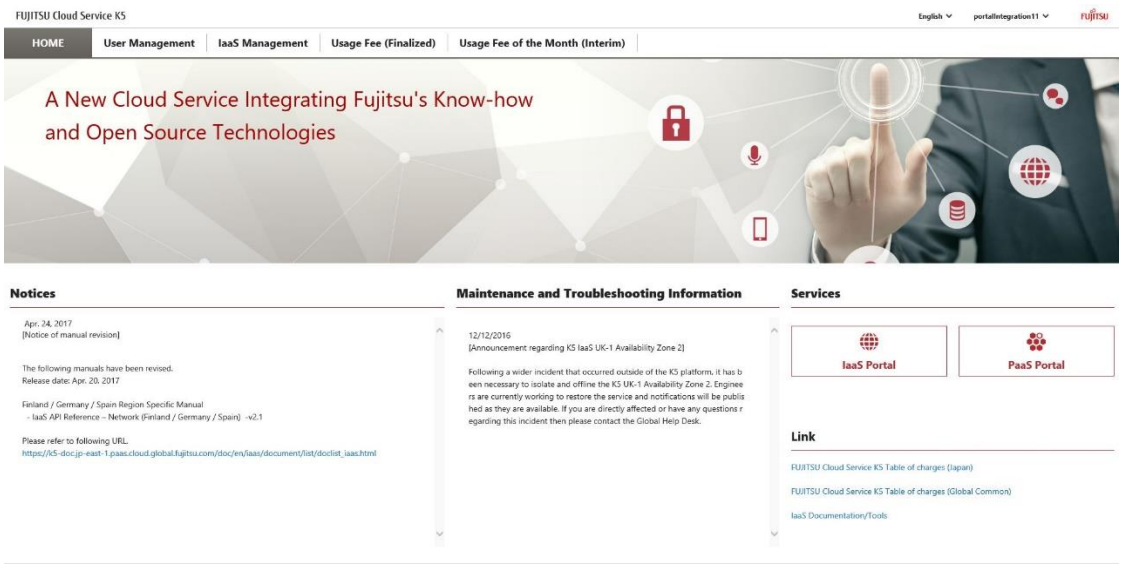
When you are going to log in with a user account for which "Certificate + Password Authentication" is chosen as its authentication method, make sure that the corresponding certificate is selected and click the "OK" button (2) to proceed to the next screen.

To log in with a user account for which “Password Authentication” is chosen as its authentication method, just click the “Cancel” button (3).

2. On the [Login] screen, enter the contract number, user name, and password and then click the [Login] button (4).



3. The post-login [K5 Portal] screen is displayed.



3.2 Use IaaS

3.2.1 Access the IaaS Portal

To use IaaS, access the IaaS Portal from the K5 Portal.

Before Starting

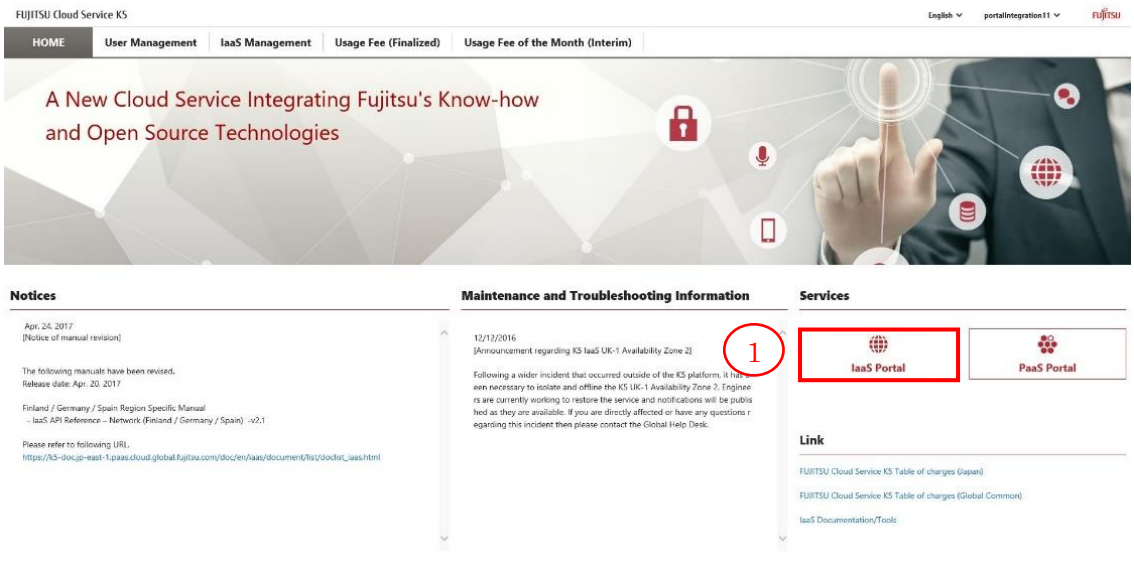
Log in as a user registered with the K5 Portal.

Outline

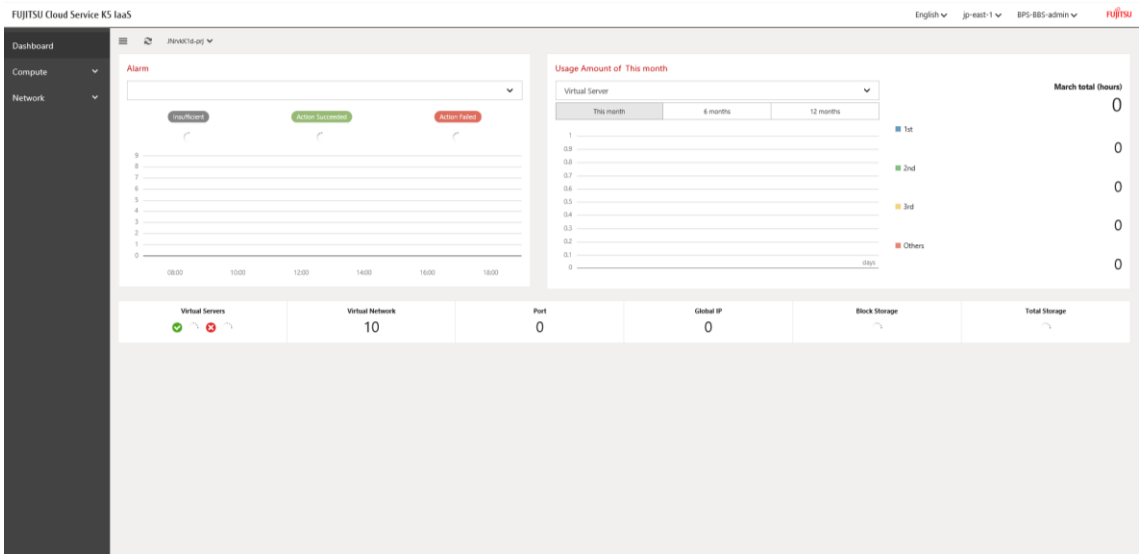
Access the IaaS Portal by following the steps below.

Procedure

1. On the Service menu of the [K5 Portal] screen, click the [IaaS Portal] link (1).



2. For information on how to work with the IaaS Portal, refer to the IaaS Service Portal User Guide.



3.3 Use PaaS

3.3.1 Access the PaaS Portal

To use PaaS, access the PaaS Portal from the K5 Portal.

Before Starting

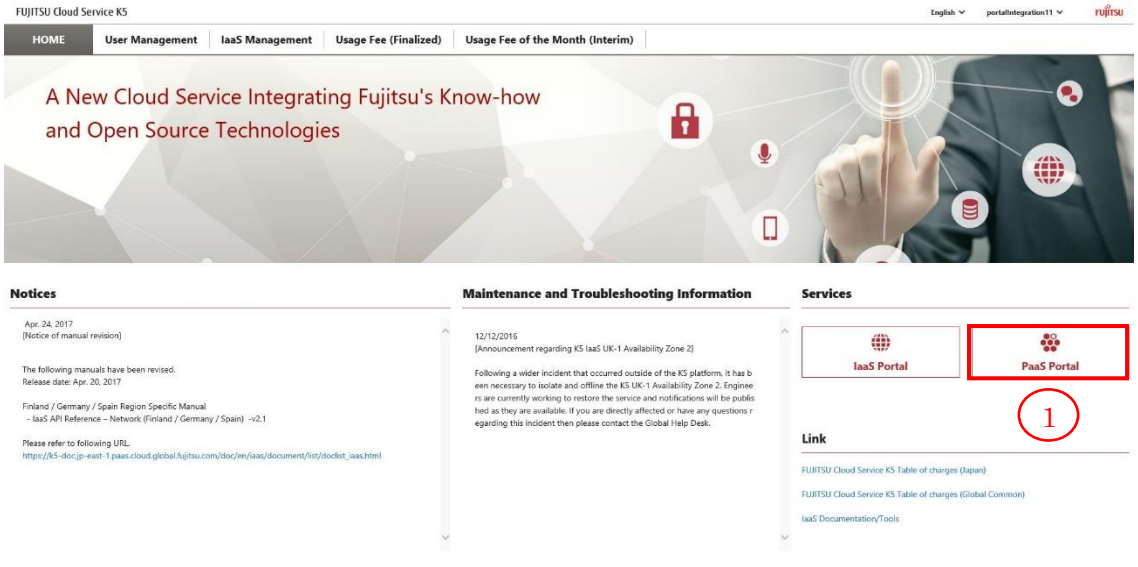
Log in as a user registered with the K5 Portal.

Outline

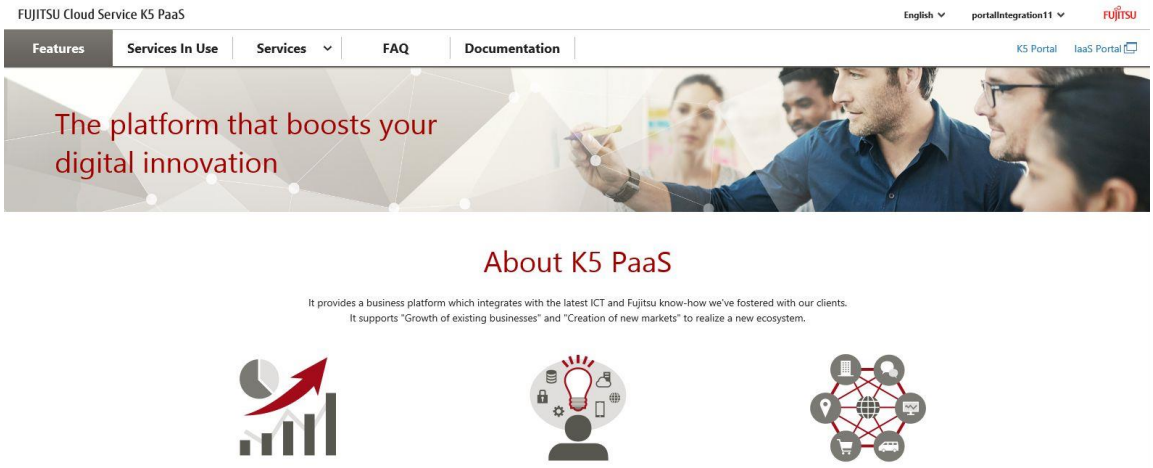
Access the PaaS Portal by following the steps below.

Procedure

1. On the Service menu of the [K5 Portal] screen, click the [PaaS Portal] link (1).



2. The [Features] screen for the PaaS Portal is displayed. For information on how to work with the PaaS Portal, refer to the PaaS Service Portal User Guide.



Chapter 4 - User Information Management

Topics:
- Register User Information
- Search User Information
- Refer to, Edit, or Delete User Information

4.1 Register User Information

4.1.1 Register a New User

Contractors and administrators can register new users of K5 Services.

Before Starting

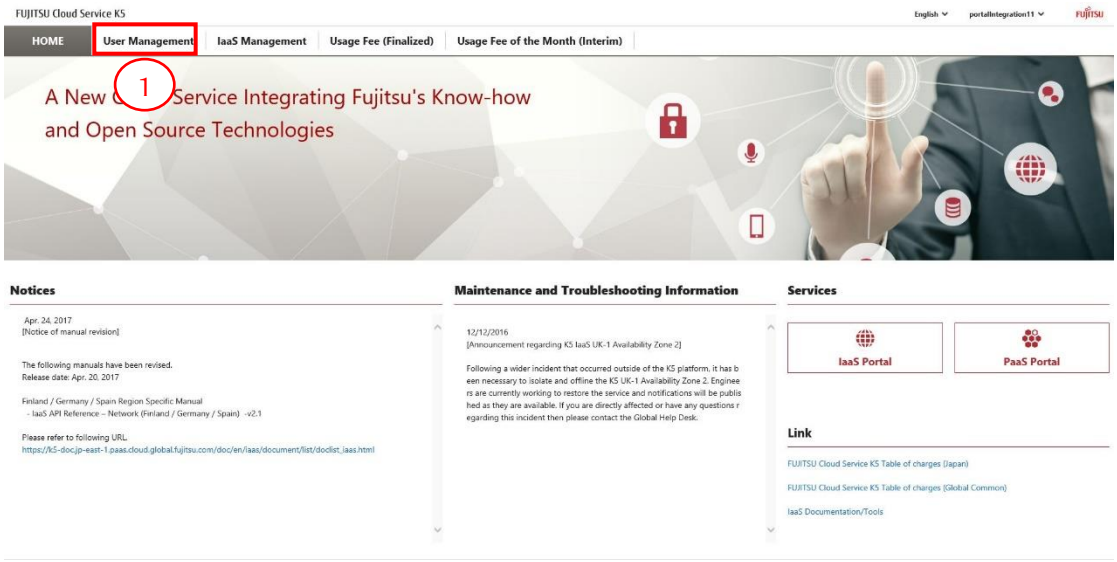
Log in to the K5 Portal as a "Contractor" or "Administrator".

Outline

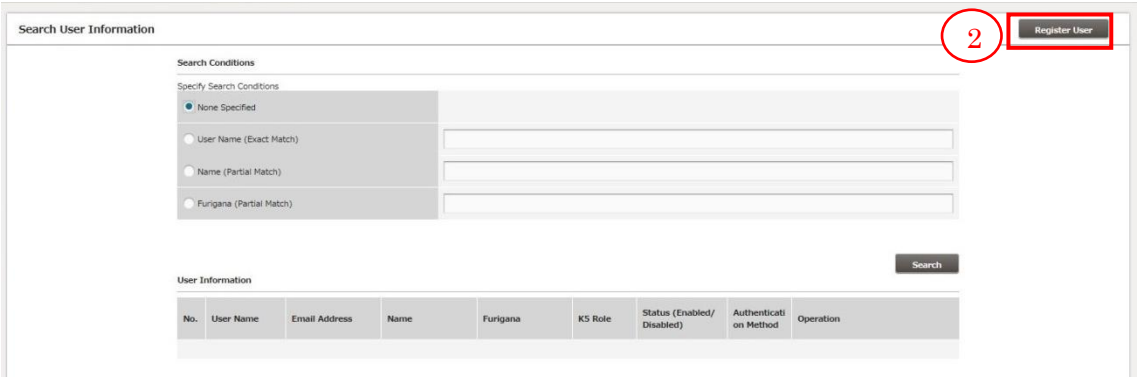
To register a new user, follow the procedure below.

Procedure

1. On the [K5 Portal] screen, click [User Management] (1).



2. On the [Search User Information] screen, click the [Register User] button (2).



3. On the [Register User] screen, enter the user information and click the [Register] button (3). To return to the [Search User Information] screen, click the [Back] button (4).

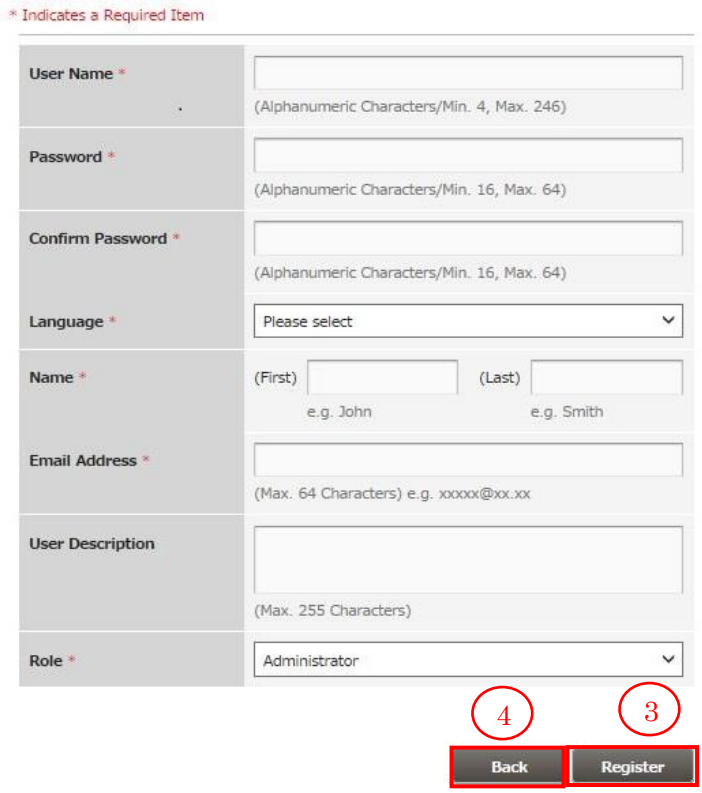


Table 6: Input items for user information registration

Item Name	Explanation
User Name	Enter the new user's user name, considering the input restrictions.
Password	Enter the new user's password, considering the input restrictions.
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter the new user's name (last and first names), considering the input restrictions.
Email Address	Enter the new user's email address, considering the input restrictions.
User Description	Enter the new user's description, considering the input restrictions.
Role (*1)	Select the role to associate with the new user.

Once the user information is registered, you can use the [Search User Information] function to make sure that the new user is successfully registered.

*1

The roles on the K5 Portal are different from those on the IaaS and PaaS Portals. The roles on the IaaS Portal and those on the PaaS Portal default to the role of "Member" and "Developer", respectively. To change the role associated with a user, do so on the appropriate portal site. For more information on the roles on the IaaS and PaaS Portals, refer to the IaaS Function Guide and the PaaS Portal Service User Guide, respectively.

4.2 Search User Information

4.2.1 Search User Information

Contractor and administrators can search users of K5 Services.

Before Starting

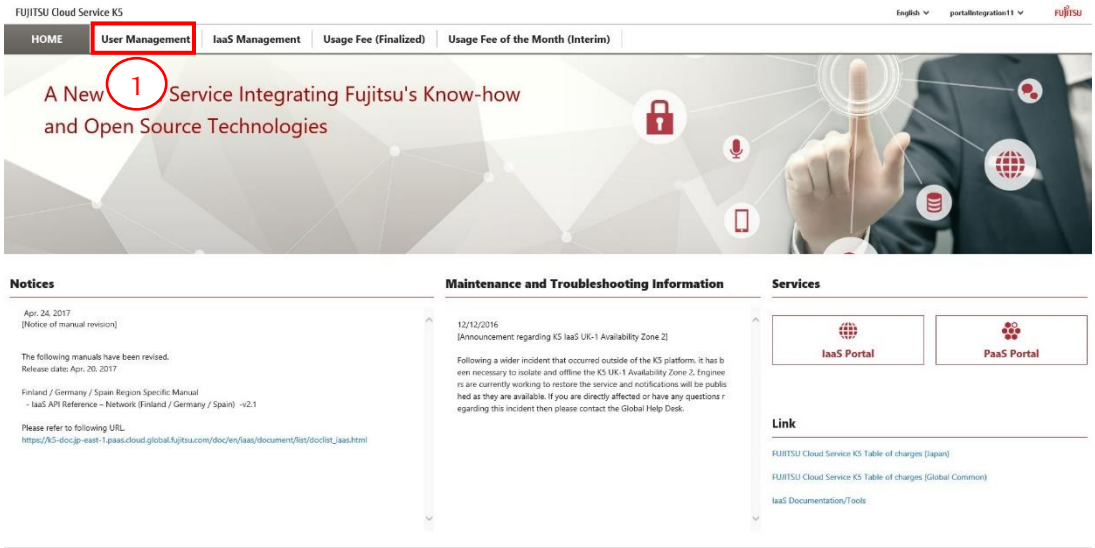
Log in to the K5 Portal as a "Contractor" or "Administrator".

