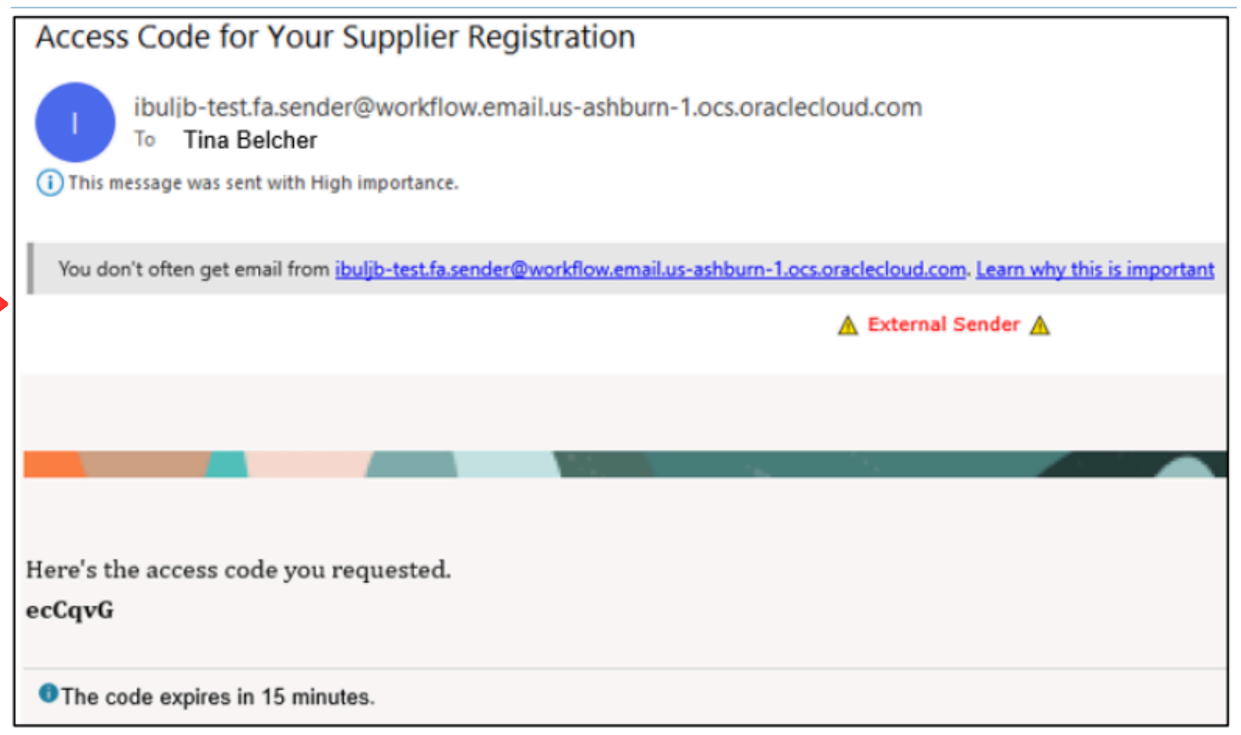
Supplier Self Registration - Student

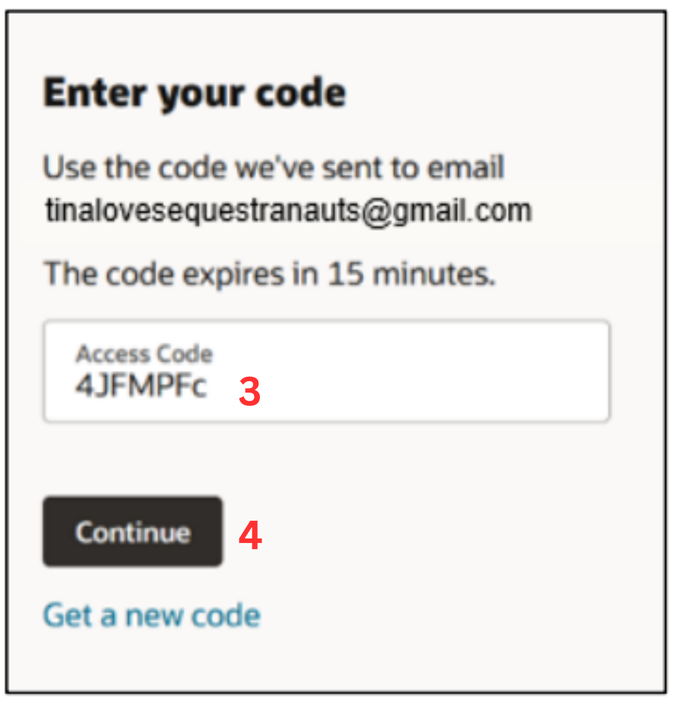
How to register yourself in Oracle as a student receiving a non-payroll payment



