

User Guide 1

Oracle

User Guide 1

Schools Set Up of Oracle Employee Self-Service (ESS)
and Multi-Factor Authentication (MFA)



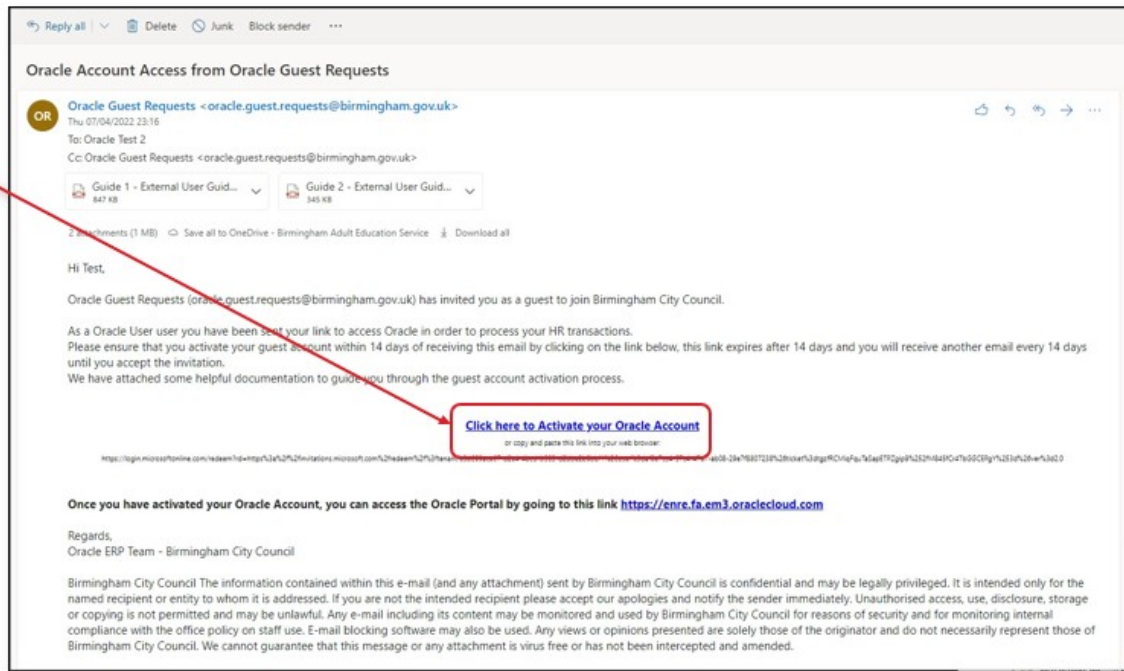
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1 | Oracle registration

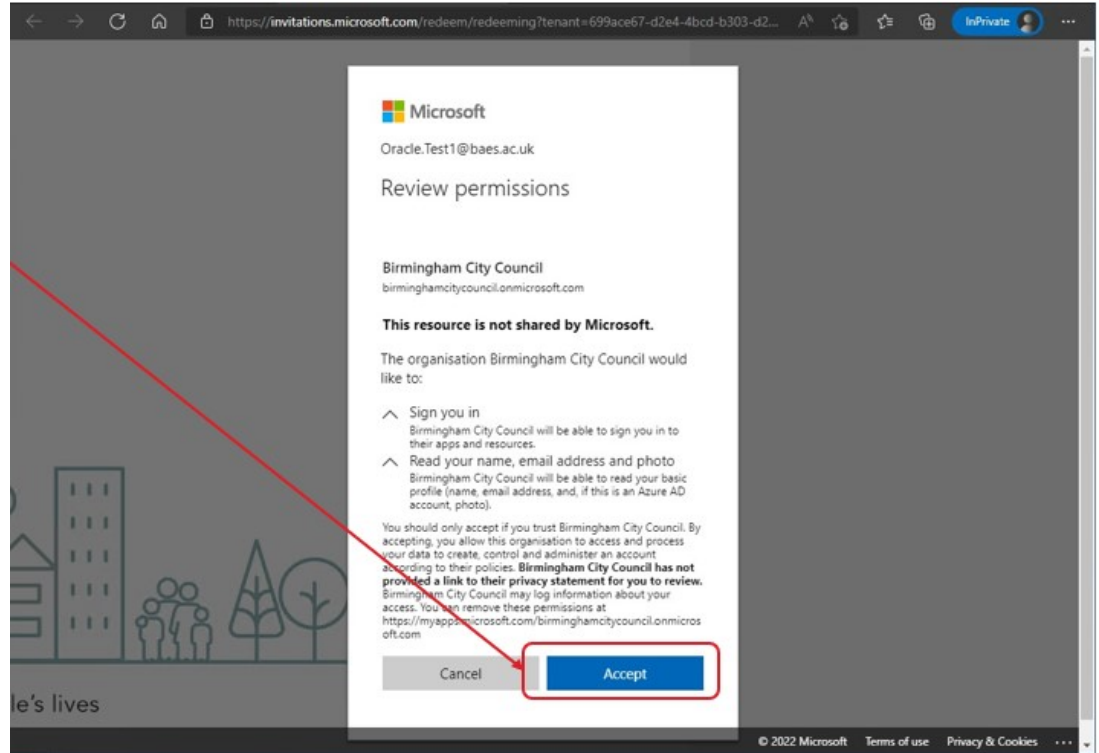
- You should receive an email from 'Oracle Guest Requests' (oracle.guest.requests@birmingham.gov.uk), as in the example shown below.
- When ready to setup your Oracle account, click the **Activate your Oracle Account**

This should take around 10-15 minutes to complete and you can follow "Guide 2 – Oracle Employee Self-Service (ESS) Login Flow" (attached to Oracle Account Access email) after completing this process which has far fewer steps.