Outline

To search user information, follow the procedure below.

Procedure

1. On the [K5 Portal] screen, click [User Management] (1).



2. On the [Search User Information] screen, select one of the search condition radio buttons. Enter the search conditions and click the [Search] button (2).

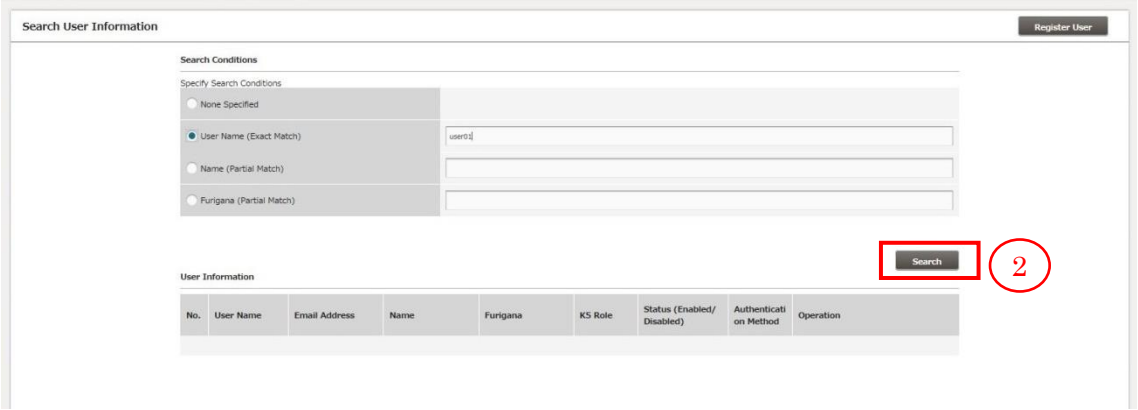
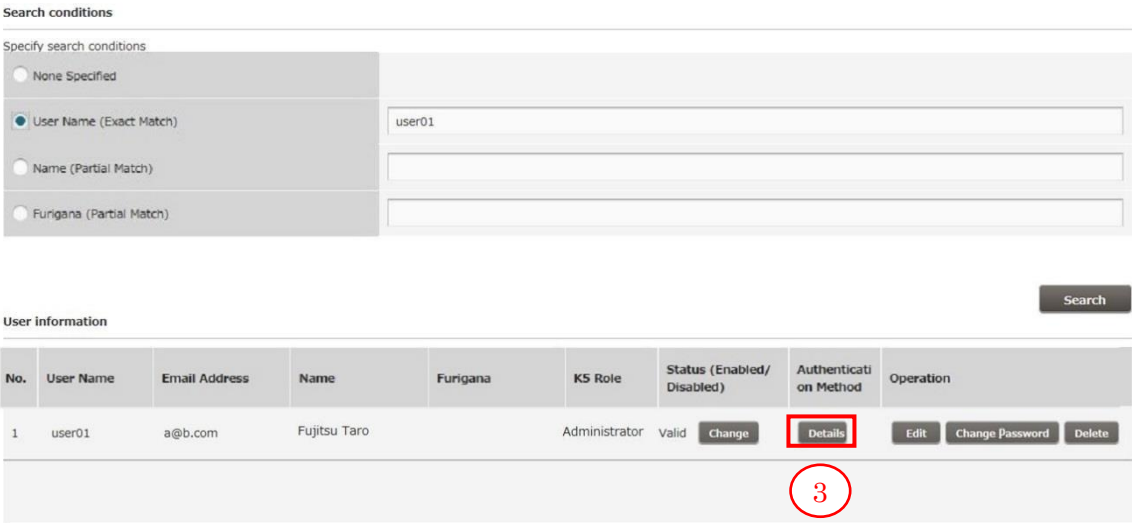
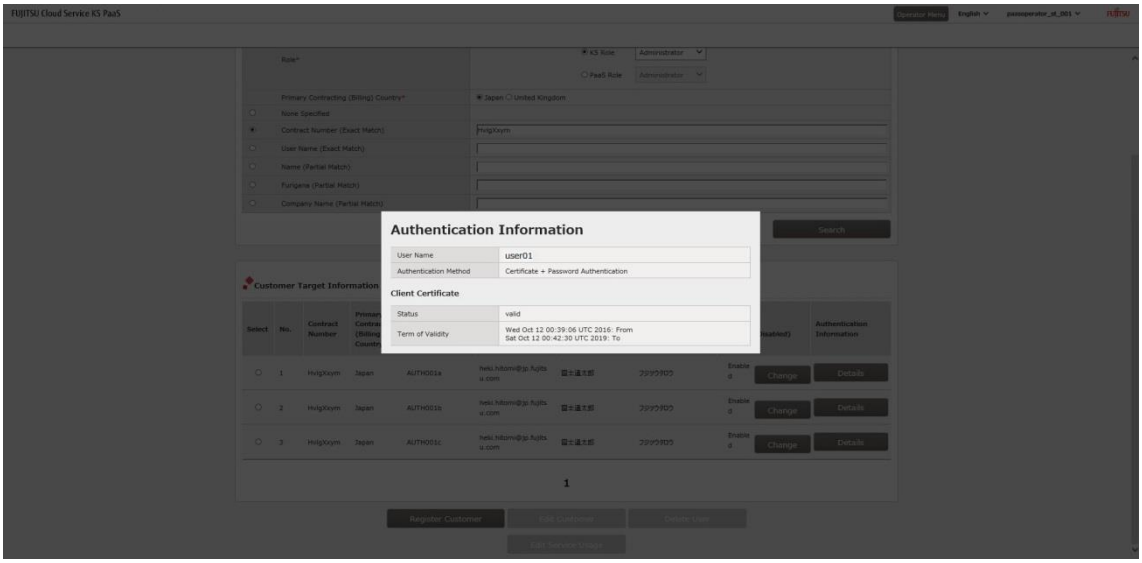


Table 7: Input items to look up a user

Item Name	Explanation
None Specified	Search without specifying search conditions. All of the users will be displayed.
User Name (exact match)	Returns the user who exactly matches the specified user name.
Name (partial match)	Returns all users who partially match the specified name.
Furigana (partial match)	Returns all users who partially match the specified Furigana.

3. Make sure the users that match the search conditions are displayed. If you want to display the detailed authentication information for a user, click the [Details] button (3) for the particular user.





4.3 Refer To, Edit, or Delete User Information

4.3.1 Change User Information

Contractors and administrators can change other users' information.

*Administrators can search contractors’ information but cannot change it.

Before Starting

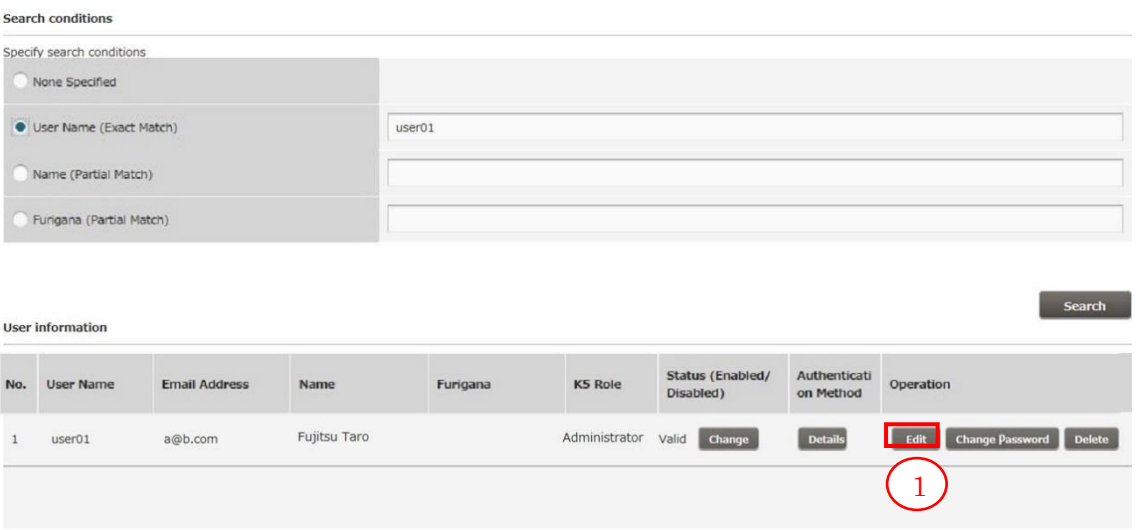
Log in as a contractor or administrator and search for the user whose information you want to change.

Outline

To refer to and edit a user's information, follow the procedure below.

Procedure

1. On the [Search User Information] screen, select the radio button for the user whose information you want to change, and then click the [Edit] button (1).



2. On the [Edit User Information] screen, make sure that the information for the selected user is displayed.
   Enter the content of the item(s) you want to change, and then click the [Change] button (2). To return to the [Search User Information] screen, click the [Back] button (3).

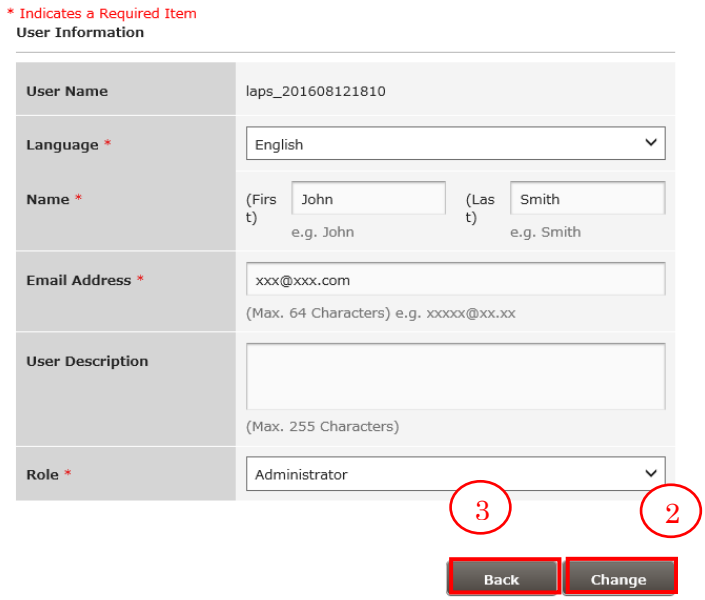


Table 8: Input items for user information modification

Item Name	Explanation
Language	Change the language of the email messages sent from K5 Portal.
Name (Last, First)	Change the user's name (last and first names), considering the input restrictions.
Email Address	Change the user's email address, considering the input restrictions.
User Description	Change the user's description, considering the input restrictions.
Role	Change the role associated with the user.

4.3.2 Change User Passwords

Contractors and administrators can change other users' passwords.

*Administrators can change contractors’ passwords.

Before Starting

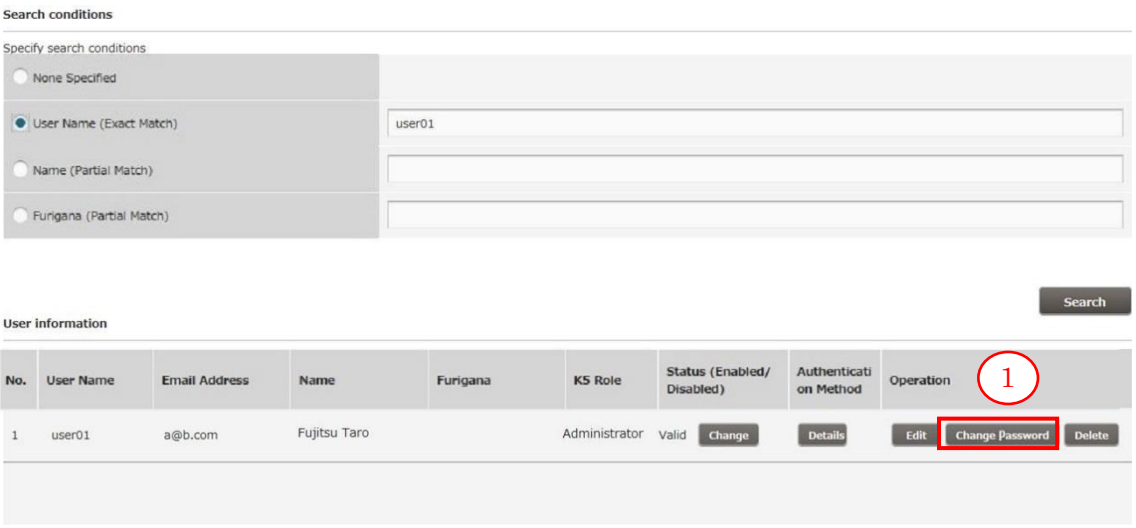
Log in as a contractor or administrator and search for the user or the contractor whose password you want to change.

Outline

To change a user's or contractor’s password, follow the procedure below.

Procedure

1. On the [Search User Information] screen, click the [Change Password] button (1) of the user or contractor whose password you want to change.



2. On the [Change User Password] screen, enter the new password and click the [Change] button (2).

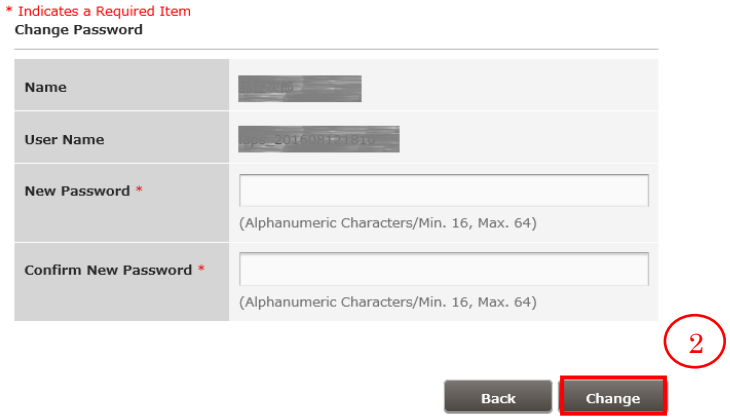


Table 9: Input item for changing user password

Item Name	Explanation
New Password	Enter the user's or the contractor’s new password, considering the input restrictions.

4.3.3 Delete a User

Contractors and administrators can delete other users.

*Please be noted that a contractor can delete an administrator, but an administrator cannot delete a contractor.

Before Starting

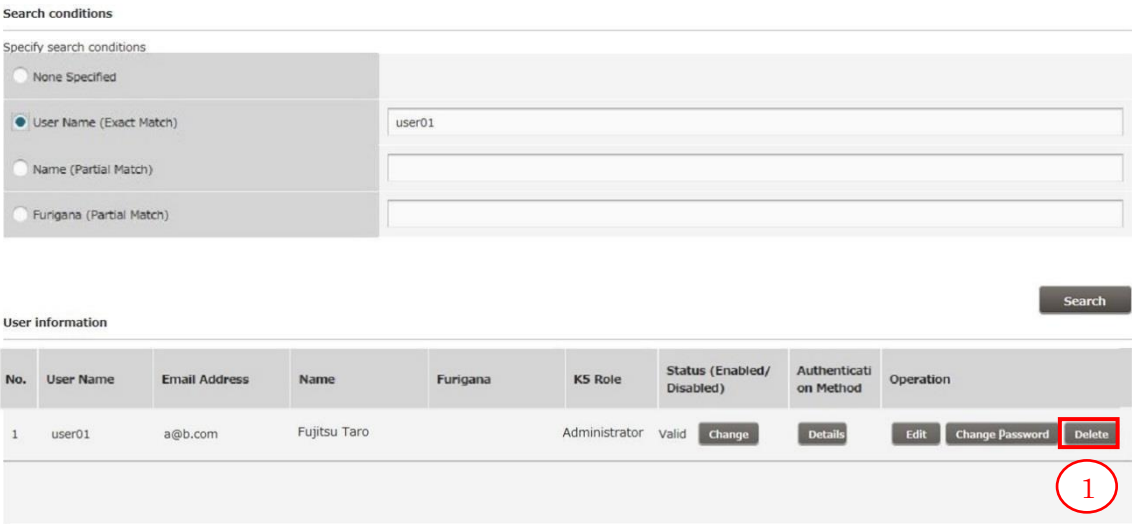
Log in as a contractor or administrator and search for the user you want to delete.

Outline

To delete a user, follow the procedure below.

Procedure

1. On the [Search User Information] screen, click the [Delete] button (1) of the user you want to delete. (*1)



*1

When you are logged on as an administrator, you cannot select and delete your own user account on the [Search User Information] screen. To delete your own user account, ask a contractor or another administrator user to do so.

4.3.4 Change User Status

Contractors and administrators can change the statuses of other users.

Before Starting

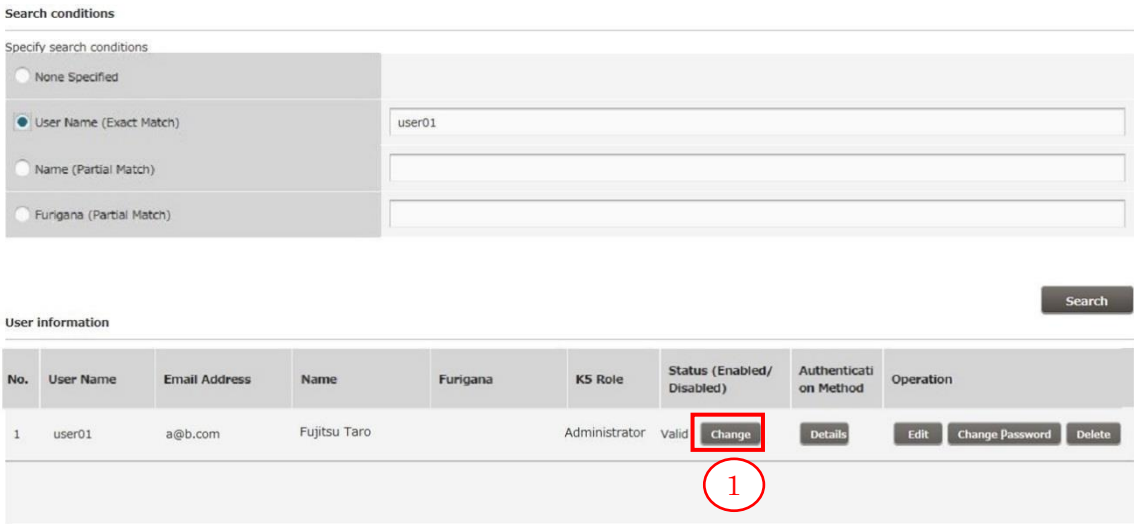
Log in as a contractor or administrator and search for the user whose status you want to change.

Outline

To change a user's status, follow the procedure below.

Procedure

1. On the [Search User Information] screen, click the [Change] button (1) for the user whose status you want to change. (*1)



*1

When you are logged in as an administrator, you cannot select your own user account and change its status on the [Search User Information] screen. To change the status of your own user account, ask a contractor or another administrator user to do so.

