



How to log into Oracle

Quick Reference Guide

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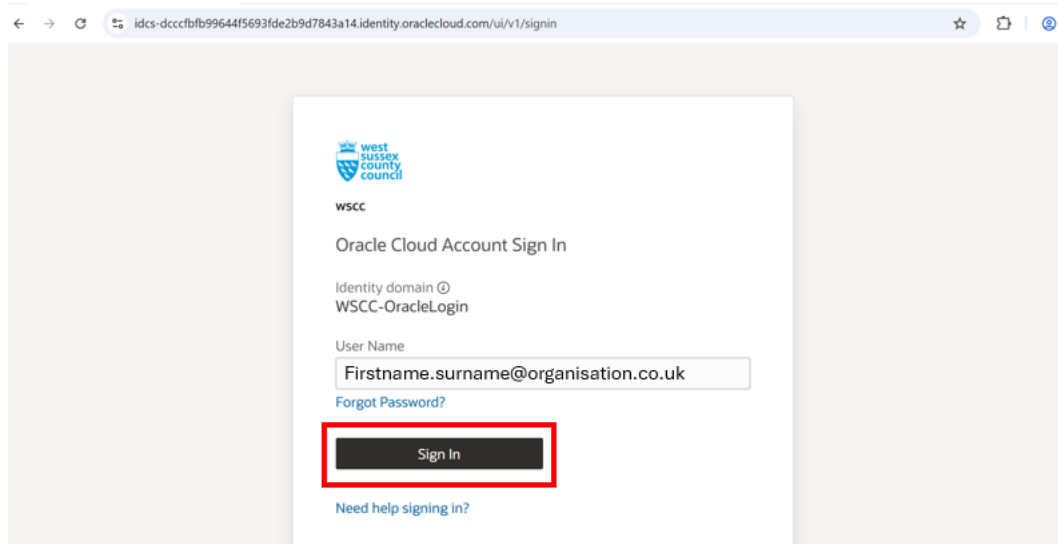
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1. Access Oracle

Click this link to open the Oracle log in screen:

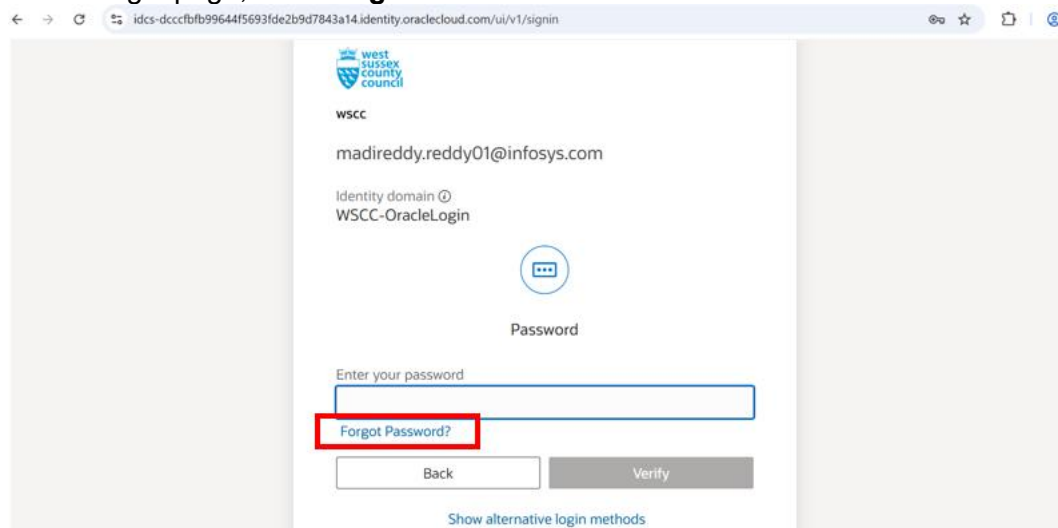
<https://idcs-dccccfbfb99644f5693fde2b9d7843a14.identity.oraclecloud.com/ui/v1/myconsole>

Enter your User Name (this will be your **unique** corporate email address) → then click on sign in
Example: [firstname.surname@organisation](#) or similar

