

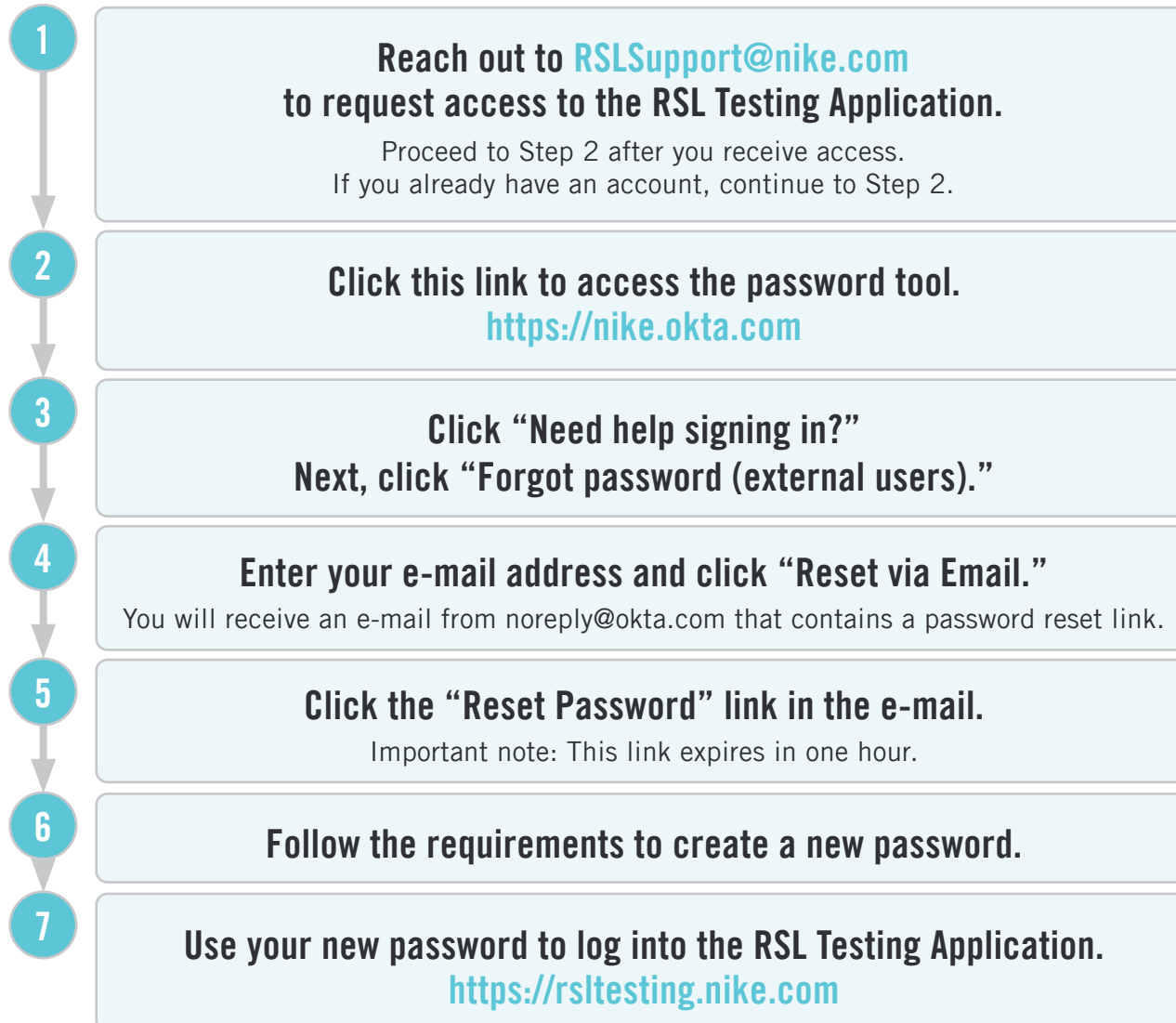



NIKE, INC.
RSL TESTING APPLICATION
LOGIN ASSISTANCE GUIDE

Updated May 2022

FIRST-TIME LOGIN & PASSWORD RESET

- Follow these steps to log in for the first time or to reset your password.
- Refer to the screenshots on the following pages for additional details and tips.



 Access to the RSL Testing Application can take up to seven (7) business days.

 As you follow these steps, remember that your e-mail address (user name) and password are case-sensitive.