Chapter 5 – Own User Information Management

Topics:
- Refer To and Edit Your Own User Information

5.1 Refer To and Edit Your Own User Information

5.1.1 Refer To and Edit Your Own User Information

This section describes how to refer to and edit your own user information when you are logged in to the K5 Portal.

Before Starting

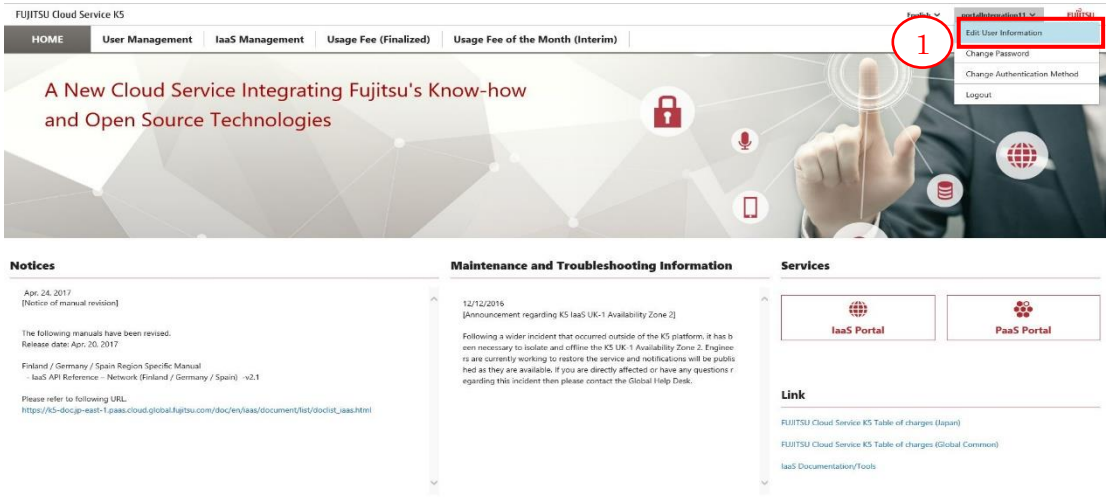
Log in as a user registered with the K5 Portal.

Outline

To refer to and edit your own user information when you are logged in, follow the procedure below. This procedure assumes that you are logged in as the contractor.

Procedure

1. On the [K5 Portal] screen, select [Edit User Information] (1) from the pull-down menu at the upper right of the screen.



2. On the [Edit User Information] screen, edit the content of the item(s) you want to change, and then click the "Change" button (2). (*1) (*2)

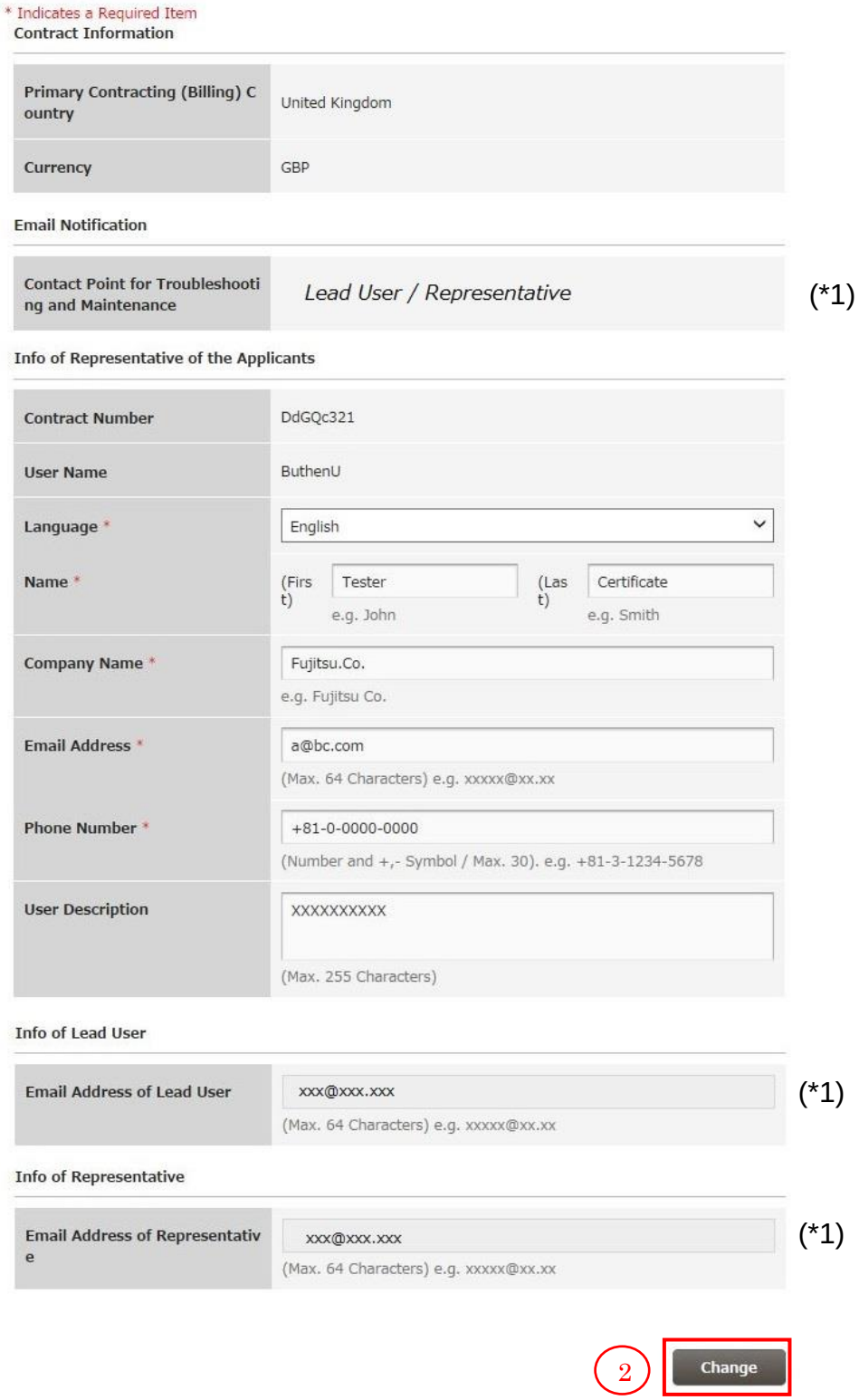


Table 10: Input items to modify your user information

Item Name	Explanation
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter your first and last names*.
Company Name	Enter the company name* to which the user belongs to.
Email Address	Enter the user's email address*.
Phone Number	Enter the user's telephone number*.
User Description	Enter the user description*.

* Observe the input restrictions when entering each item.

*1

When you are logged in as a contractor, editable items on the "Edit User Information" are limited. You have to submit Change/Cancel applications to change the items you specified at the contract signing stage of K5.

*2

When you are logged in as a "User", the "Edit User Information" screen looks like the following.

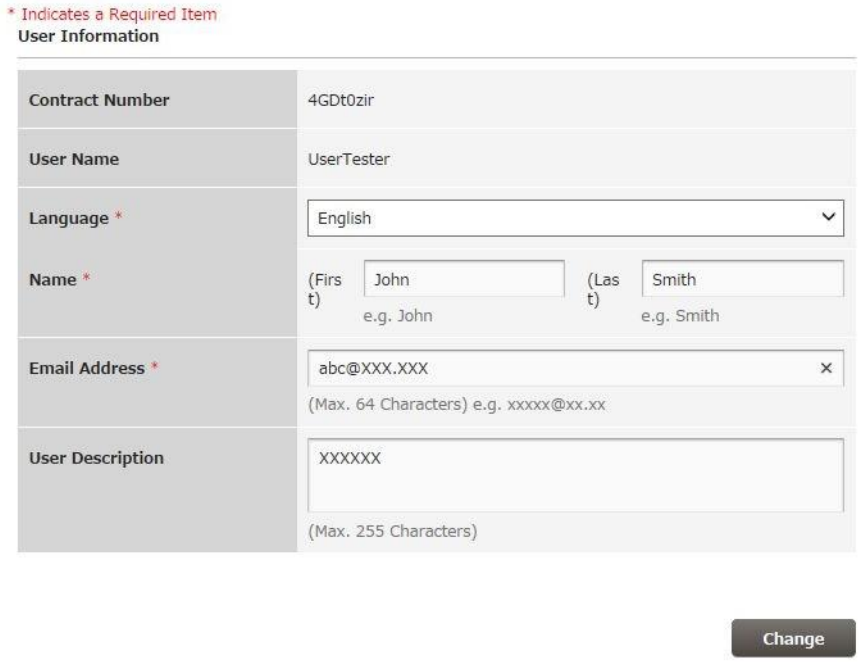


Table 11: Explanation of the user information

Item Name	Explanation
Language	Select the language of the email messages sent from K5 Portal.
Name (Last, First)	Enter your first and last names, considering the input restrictions.
Email Address	Enter your email address, considering the input restrictions.
User Description	Enter your user description, considering the input restrictions.

5.1.2 Change Your Own User’s Password

This section describes how to change your own user's password when you are logged in to the K5 Portal.

Before Starting

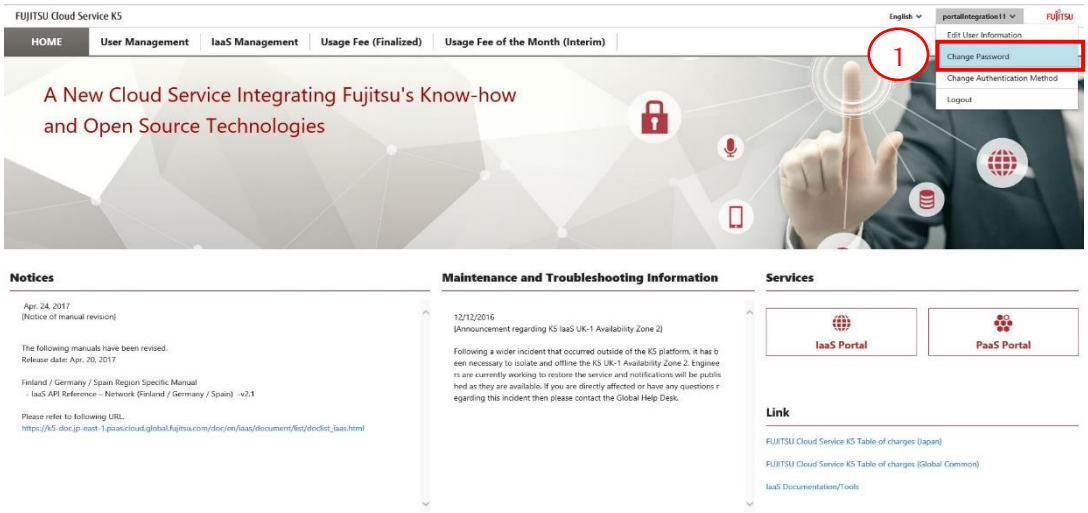
Log in as a user registered with the K5 Portal.

Outline

To change the logged-in user's password, follow the steps below.

Procedure

1. On the [K5 Portal] screen, select [Change Password] (1) from the pull-down menu at the upper right of the screen.



2. On the [Change Password] screen, enter the current and new passwords, re-enter the new password, and then click the [Change] button (2).

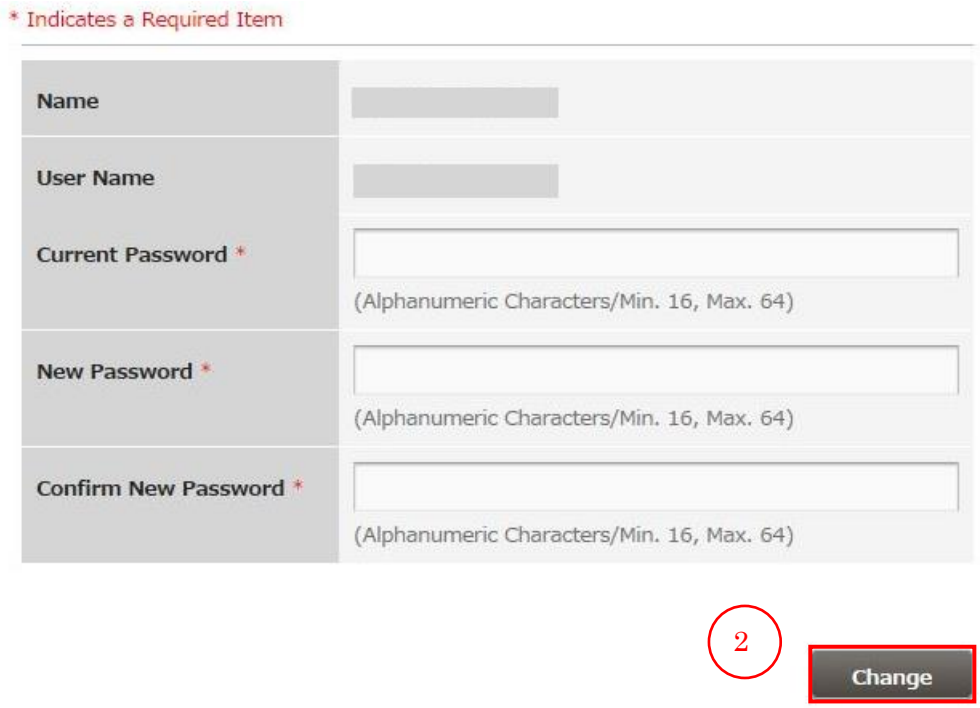


Table 12: Input items to change your password

Item Name	Explanation
Current Password	Enter your current password.
New Password	Enter your new password, considering the input restrictions.

Chapter 6 - Authentication Information Management

Topics:
- Change Authentication Method
- Reissuing a Certificate for Authentication

6.1 Change Authentication Method

6.1.1 Issue a Certificate for Authentication

This section describes how to issue a certificate for the client authentication needed to use the services.

Before Starting

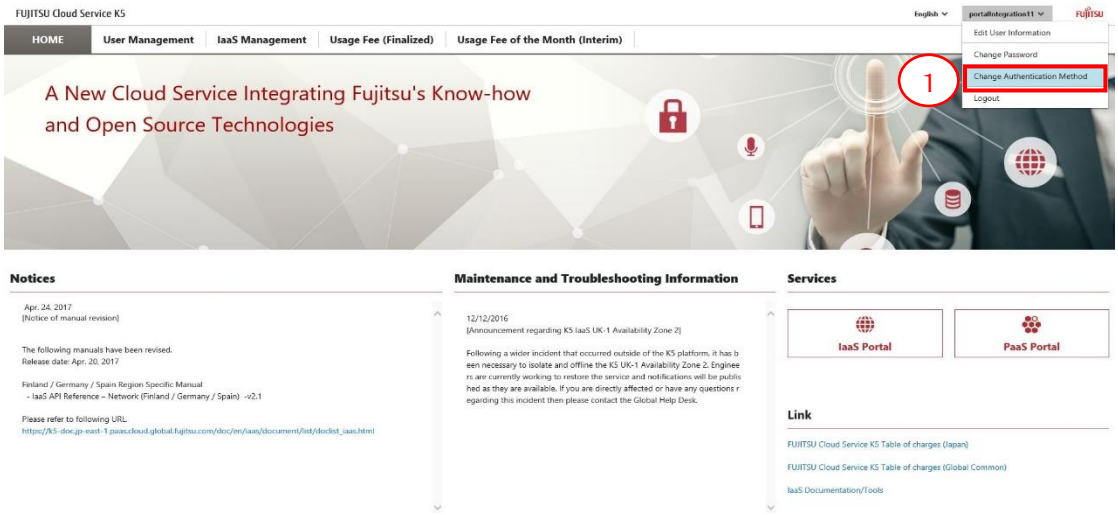
Log in as a user registered with the K5 Portal.

Outline

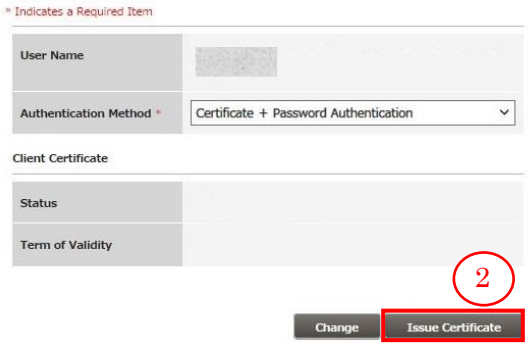
To issue the client certificate for the logged-in user, follow the procedure below.

Procedure

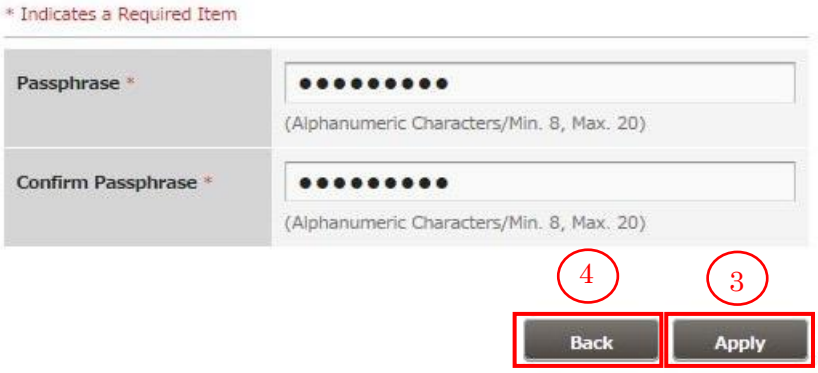
1. On the [K5 Portal] screen, select [Change Authentication Method] (1) from the pull-down menu at the upper right of the screen.



2. On the [Change Authentication Method] screen, click the [Issue certificate] button (2).



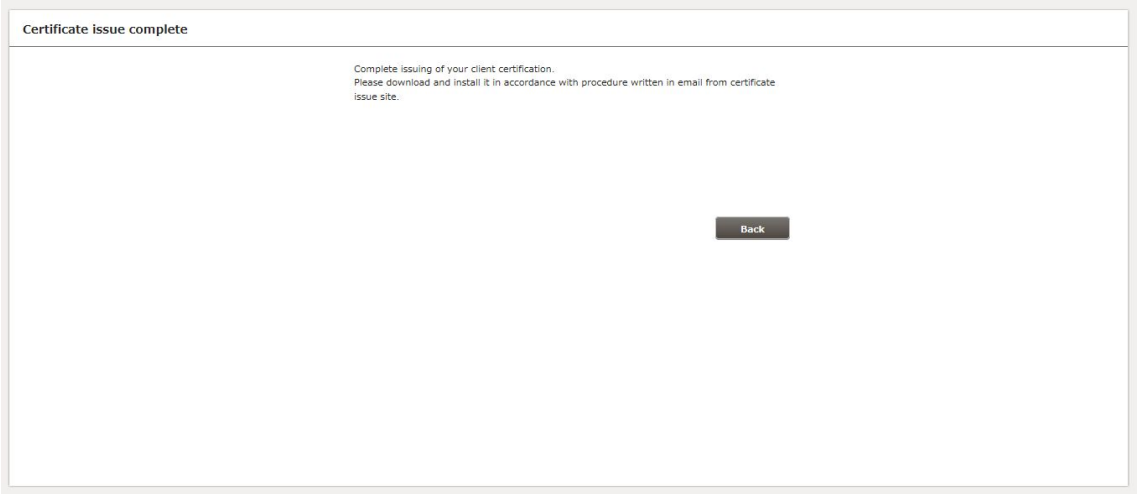
3. On the [Issue Client Certificate] screen, enter a passphrase of your choosing and click the [Apply] button (3). To cancel the issuance of the certificate, click the [Back] button (4).