2 | Oracle registration

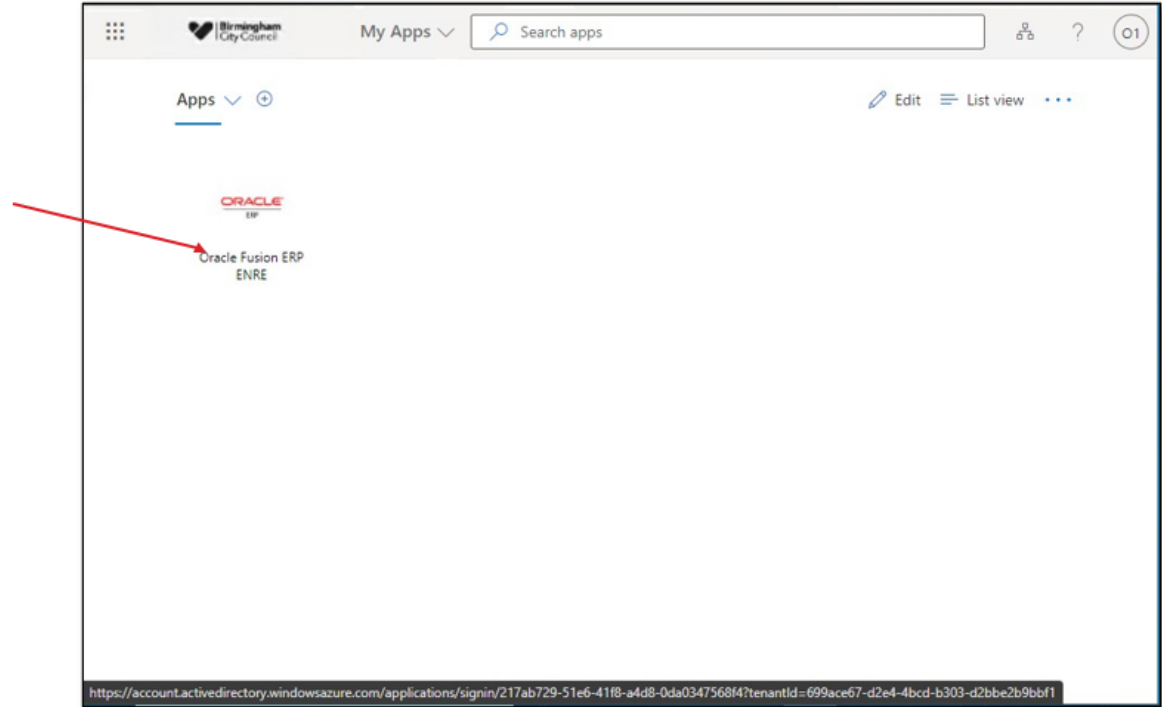
You will be redirected to this 'Review permissions' page, where you will need to **Accept** the terms and conditions as displayed below, in order to gain access to Oracle Cloud ESS.



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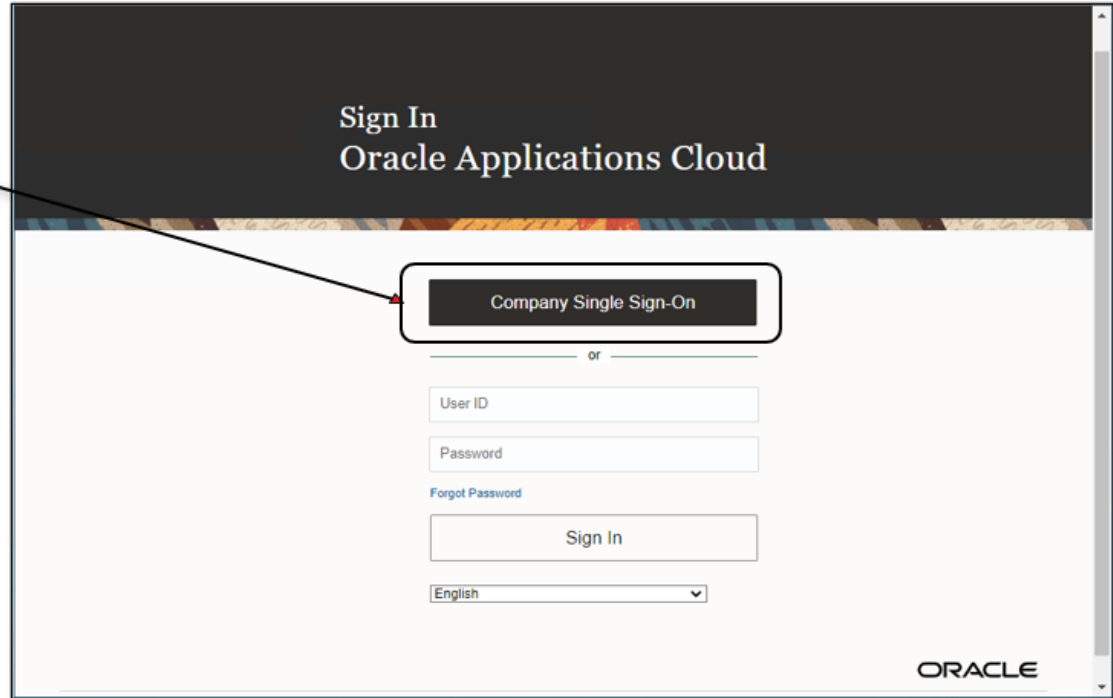
3 | Oracle registration