- 1 Enter your **Personal** email address.
  - DO **NOT** USE YOUR @middlebury.edu ADDRESS
- 2 Click **Send Access Code**
  - You will receive an email from Oracle. If you do not see it, check your junk or spam folder.

You email will look like this.

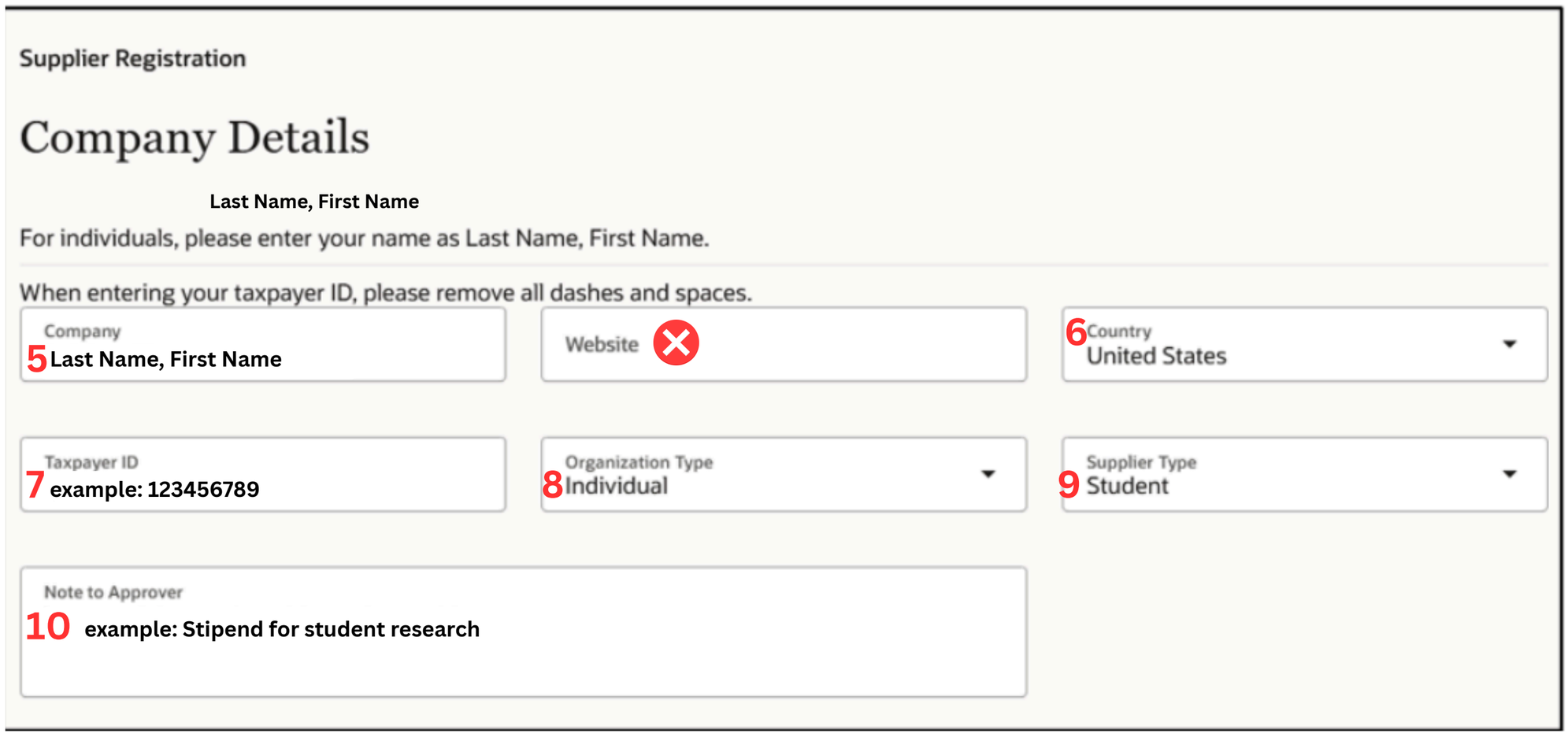




- 3 Enter the access code from your email
- 4 Click **Continue**

Supplier Self Registration - Student

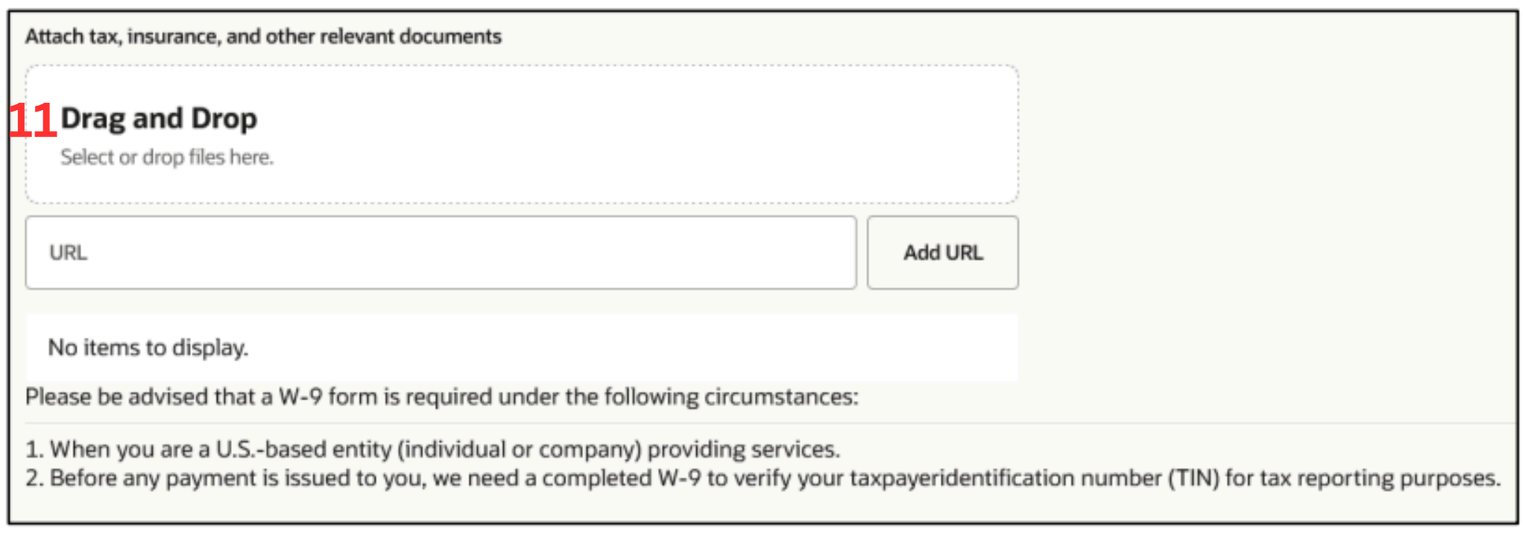
How to register yourself in Oracle as a student receiving a non-payroll payment



- **5** The Company name is YOUR Last Name, then First Name
  - Example: Bonney, Anne
- **6** Select the Country you are a citizen of.
- **7** Enter your Social Security Number all together, with no spaces or dashes
  - If you do not have a SSN enter your Middlebury ID number beginning with MD, example: MD0073752
- **8** The Organization type for students is INDIVIDUAL
- **9** The Supplier type for students is Student
- **10** Please note your reason for payment