Item Name	Explanation
Passphrase	Enter a passphrase for the certificate that meets the specified criteria. It is important that this passphrase is stored carefully, as it is required in order to obtain and use the certificate.

4. The [Certificate Issue Complete] screen appears and an email notifying you of the URL from which to download the certificate will arrive at the registered email address*. Download the certificate file from the URL shown in the email、and execute it to import the certificate to your browser.

   * It would take somewhere around 1 hour until you receive the email.



6.1.2 Procedure for Changing the User Authentication Method

This section describes how to change the K5 authentication method

Before Starting

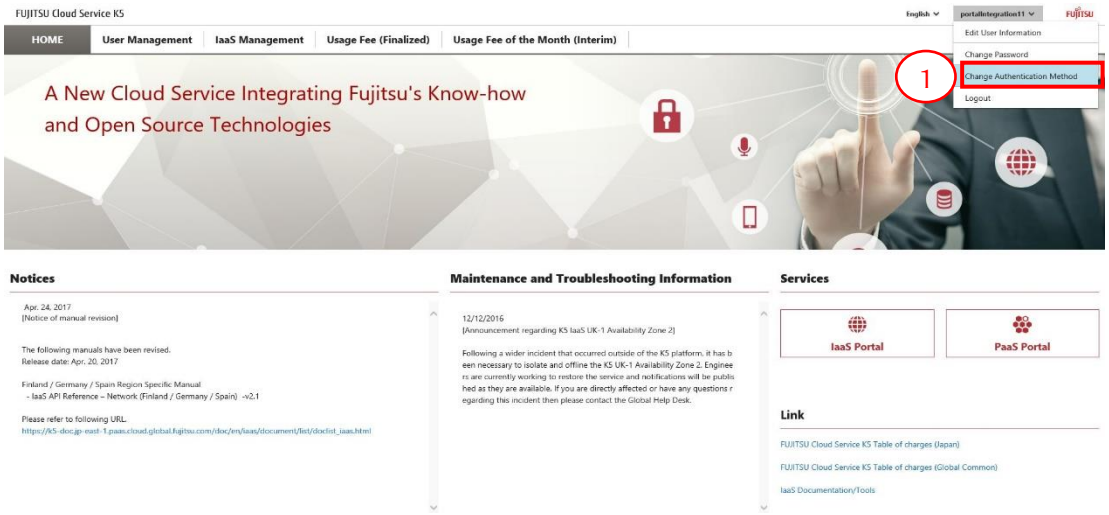
Log in to the K5 portal as a registered K5 user. Confirm the existence of a valid certificate for the logged-in user.

Outline

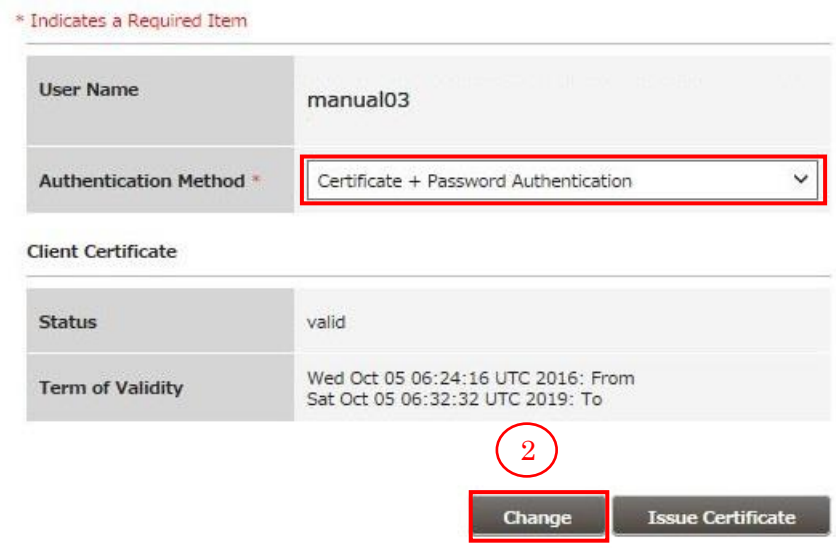
To change the authentication method for the logged-in user, follow the procedure below. This procedure assumes that you want to change from "Password Authentication" to "Certificate + Password Authentication".

Procedure

1. On the [K5 Portal] screen, select [Change Authentication Method] (1) from the pull-down menu at the upper right of the screen.



2. Using the pull-down menu (2), change the authentication method from "Password" to "Certificate + Password Authentication" and then click the "Change" button (3).



After clicking the 'Change' button, once log out the portal and log in again to take effect.

* To change from "certificate + Password Authentication" to "Password Authentication", follow the procedure described in this section, replacing the phrase with "Password Authentication".

6.2 Reissue a Certificate for Authentication

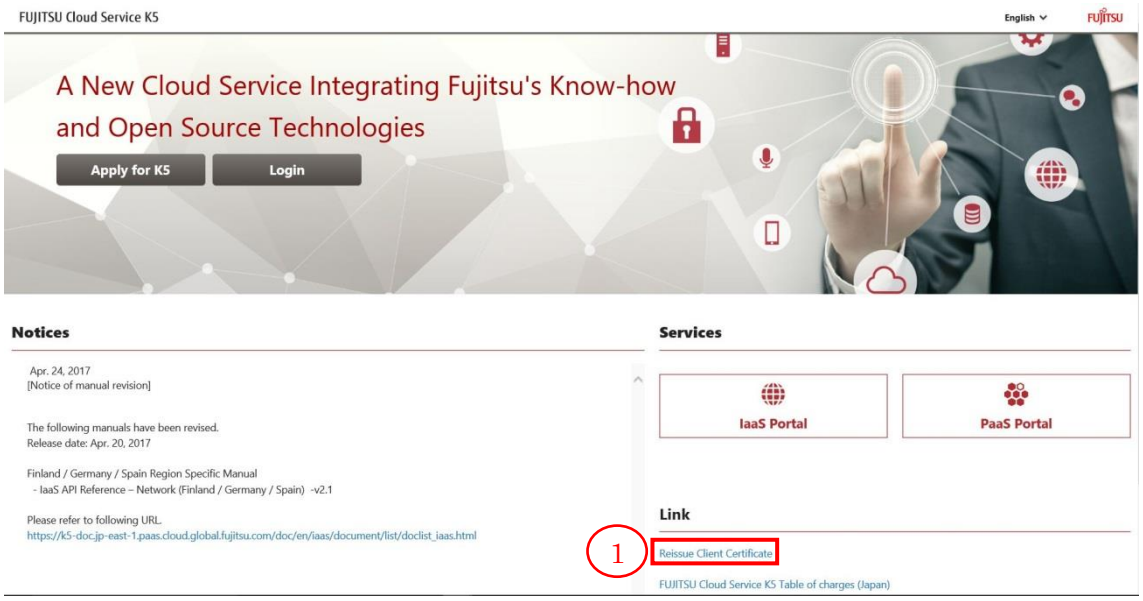
This section describes the procedure to reissue a certificate for authentication when you have lost it.

Outline

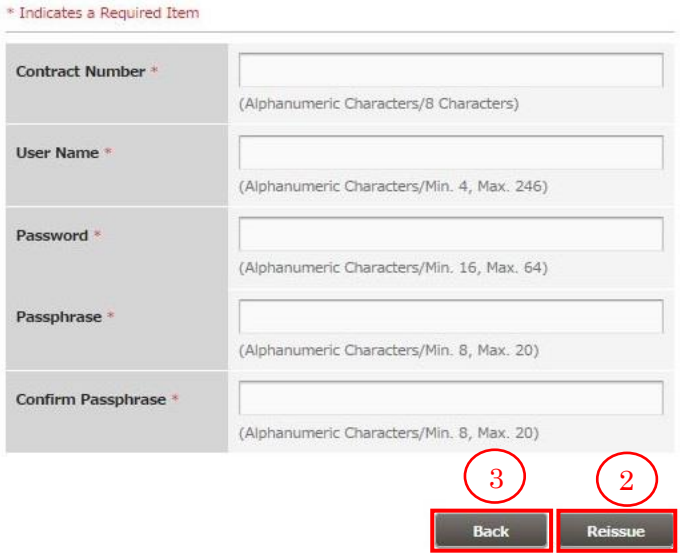
To reissue the client certificate for the logged-in user, follow the steps below.

Procedure

1. On the [K5 Portal] screen, click the [Reissue Client Certificate] link (1).



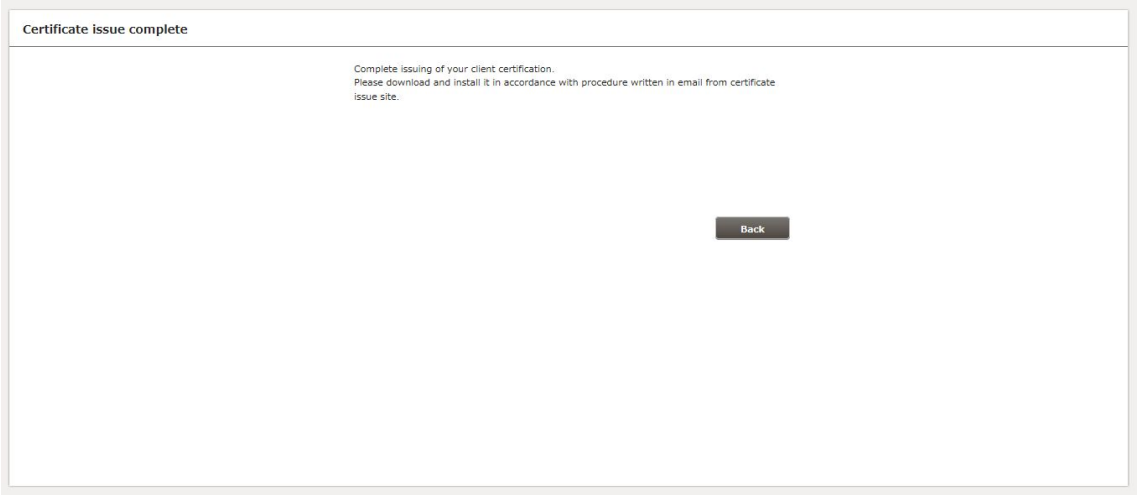
2. On the [Reissue Client Certificate] screen, enter the required items and click the [Reissue] button (2). To return to the [K5 Portal] screen, click the [Back] button (3).



Item Name	Explanation
Contract number	Enter the logged-in user's contract number.
User name	Enter the logged-in user's user name.
Password	Enter the logged-in user's password.
Passphrase	Enter a passphrase for the certificate that meets the specified criteria. It is important that this passphrase is stored carefully, as it is required in order to obtain and use the certificate.

3. The [Certificate Issue Complete] screen appears and an email notifying you of the URL from which to download the certificate will arrive at the registered email address*. Download the certificate from the URL shown in the email.

* It would take somewhere around 1 hour until you receive the email. If you do not receive the certificate DL e-mail even after 1 hour since issuing the certificate please contact the help desk.



* After the completion of the procedure to issue a certificate, it might take some time before a reissuance becomes possible. If a reissuance failed, retry it after a lapse of more than an hour since the completion of the issuance procedure.

Chapter 7 - Billing Information Management

Topics:
- Usage Fees

7.1 Usage Fees

7.1.1 Check the Final Amount of Usage Fees for Past Months

You can check the final amount of usage fees for past months.

Before Starting

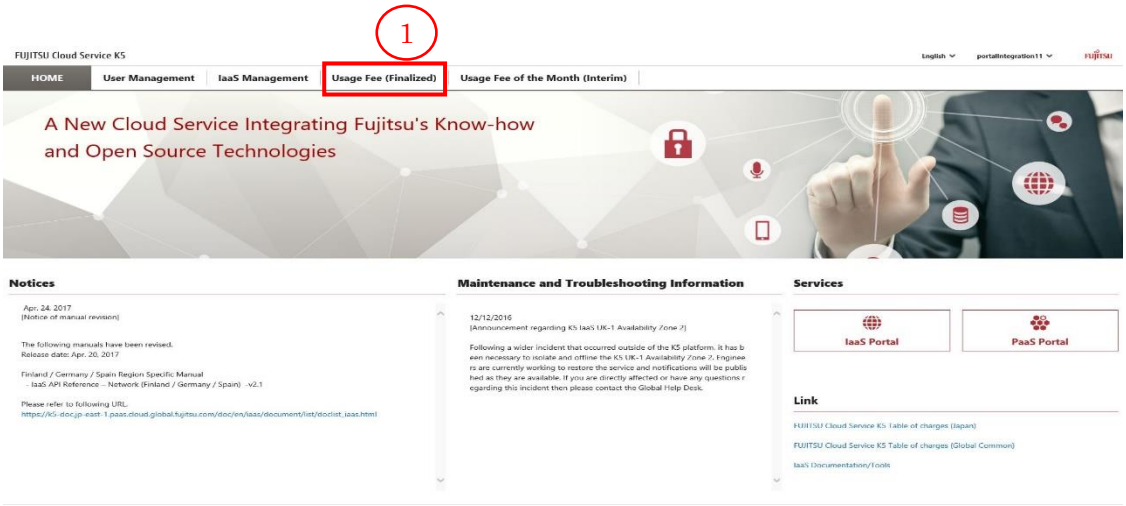
Log in as a user registered with the K5 Portal.

Outline

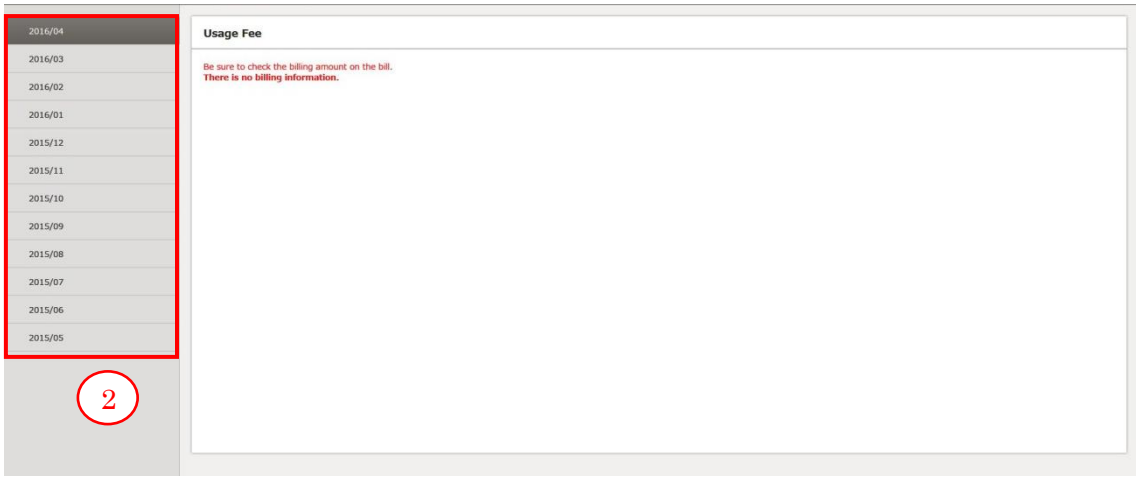
To check the final amount of usage fees for past months, follow the procedure below.

Procedure

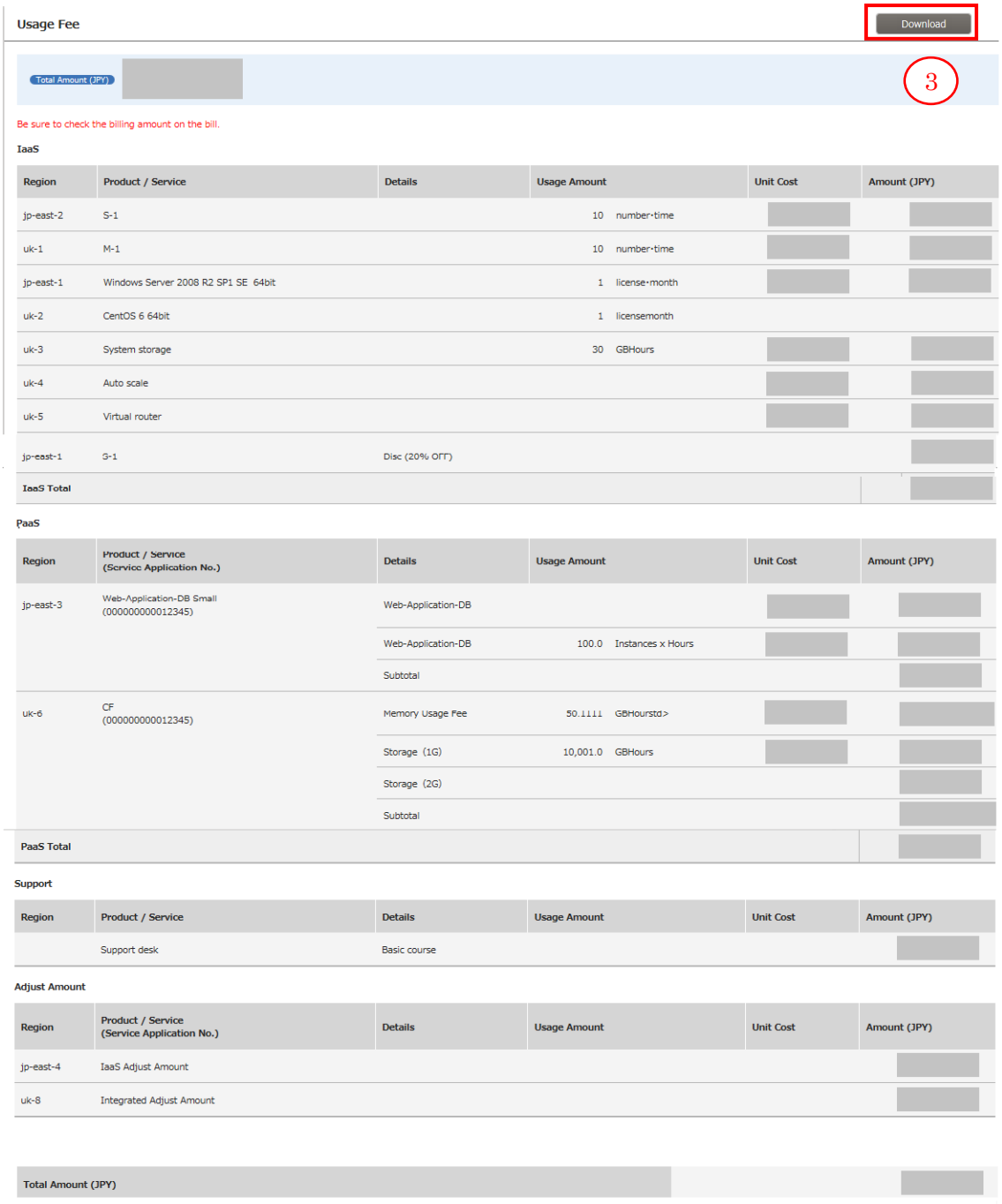
1. In the menu tab of the [K5 Portal] screen, click the [Usage Fee (Finalized)] button (1).



2. On the [Usage Fee (Finalized)] screen, confirm that the billing information is displayed. By default, the billing information for the previous month is displayed. If you want to display the final amount for a specific month, click the link (2) (*1).
   *The timing at which the displayed month changes to the next month is at 10:00 am UTC on the 4th business day of every month.



