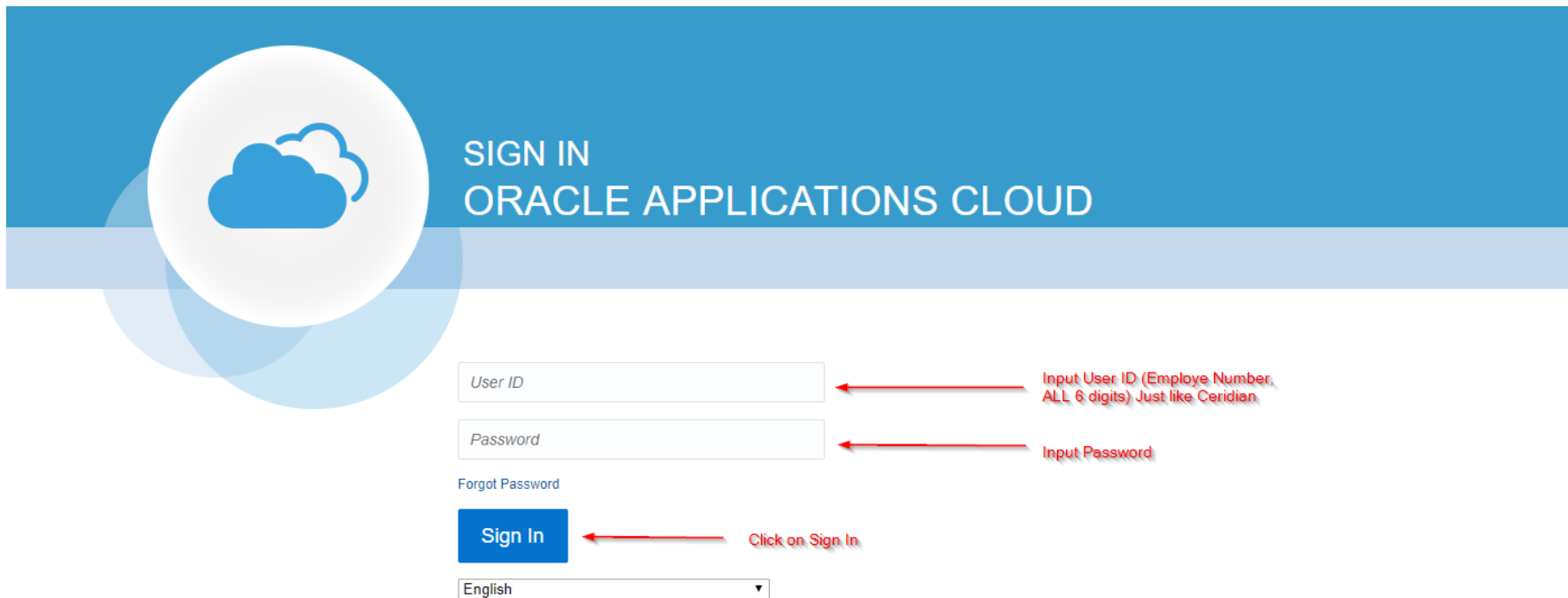


Logging into Oracle for the First Time And Changing your Password!

1. Access Oracle Website:

- a. Through <http://my.afw.net> > Oracle Link
- b. <https://ejgy.fa.us6.oraclecloud.com>

2. Enter required information:

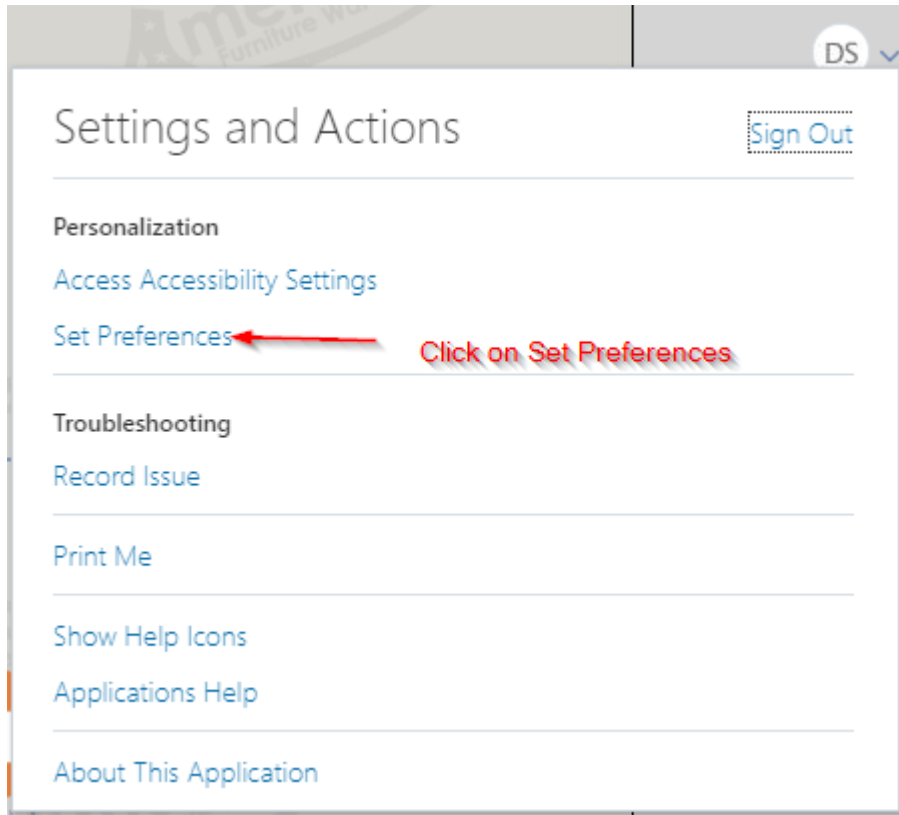


The screenshot shows the Oracle Applications Cloud sign-in interface. On the left, there is a circular logo with a blue cloud icon. To the right of the logo, the text "SIGN IN ORACLE APPLICATIONS CLOUD" is displayed in white on a blue background. Below this, there are two input fields: "User ID" and "Password". A red arrow points from the "User ID" field to the text "Input User ID (Employee Number, ALL 6 digits) Just like Ceridian". Another red arrow points from the "Password" field to the text "Input Password". Below the "Password" field, there is a link for "Forgot Password". A blue "Sign In" button is present, with a red arrow pointing to it from the text "Click on Sign In". At the bottom, there is a language selection dropdown menu currently set to "English".

3. Click on drop down chevron next to initials top right of screen.



4. Click on “Set Preferences”



5. Click on “Password”



Preferences



General Preferences

- Regional
- Language
- My Photo
- Accessibility
- Password ← Click on Password
- Proxies
- Watchlist
- Oracle WebCenter Portal

6. Enter Current and New Passwords



* Current Password ← Enter Current Password that you just logged on with

* New Password ← Enter New Password. *CaSe SenSitive *Must be at least 8 characters *Must have at least 1 number or 1 alpha

* Confirm New Password ← Re-Enter New Password to Confirm

7. Click on “Save and Close”



Save **Save and Close** Cancel

Click On Save and Close

8. Your Done Resetting your Password!