Supplier Self Registration - Student

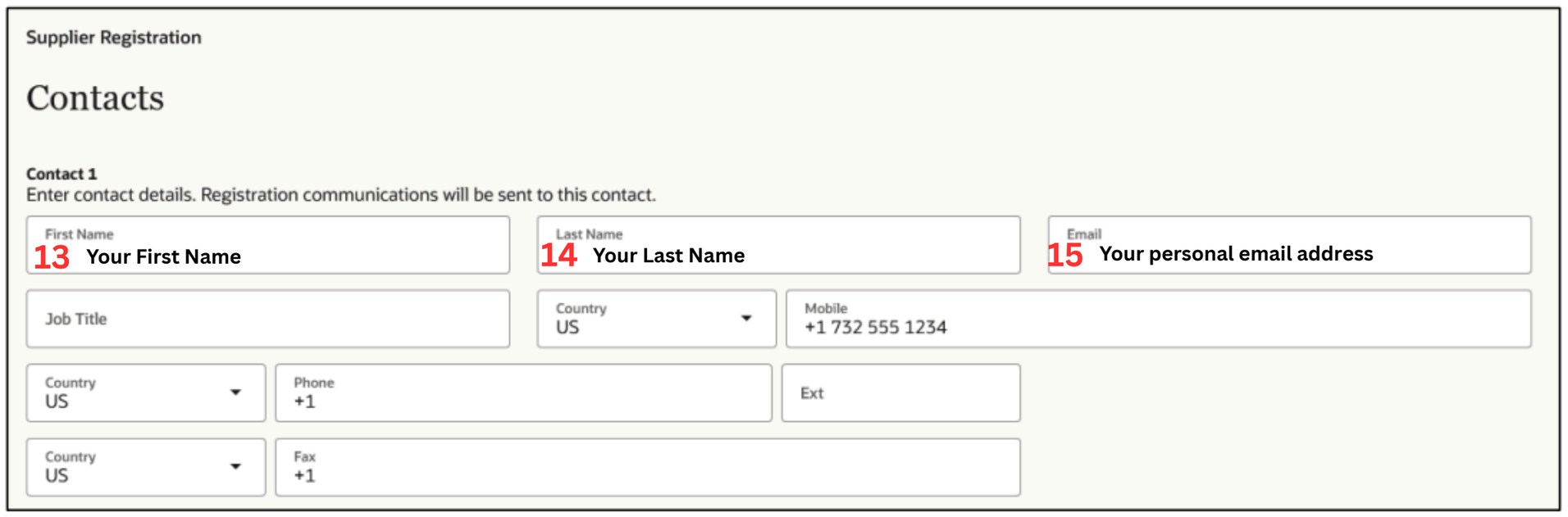
How to register yourself in Oracle as a student receiving a non-payroll payment



- **11** Upload any documentation the college asked you to upload in the system here. Please be advised that a W-9 form is required if you are providing services to the college.



- **12** Scroll down and choose “Continue.”



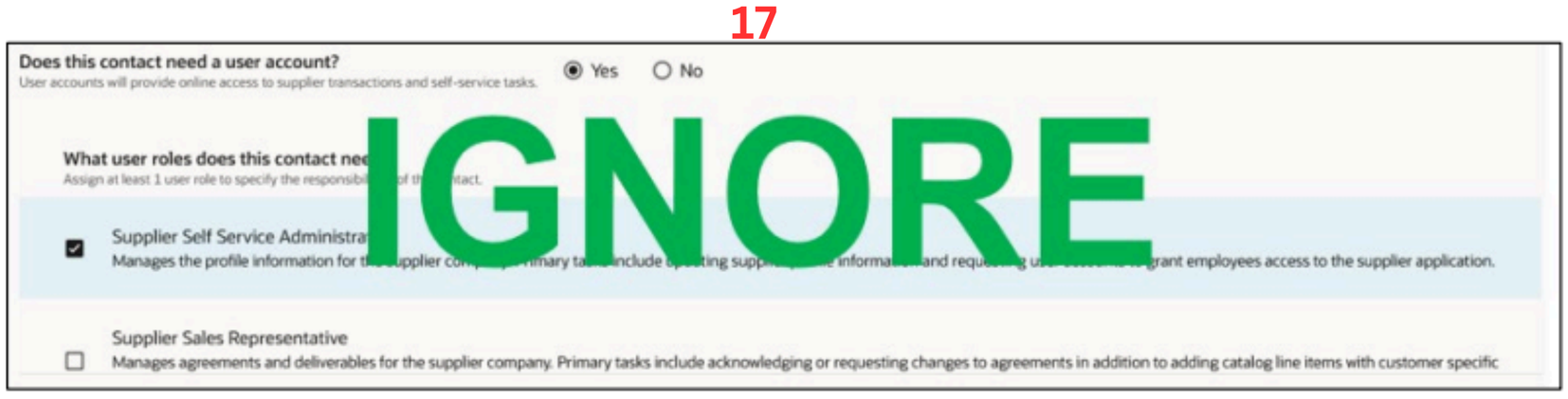
- **13** Enter your First Name
- **14** Enter your Last Name
- **15** Enter your **NON Middlebury College** email address
- **16** Scroll down and choose “Continue.”