3. Confirm that the billing information for your specified month is displayed.



By clicking the 'Download' button (3) on the top right of the screen, you can download the usage fee file of the specified month.

Table 13: Billing Items

Item Name	Explanation
IaaS	Shows the billed amount for the use of IaaS.
PaaS	Shows the billed amount for the use of PaaS.
Support	Shows the billed amount dependent on the support service type.
Adjustment amount	Shows the adjustment amount associated with each service.

*1

The billing information available on the K5 Portal only spans the most recent one year period.

*2

You can log in to K5 portal with your contractor account and check usage details for 90 days after you cancelled K5. Note that you may receive a notice e-mail “Your password will expire soon” even after you have cancelled it.

7.1.2 Check the Provisional Charge for this Month

You can check the provisional fee for this month.

Outline

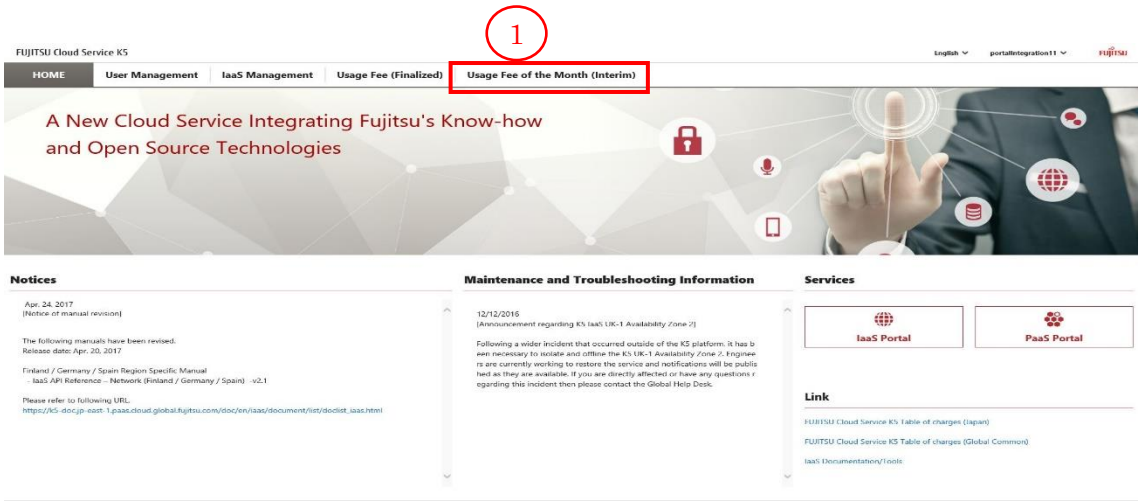
Log in to the system as the user registered in K5 Portal.

Explanation

Following the procedure below, you can check the interim fee for this month.

Procedure

1. On [K5 Portal] screen, select [Usage Fee of the Month (Interim)] (1) button from the menu tab and click it.



2. Check that [Details of Usage Fee (Provisional)] screen and the bill for this month are displayed.
   *The timing at which the displayed month changes to the next month is at 7:00 am UTC on the 2nd of every month.

Details of Usage Fee (Provisional)（2017-Feb）

Usage Fee *****

※The amount is calculated from current usage. This is not a fixed amount. The frequency of calculation differs for each service.
※Please check the Usage Fee Screen of K5 Portal for information about the final fee.
※The amount in the list does not include tax.
*PaaS fee is not displayed in case of searching by project

Total in the Contract / Project

IaaS

Region	Product / Service	Details	Usage Amount		Unit Cost	Amount（YEN）
jp-stg-1	Additional Storage Standard	Free promotion	38976.00000000000000	GB*Hours	*****	*****
jp-stg-1	System Storage Standard	Free promotion	22848.00000000000000	GB*Hours	*****	*****
jp-stg-1	Virtual Server (Stopped) S-1 type	Free promotion	672.00000000000000	Number*Hours	*****	*****
jp-stg-1	Virtual Server (Stopped) S-2 type	Free promotion	672.00000000000000	Number*Hours	*****	*****
					Subtotal	*****
					IaaS Total	*****
				IaaS Usage Fee for This Month (For reference)		*****

PaaS

Region	Service Name	Service Group	Subservice Group	Pricing Plan	Details	Usage Amount	Usage Unit	Amount（YEN）	Service Application No.
jp-east-1	Web-Application-DB Small	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	00000000006058
				Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****	
				Subtotal				*****	
	Web-Application-DB Minimum	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	00000000006062
				Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****	
				Subtotal				*****	
	Web-Application-DB Minimum	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	00000000006066
				Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****	
				Subtotal				*****	
							Total	*****	
							PaaS Total	*****	
							Grand Total	*****	

Chapter 8 – IaaS Management

Topics:
- User Management (Project)
- User Management (User)
- User Management (Group)
- Use Region Management

8.1 User Management (Project)

8.1.1 Create a project

You can create a project when, for example, you want to manage a virtual system that is used in the organizations or departments in a company, clearly separating it from others.

Before you start

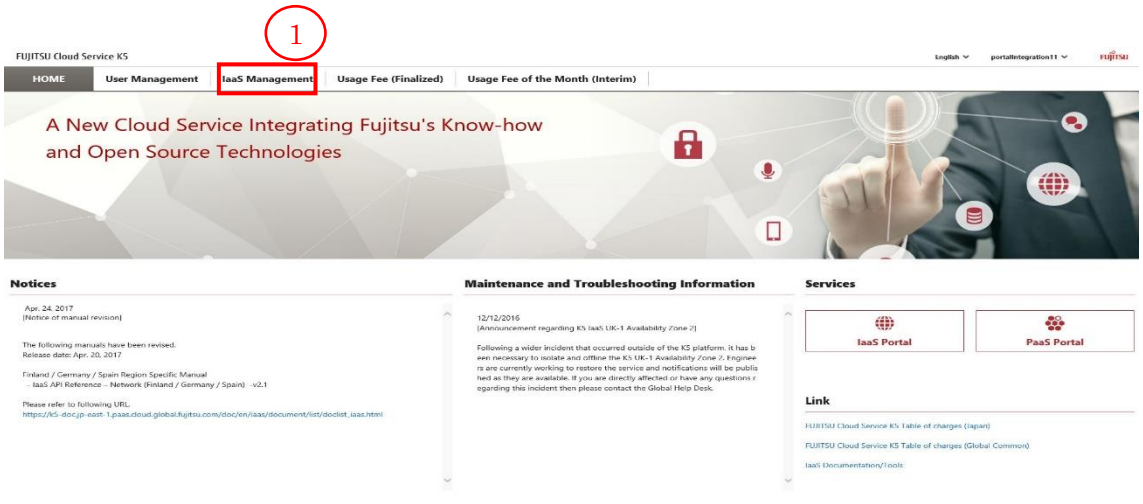
Log in to the system with the user having the role of contractor or total administrator.

Explanation

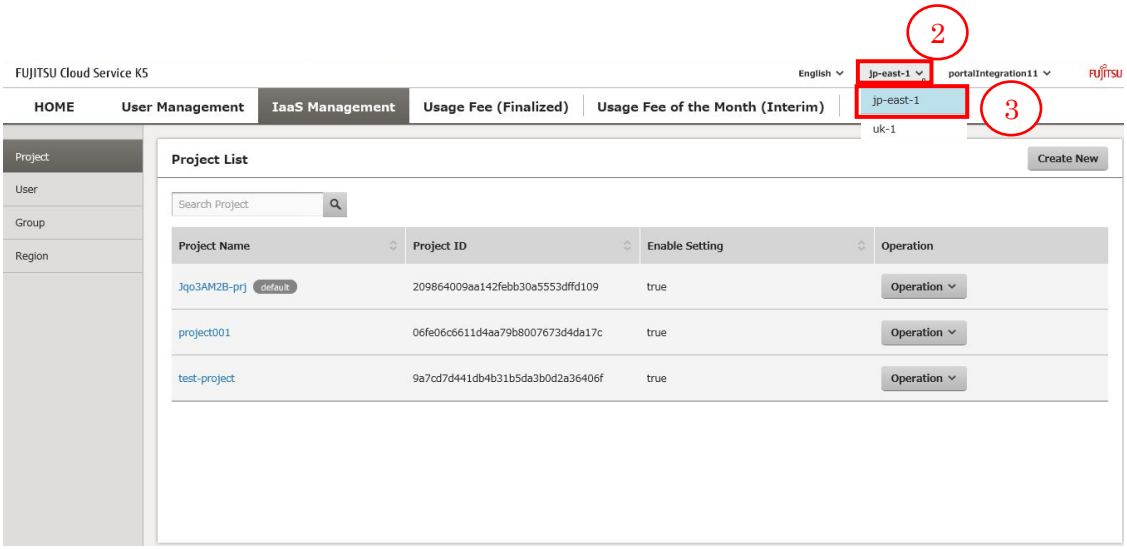
Follow the below procedures and create the project with the log in user.

Procedures

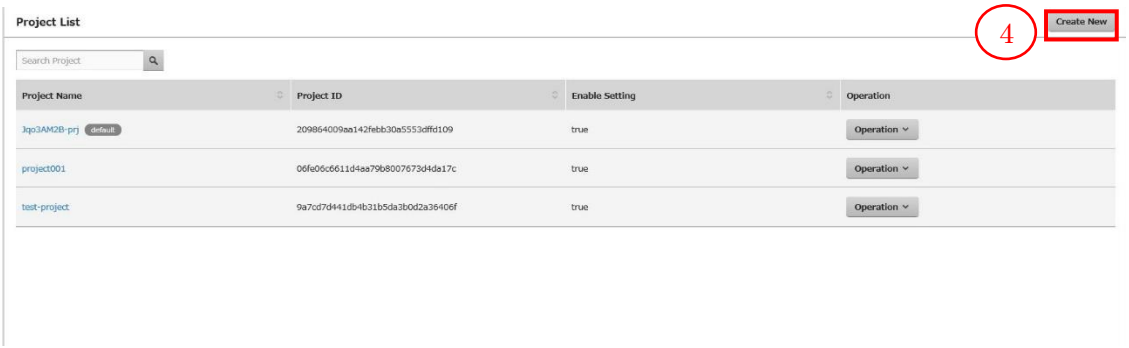
1. On [K5 portal] screen, select [IaaS Management] (1) from menu tab and click it.



2. Select [Region] (2) from the pull-down menu on the [Project List] screen and click [Region Name] (3).



3. Click [Create New] (4) on [Project List].



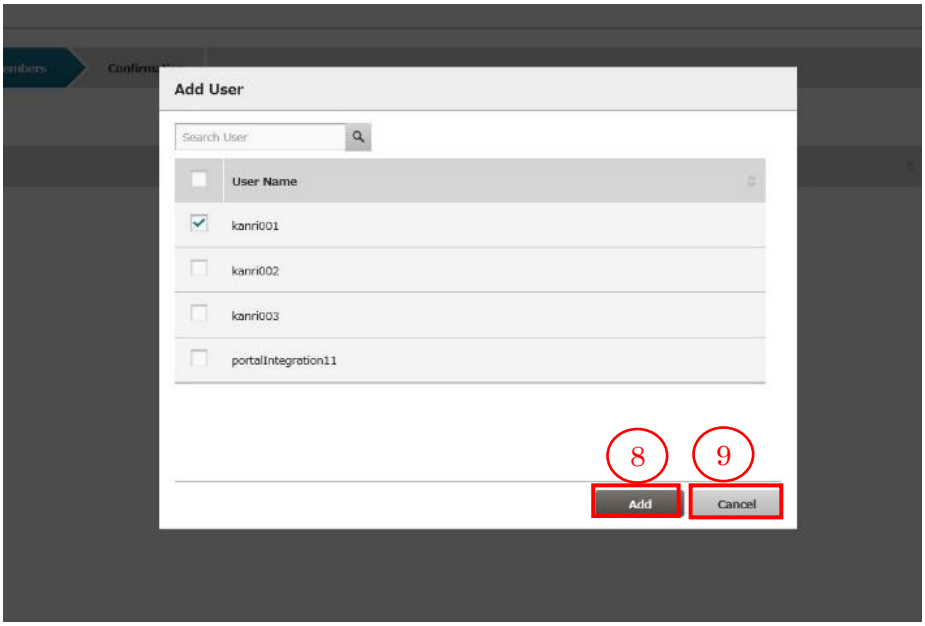
4. Enter project information on [Create Project (Project)] screen, and click [Next] (5) button. If you want to return to [Project List] screen, click [Cancel] (6) button.

Table 14 ： Entry Items for Project Information Registration

Item Name	Description
Project Name	Following the constraint value, enter a project name. *The project name needs to be unique in a region.
Description	Following the constraint value, enter the explanation of a project.

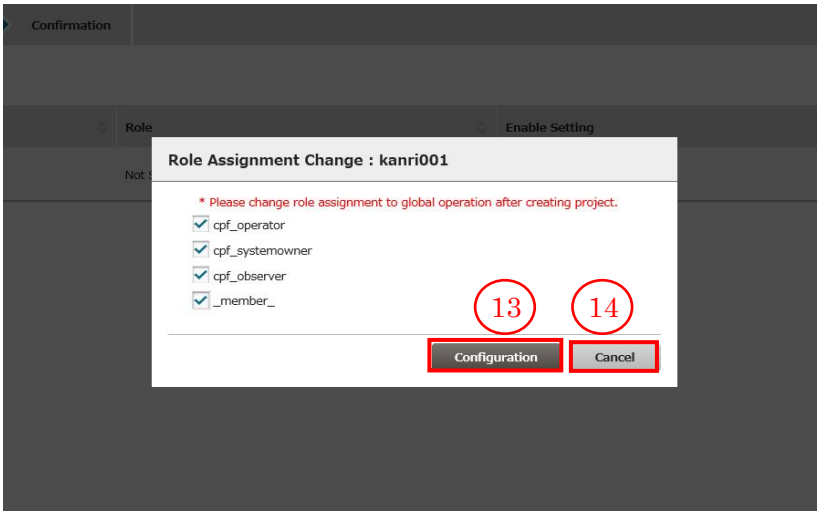
5. On [Create Project (Project Members)] screen, click [Add User] (7) button.

6. On [Add User] screen, put a check mark in the check box on the left of a user that you want to belong to a project, and click [Add] (8) button. If you want to return to [Create Project (Project Members)] screen without adding any user to a project, click [Cancel] (9) button.



7. On [Create Project (Project Members)] screen, click the pull-down menu [Operation] (10) for the user added on [Add User] screen and then select [User Role Assignment Change] (11). If you want to delete it, click [Delete] (12) button.

8. On [Role Assignment Change] screen, select the role you want to give and click [Configuration] (13) button. If you want to return to [Create Project (Project Members)] screen without adding any role, click [Confirmation] (14) button.



9. On [Create Project (Project Members)] screen, confirm that the role selected on [Role Assignment Change] screen has been set for the user and click [Next] (15) button. If you want to return to [Create Project (Project Members)] screen and modify it, click [Back] (16) button. If you want to cancel all the contents that are being edited and return to [Project List] screen, click [Cancel] (17) button.

10. On [Create Project (Confirmation)] screen, check the entered contents and click [Create] (18) button. If you want to return to [Create Project (Project Members)] screen and modify it, click [Back] (19) button. If you want to cancel all the contents that are being edited and return to [Project List] screen, click [Cancel] (20) button.

8.1.2 Edit a project

Edit an existing project.

Before you start

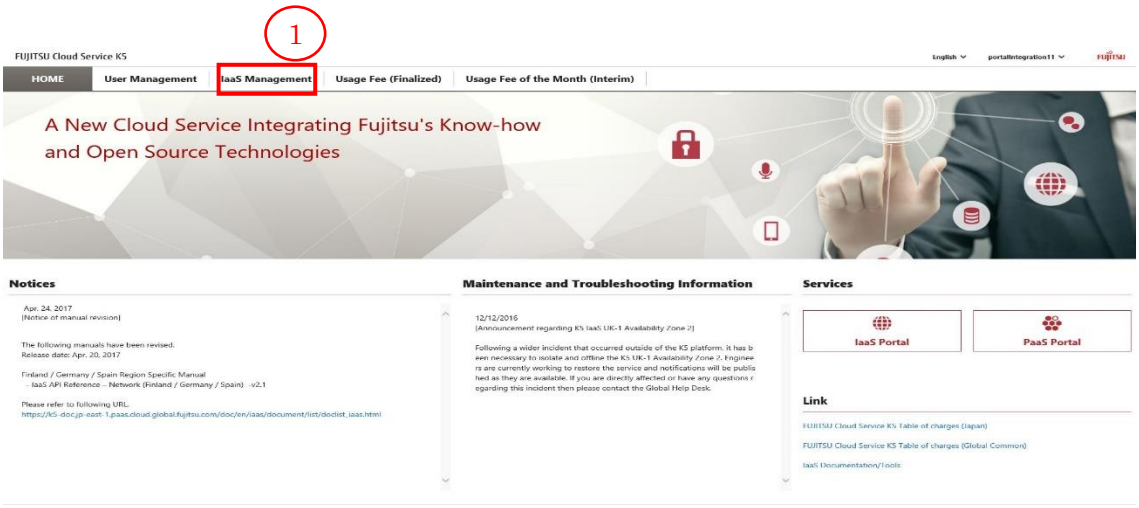
Log in to the system with the user having the role of contractor or total administrator.

Explanation

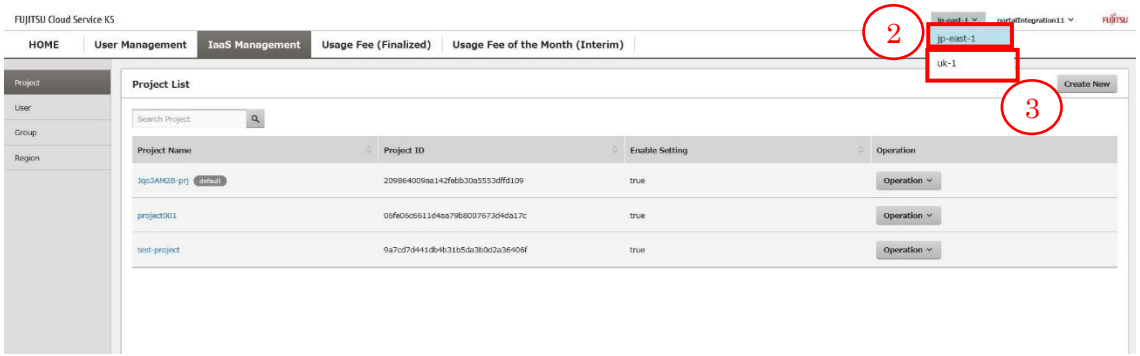
Following the below procedures, edit a project as the login user.

Procedures

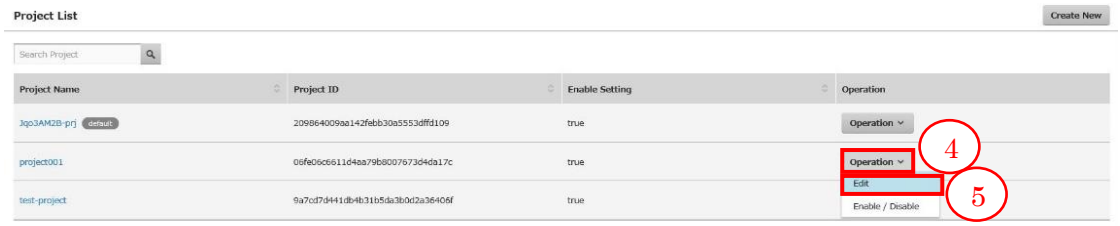
1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



2. On [Project List] screen, click the pull-down menu [Region] (2) and then click [Region Name] (3).



3. On [Project List] screen, click the pull-down menu [Operation] (4) for the project you want to change and then click [Edit] (5).



