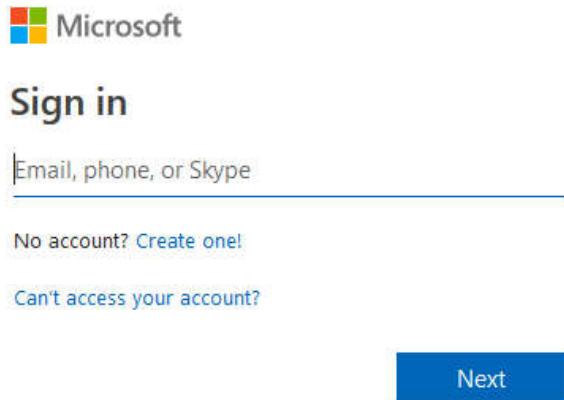


Steps for navigating to the Oracle Application

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. Log into the mySMC portal – <https://my.smcvt.edu>
2. In the Quick Links section click on GMHEC Apps
3. At the Microsoft login screen enter your SMC email address and click on Next



The image shows the Microsoft Sign in page. It features the Microsoft logo (a blue square with four colored quadrants) and the word "Microsoft" in a blue sans-serif font. Below this is a large, bold "Sign in" button. Underneath the button is a text input field with the placeholder "Email, phone, or Skype". To the right of the input field is a "Next" button. Below the input field are two links: "No account? [Create one!](#)" and "Can't access your account?".

4. You will be redirected to a SMC login screen. Your username should already be in the top box. Enter your email password and click on Sign In



The image shows the Saint Michael's College Sign in page. At the top is the college's logo, featuring a purple shield with a white cross and the text "SAINT MICHAEL'S COLLEGE FOUNDED 1904". Below the logo is a "Sign in with your organizational account" link. There are two input fields: one for "Email" containing "testemployee@smcvt.edu" and one for "Password". At the bottom is a "Sign in" button.

5. You will be asked if you want to stay signed in. Click on Yes. This will make future logins easier



testemployee@smcvt.edu

Stay signed in?

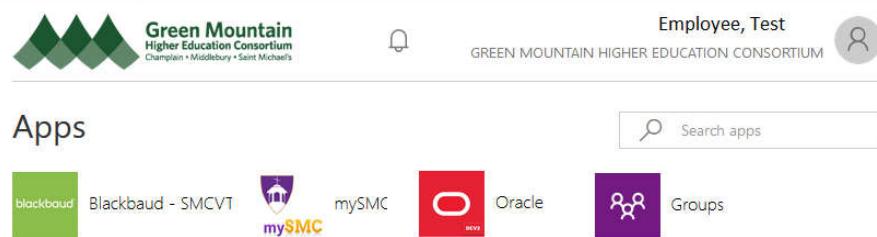
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

6. You will now be logged into the Apps Portal where you will see icons of the apps you have access to



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 the SMC Helpdesk – ITHelp@smcvt.edu