

# Oracle Password Re-set Guide

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**User Responsibilities:** ALL

**Internet Brower:** Internet Explorer

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## General Information

### Overview

Oracle Self Services is an application that allows you to view and manage your personal information that is stored within the Oracle HRIS System.

### Log In

Oracle Software is a web-based software that can be found by navigating through your Internet Browser to the following web path:

- <http://hrapps.zu.ac.ae:8008/>



The screenshot shows the Oracle Self Services login interface. On the left, there is a large, semi-transparent globe. To the right of the globe is a login form. The form has two input fields: '\*User Name' with a placeholder '(example: michael.james.smith)' and '\*Password' with a placeholder '(example: 4u99v23)'. Below the password field are 'Login' and 'Cancel' buttons. Underneath these buttons is a 'Login Assistance' link and an 'Accessibility' dropdown menu currently set to 'None'. At the bottom of the form area, there is a 'Select a Language:' section with 'English' selected. The footer of the page contains 'About this Page' and 'Privacy Statement' links on the left, and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

**User Name:** Your employee id (e.g. Z8111)

**Password:** Assigned Individually by your System Administrator

*Input your User Name & Password then click the Login button.*

*Note:* the system will prompt you to change your password upon the initial log in.

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## FORGOT YOUR PASSWORD

If you forgot your password – the system can automatically create a new password for you by following the steps specified below.

- A. Click on the link “Login Assistance” circled in red in the above image.

- B. You will now be in the “Login Assistance” Window –

### Login Assistance

\* Indicates required field

1. Insert your “User Name” (e.g. Z8835 – note this is your employee id #) into the Field Available under the Section “Forgot Password”.
  2. Click on the “Forgot Password” button next to the field.
- C. At this point you will receive a message that states that you will receive an email within the next 10-15 minutes that will contain a new Password.
- a. Note: The system will deliver the email to your work email address → if you do not see the email – please first check to ensure that it was not delivered into your spam box and/or flagged as Spam.

**Please wait for the email to come to your inbox – if you attempt to re-set your password multiple times it will LOCK your ACCOUNT.**

If still trouble shooting – feel free to contact us at [HRSupport@zu.ac.ae](mailto:HRSupport@zu.ac.ae)