Oracle

User Guide 2

Schools log in to Oracle Employee Self-Service (ESS)

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1 | Oracle log in

- Once you have followed the "**User Guide 1 – Set Up of Oracle Employee Self-Service (ESS) and Multi-Factor Authentication (MFA)**" you can proceed with this guidance going forward.

- This guide details the usual login flow once the Oracle account registration has been completed.

- In Microsoft Edge or Google Chrome (for users of assistive technologies), go to the Oracle link:

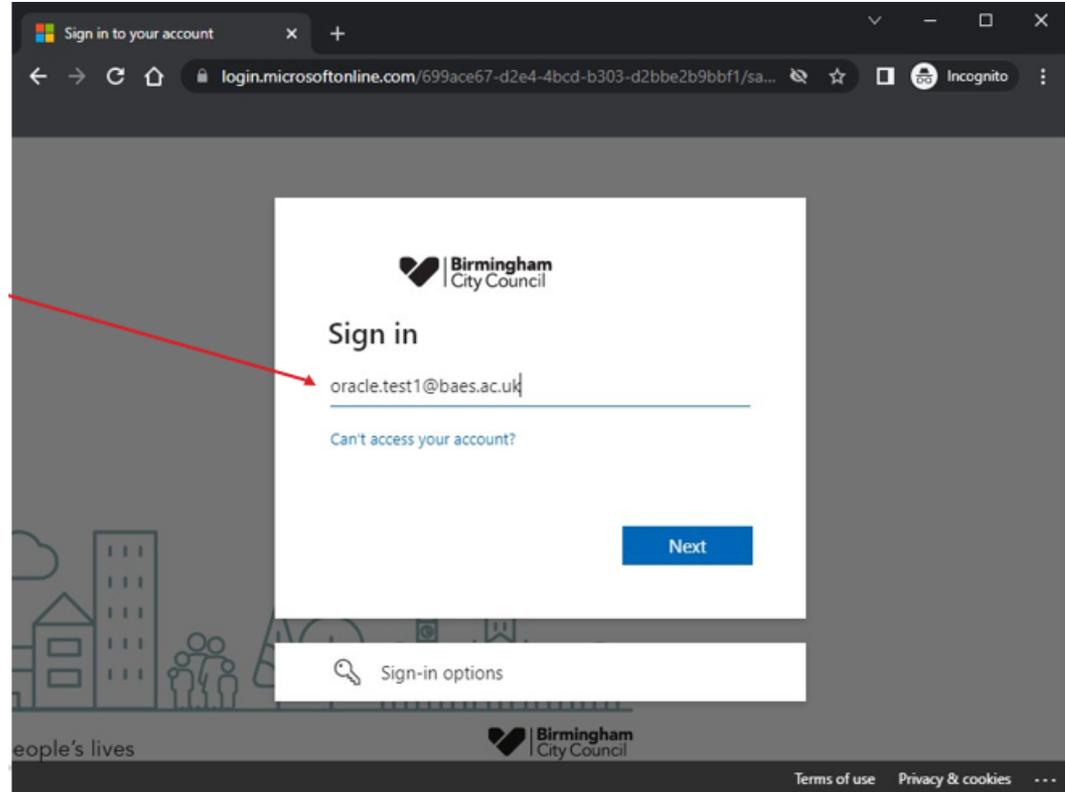 https://enre.fa.em3.oraclecloud.com
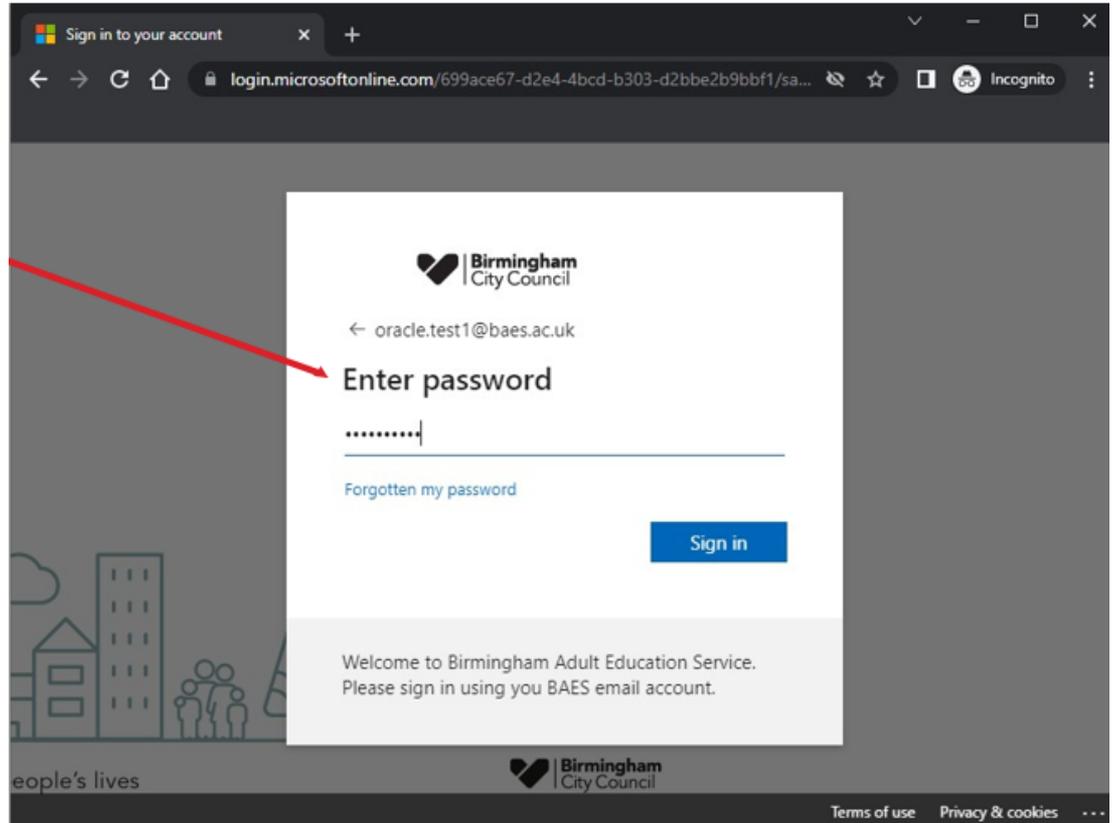
- Then click **Company Single Sign-On**
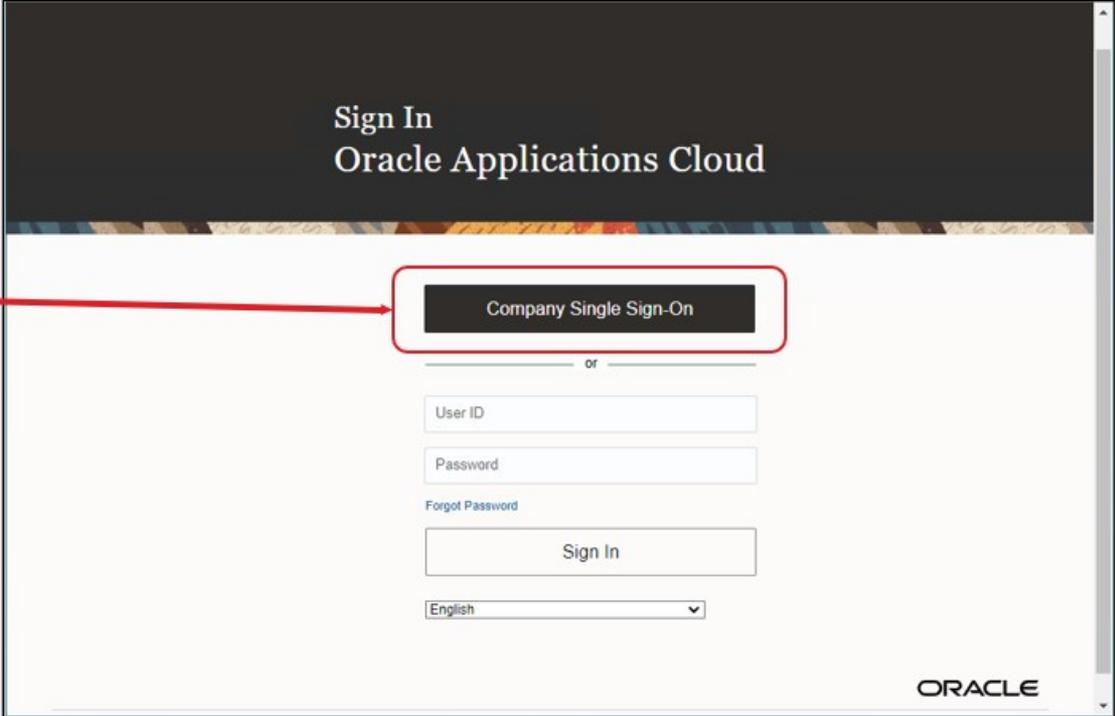
2 | Oracle log in

