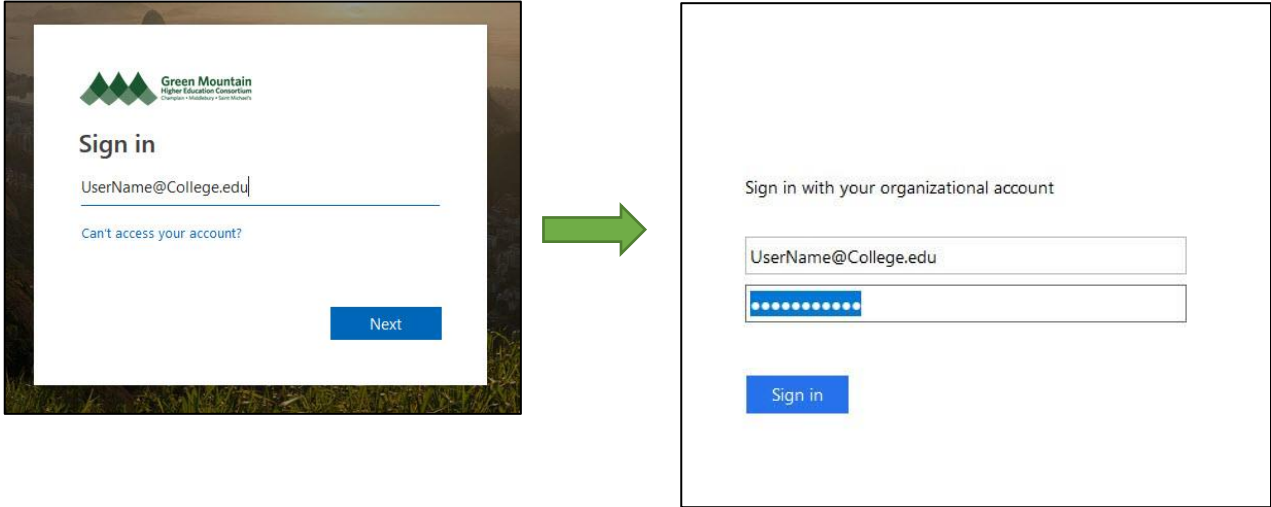

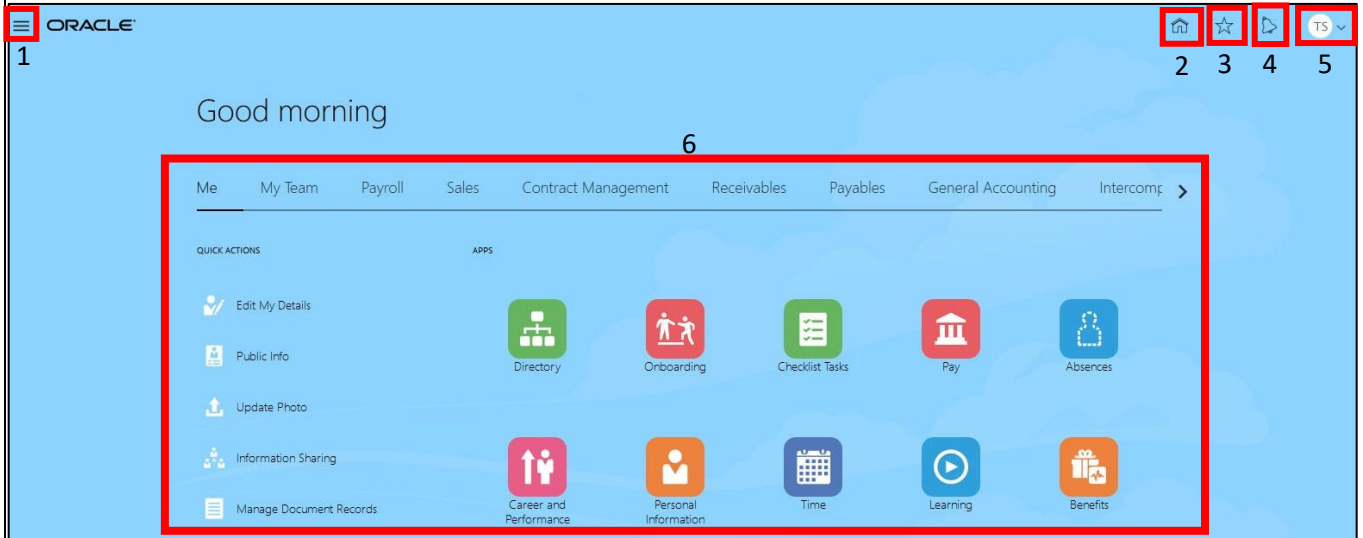


Logging in and General Navigation

More helpful guides are available at GMHEC.org/Support

Process Step & Description	Action
<p>Click on the Single Sign On (SSO) Link and Enter your email address and Password</p>	<div data-bbox="250 562 1515 1066">  </div> <p>*The password you use is the same you use to log into your College's system.</p>
<p>Click on the Oracle link to launch the application</p>	<div data-bbox="230 1276 1503 1539">  </div>

Home
Screen



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 this 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.