You will then be presented with the **My Apps** screen – here you will see **Oracle Fusion ERP ENRE** – click on this icon



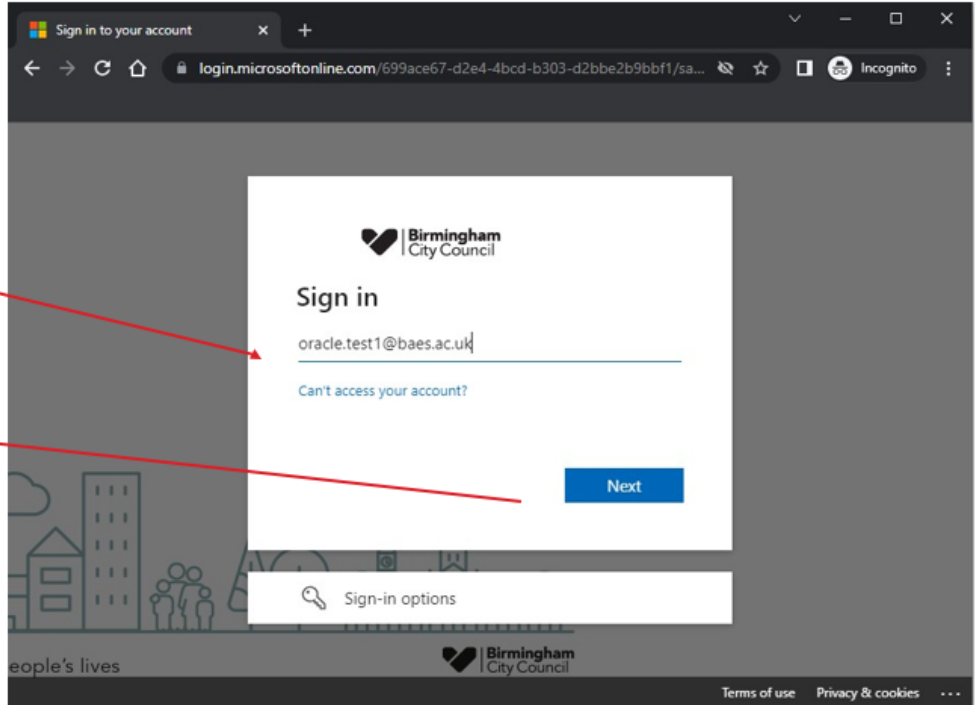
4 | Oracle registration

Click **Company Single Sign-On**



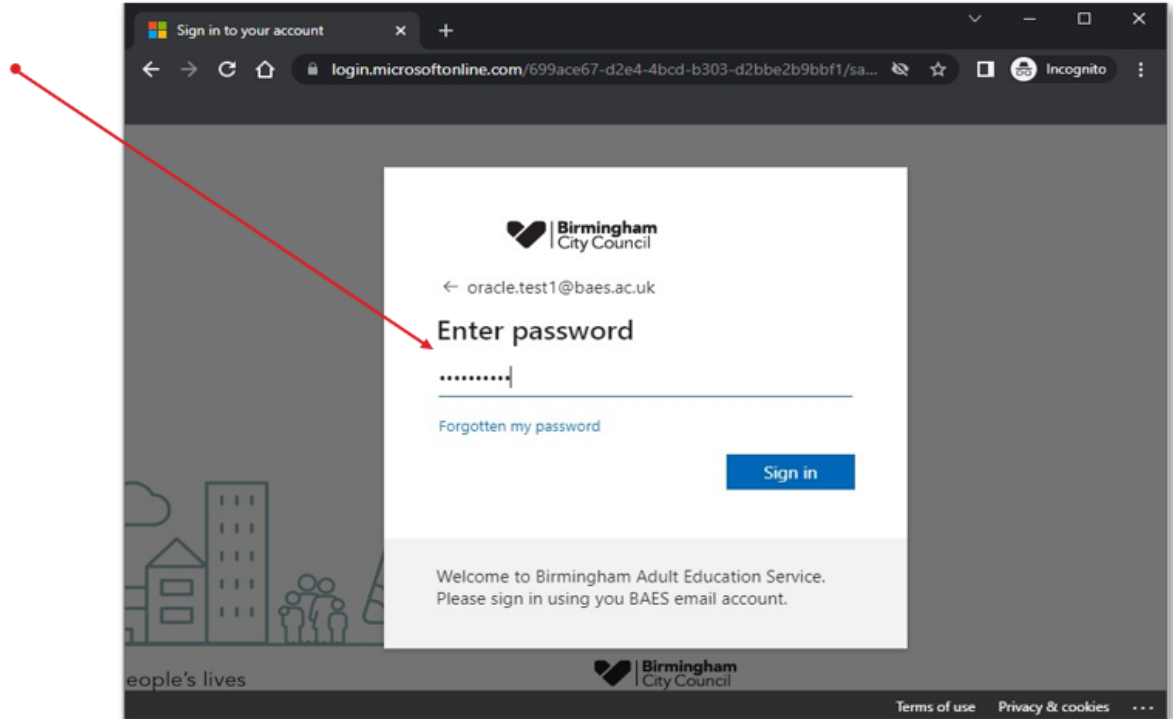
5 | Oracle registration

- Sign in by typing your email address registered in Oracle. This will be either your school or alternate email address previously provided.
- Then click **Next**



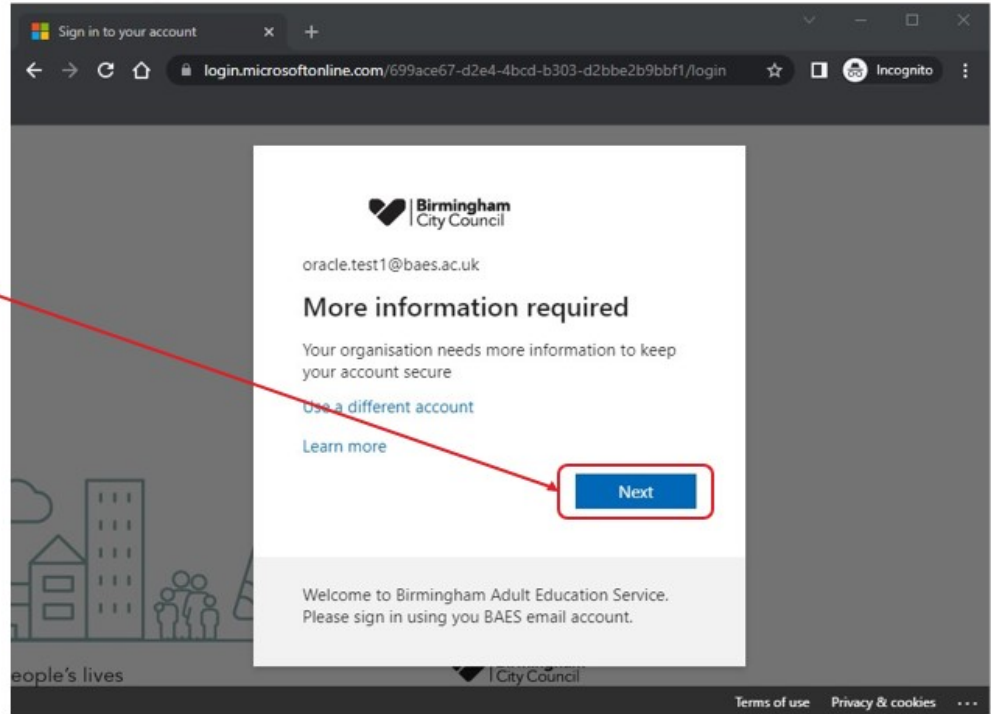
6 | Oracle registration

- Type in your password for the email account entered in step 5.
- Then click **Sign in**
- **'Forgotten password' has been disabled** as BCC does not have access or store your passwords for emails. If you have forgotten your password please speak to your school IT or alternate email provider