Supplier Self Registration - Student

How to register yourself in Oracle as a student receiving a non-payroll payment

17 Ignore this section, please scroll past without making any selections



Click “Continue.”

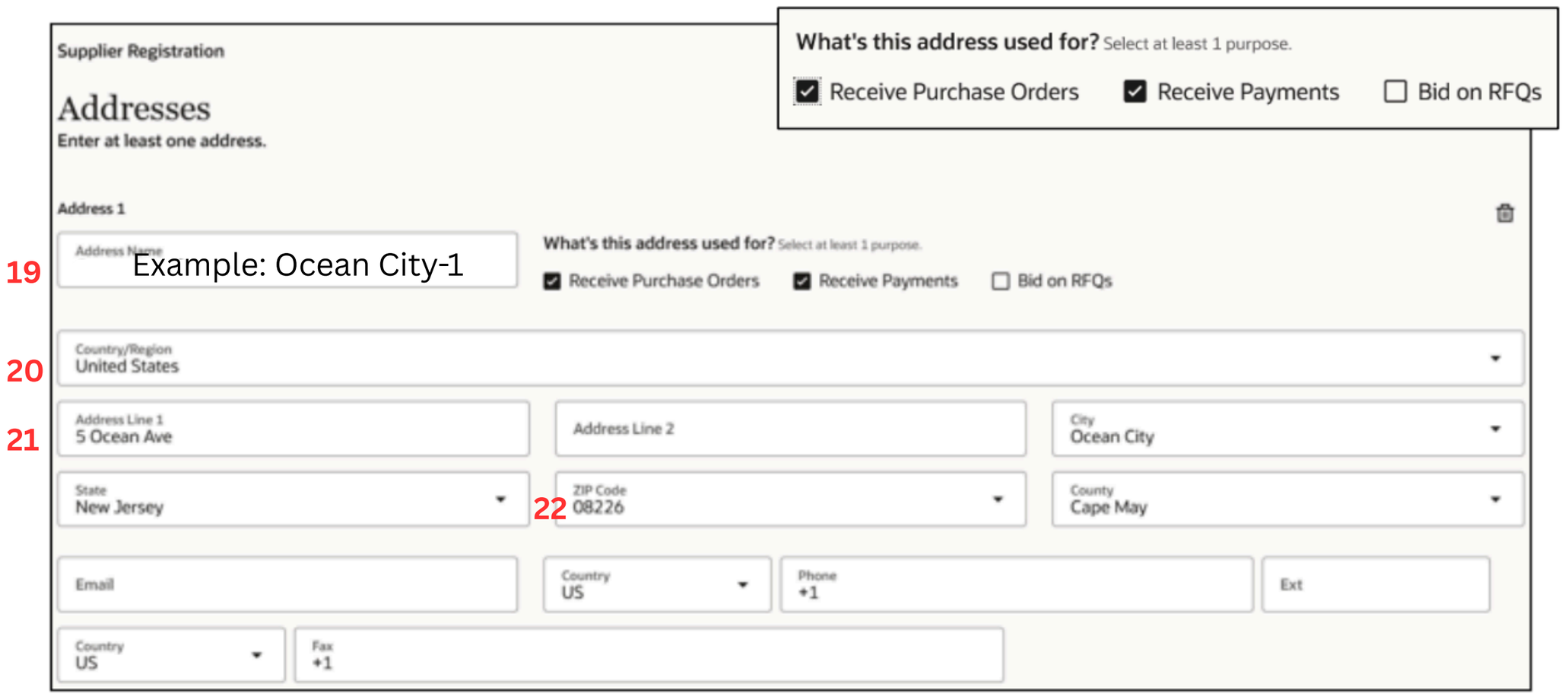


- **18** Click Continue

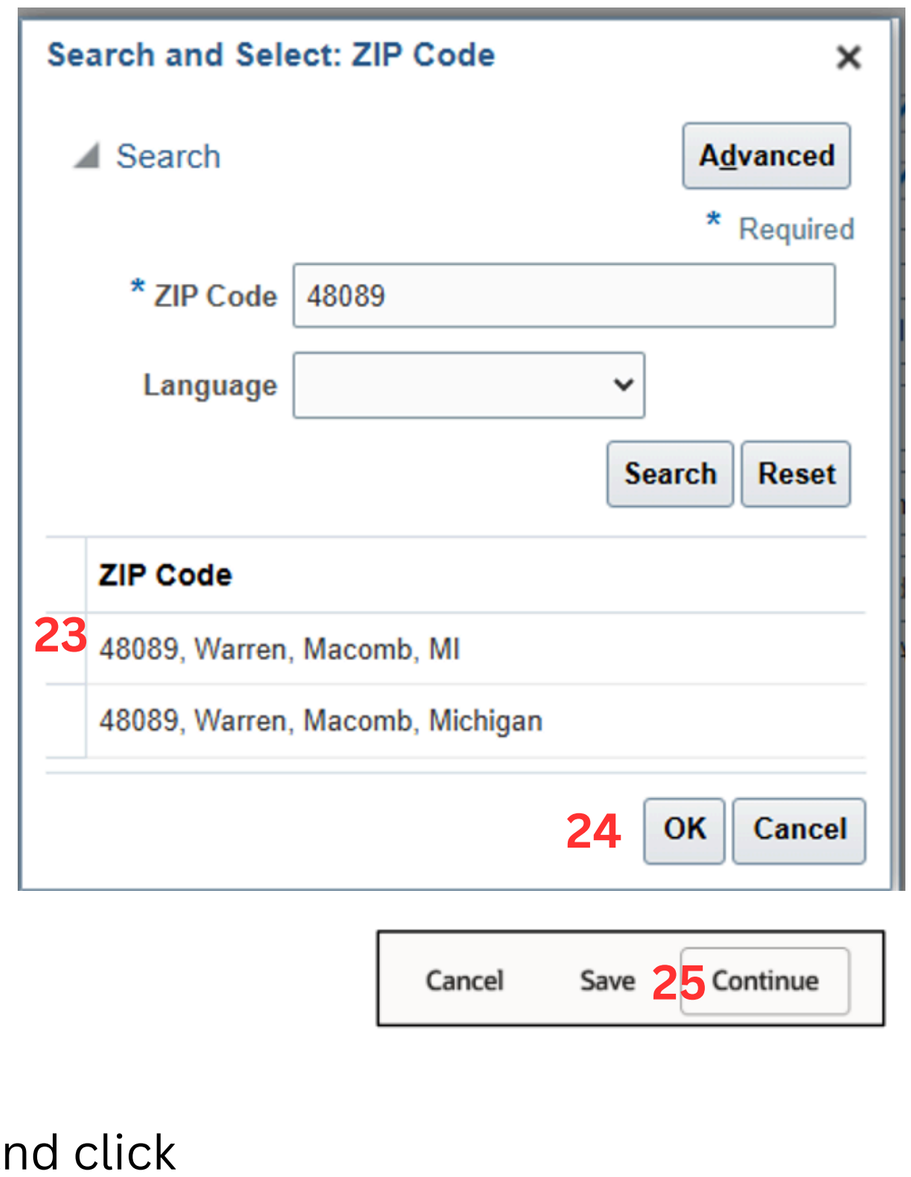
Scroll to the next page for the rest of the instructions

Supplier Self Registration - Student

How to register yourself in Oracle as a student receiving a non-payroll payment



- **19** Enter the address name as **your city-1** with no spaces
- **20** Select the country for your home address - this will ensure correct address formating for your country
- **21** Enter your street or PO Box number
- **22** Enter your zip code and hit enter - A pop-up will appear
- **23** Select the correct city and abbreviated state
- **24** Click **OK**
- **25** Scroll down and choose “Continue.”