- Sign in by typing in your Oracle username (your email address)
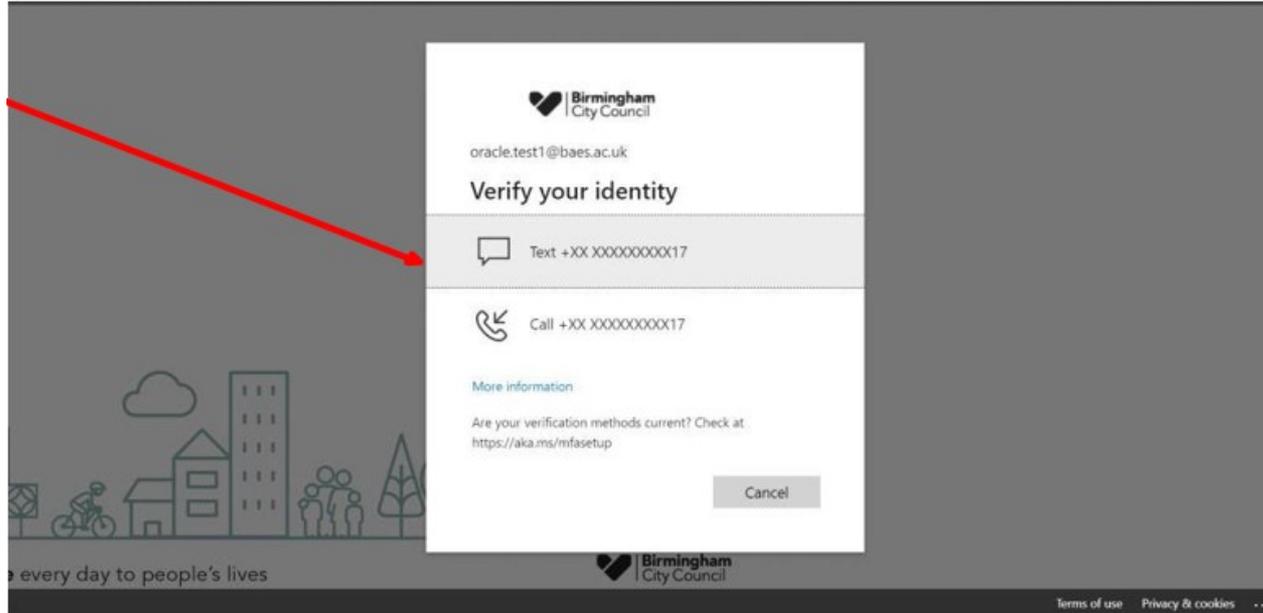- Then click **Next**

