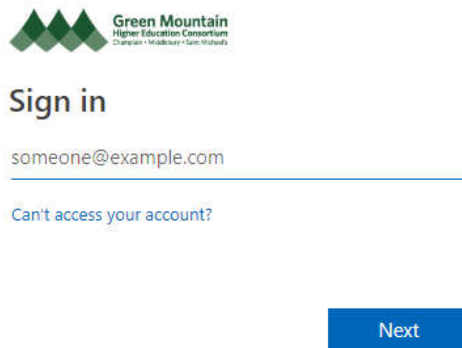


Steps for navigating to the Oracle Application

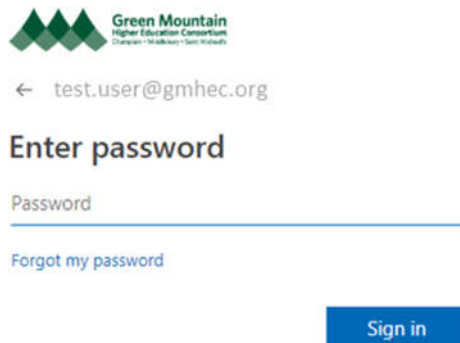
Oracle access is provided via a “My Apps” portal that utilizes your college login credentials for signing in. This is an easy way to sign into Oracle without having to remember another set of passwords.

1. Point your browser at <http://myapps.microsoft.com/gmhec.org>
2. This will open the GMHEC Sign in page:



The screenshot shows the sign-in page for the Green Mountain Higher Education Consortium. At the top left is the logo, which consists of three green mountain peaks and the text "Green Mountain Higher Education Consortium" with "Clamson • Middlebury • San Marcos" below it. Below the logo is the heading "Sign in". Underneath is a text input field containing the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom center is a blue button labeled "Next".

3. Enter your work email address as the username. Click “Next”
4. You will be prompted for your password, enter the one you use for your email. Click “Sign in”



The screenshot shows the password entry page for the Green Mountain Higher Education Consortium. At the top left is the logo, which consists of three green mountain peaks and the text "Green Mountain Higher Education Consortium" with "Clamson • Middlebury • San Marcos" below it. Below the logo is a back arrow and the email address "test.user@gmhec.org". Below that is the heading "Enter password". Underneath is a text input field labeled "Password". Below the input field is a link that says "Forgot my password?". At the bottom center is a blue button labeled "Sign in".

5. Next, you may see a prompt asking if you would like to Stay Signed In. Make a selection of your choice. Clicking “Yes” will increase the duration that you remain signed in



test.user@gmhec.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

6. Once the sign-in completes successfully, you will see a screen that looks like this:



Your Name
GREEN MOUNTAIN HIGHER EDUCATION CONSORTIUM



Apps

Search apps



7. Click on the Oracle icon and you will now be taken to the Oracle application
8. If you do not see the app you need or for any other issues, please contact Helpdesk at support@gmhec.org