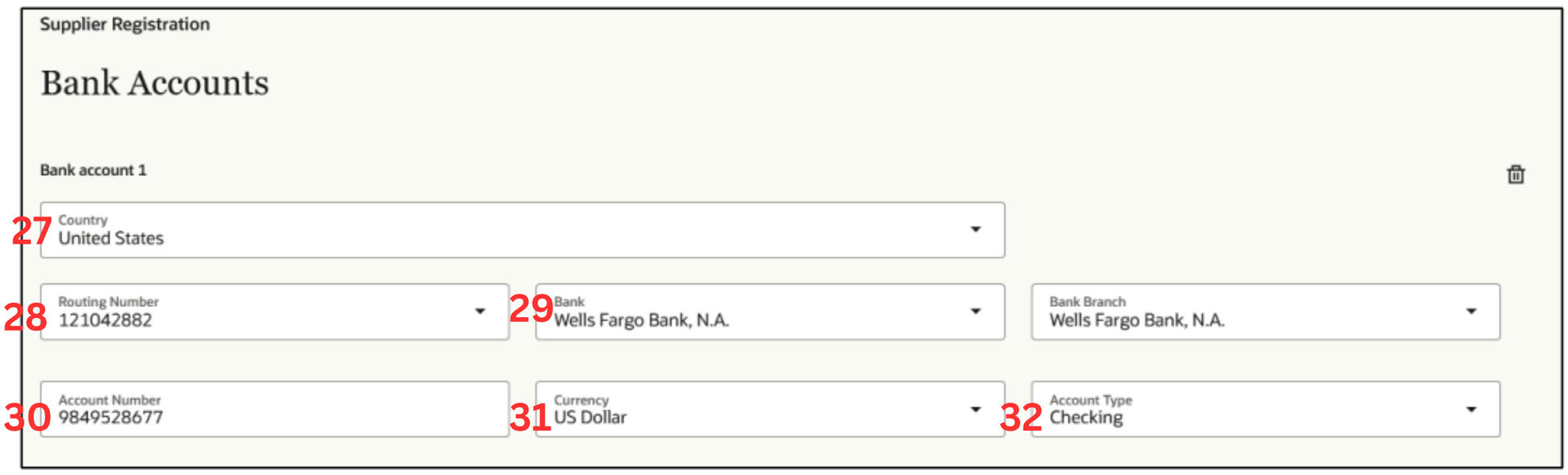


- **26** Skip the Business classification section and click **Continue**

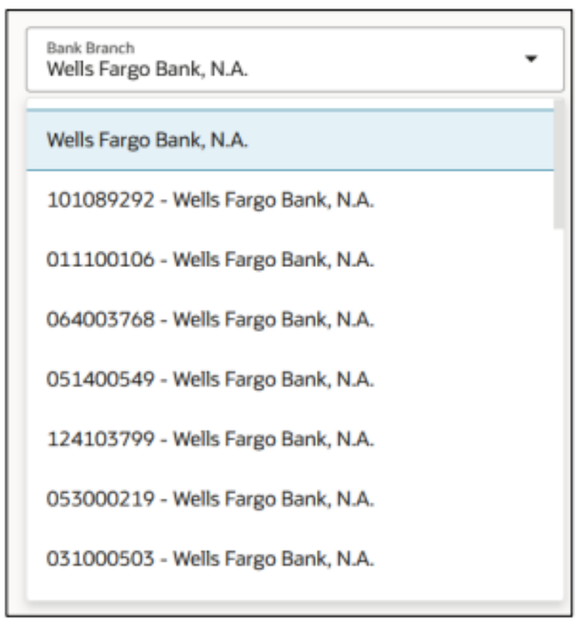


Supplier Self Registration - Student

How to register yourself in Oracle as a student receiving a non-payroll payment



- **27** Choose United States - we do not pay to foreign banks.
- **28** Choose your Bank Branch Routing Number
- **29** Choose your bank
- **30** Enter your Bank Account number
- **31** Choose US Dollar
- **32** Choose checking or savings



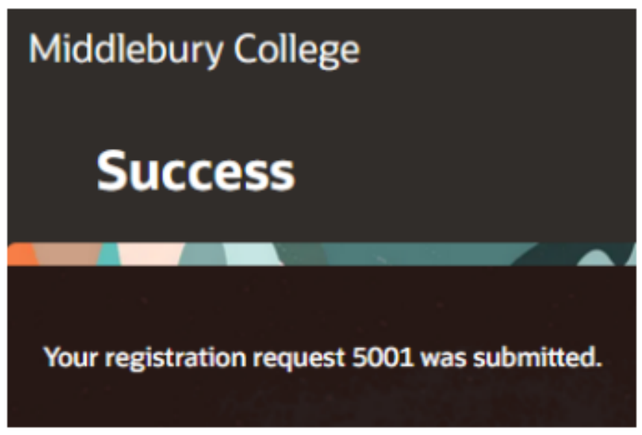




Supplier Self Registration - Student

How to register yourself in Oracle as a student receiving a non-payroll payment

33



- **33** Congratulations you have submitted your registraiton



- **34** You will know when your registration has been approved when you recieve an email, example above

If you have any questions or need any assistance, please contact Accounts Payable at: ap@gmhec.org

Update 8.14.2026