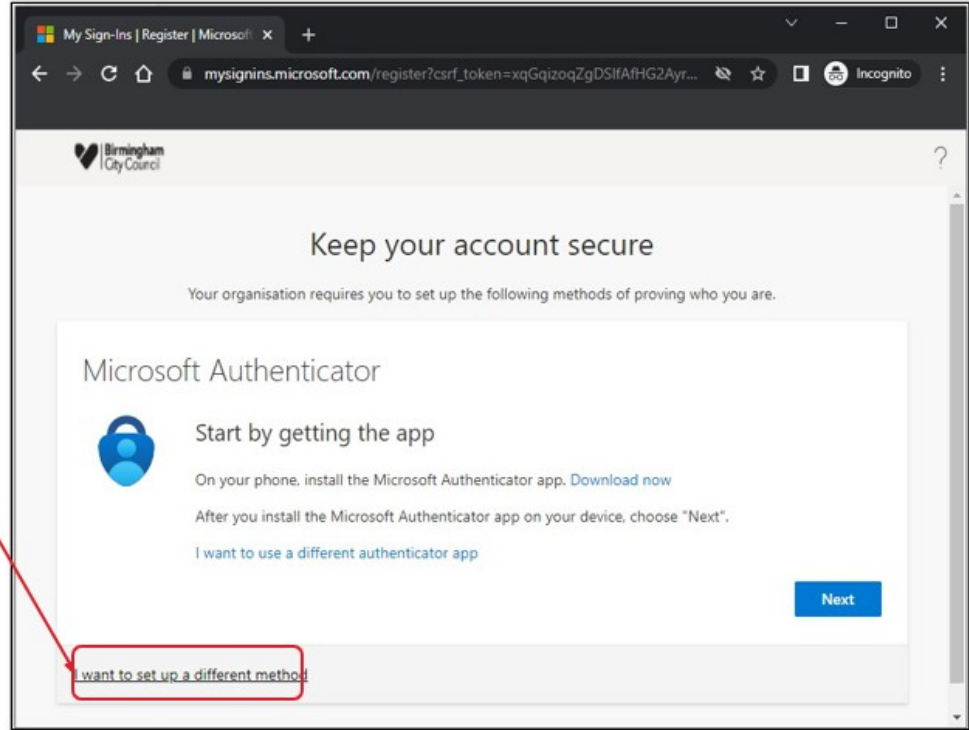
7 | Oracle registration

- You will then receive a prompt to register for Multi-Factor Authentication (MFA). Click **Next** – this is a requirement to log in to Oracle



