# Logging in and General Navigation

This guide describes how to log in to Oracle and navigate the Home screen.

## Walkthroughs:
- 1.0 Log in to Oracle
- 1.1 Basic navigation

## Audience: All

### Additional Resources:

### Process Step & Description | Action
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1.0 Log in | 1. Click the link to the GMHEC Single Sign-on page: [http://myapps.microsoft.com/gmhec.org](http://myapps.microsoft.com/gmhec.org)
2. Enter email address
3. Click Next
4. Enter password (the same password you use to log in to your College’s system)
5. Click Sign in
After you click Sign in, you may be asked if you would like to stay signed in. Click No or Yes to continue.

Click on the Oracle button to launch the application

1.1 Basic Navigation
Home Screen

Items 1-5 will appear on almost every screen while navigating Oracle.
1 Navigator – This will open a menu of every function you have access to in the system.
2 Home – This will bring you back to the home screen.
3 Favorites – You can favorite screens that you go to frequently. Click here to view favorites. Recent items will also show up under this icon.
4 Notifications – This icon will alert you to any notifications you have.
5 This drop-down menu contains helpful links such as accessibility settings, your global preferences, and sign-out.
6 Springboard – The home springboard is the main way to navigate to different applications inside Oracle.