 **LOCKED ACCOUNTS**
As a security feature, accounts lock if they have not been used for 90 days or if incorrect passwords are attempted too many times.



STEP-BY-STEP INSTRUCTIONS — STEP 1

1

Reach out to RSLSupport@nike.com
to request access to the RSL Testing Application.

Proceed to Step 2 after you receive access.
If you already have an account, continue to Step 2.



If you already have access, proceed to Step 2 to reset your password.

A

If you're a new user, click RSLSupport@nike.com.

Your e-mail program will open a new message.

Enter the subject line "Requesting access to the RSL Testing Application."

In the e-mail, state your name and company name.

B

You will receive a notification from idme@nike.com.

B

Access request 0007265415 has been processed

idme@nike.com

The access request submitted has been processed and the following change(s) requested for user <Your Name> has been approved.

Application: Active Directory - EXT

Operation: Add

Value: Application.AWS.Prod.gsm.rsl.supplier-external

Please contact the [Nike Service Desk](#) for answers to additional questions.

Thank you



You will receive a second note, from RSLSupport@nike.com, advising you that a new account has been created. Once you receive this e-mail, proceed to Step 2 to log in for the first time. This entire process may take up to seven (7) business days.



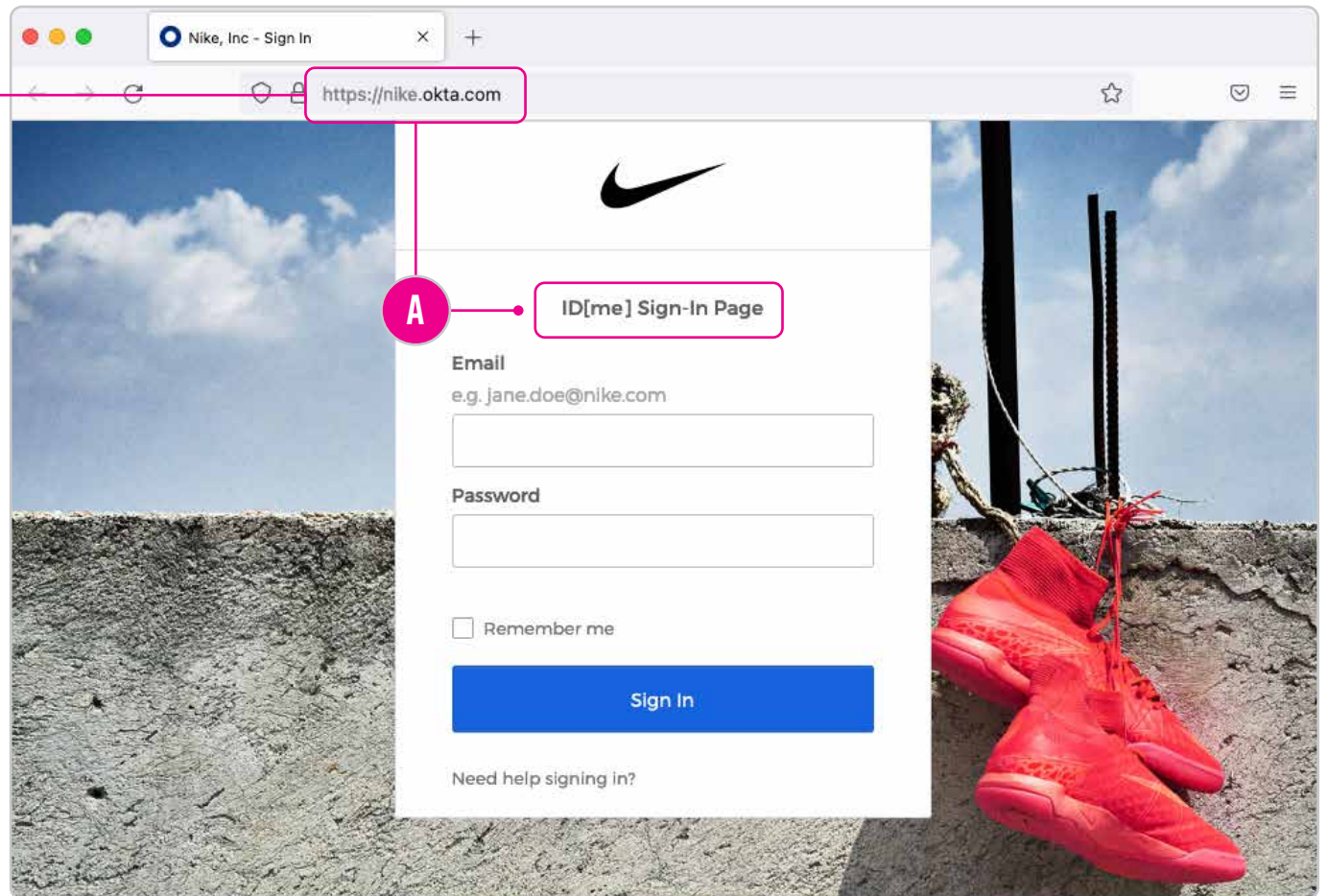
STEP-BY-STEP INSTRUCTIONS — STEP 2

2

Click this link to access the password tool.
<https://nike.okta.com>

A

Click <https://nike.okta.com> to open the sign-in page to the password tool.



STEP-BY-STEP INSTRUCTIONS — STEP 3

3

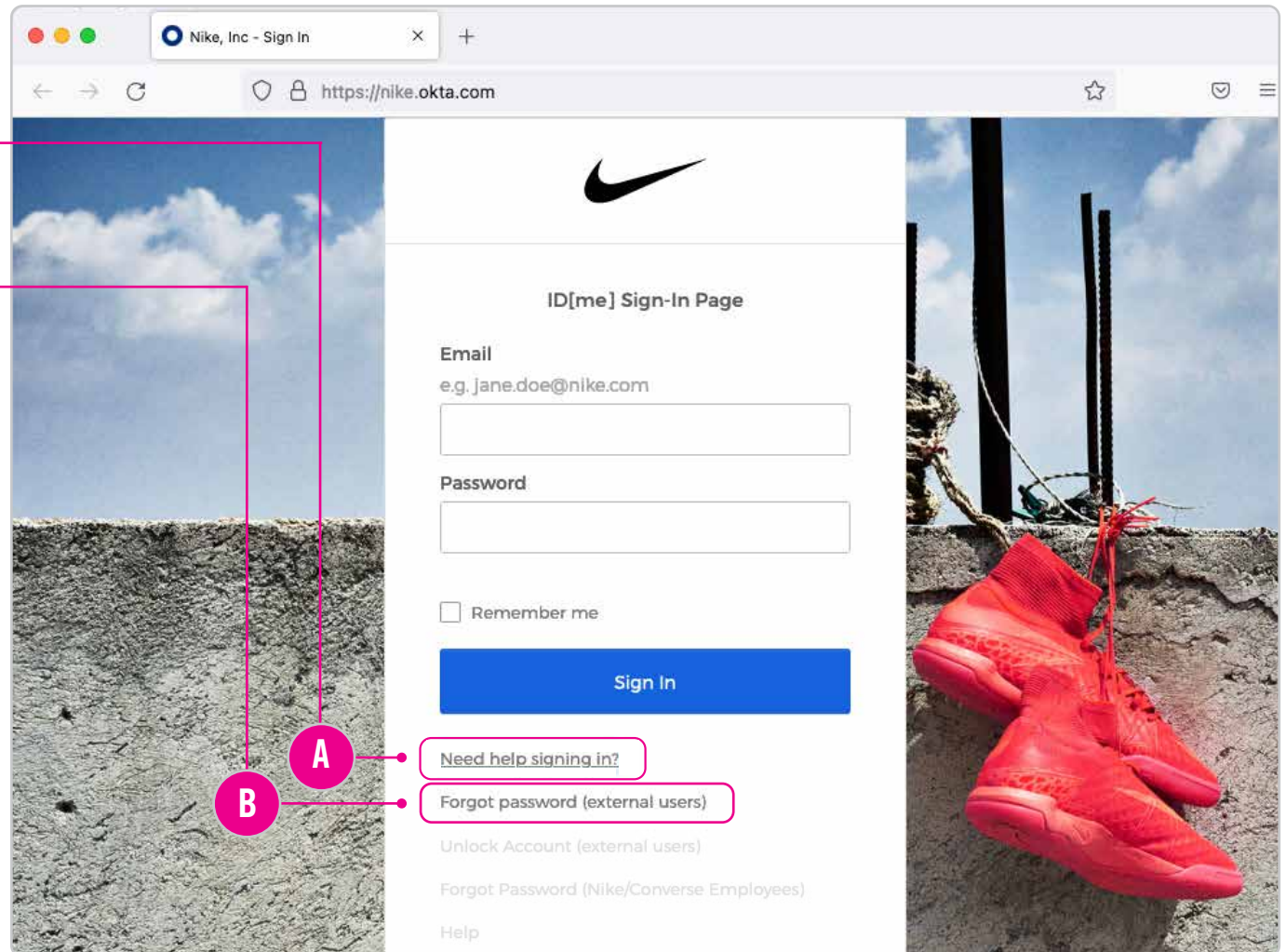
Click “Need help signing in?”
Next, click “Forgot password (external users).”