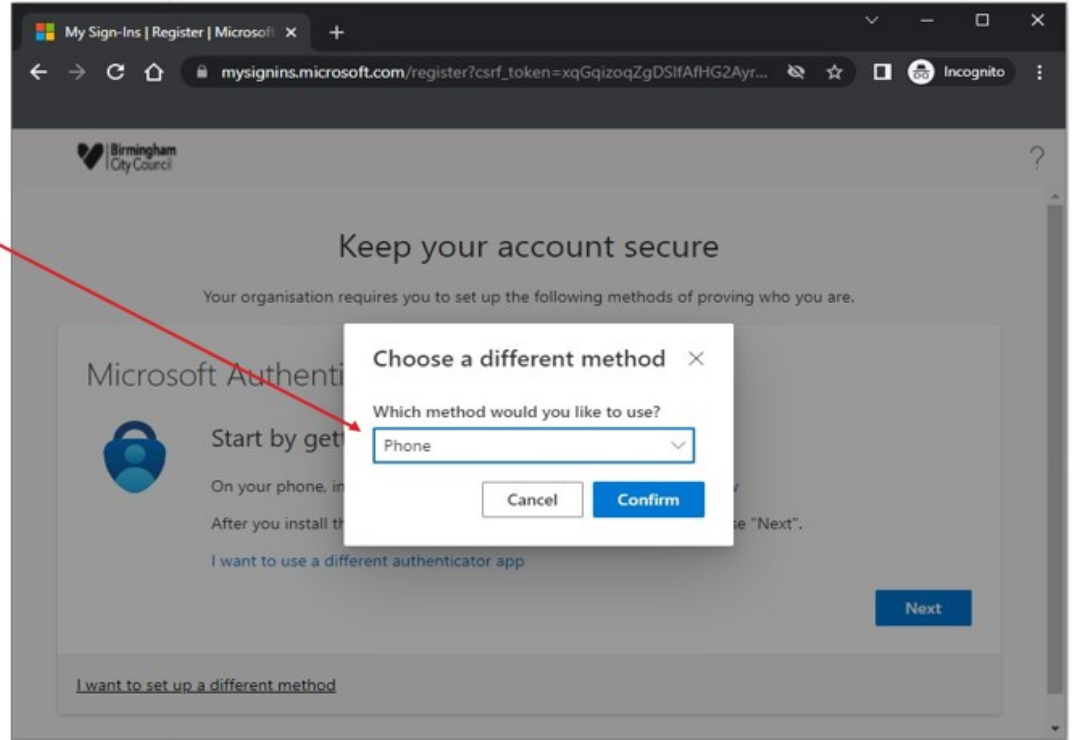
8 | Oracle registration

Click I want to setup a different Method



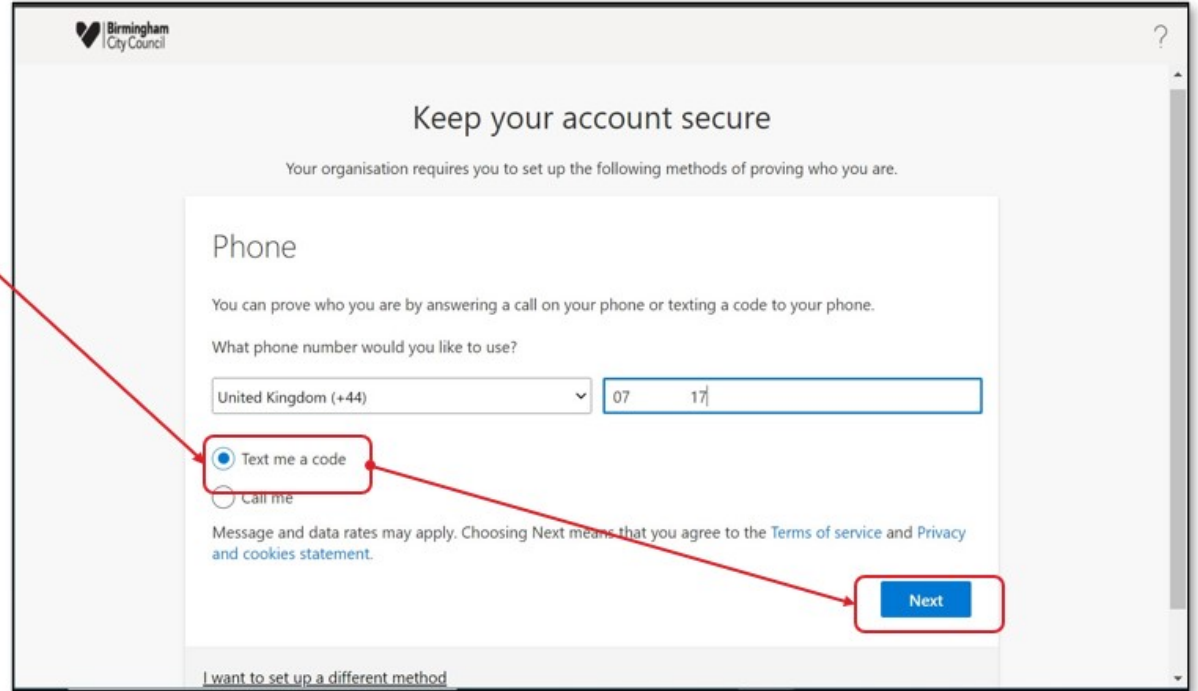
9 | Oracle registration

- From the dropdown menu, select **Phone**
- Then click **Confirm**



10 | Oracle registration

- To prove who you are you can choose between receiving the MFA code by SMS or a phone call and enter your phone number. The default option is **Text me a code**
- Then click **Next**



Birmingham City Council

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United Kingdom (+44) 07 17

