

Logging In and General Navigation

How to log into Oracle and Navigate to the various apps you will use

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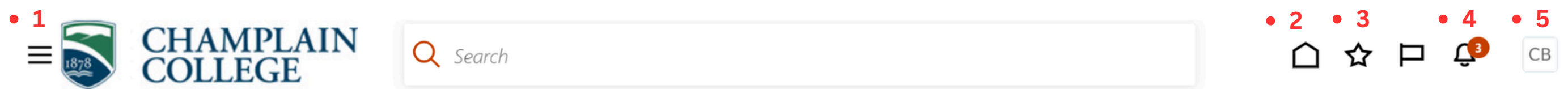


My Apps

Click on the Single Sign On (SSO) Link and Enter your email address and Password

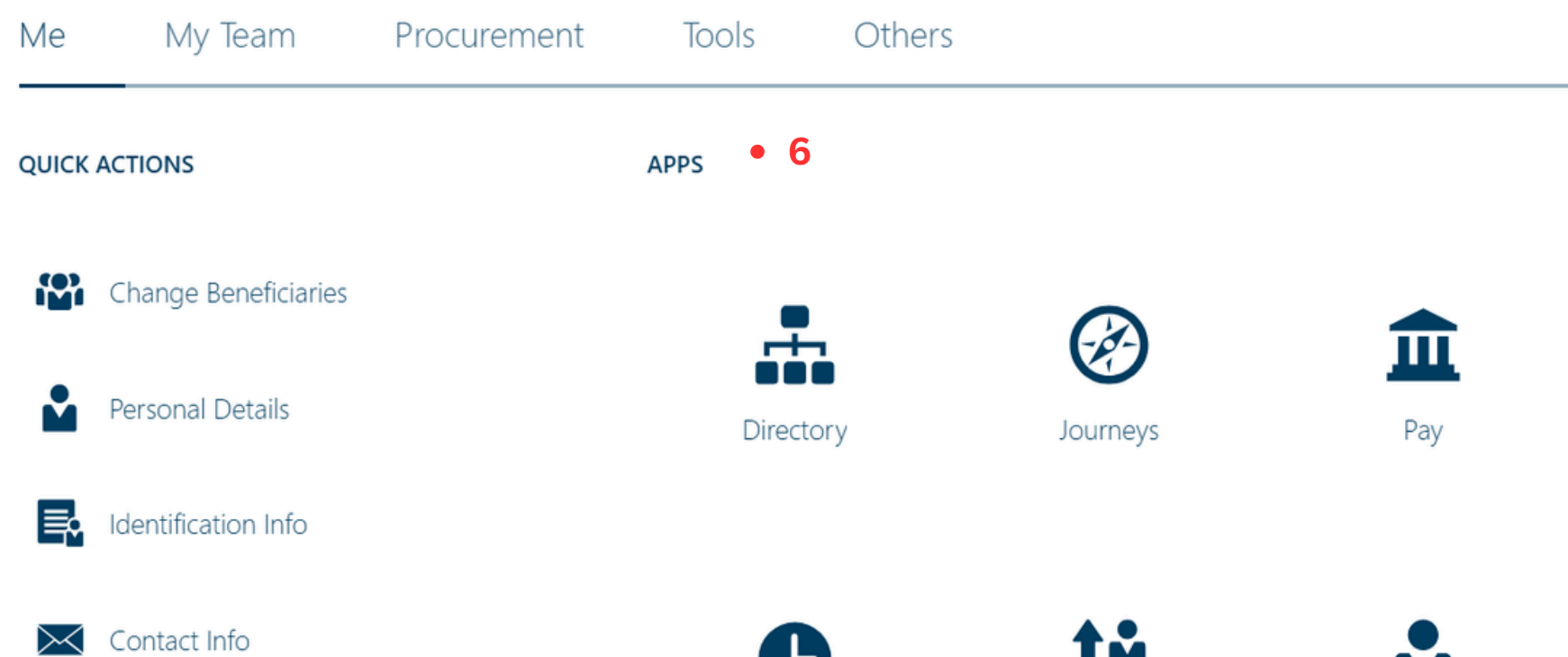
A screenshot of a Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field labeled "Email, phone, or Skype". Underneath the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the form is a blue button labeled "Next".

Click on the Oracle link to launch the application



Good morning, Chauncey Beaver

Items 1-5 will appear on almost every screen while navigating Oracle.



- **1** Navigator – This will show you every function you have access to in the system
- **2** Home – Clicking this button will bring you back to this screen
- **3** Favorites – You can favorite screens that you go to frequently, they will show up here. Recent items will also show up under this icon
- **4** Notifications – This icon will alert you to any notifications you have, i.e. an expense report that needs your attention
- **5** This drop down menu contains helpful links such as accessibility settings, your global preferences, and sign-out
- **6** Springboard – The home springboard is a way to navigate to different applications inside oracle.