4. On [Project Details] screen, enter the details of the item to be changed and click [Update] (6) button. If you want to return to [Project List] screen, click [Cancel] (7) button.

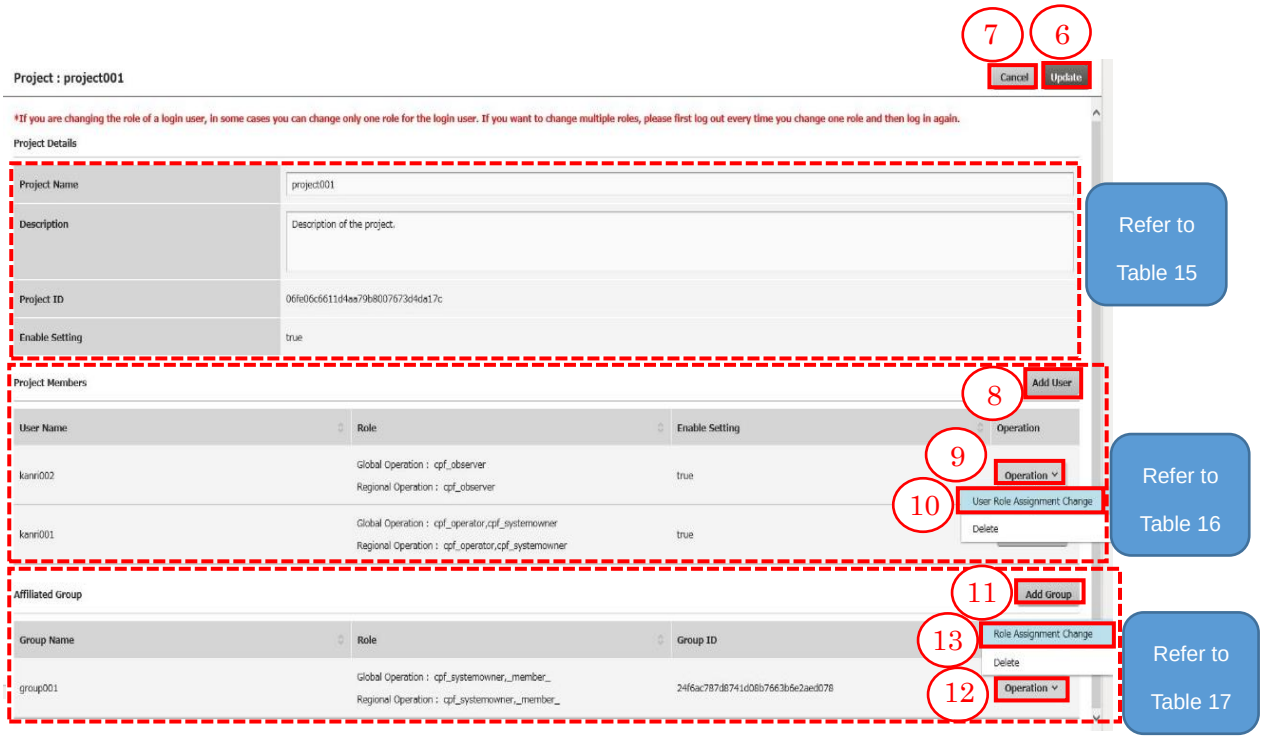


Table 15 ： Entry Items for Project Details

Item Name	Description
Project Name	Following the constraint value, enter a project name. *A project name needs to be unique in a region.
Description	Following the constraint value, enter the description of a project.

Table 16 ： Entry Items for Project Members

Item Name	Description
User Name	When you want to add a user to a project, click [Add User] (8) button.
Role	For the user associated with a target project, click the pull-down menu [Operation] (9), [User Role Assignment Change] (10) button, and then change the role of global operation and the role of regional operation.

Table 17 ： Entry Items for Affiliated Group

Item Name	Description
Role	Change the role of global operation and the role of regional operation for the group associated with the target project. When you associate a target project, click [Add Group] (11) button, select a group, and then give the role of global operation and the role of regional operation. When you change a role, click the pull-down menu [Operation] (12), click [Role Assignment Change] (13) button, and change the role of global operation and the role of regional operation.

8.1.3 Change the Enable/Disable Setting of Project

Change the Enable/Disable Setting of an existing project.

Before you start

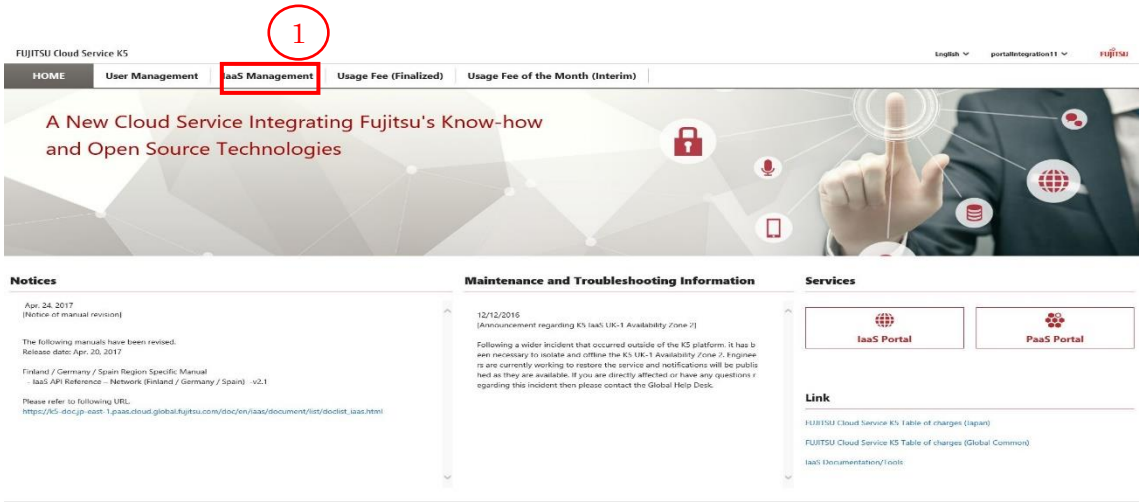
Log in to the system with the user having the role of contractor or total administrator.

Explanation

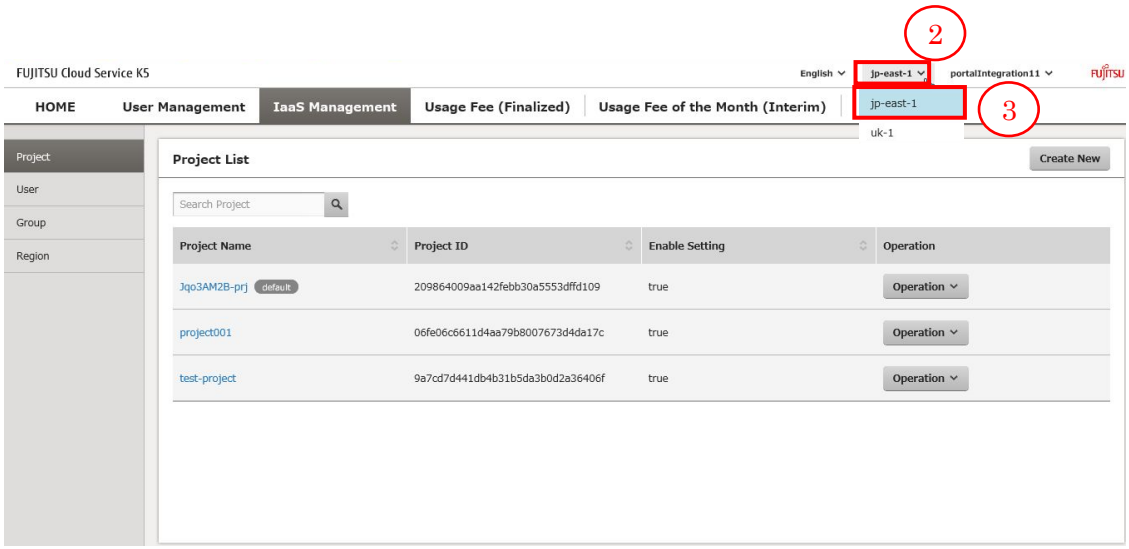
Following the below procedure, change the enable/disable setting of an project with the login user.

Procedures

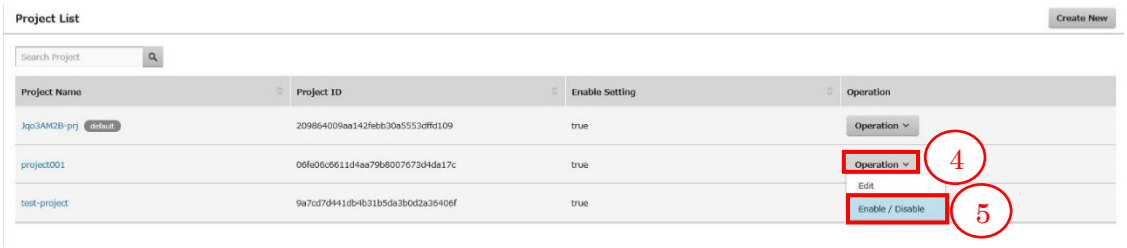
1. Click [K5 Portal] screen and select [IaaS Management] (1) from the menu tab.



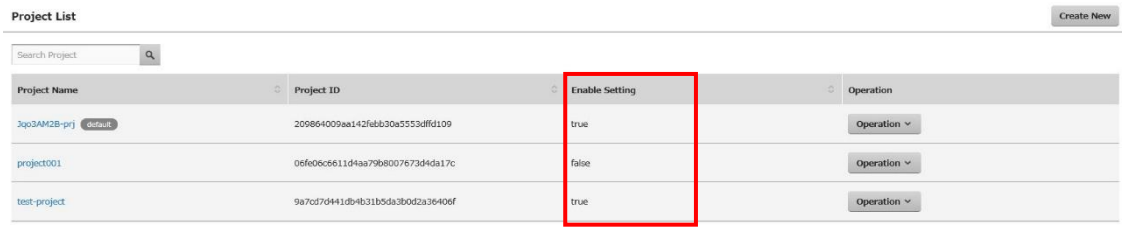
2. On [Project List] screen, click the pull-down menu [Region] (2) and [Region Name] (3).



3. On [Project List] screen, click the pull-down menu [Operation] (4) and [Enable/Disable] (5) for the project of which Enable/Disable setting you want to change.



4. If you click [Enable/Disable] button for the Enable (true) project, the project becomes Disable (false). If you click [Enable/Disable] button for the Disable (false) project, the project becomes Enable (true).



8.2 User Management (User)

8.2.1 Change the role allocation associated with the user

Change the role allocation associated with the user

Before you start

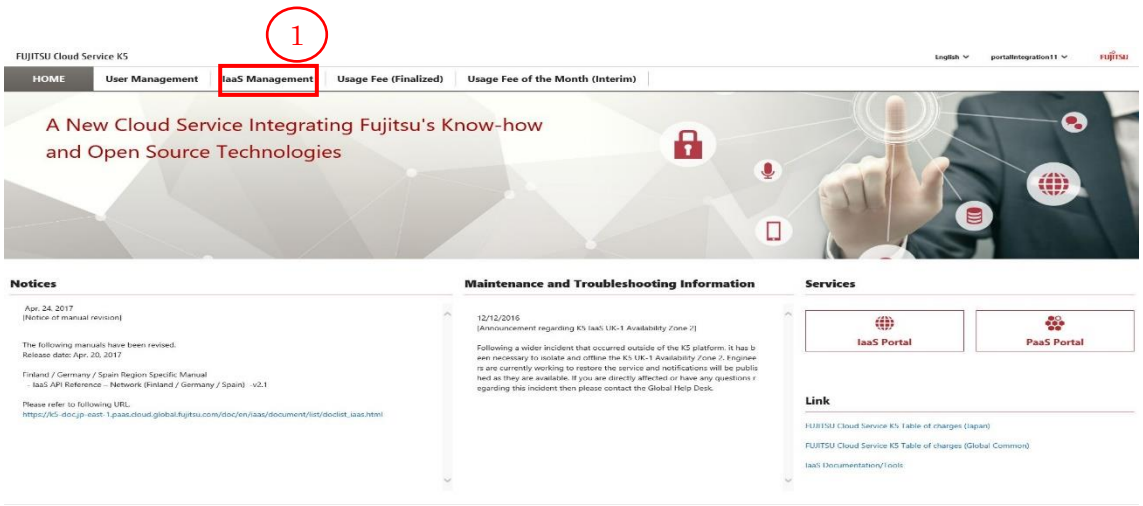
Log in to the system with the user having the role of contractor or total administrator.

Explanation

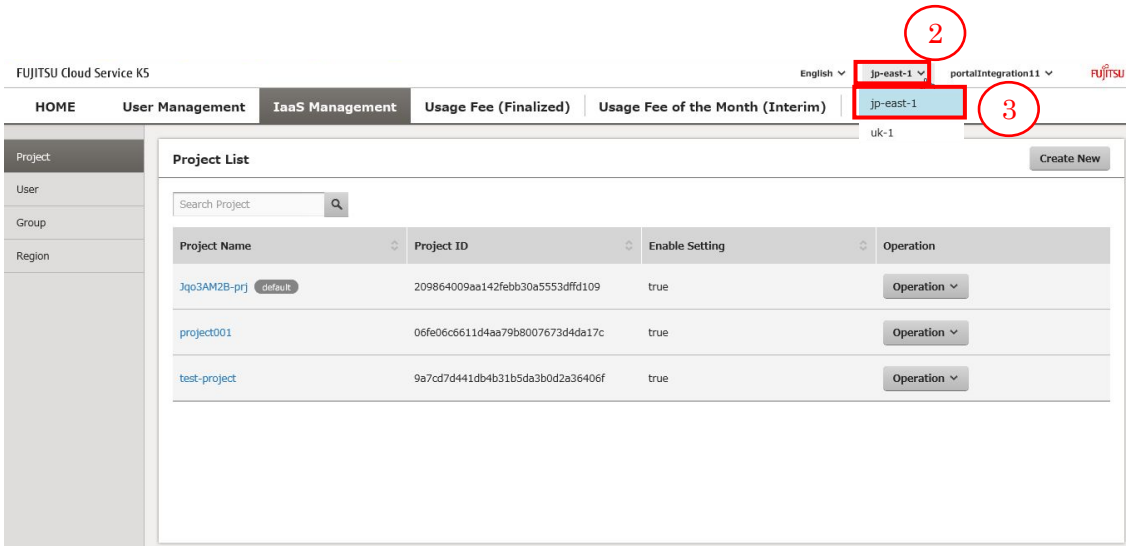
Following the procedures, edit users as the login user.

Procedures

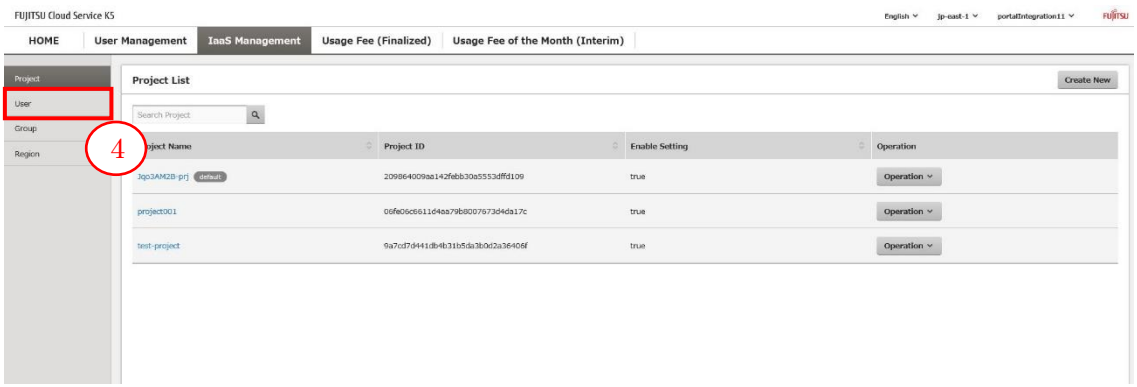
1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



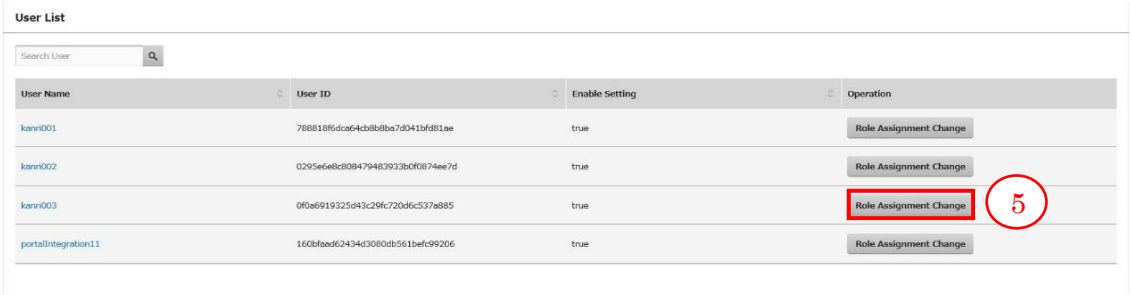
2. On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).



3. On [Project List] screen, click [User] (4) button.



4. On [User List] screen, click [Role Assignment Change] (5) button for the user you want to make a modification for.



5. On [User Details] screen, change the details and click [Update] (6) button. When you go back to [User List] screen, click [Cancel] (7) button.

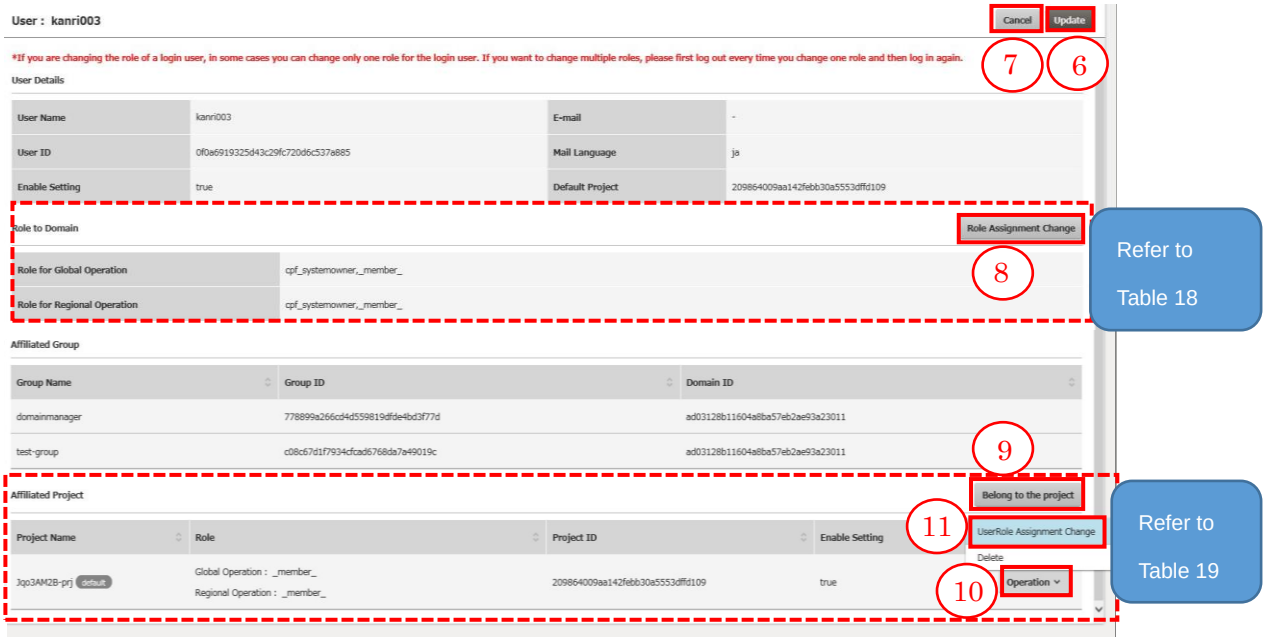


Table 18 ： Entry Items for the Roles for Domains

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (8) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (8) button and change the role for regional operation.