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

11 | Oracle rregistration

- You will receive a text message or phone call giving you the MFA code on the number you provided (mobile or landline) – type in the code and click **Next**

My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf_token=xqGqizqZgDSiFAHG2Ayr...

Birmingham City Council

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +44 0[redacted]17. Enter the code below.

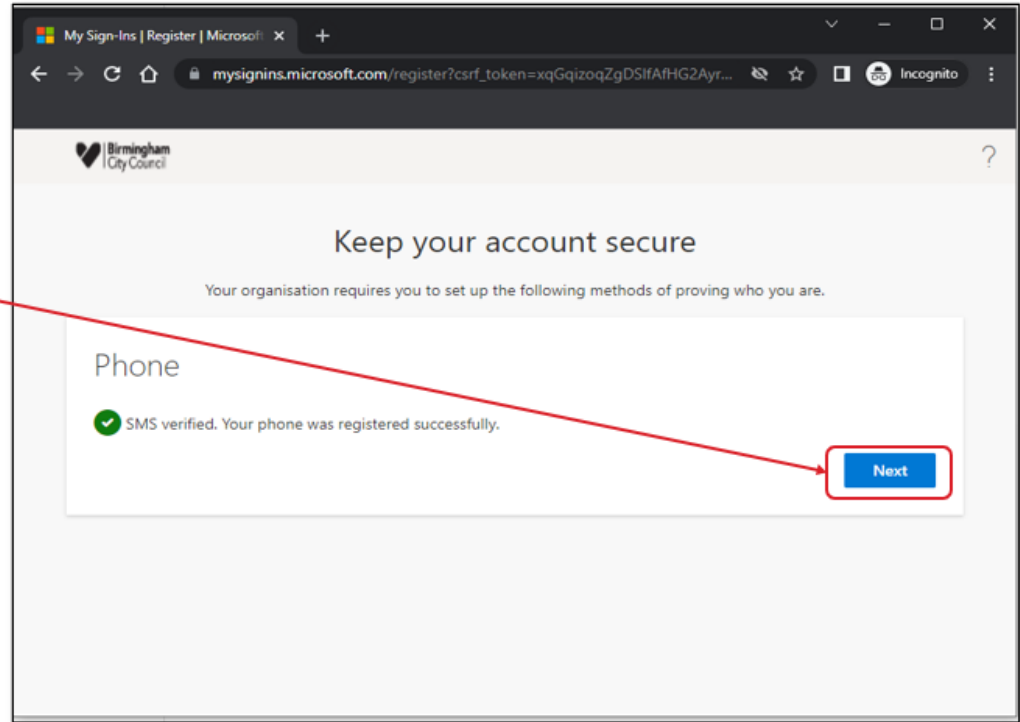
[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