A

First, click “Need help signing in?” Additional selections will appear.

B

Next, click “Forgot password (external users).”



STEP-BY-STEP INSTRUCTIONS — STEP 4

4

Enter your e-mail address and click “Reset via Email.”

You will receive an e-mail from noreply@okta.com that contains a password reset link.

A

Enter your e-mail address. Your e-mail will be your user name in the RSL Testing Application.

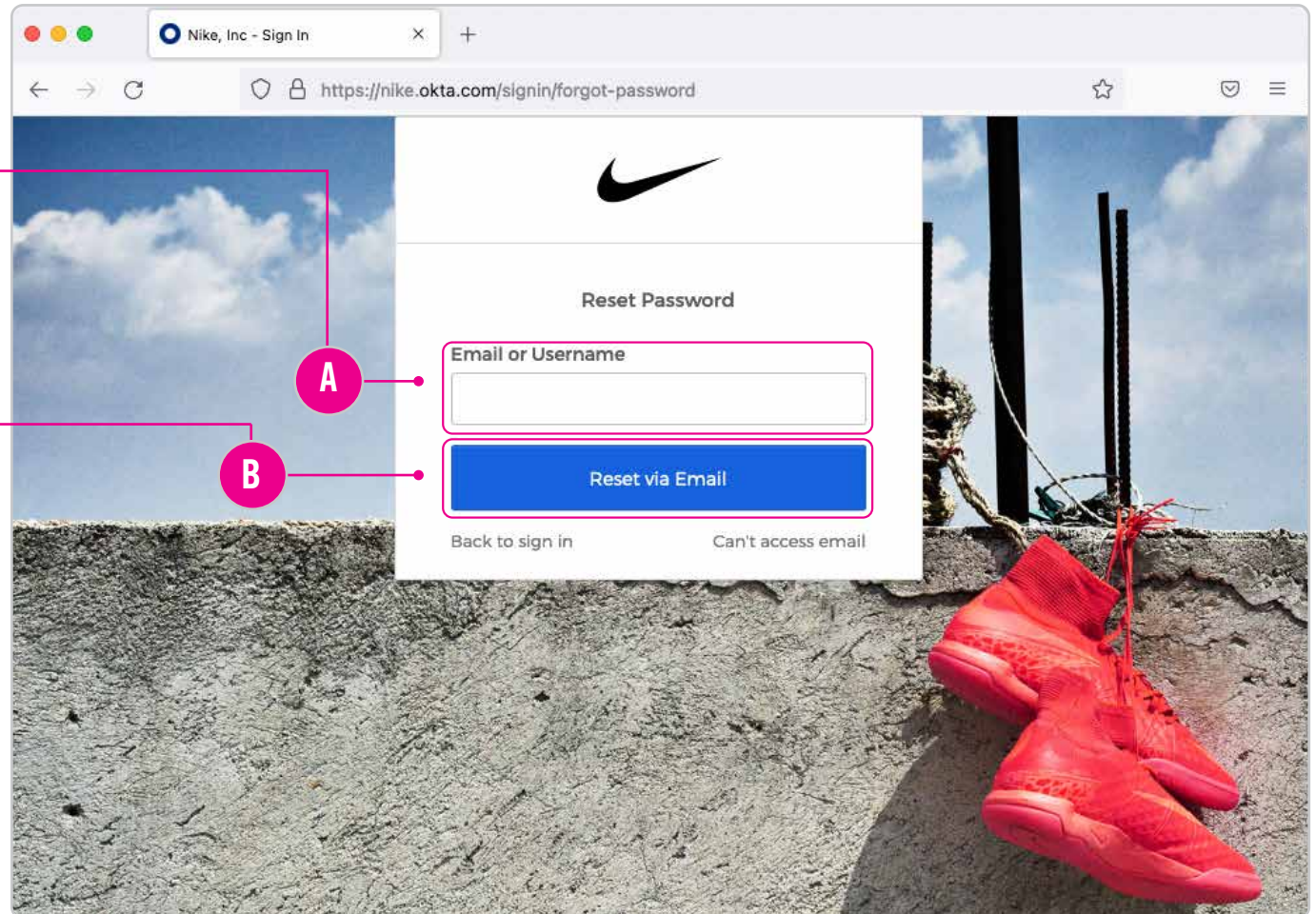
B

Click the blue button, “Reset via Email.”

