



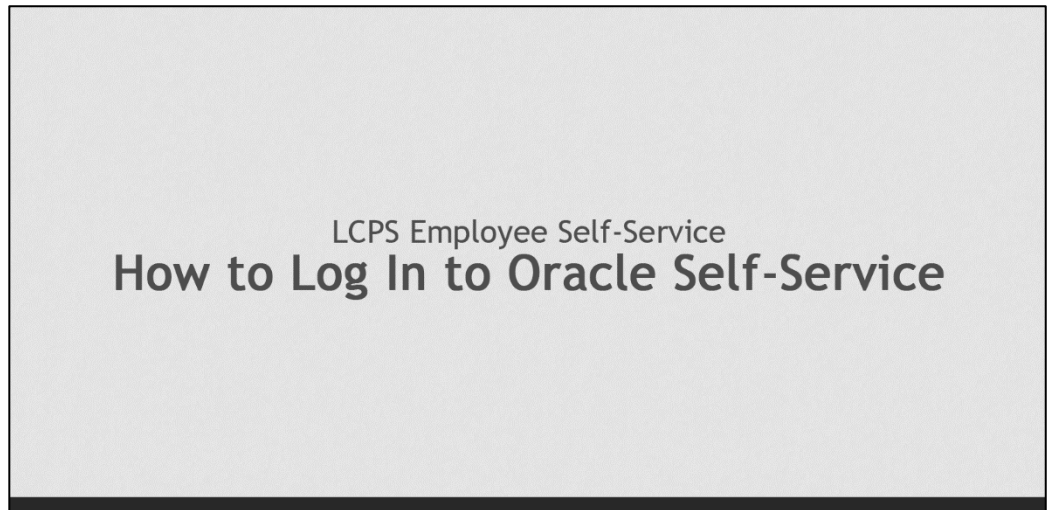
LCPS: HOW TO LOGIN TO ORACLE SELF-SERVICE

Summary

In this module you will learn how to log in to Oracle Self-Service.

Steps

1. Welcome to the training module on How to Log in to Oracle Self-Service! In this module you will learn how to log in to Oracle Self-Service.



2. We will begin at the Loudoun County Public Schools web page. You can access lcps.org from Internet Explorer or from LCPSGO. From the LCPS Homepage, select the **Oracle Self-Service** link.



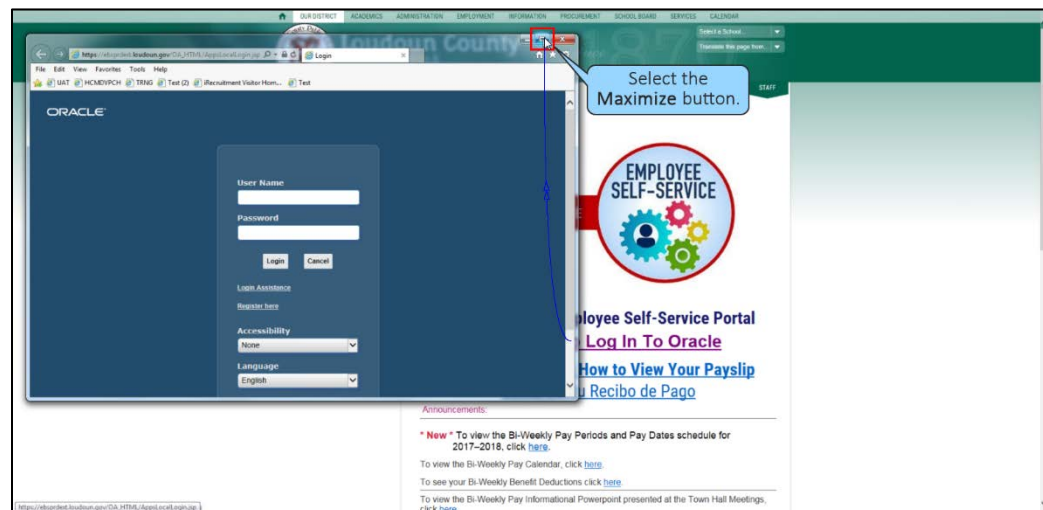


NOTES

3. You will see the Employee Self-Service Portal page. On this page, select the link, **Click Here to Log In To Oracle**.



4. A pop-up window to login to Oracle Self-Service displays on the screen. Select the **Maximize** button to expand the Oracle Login pop-up window.





NOTES

5. Select the **User Name** field on the Oracle Login page.

The screenshot shows the Oracle Login page with a dark blue background. A white login box is centered. The 'User Name' field is highlighted with a red rectangle. A blue callout bubble points to it with the text 'Select the User Name field.' Below the 'User Name' field is the 'Password' field, followed by 'Login' and 'Cancel' buttons. Further down are links for 'Forgot Password' and 'Register Here', and dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English'). The Oracle logo is in the top left corner, and a copyright notice is at the bottom.

6. Enter your user name into the **User Name** field. This is your Active Directory LEAD username, the same user name you use to log in to your work computer without the @lcps.org at the end.

This screenshot is identical to the previous one, but the 'User Name' field now contains the text 'bdoe'. A blue callout bubble points to the field with the text 'Enter your user name, "bdoe."'.

7. Select the **Password** field.

The screenshot shows the Oracle Login page with 'bdoe' entered in the 'User Name' field. The 'Password' field is now highlighted with a red rectangle. A blue callout bubble points to it with the text 'Select the Password field.'.



NOTES

8. Enter your password into the **Password** field.

9. Select **Login**.

10. The Home page will display, indicating that you have successfully logged in to Oracle Self-Service. You have completed the training module on How to Log in to Oracle Self-Service.

[illegible]