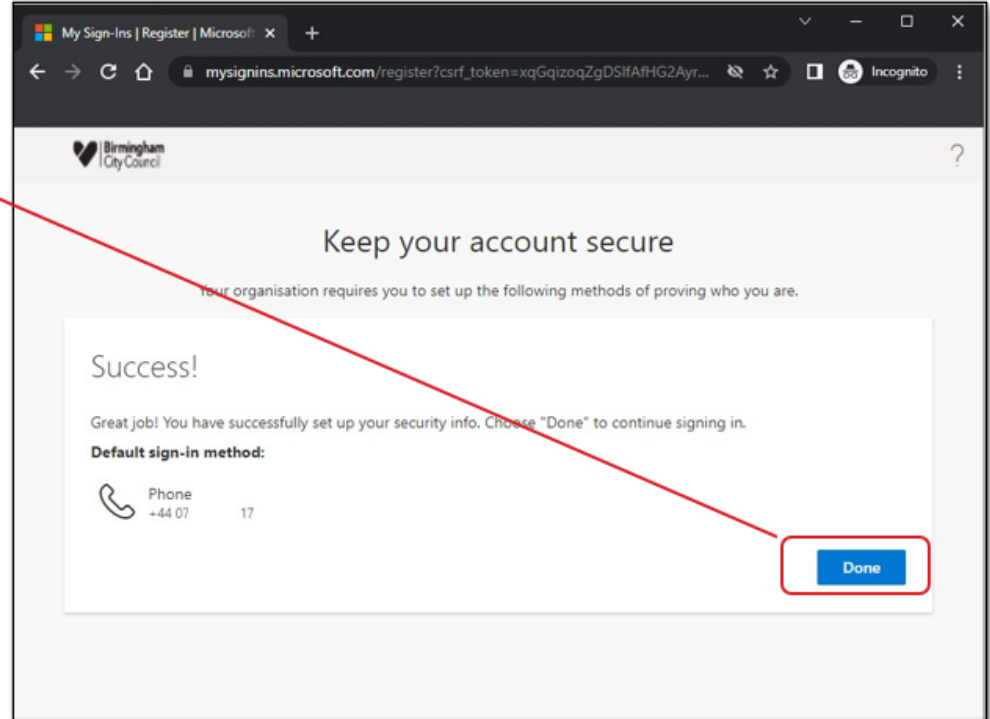
12 | Oracle rregistration

- If the code was typed correctly, you will receive a message letting you know that MFA has been setup.
- Click **Next**



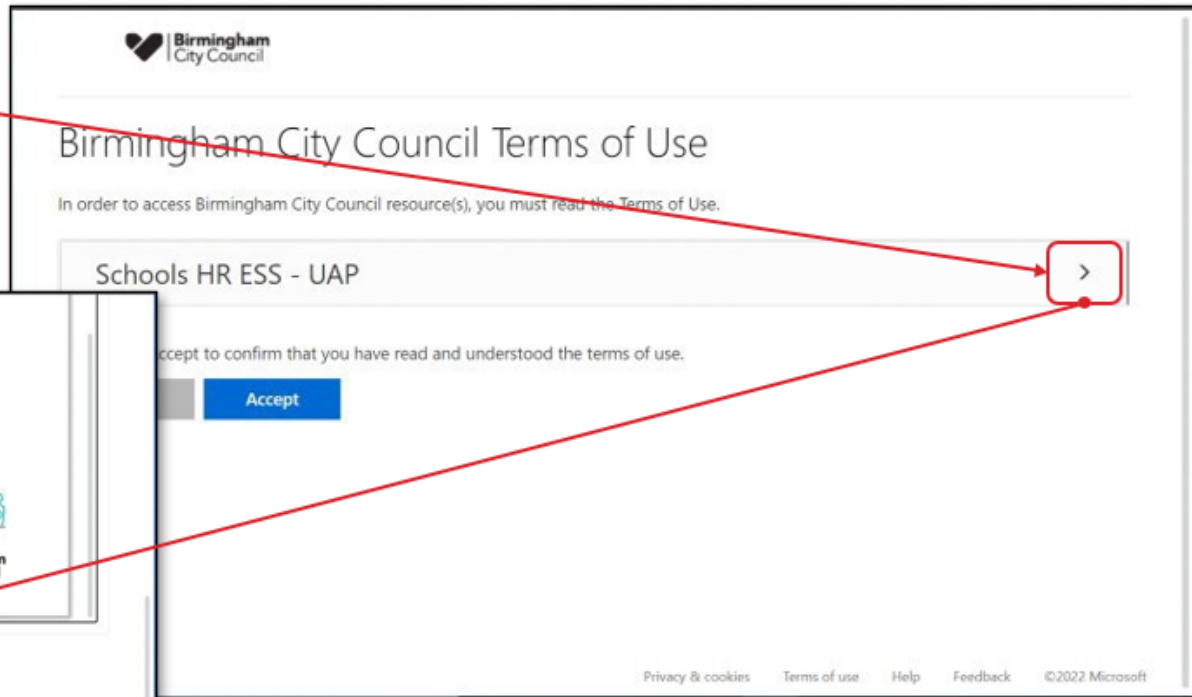
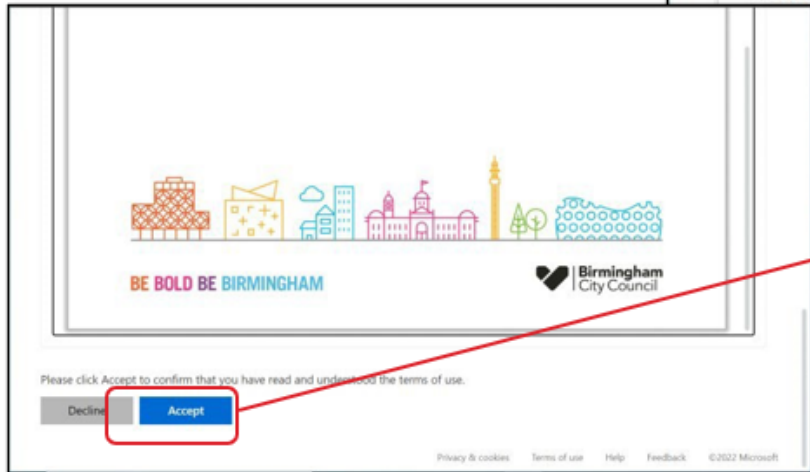
13 | Oracle registration