You will receive an e-mail from noreply@okta.com containing a link that enables you to create a new password.

A

B



If you do not receive the e-mail within a few minutes, check the spam or junk mail folders in your e-mail program.



STEP-BY-STEP INSTRUCTIONS — STEP 5

5

Click on the “Reset Password” link in the e-mail.

Important note: This link expires in one hour.

A

Click on the green “Reset Password” button in the e-mail you received.

This opens the Reset Okta Password window in your Web browser.



The link expires in one (1) hour. If it expires, repeat Steps 2 through 5.

Nike, Inc - Okta Password Reset Requested

Hi <Your Name>

A password reset request was made for your Windows Active Directory account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the passwyour.name@yourdomain.com

A

Reset Password



This link expires in 1 hour.

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your Sign-in Help page. Then click the Request help link.



STEP-BY-STEP INSTRUCTIONS — STEP 6

6

Follow the requirements to create a new password.

A

Follow the requirements to create a secure password.



Important: If you recently changed your password, you must wait two days (48 hours) to change it again.

B

Enter your new password.

C

Repeat your new password to confirm.

D

Click the blue button to complete the process.

Reset your Okta password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 6 passwords
- At least 2 day(s) must have elapsed since you last changed your password

New password

Repeat password

Reset Password



Remember, your e-mail address (user name) and password are all case-sensitive.



STEP-BY-STEP INSTRUCTIONS — STEP 6

6

Follow the requirements to create a new password.

SUCCESS!

When you're directed to this Web page, you've successfully created a new password.

The screenshot displays the Nike Okta My Apps Dashboard in a web browser. The browser's address bar shows the URL <https://nike.okta.com/app/UserHome>. The dashboard features the Okta logo in the top left, a search bar for apps, and a user profile in the top right labeled "Your Name Nike, Inc". The main content area is titled "My Apps" and includes a "Work" section with four application tiles: "GTM Salesforce - PSD External users", "Liftango", "ServiceNow - Factory Portal", and "Windchill PCX". A "Sort" button is located to the right of the "My Apps" title. At the bottom of the dashboard, there is a "Support" section with the contact information "Help: SSO.idme@nike.com". The left sidebar contains navigation options: "My Apps", "Work", "Add section", and "Notifications". The bottom left corner of the dashboard shows the text "Last sign in: 5 minutes ago", "© 2022 Okta, Inc.", and a "Privacy" link. A green star icon in a hexagon is positioned over the search bar, with a line extending to the success message box on the left.



STEP-BY-STEP INSTRUCTIONS — STEP 7

7 Use your new password to log into the RSL Testing Application.
<https://rsltesting.nike.com>

If you're not automatically redirected to the RSL Testing Application, click <https://rsltesting.nike.com> to log in using your new password.

A Click the list icon to reveal a menu of helpful RSL links — including a “How To Guide” with detailed instructions for using the RSL Testing Application and this publication, “Login Assistance Guide.”

RSL TESTING

Logged in User : Your Name

SUPPLIER DASHBOARD

CREATE TRF

ACTION REQUIRED 0

IN PROGRESS 0

SEARCH ALL 0

FAVORITES 0

Data Source (Months): 3 | 12 | 24

SAVE COLUMNS/FILTERS CLEAR FILTERS RESET COLUMNS

| RSL Submit No. | Overall Test Result | Material Name | Status | Favorites |
|----------------|---------------------|---------------|--------|-----------|
| | | | | |

No results found

Columns Filters



DOWNLOAD ADDITIONAL GUIDANCE



Download the “How To Guide” for the RSL Testing Application and “First-time Login & Password Reset” in four languages.

A

Click “How To Guide” to download detailed instructions for using the RSL Testing Application. Available in multiple languages.

