

Job Aid: HR-40 Employee resetting password

Last Update: 7/21/21



Document Version History

Date	Version #	Comments
05/17/2022	1.0	Initial Version

Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Description
1	Employee





Click on "Sign In"

	Sign In Oracle Applications Cloud	
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STEP 2

Click on "Me" tab

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	Me My Team My Client Gro	oups Tools	Others			
	QUICK ACTIONS	APPS				
	Personal Details	Q				
	Document Records	Directory	Journeys	Pay	Time and Absences	
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	Family and Emergency Contacts	Career and Performance	Personal Information	Learning	Benefits	
	My Organization Chart					
	My Public Info	Ģ	ŝ,	B	ĥ	
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	යි ධ ² ය Share Personal Info	Web Clock	Roles and	Expenses	+	
2 2	Employment Info		Delegations			





Click on the tile "Roles and Delegations"

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3	Employment Info		Delegations			

STEP 4

Click on drop down under "Actions"

EH ETHAN	NHULL		Reset Password
			Synchronize with Identity Store
	Person Number 11276 Account Status Active	User Name EHULL	
	Roles		
	Employee	From 5/31/22	
	Line Manager	From 6/12/22	
	Hiring Manager	From 6/7/22	
	Dala Dala nationa		
	Role Delegations		+ Add





Click on "Reset Password"

EH ETHAN	HULL		Actions Reset Password
	Vile in the Alexandree		Synchronize with Identity Store
	Person Number 11276 Account Status Active	User Name EHULL	
	Roles		
	Employee	From 5/31/22	
	Line Manager	From 6/12/22	
	Hiring Manager	From 6/7/22	
	Role Delegations		+ Add

STEP 6

A confirmation window appears. Click on OK

EH ETHAN	I HULL		
	Person Number 11276	User Name EHULL	
	Active	\$	
	Roles	Confirmation	
	Employee	We sent a link for resetting the password.	
	Line Manager		
	Hiring Manager	From 6/7/22	
	Role Delegations		+ Add





Application will trigger an email for Password reset. Click on the link in your email.



STEP 8

Enter the new password and confirm the password.

Sign In Oracle Applications Cloud
Reset Password





Click Submit.

Sign In Oracle Applications Cloud
Reset Password Submit

STEP 10

You will get another email confirming that the password has been changed.