Table 19 ： Entry Items for Affiliated Project

Item Name	Description
Role	For the project associated with the target user, change the role for global operation and the role for regional operation. When you associate a new project, click [Belong to the project] (9) button, select a project, and give the role for global operation and the role for regional operation. When you change a role, click the pull-down menu [Operation] (10), click [Role Assignment Change] (11) button, and change the role for global operation and the role for regional operation.

8.3 User Management (Group)

8.3.1 Create a group

Create a group in a domain.

Before you start

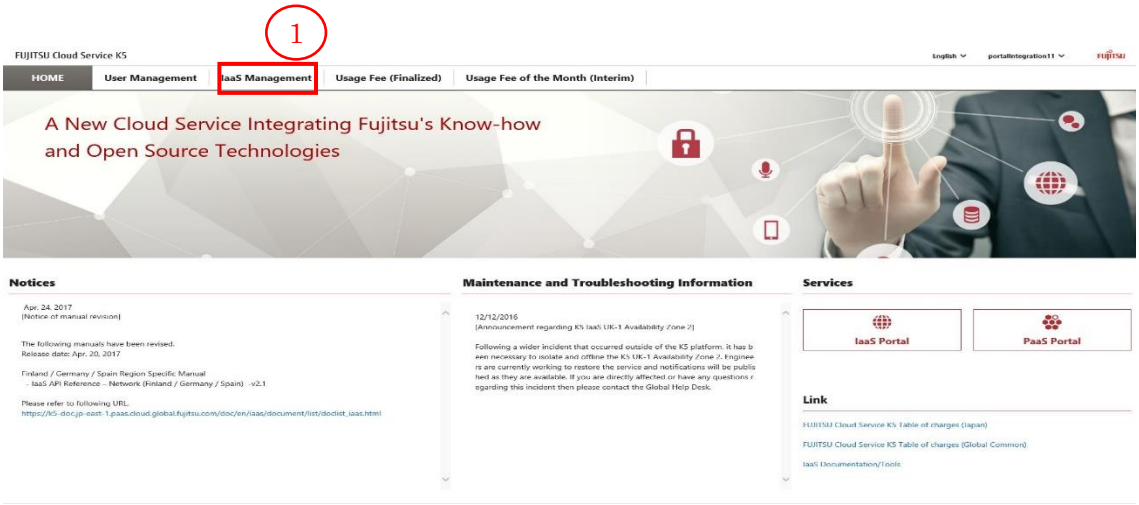
Log in to the system with the user having the role of contractor or total administrator.

Explanation

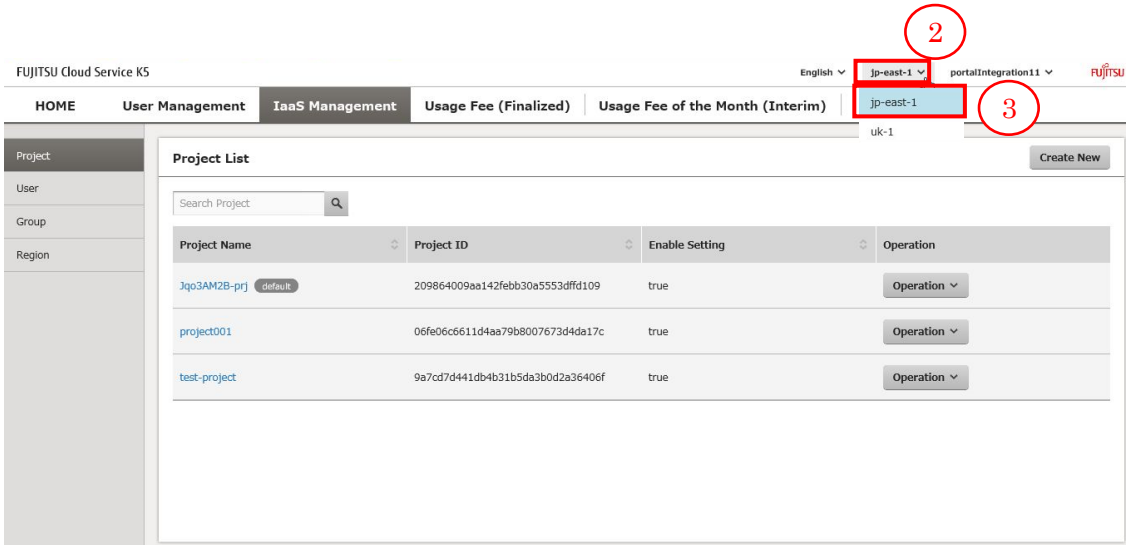
Following the procedures, edit users as the login user.

Procedures

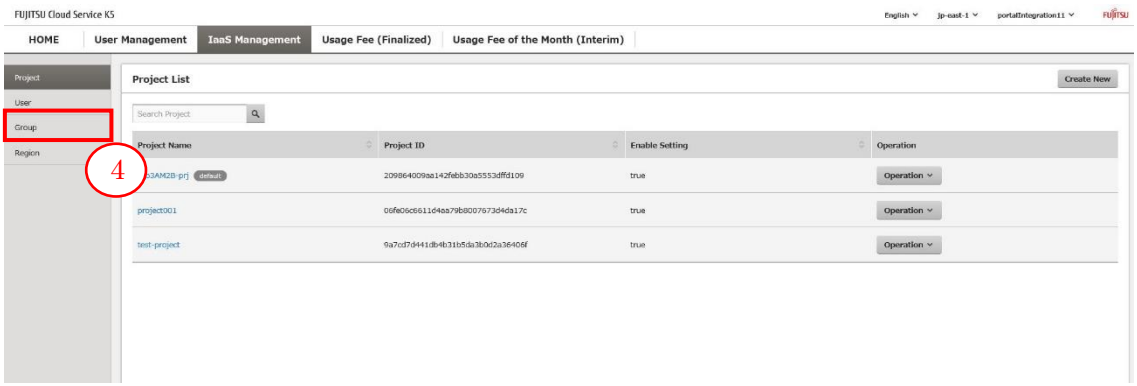
1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



2. On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).



3. On [Project List] screen, click [Group] (4) button.



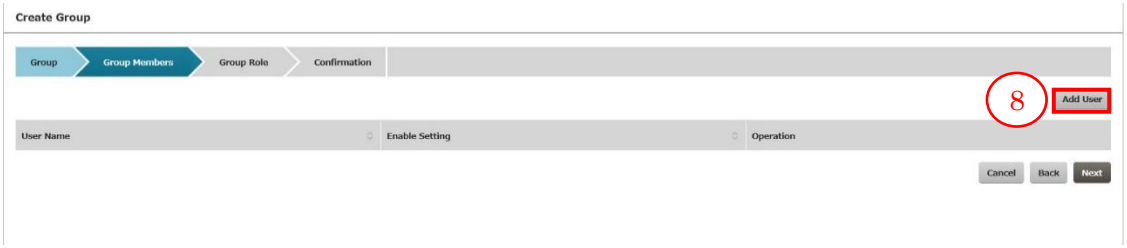
4. On [Group List] screen, click [Create New] (5).

5. On [Create Group (Group)] screen, enter group information and click [Next] (6) button. If you want to go back to [Group List] screen, click [Cancel] (7) button.

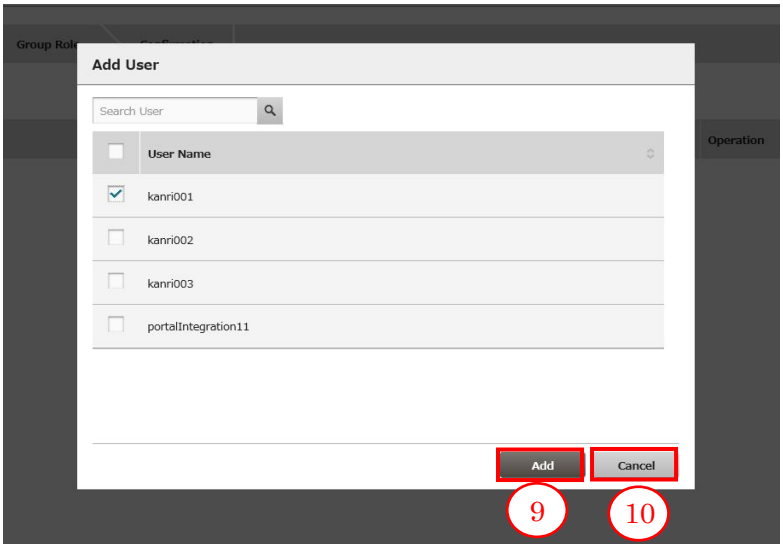
Table 20 ： Entry Items for Group Information Registration

Item Name	Description
Group Name	Following the constraint value, enter a group name. A group name needs to be unique in a domain.
Description	Following the constraint value, enter the description of a project.

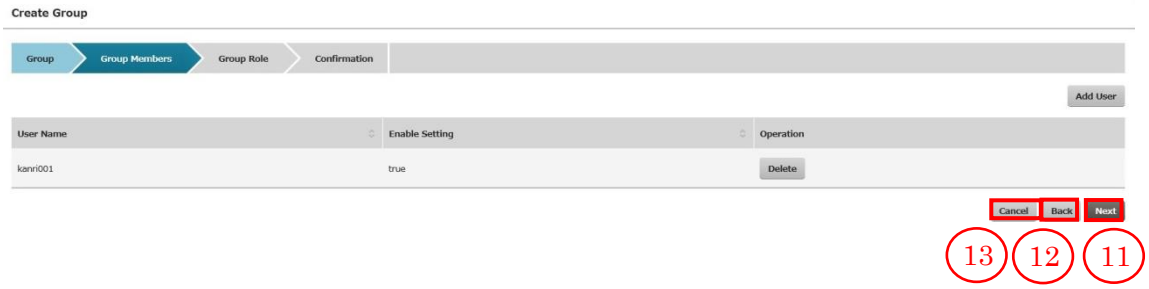
6. On [Create Group (Group Members)] screen, click [Add User] (8) button.



7. On [Add User] screen, put a checkmark on a checkbox of the user you want to add to a group and click [Add] (9) button. If you want to go back to [Create Group (Group Members)] without adding any user, click [Cancel] (10) button.



8. On [Create Group (Group Members)] screen, confirm that the user selected on [Add User] screen has been set in the list and click [Next] (11) button. If you want to go back to the [Create Group (Group)] screen and modify it, click [Back] (12) button. If you want to edit all the details and go back to the [Group List] screen, click [Cancel] (13) button.



9. On [Create Group (Group Role)] screen, enter the information of the items to be added and click [Next] (14) button. If you want to go back to [Create Group (Group Members)] screen and modify it, click [Back] (15) button. If you want to cancel all the edited contents and go back to [Group List] screen, click [Cancel] (16) button.

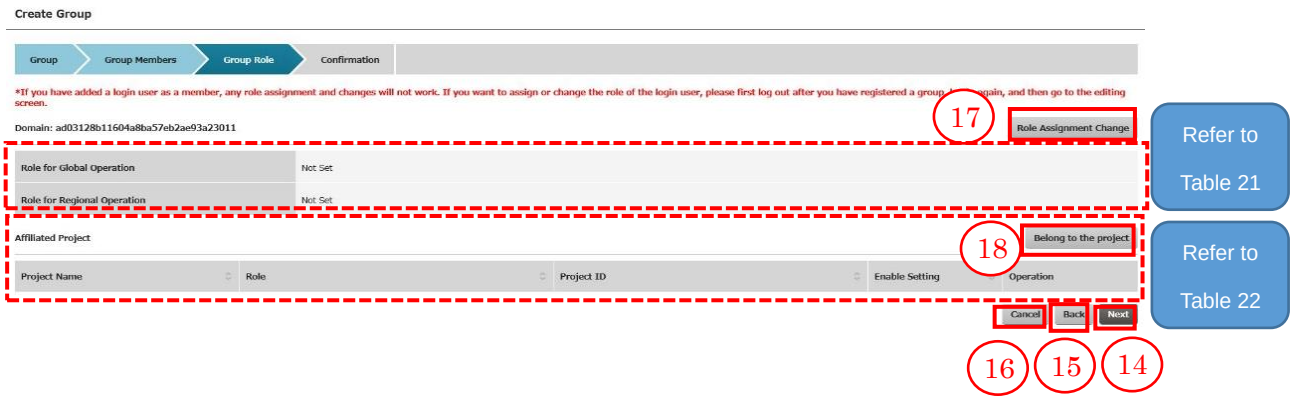


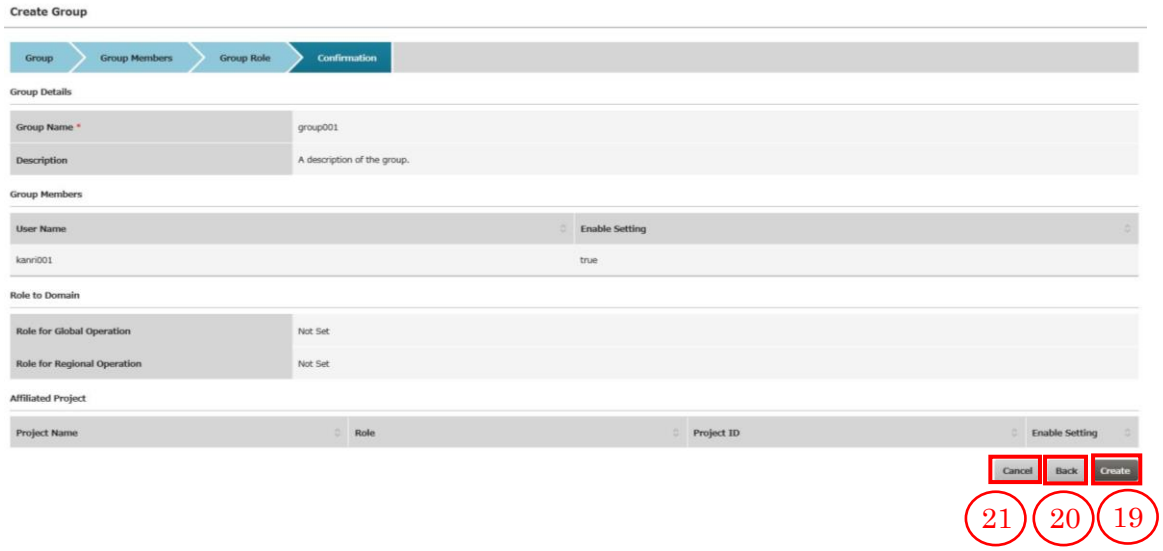
Table 21 : Entry Items for the role for domain

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (17) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (17) button, and change the role for regional operation.

Table 22 : Entry Items for Affiliated Project

Item Name	Description
Role	Click [Belong to the project] (18) button, select a project, and then give the role for global operation and the role for regional operation.

10. On [Create Group (Confirmation)] screen, confirm the entered contents and click [Create] (19) button. If you go back to [Create Group (Group Role)] screen and modify it, click [Back] (20) button. If you want to cancel all the edited contents and go back to [Group List] screen, click [Cancel] (21) button.



8.3.2 Edit a group

Edit an existing group.

Before you start

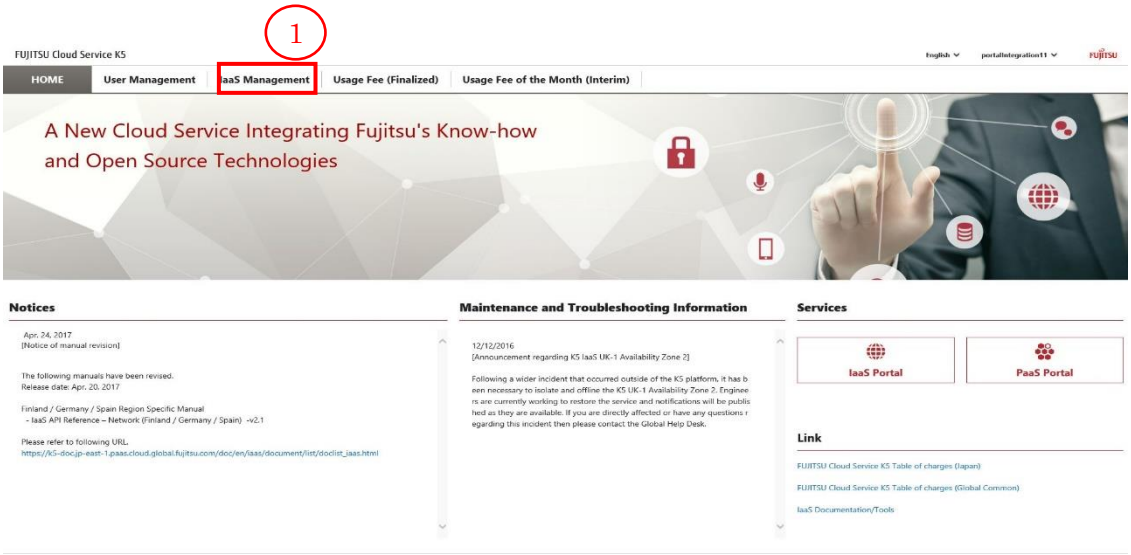
Log in to the system with the user having the role of contractor or total administrator.

Explanation

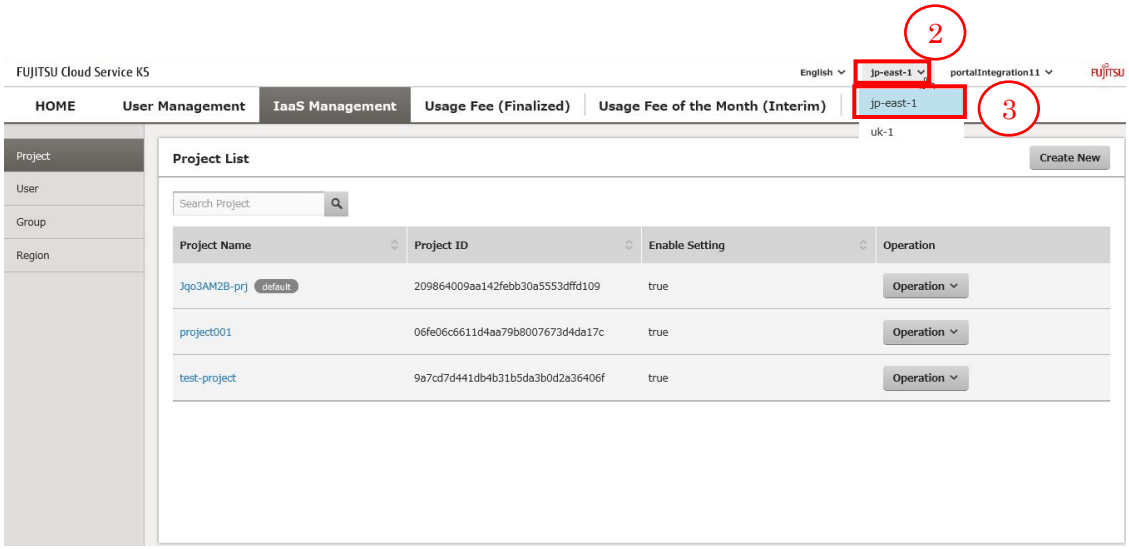
Following the procedures, edit users as the login user.