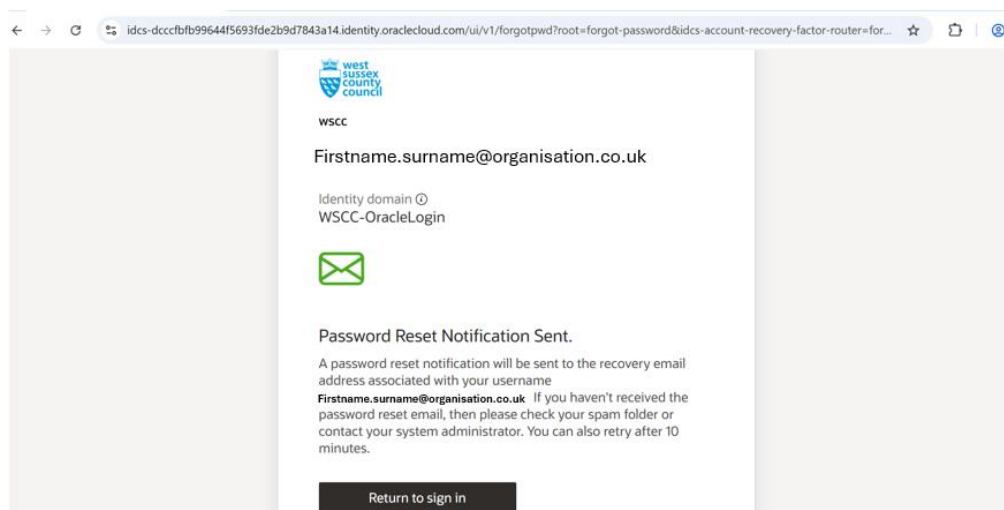
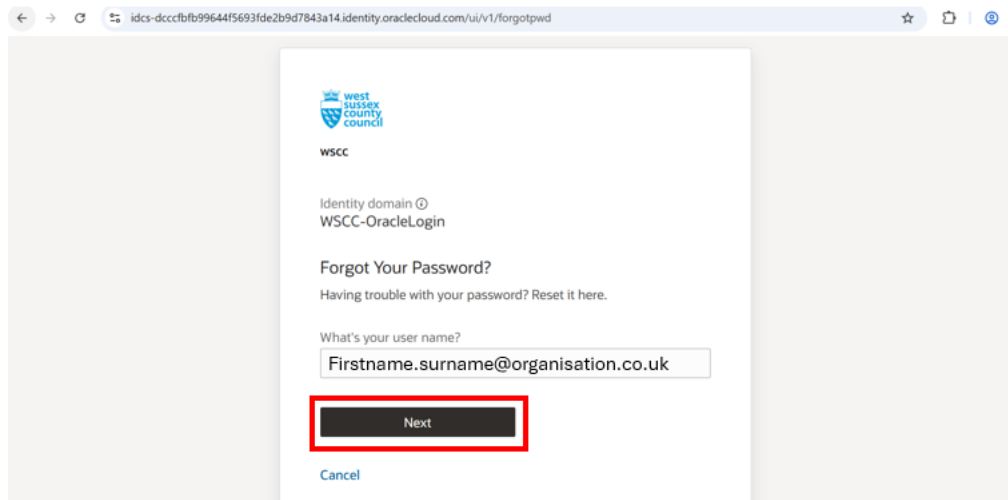


