

# 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

Microsoft  
Sign in  
Email, phone, or Skype  
No account? Create one!  
Can't access your account?  
Next



Click on the Oracle link to launch the application

• 1 Middlebury Search • 2 • 3 • 4 • 5 MP

Good afternoon, Middlebury Panther

Me My Team Sales Procurement Tools Others

QUICK ACTIONS APPS • 6

Change Beneficiaries Personal Details Identification Info Contact Info

Directory Journeys Pay

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.