Procedures

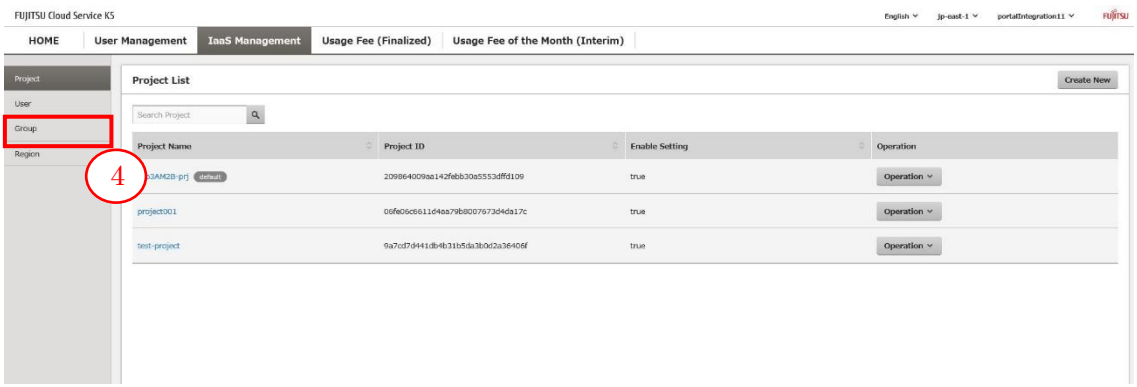
1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



2. On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).



3. On [Project List] screen, click [Group] (4) button.



4. On [Group List] screen, click the pull-down menu [Operation] (5) for the group you want to make a modification for and click [Edit] (6).

5. On [Group Details] screen, enter the information of the items to be changed and click [Update] (7) button. If you want to [Group List] screen, click [Cancel] (8) button.

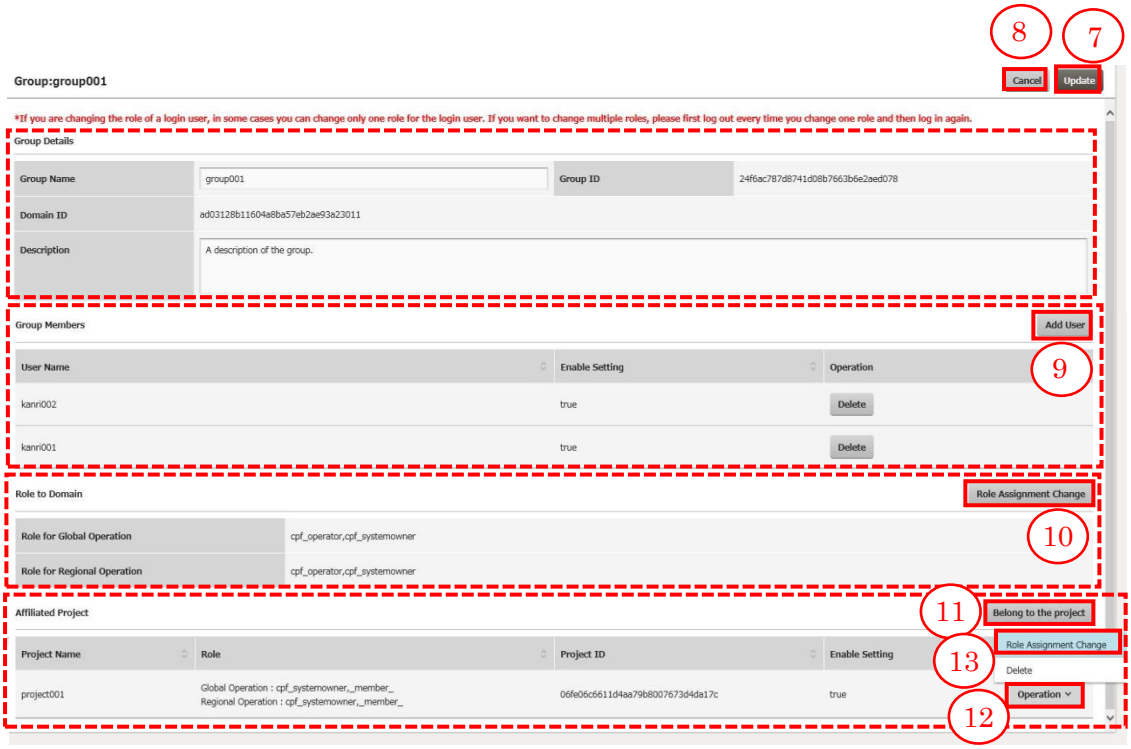


Table 23 : Entry Items for Group Details

Item Name	Description
Group Name	Following the constraint value, enter the group name. * Group Name needs to be unique in a domain.
Description	Following the constraint value, enter the description of a project.

Table 24 : Entry Items for Group Members

Item Name	Description
User	When you want to add a user to a target group, click [Add User] (9) button and add a user when needed.

Table 25 : Entry Items for the role for the domain

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (10) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (10) button and change the role for regional operation.

Table 26 : Entry Items for Affiliated Project

Item Name	Description
Role	For the project associated with the target user, change the role for global operation and the role for regional operation. When you associate a new project, click [Belong to the project] (11) button, select a project, and give the role for global operation and the role for regional operation. When you change a role, click the pull-down menu [Operation] (12), click [Role Assignment Change] (13) button, and change the role for global operation and the role for regional operation.

8.3.3 Delete a group

Delete an existing group.

Before you start

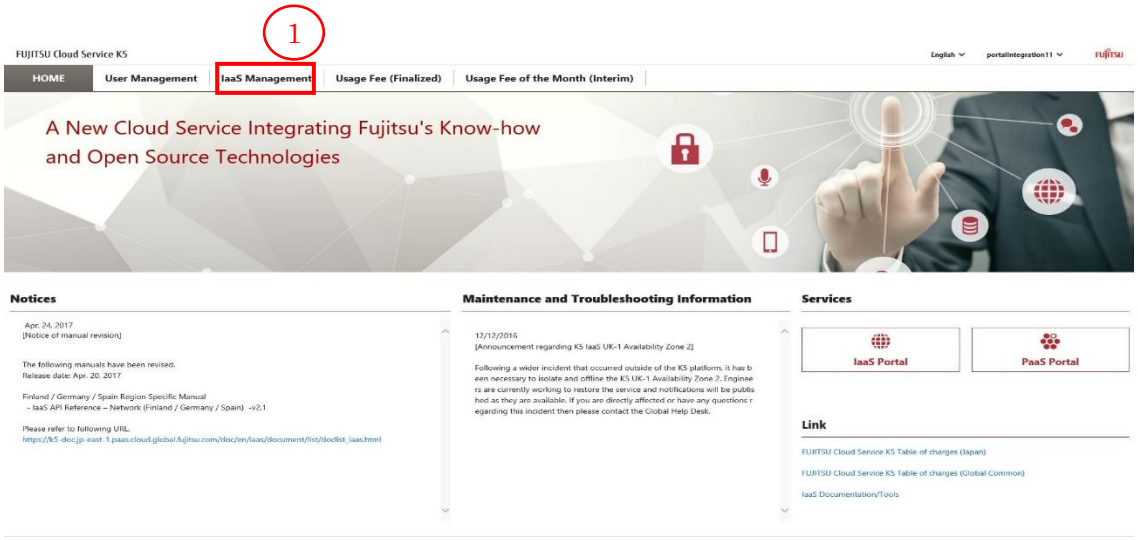
Log in to the system with the user having the role of contractor or total administrator.

Explanation

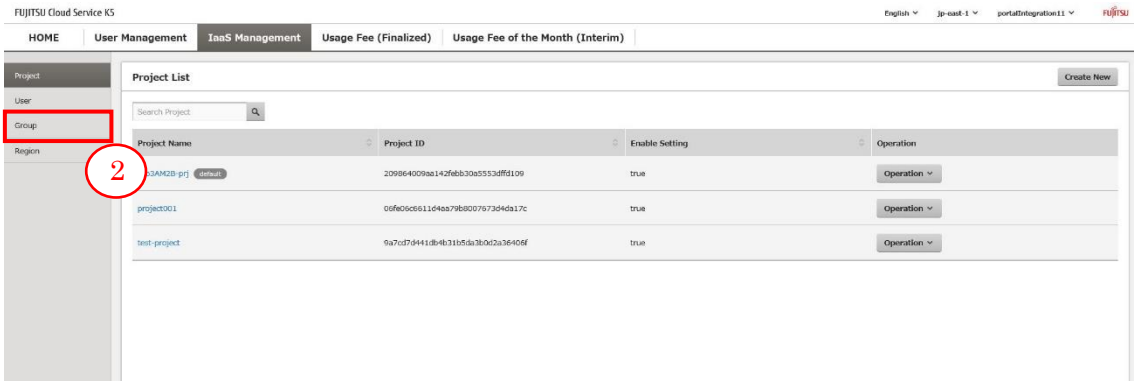
Following the procedures, delete users as the login user.

Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



2. On [Project List] screen, click [Group] (2) button.



3. On [Group List] screen, click the pull-down menu [Operation] (3) for the group you want to delete, and click [Delete] (4) button.

8.4 Use Region Management

8.4.1 Start using a region

To use the region different from the region that are being used currently, start to follow the required steps for starting to use the region.

Before you start

・Log in to the system with the user having the role of contractor.

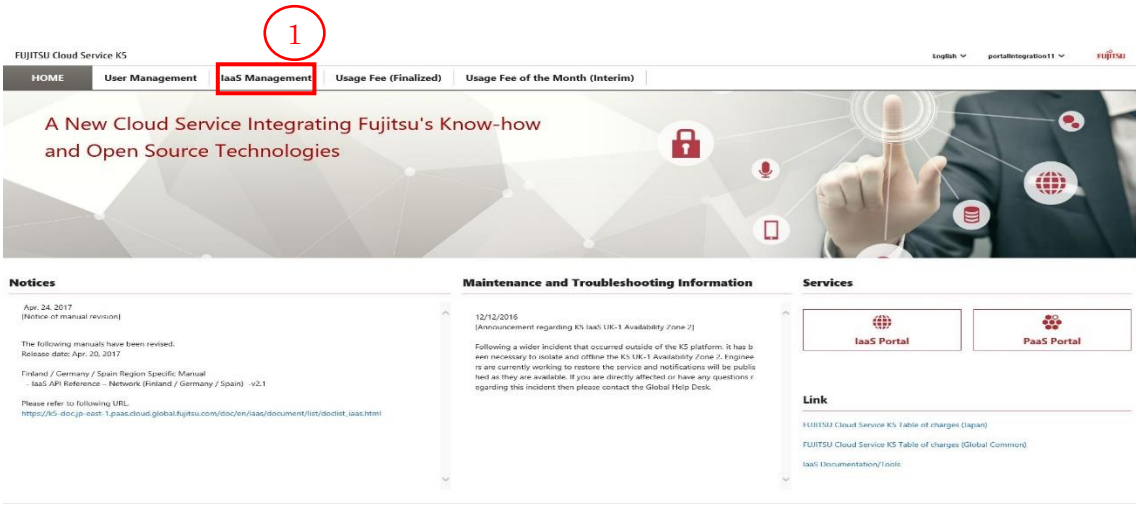
・The situation is that there are multiple regions and some of them are not used by any users.

Explanation

Following the procedures, explain the procedures for starting to use a region.

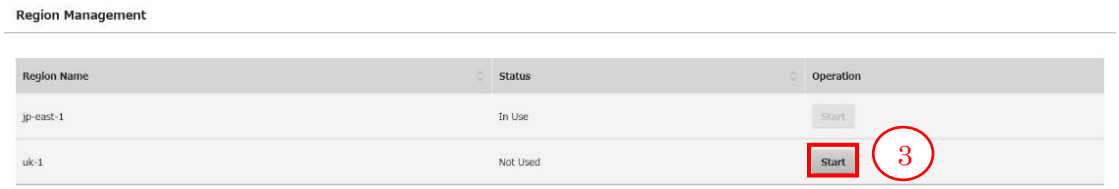
Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab and click it.

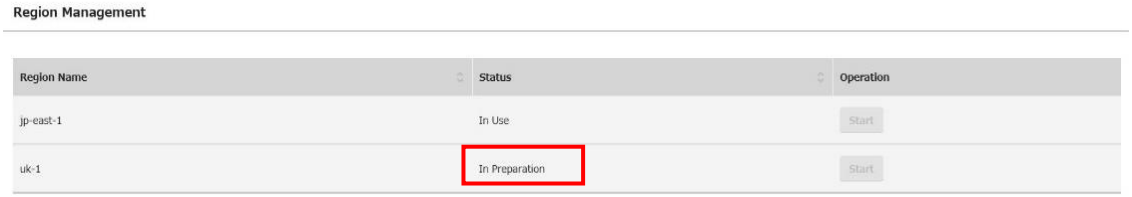


2. On [Project List] screen, click [Region] (2) button.

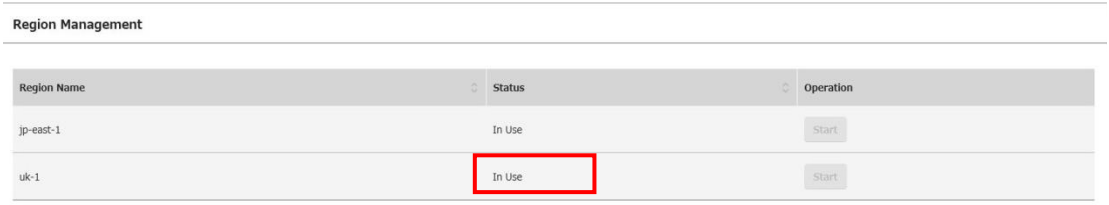
3. On [Region Management] screen, click [Start] (3) button.



4. Go to [Region Management] screen and confirm that the status is “In Preparation”.



5. Update the screen after a while and confirm that the status of the region that you started to use is “In Use”. To use the region that you have started to use, log in to K5 Portal again.



8.4.2 Connect to the region you started to use

If the user with the role of contractor starts to use a region, all the other users in the same domain as the user can use the region that has been started to use.

Before you start

・Prepare the user that belongs to the same domain as the user with the role of contractor, just as seen in 8.4.1 Start using a region, and proceed to operation with the user.

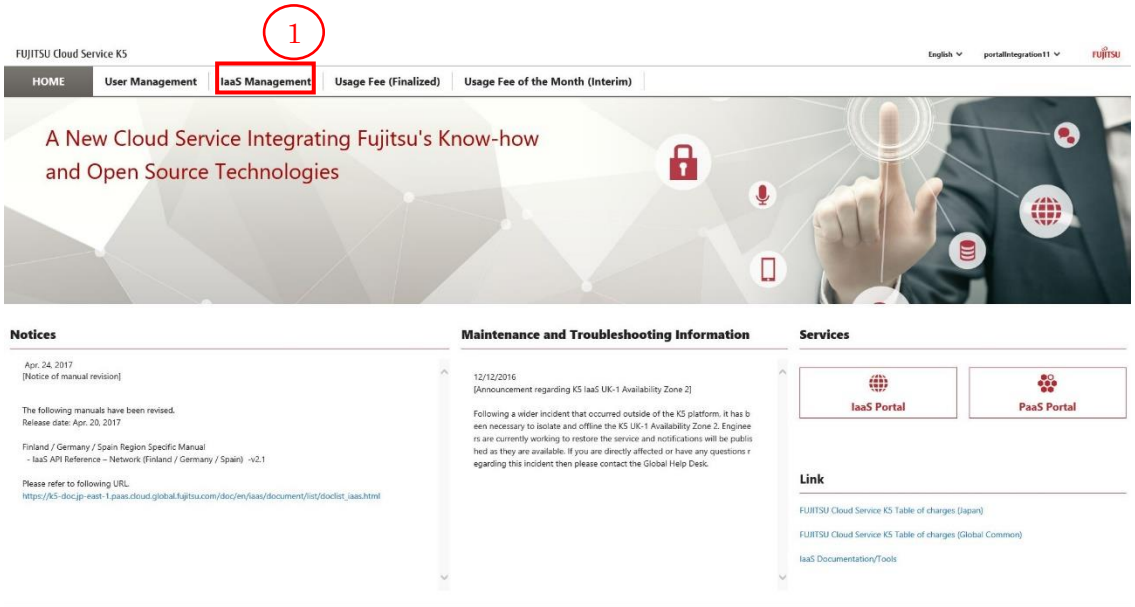
・After starting to use a region, log in to the system again and start operation.

Explanation

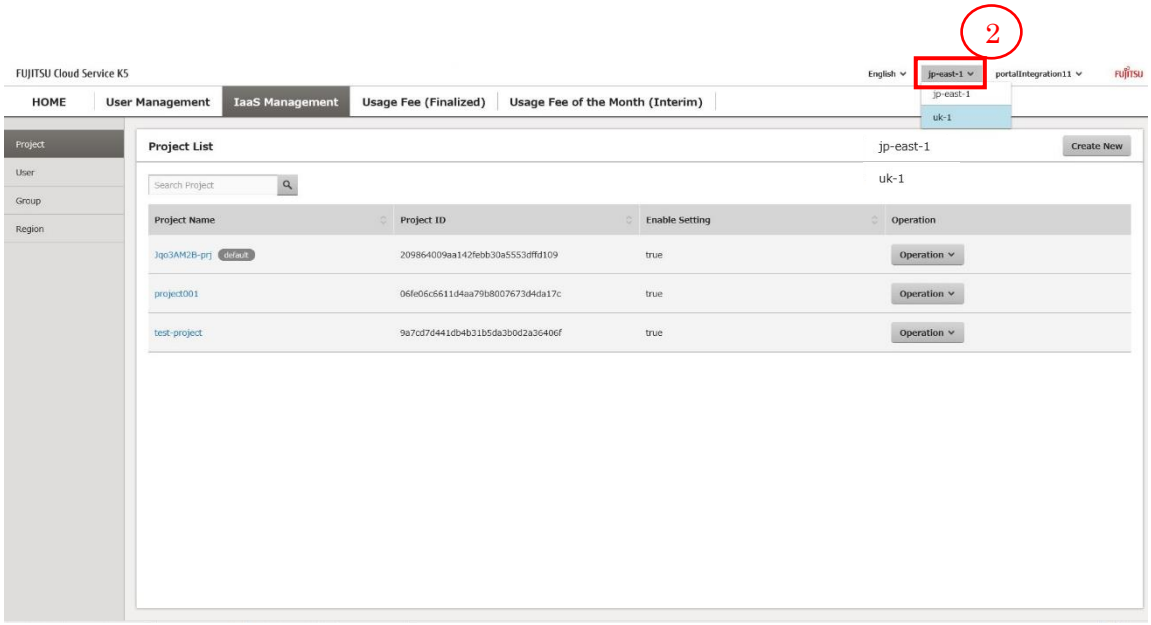
Following the procedures, we will explain the procedures for starting to use a region.

Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab and click it.



2. Click [Region Name] (2) button at the header part on the Region Management screen and confirm that the region that has been started to use in 8.4.1 Start using a region is included in the pull-down menu.



FUJITSU Cloud Service K5

K5 Portal User Guide Version 2.3

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