2. Reset the password

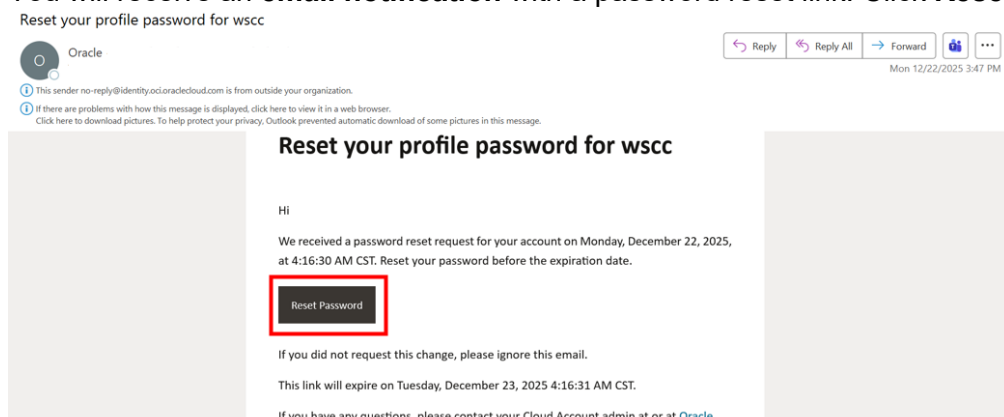
On the login page, click **Forgot Password**.



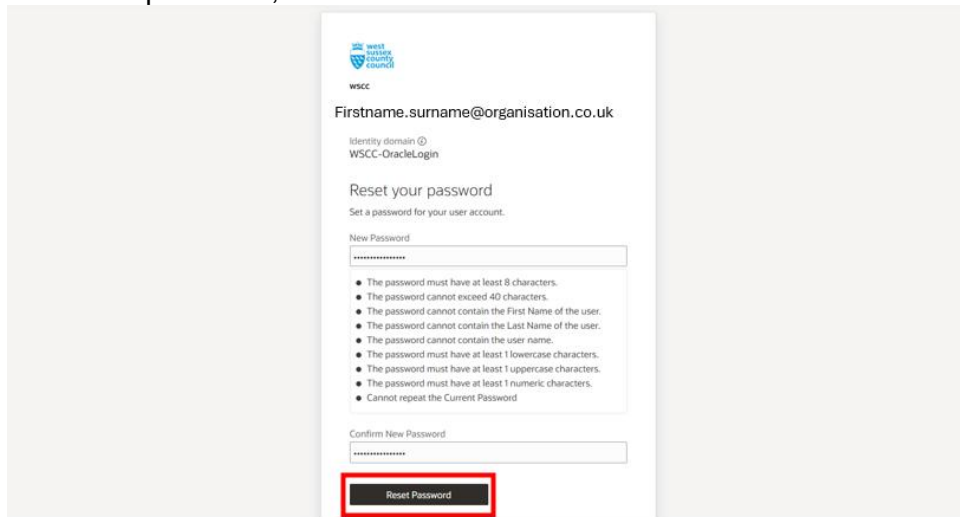
Enter your user name (this will be your **unique** corporate email address) → then click on Next
Example: [firstname.surname@organisation](#) or similar



You will receive an **email notification** with a password reset link. Click **Reset Password**.



Set a new password, then click **Reset Password**.



WSCC

Firstname.surname@organisation.co.uk

Identity domain ⓘ
WSCC-OracleLogin

Reset your password

Set a password for your user account.

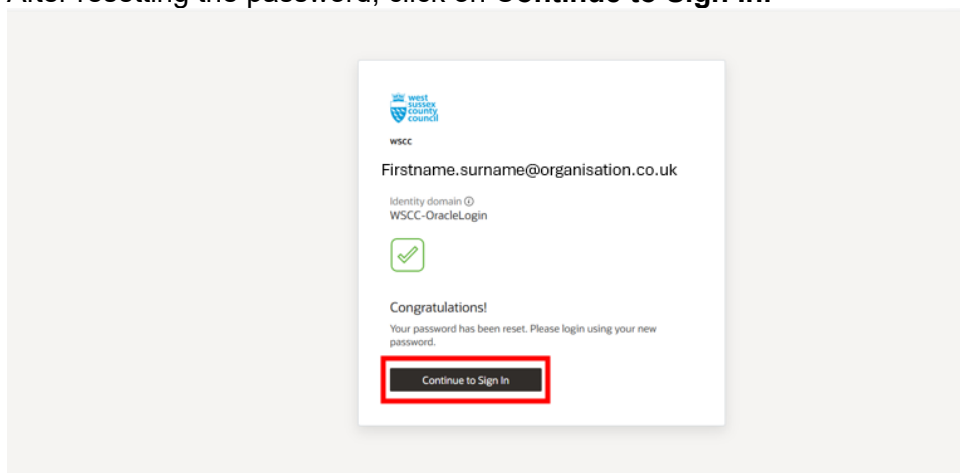
New Password

• The password must have at least 8 characters.
• The password cannot exceed 40 characters.
• The password cannot contain the First Name of the user.
• The password cannot contain the Last Name of the user.
• The password cannot contain the user name.
• The password must have at least 1 lowercase characters.
• The password must have at least 1 uppercase characters.
• The password must have at least 1 numeric characters.
• Cannot repeat the Current Password