3 | Oracle log in

- Type in your password for the account. It is usually your network or M365 password – (password resets etc are managed by your own IT support service, not the council).
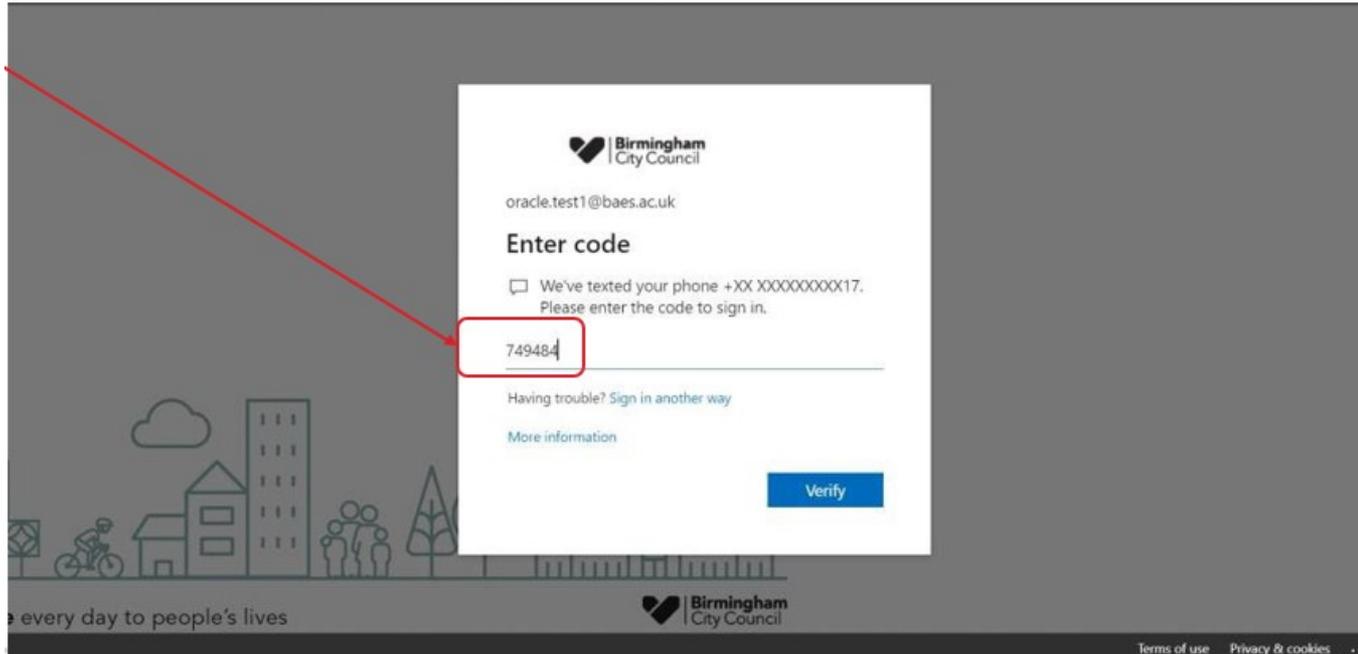
- Then click **Sign in**

4 | Oracle log in

From time to time you will be asked to choose the method of verification: Multi Factor Authentication (MFA), text (SMS) or a phone call