B

Click “Log-in Assistance Guide” to download this document in English, Portuguese, Vietnamese, Simplified Chinese and Indonesian.

See the screenshot on the next page for details.

The screenshot shows the RSL TESTING application dashboard. The browser address bar displays <https://rsltesting.nike.com>. The dashboard includes a 'Dashboard' link, a 'CREATE TRF' button, and a 'MY STUFF' section with the following items:

- My Profile
- RSL Policy Training
- Chemistry Website
- Get Help
- How To Guide** (Callout A)
- Log-in Assistance Guide** (Callout B)
- User Validation Form
- Tutorial Videos
- Search All

The dashboard also features a 'Dashboard' section with three cards: 'IN PROGRESS' (0), 'SEARCH ALL' (0), and 'FAVORITES' (0). Below these is a table with columns for 'Result', 'Material Name', 'Status', and 'Favorites'. The table currently shows 'No results found'. At the bottom, there are buttons for 'SAVE COLUMNS/FILTERS', 'CLEAR FILTERS', and 'RESET COLUMNS'. The page footer indicates 'Page 0 of 0'.



DOWNLOAD ADDITIONAL GUIDANCE



Download the “How To Guide” for the RSL Testing Application and “First-time Login & Password Reset” in four languages.

A

Click the arrow next to your language to download this document in English, Portuguese, Vietnamese, Simplified Chinese and Indonesian.

Log-in Assistance Guide - RSL T X

https://rsltesting.nike.com/loginAssistance

Logged in User : Your Name

LOG-IN ASSISTANCE GUIDE ➔

- ENGLISH
- MANDARIN
- PORTUGUESE
- VIETNAMESE



TROUBLESHOOTING

IMPORTANT THINGS TO REMEMBER

ACCOUNTS LOCK EVERY 90 DAYS IF NOT USED

- As a security feature, accounts lock if they have not been used for 90 days or if incorrect passwords are attempted too many times.
- If locked out of your account, follow the step-by-step instructions to reset your password and regain access to the RSL Testing Application.

E-MAIL ADDRESSES AND USER NAMES ARE THE SAME

- When setting up accounts or resetting passwords, e-mail addresses become user names.

USE UPPER & LOWERCASE LETTERS EXACTLY AS ORIGINALLY SUBMITTED

- E-mail addresses, user names and passwords are all case-sensitive.
- “Your.Name@YourDomain.com” is NOT the same as “your.name@yourdomain.com”

PASSWORD RESET LINKS EXPIRE IN ONE (1) HOUR

- The password reset link in the e-mail from noreply@okta.com is only valid for one hour.
- If you don't use the link to click through to the password reset site within this time frame, you will need to undertake Steps 2 through 5 again.

TWO-DAY WAITING PERIOD BETWEEN PASSWORD RESETS

- If you recently performed a password reset, at least two days (48 hours) must elapse before you can reset it again.

DOWNLOAD MORE GUIDANCE FROM THE RSL TESTING APPLICATION

- After logging in to the RSL Testing Application, click the list icon to reveal a menu of helpful RSL links.
- The “How To Guide” has detailed instructions for using the RSL Testing Application and is available in multiple languages.
- This publication, “Login Assistance Guide,” is available in English, Portuguese, Vietnamese, Simplified Chinese and Indonesian.



TROUBLESHOOTING

USE A PREFERRED WEB BROWSER

The first-time login and password reset process works best using Google Chrome, and it is the preferred Web browser.

Web browsers in order of preference:

- Google Chrome
- Microsoft Internet Explorer 10 and higher
- Microsoft Edge

Using the most up-to-date version often solves issues.

CHECK IF URLS ARE BLOCKED

Confirm with your IT department that none of these necessary URLs are blocked:

- rsTesting.nike.com
- nike.okta.com
- 3p5vf49v4c.execute-api.us-west-2.amazonaws.com
- assets.commerce.nikecloud.com
- use.fontawesome.com

CLEAR YOUR BROWSER HISTORY & COOKIES

- Clear your browser history.
- Delete cookies from all the sites mentioned above.



CONTACTS

If you cannot complete the process to create a new password or you cannot log in to the RSL Testing Application, please e-mail a screenshot of the error (with the date and time) to the appropriate team for additional support.

NIKE RSL

If you are a materials supplier or factory:
RSLSupport@nike.com

NIKE PACKAGING RSL

If you are a packaging supplier:
PRSL.Support@nike.com