Confirm New Password

Reset Password

After resetting the password, click on **Continue to Sign In**.



WSCC

Firstname.surname@organisation.co.uk

Identity domain ⓘ
WSCC-OracleLogin

✓

Congratulations!

Your password has been reset. Please login using your new password.

Continue to Sign In

3. Sign In

Enter your user name (this will be your **unique** corporate email address) → then click on Next
Example: [firstname.surname@organisation](#) or similar



WSCC

Oracle Cloud Account Sign In

Identity domain ⓘ
WSCC-OracleLogin

User Name

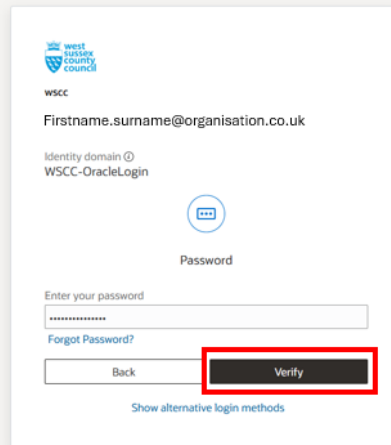
Firstname.surname@organisation.co.uk

Forgot Password?

Sign In

Need help signing in?

Enter your new password and click **Verify**.



The screenshot shows the WSCC login interface. At the top is the West Sussex County Council logo. Below it, the text 'WSCC' is displayed. The user's email address 'Firstname.surname@organisation.co.uk' is shown. The identity domain is 'WSCC-OracleLogin'. A circular icon with a key symbol is labeled 'Password'. Below this is a text input field for the password, with the placeholder text 'Enter your password'. A 'Forgot Password?' link is visible. At the bottom, there are two buttons: 'Back' and 'Verify'. The 'Verify' button is highlighted with a red rectangular border. A link for 'Show alternative login methods' is at the very bottom.

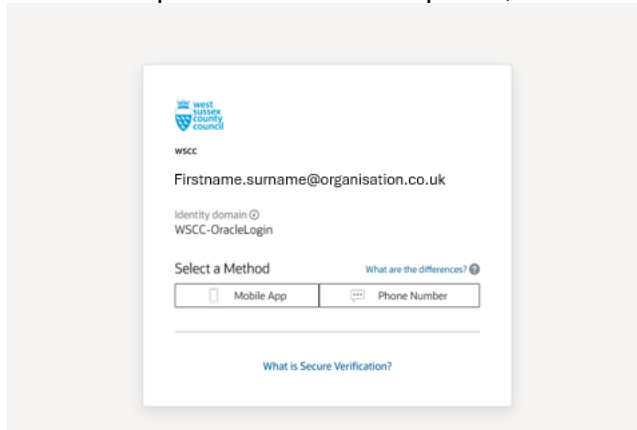
4. Activate Multi-Factor Authentication (MFA)

After signing in, you will be prompted to set up MFA for secure access.