5 | Oracle log in

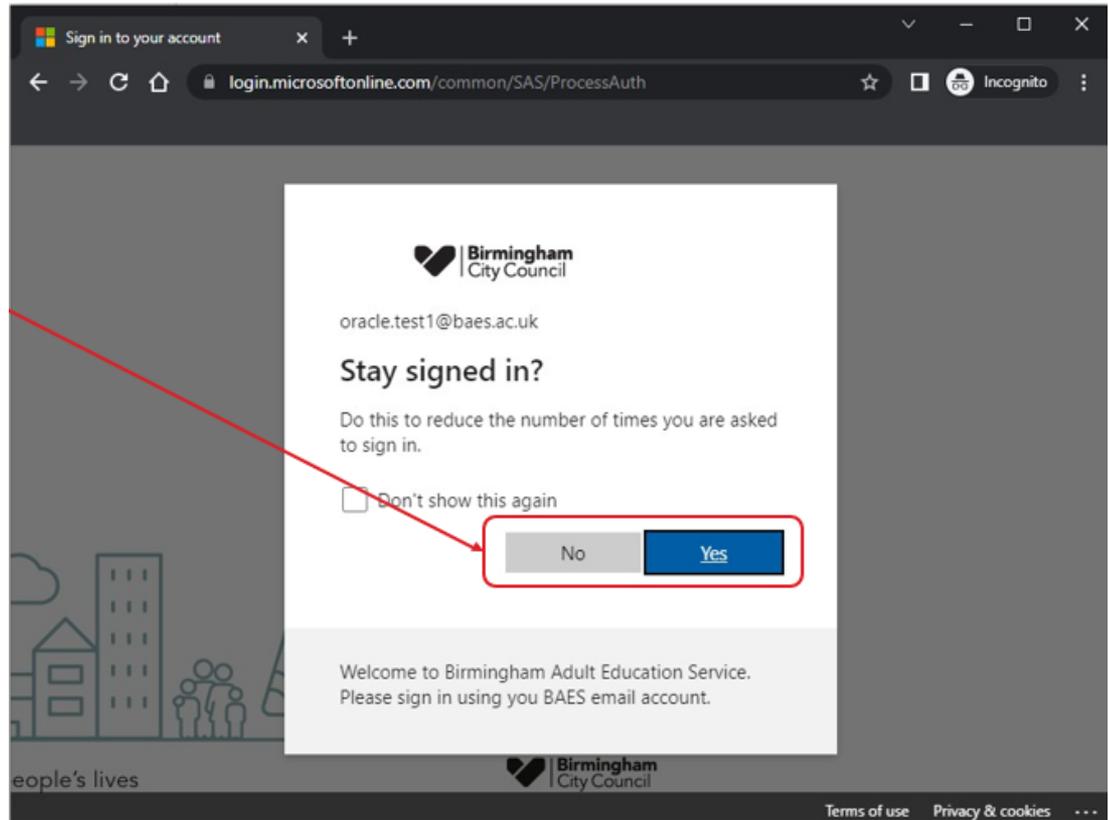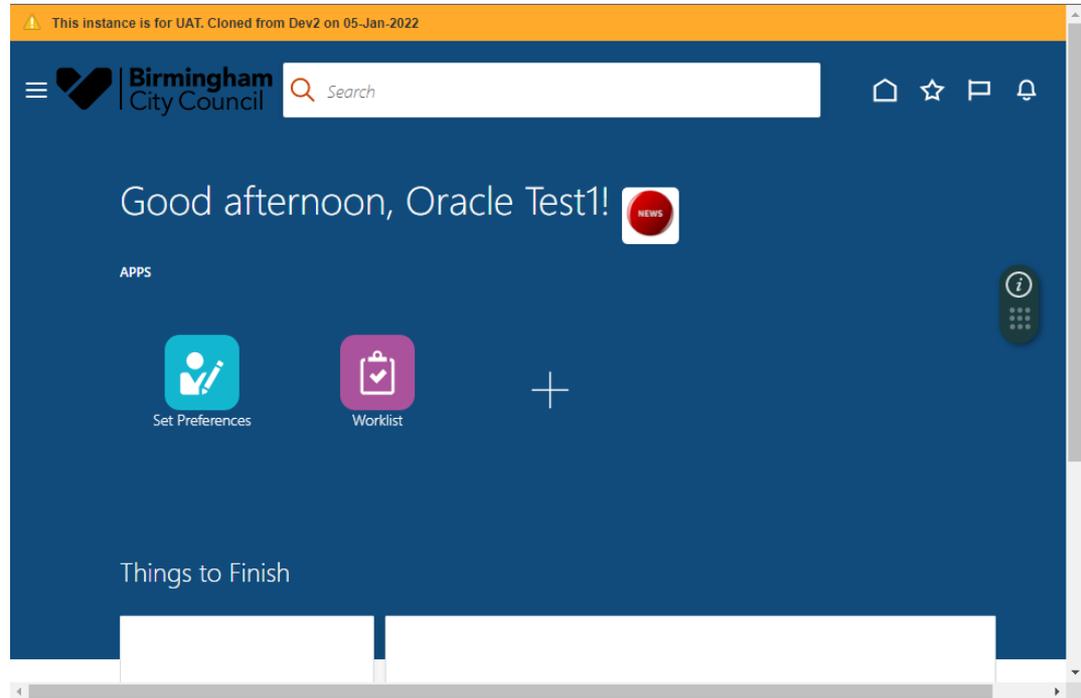Enter the code provided via text (SMS) or phone call

6 | Oracle log in

- To '**Stay signed in?'** is a personal choice.
- Click either **Yes** or **No**

7 | Oracle log in

You will then be signed into Oracle and will see the home page.

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