With one further on-screen confirmation, click **Done**



14 | Oracle registration

- You will then be presented with the Schools User Acceptance Policy (UAP) – to expand the acceptance policy click on the arrow
- Read through and understand the UAP. To gain access to Oracle Cloud the UAP must be accepted

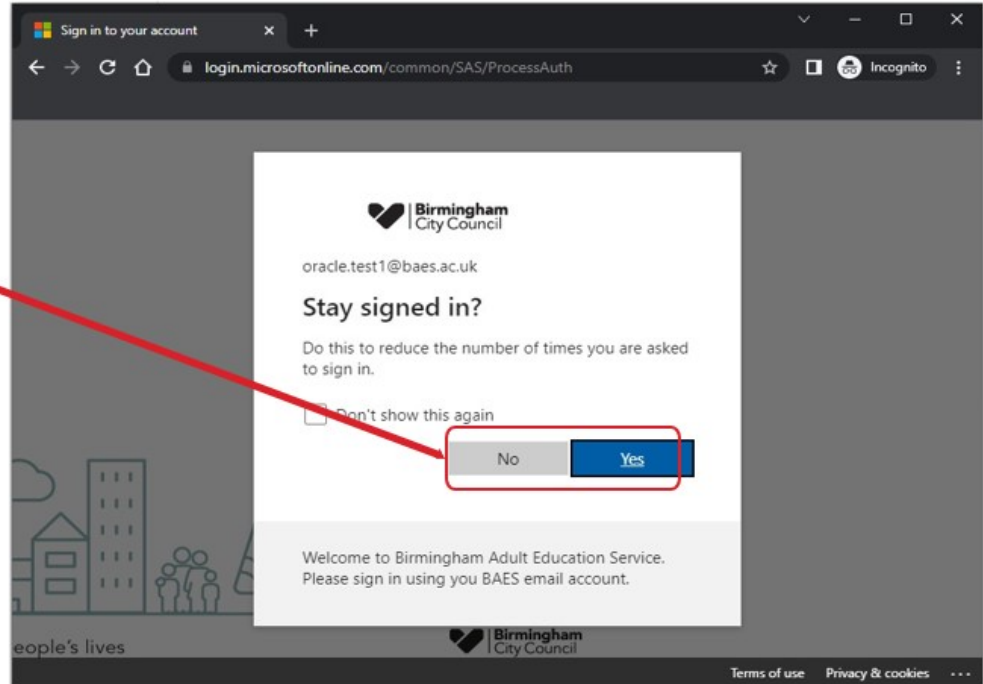


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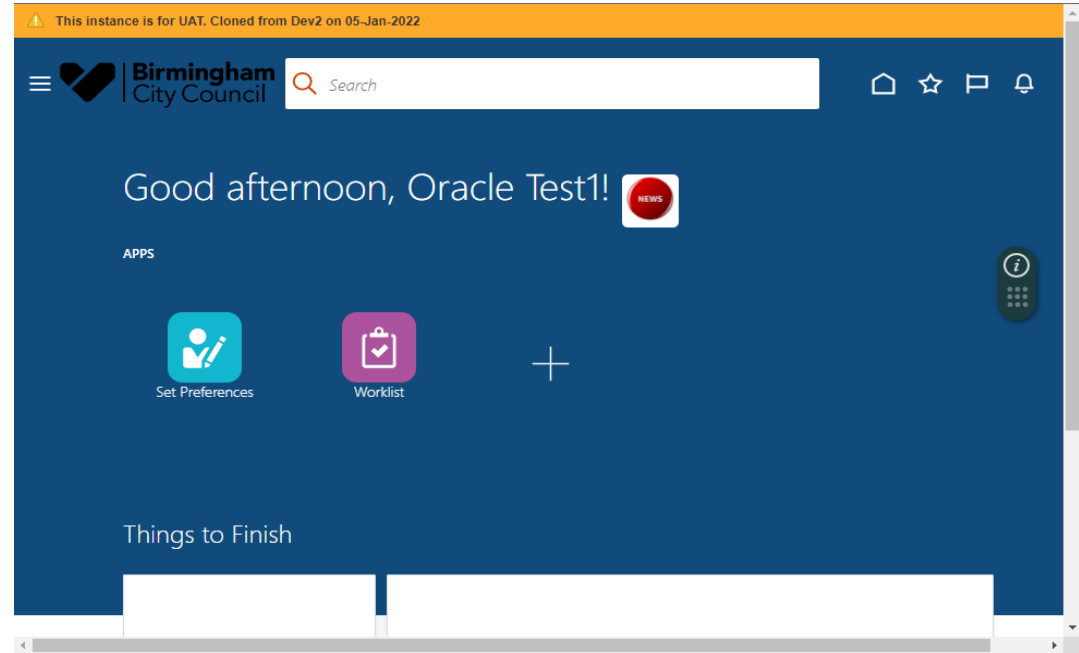
15 | Oracle registration

To **'Stay signed in?'** is a personal choice, so select either **yes** or **no**.



16 | Oracle registration

You will then be signed into Oracle





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