

## Logging in and General Navigation

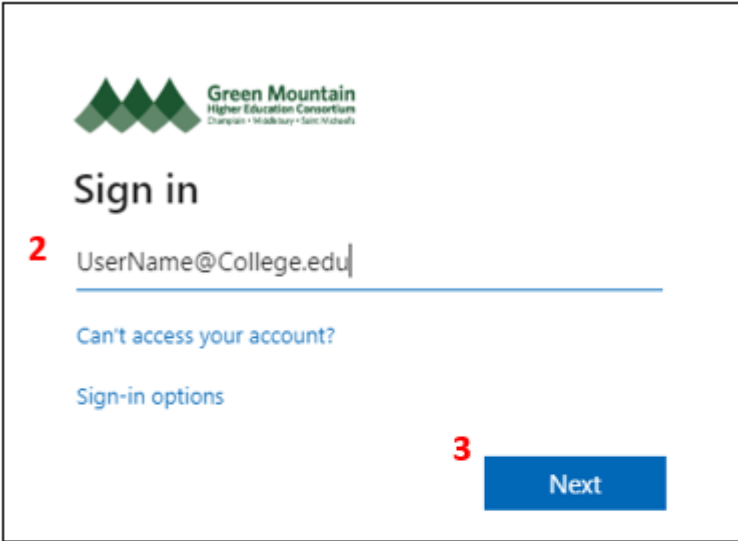
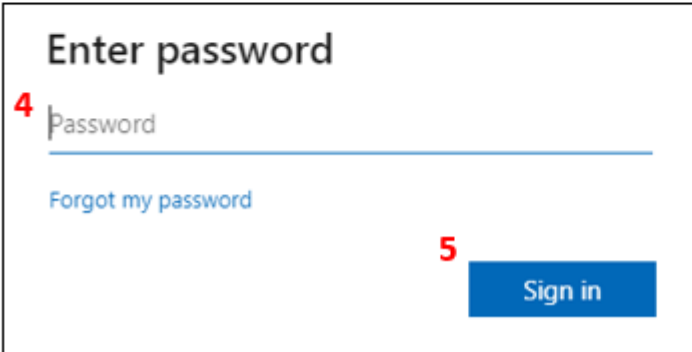
This guide describes how to log in to Oracle and navigate the Home screen.

**Additional Resources:**

Walkthroughs:

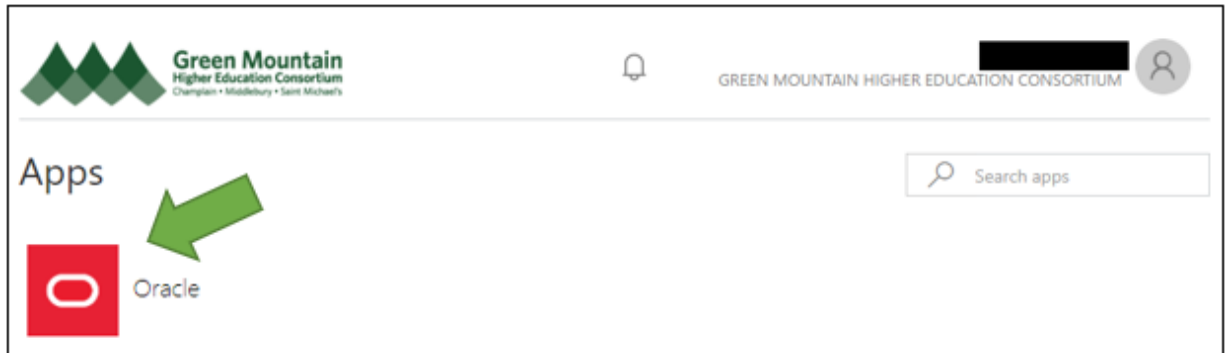
- 1.0 Log in to Oracle
- 1.1 Basic navigation

Audience: All

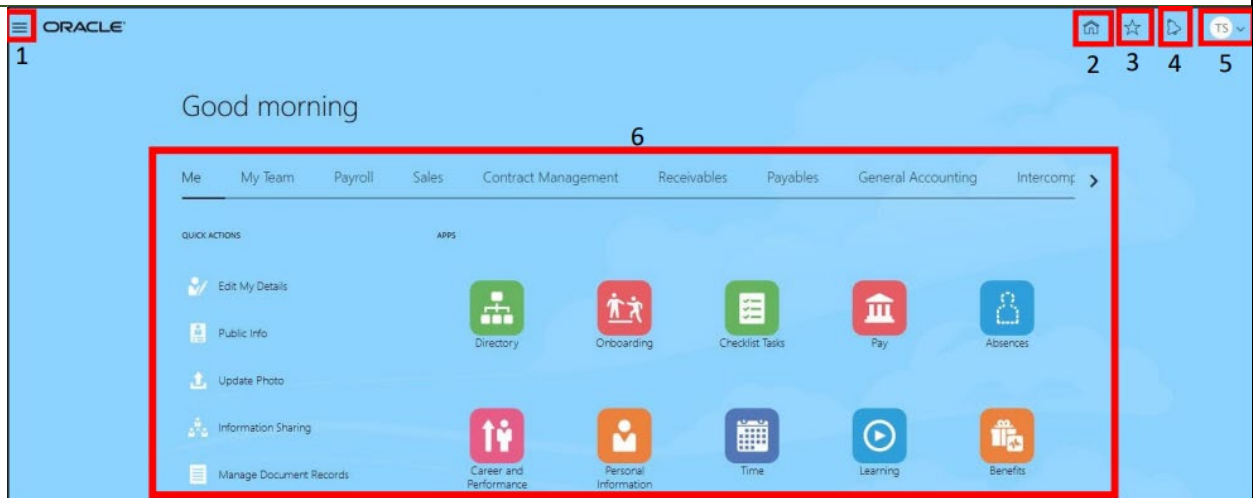
Process Step & Description	Action
<p><b>1.0</b> Log in</p> <p>Click the Single Sign-on (SSO) link and enter your email address and password</p>	<ol style="list-style-type: none"> <li>1 Click the link to the GMHEC Single Sign-on page: <a href="http://myapps.microsoft.com/gmhec.org">http://myapps.microsoft.com/gmhec.org</a></li> <li>2 Enter email address</li> <li>3 Click Next</li> <li>4 Enter password (the same password you use to log in to your College's system)</li> <li>5 Click Sign in</li> </ol> <div data-bbox="474 951 1208 1488" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <div data-bbox="474 1524 1162 1873" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

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.

