

Logging In and General Navigation

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

Page 1 of 1



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 SAINT MICHAEL'S COLLEGE FOUNDED 1904

Search

2 3 4 5

Home Favorites Notifications MK

Good morning, Michael Knight

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

Me My Team Procurement Tools Others

QUICK ACTIONS

Change Beneficiaries

Personal Details

Identification Info

Contact Info

APPS 6

Directory Journeys Pay

- **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.