

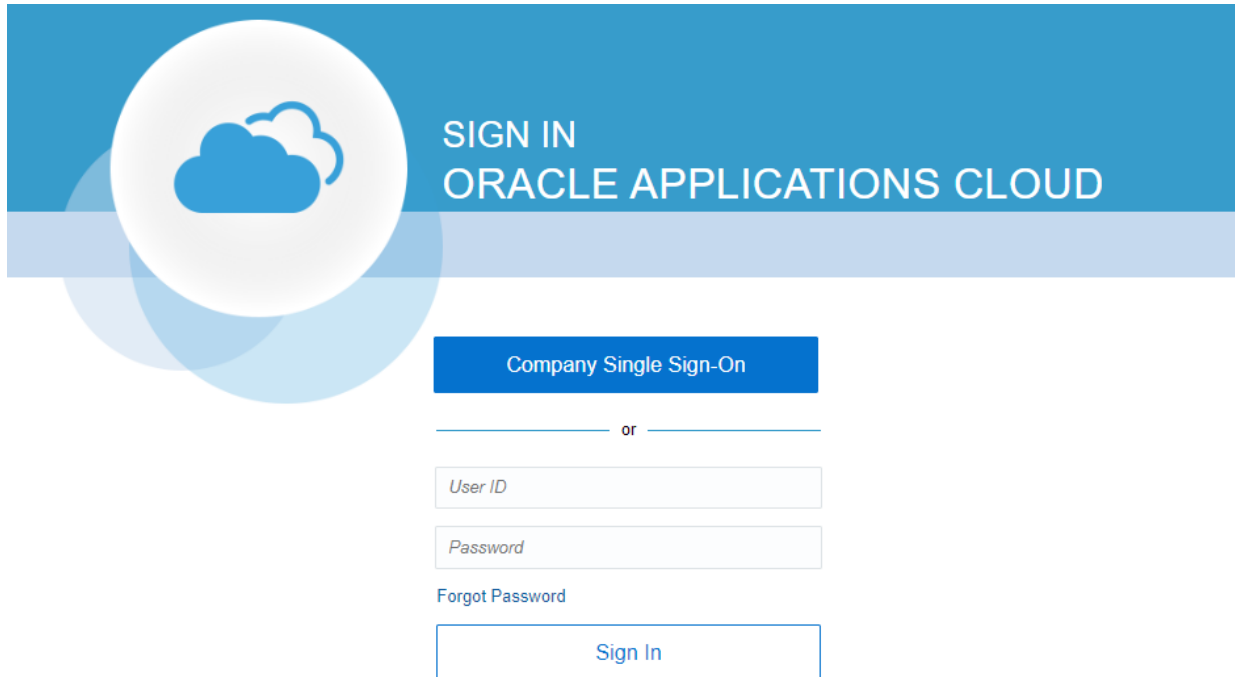
The Basics of Oracle HCM



BASICS

Signing into & out of the system

- Log into HCM using your TCNJ username and password.
- Single Sign On



The image shows a sign-in interface for Oracle Applications Cloud. It features a blue header with a white cloud icon in a circle on the left and the text "SIGN IN ORACLE APPLICATIONS CLOUD" on the right. Below the header, there is a blue button labeled "Company Single Sign-On". Underneath this button, there is a horizontal line with the word "or" in the center. Below the line, there are two input fields: the first is labeled "User ID" and the second is labeled "Password". Below the "Password" field, there is a link labeled "Forgot Password". At the bottom, there is a blue button labeled "Sign In".

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In



This is your **account**. It will have your initials in the circle. When you click on it, you can adjust the settings and actions of your account. It is also where you Sign out.

Settings and Actions

[Sign Out](#)

Personalization

[Access Accessibility Settings](#)

[Set Preferences](#)

Troubleshooting

[Record Issue](#)

[Print Me](#)

[Show Help Icons](#)

[Applications Help](#)

[About This Application](#)



This is your **navigation** symbol. When you click on it you will see a list of areas such as those below that are particular to your work role.

 Home

Me 

My Team 

Budgetary Control 

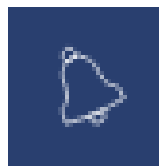
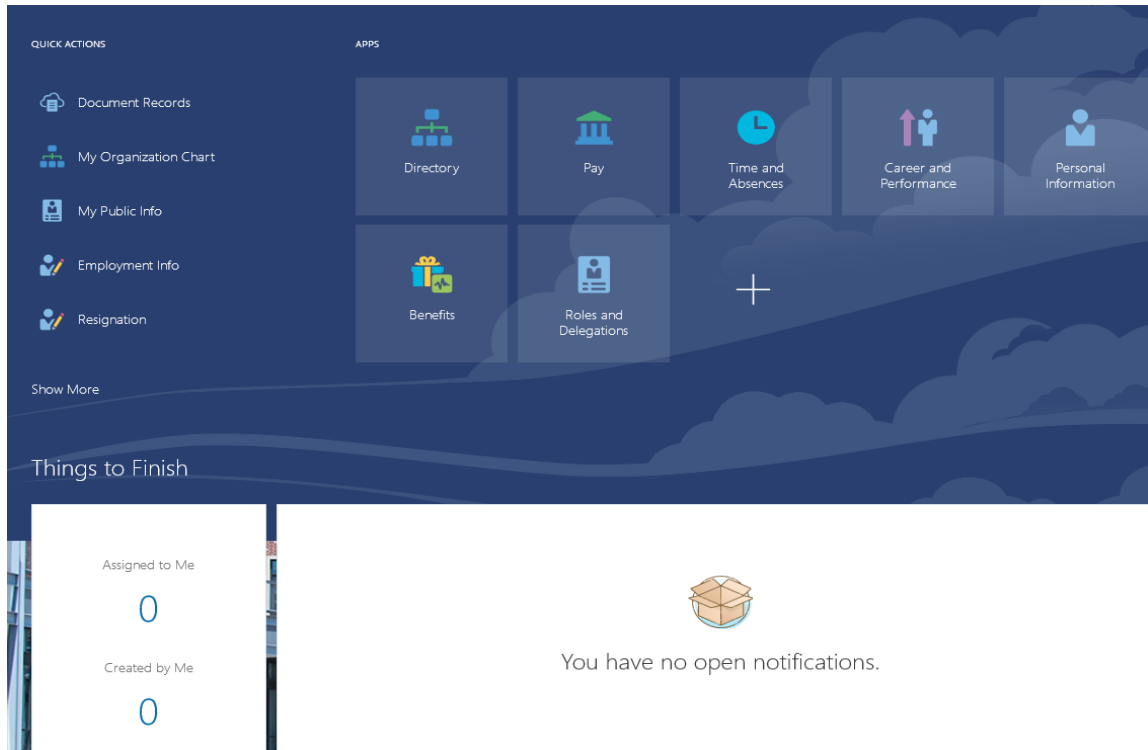
Procurement 

Tools 

Others 



Home. Clicking on this icon will take you directly to your dashboard.



The **bell** with the red circle and number indicates you have a notification.

The plain bell will show old notifications. You can delete them by clicking the X in the selected action item.



This is the Oracle **back arrow**. Do not use the browser back arrow as it will take you out of the system and possibly lose any work you entered.