Quick Reference Guide: Accessing and Navigating Oracle Cloud

Oracle Cloud is Vanderbilt's web-based system for Human Resources, Finance and Administrative activities. This guide provides an overview of how to access and navigate in Oracle Cloud.
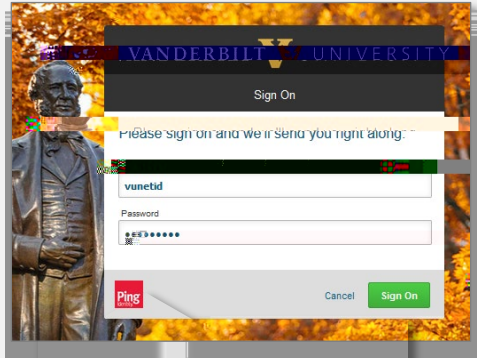
Accessing Oracle Cloud

Our **Oracle Cloud** login link is **https://oraclecloud.vanderbilt.edu**.

To get started:

- Click the above link or enter it into your browser;
- Enter your **VUnetID** and **ePassword** on Vanderbilt's **Single Sign-On** page; and
- Go to your Oracle **Home** screen.

Important: *You should only sign into Oracle using Vanderbilt's Single Sign-On screen.* Click

Company Single Sign On to go to the **VU Sign-On** page.

Never attempt to log in using the Oracle Sign In screen.

Your Oracle Cloud Home Screen

Upon logging into Oracle, you will see your **Home** screen. The modules you see in Oracle will vary based on your role and responsibilities.

Select the **Navigator** to view your modules.

Notification bell indicates items pending your review or action.

Home icon returns you to this screen.

Click on red arrows to expand categories.

Select applications to display on your **Springboard**.

Oracle is a web-based system.

When you are finished, **close your browser** or **sign out** from the menu.