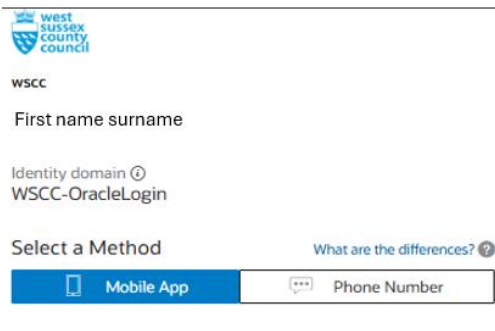
The screenshot shows the 'Enable Secure Verification' page. At the top is the West Sussex County Council logo. Below it, the text 'WSCC' is displayed. The user's email address 'Firstname.surname@organisation.co.uk' is shown. The identity domain is 'WSCC-OracleLogin'. The section title is 'Enable Secure Verification'. Below the title is a paragraph explaining secure verification methods: 'Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.' Below this text is a diagram showing 'Password' (represented by a key icon) plus 'Proof' (represented by a smartphone icon) equals 'Secure Access' (represented by a green checkmark icon). Below the diagram is a text prompt: 'Click below to enable secure verification methods for your account.' Below this prompt is a button labeled 'Enable Secure Verification', which is highlighted with a red rectangular border. At the bottom, there is a link for 'What is Secure Verification?'.

You will be presented with two options, **Mobile App** or **Phone Number**.

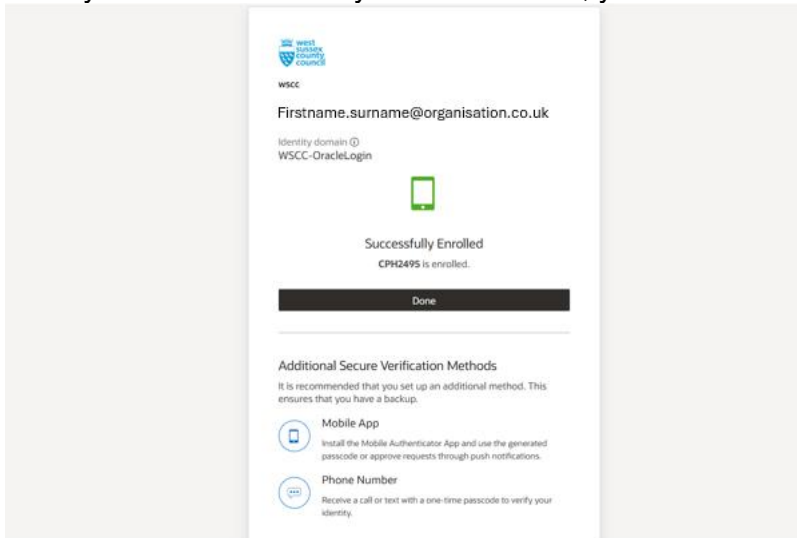


For **Mobile App**, use your **Android** or **iPhone** device to:

- I. Download the Oracle Mobile Authenticator App from your smartphones app store
- II. Open the authenticator App, tap **Add Account**, then **scan the QR code displayed on your mobile device**
- III. When prompted, enter the verification code from the authenticator app onto your screen

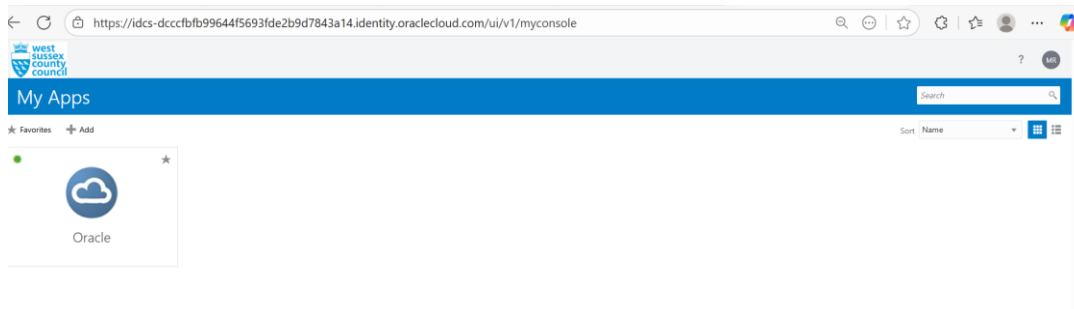


Once you have successfully enrolled in MFA, you will see the message below.



5. My Apps console

Once MFA is completed, you will be redirected to the My apps page. Click on the Oracle button to be taken to the Oracle homepage.



On the first-time logging in you may be presented with the below welcome message. Click the home button (top right-hand corner) to be taken to the WSCC Oracle dashboard.

You may wish to favourite this page for easier navigation next time.

