Logging in and General Navigation

More helpful guides are available at GMHEC.org/Support

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click on the Single Sign On (SSO) Link and Enter your email address and Password</strong></td>
<td><img src="image" alt="Sign in" /></td>
</tr>
</tbody>
</table>

- Sign in
  - UserName@College.edu
  - Can't access your account? [Next]

- Sign in with your organizational account
  - UserName@College.edu
  - Password
  - [Sign in]

*The password you use is the same you use to log into your College’s system.*

| **Click on the Oracle link to launch the application** | ![Oracle](image)  |

- Apps
  - Oracle
  - Groups

---

Created: 12/6/2018
Revised: 2/28/2019
Items 1-5 will appear on almost every screen while navigating Oracle.

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 the main way to navigate to different applications inside Oracle. Clicking and icon with three dots below the picture will open a menu of additional apps.