User Guide 1 Oracle

User Guide 1

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



- 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.

۳ R	epły all 🗸 📋 Delete 🚫 Junk Block	sender ···	
Ora	cle Account Access from Oracle	Guest Requests	
OR	Oracle Guest Requests <oracle.gues Thu 07/04/2022 23:16 To: Oracle Test 2 Cc: Oracle Guest Requests <oracle.guest.re< th=""><th>t.requests@birmingham.gov.uk></th><th>○ 5 5 → …</th></oracle.guest.re<></oracle.gues 	t.requests@birmingham.gov.uk>	○ 5 5 → …
-	Guide 1 - External User Guid 🗸	Guide 2 - External User Guid 🗸	
	Hi Test, Oracle Guest Requests (oracle quest.req As a Oracle User user you have been se Please ensure that you activate your gu until you accept the invitation. We have attached some helpful docume	sumingham adult eaucation service * Down uests@birmingham.gov.uk) has invited or your link to access Oracle in order to est an ount within 14 days of receiving entation to guide you through the gues	you as a guest to join Birmingham City Council. process your HR transactions. his email by clicking on the link below, this link expires after 14 days and you will receive another email every 14 days account activation process. In there to Activate your Oracle Account or cay of gain the line your web basis
	Once you have activated your Oracle Regards. Oracle ERP Team - Birmingham City Cou Birmingham City Council The informatic named recipient or entity to whom it is or copying in orb permitted and may be compliance with the office policy on sta Birmionabam (ticy Council We cannot an	Account, you can access the Oracle P uncil on contained within this e-mail (and any addressed. If you are not the intended unawful. Any e-mail including its cont ff use. E-mail blocking software may all avantee that this message or any stand	attachment) sent by Birmingham City Council is confidential and may be legally privileged. It is intended only for the ecipient please accept our apologies and notify the sender immediately. Unauthorised access, use, disclosure, storage ent may be monitored and used by Birmingham City Council for reasons of security and for monitoring internal o be used. Any views or opinions presented are solely those of the originator and do not necessarily represent those of more in wing the or char not been interacented and amonded



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.





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











- 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





- 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

Sign in to your account	+		- 0	×
← → C A 🗎 login.micro	softonline.com/699ace67-d2e4-4bcd-b303-d2bbe2b9bbf1/sa	& #	🛛 🌧 Incognito	:
	✓ Birmingham City Council ✓ oracle.test1@baes.ac.uk Enter password ✓	1		
	Sign in			
	Welcome to Birmingham Adult Education Service. Please sign in using you BAES email account.			
eople's lives	Birmingham City Council			
		Terms of use	Privacy & cookies	





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





Click I want to setup a different Method

🔡 My Sign-Ins Register Microsofi 🗴 🕂	×	=		×
← → C 🏠 🔒 mysignins.microsoft.com/register?csrf_token=xqGqizoqZgDSlfAfHG2Ayr 🗞 🛧			ncognito	
Birningham I Cry Council				?
				Î
Keep your account secure				
Your organisation requires you to set up the following methods of proving who you are.				
Microsoft Authenticator				
Start by getting the app				
On your phone, install the Microsoft Authenticator app. Download now				
After you install the Microsoft Authenticator app on your device, choose "Next".				
I want to use a different authenticator app				
		Next		
want to set up a different method				
				*



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

Hy Sign-Ins Register Microsoft × +	~	- c	ı ×
← → C 🏠 🔒 mysignins.microsoft.com/register?csrf_token=xqGqizoqZgDSlfAfHG2Ayr 🗞 😭		🔒 Incogr	iito ii
V Birningham City Council			?
Keep your account secure Your organisation requires you to set up the following methods of proving who you ar Microsoft Authenti Start by get On your phone, in After you install th I want to use a different authenticator app	e.	Next	
Lwant to set up a different method			



- 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.	
	I want to set up a different method	



 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





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





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







2022

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





You will then be signed into Oracle







@BhamCityCouncil



@birminghamcitycouncil



@birminghamcitycouncil



birmingham.gov.uk



