

Project New Horizon Oracle Applications Cloud: Log In, Log Out, Basic Navigation



In the first course, "Intro to Project New Horizon", you learned what Project New Horizon is, why the PLCB is pursuing the project, the benefits of the project, and a broad overview of what's changing.

In this course, we will review:

1. How to log in to Oracle Applications Cloud and log out of Oracle Applications Cloud .
2. Using basic navigation tasks to move around the interface efficiently.

Click the **Start Course** button above to begin.

≡ Log In to Oracle and Log Out of Oracle

≡ Basic Navigation

≡ Conclusion

Log In to Oracle and Log Out of Oracle

Introduction

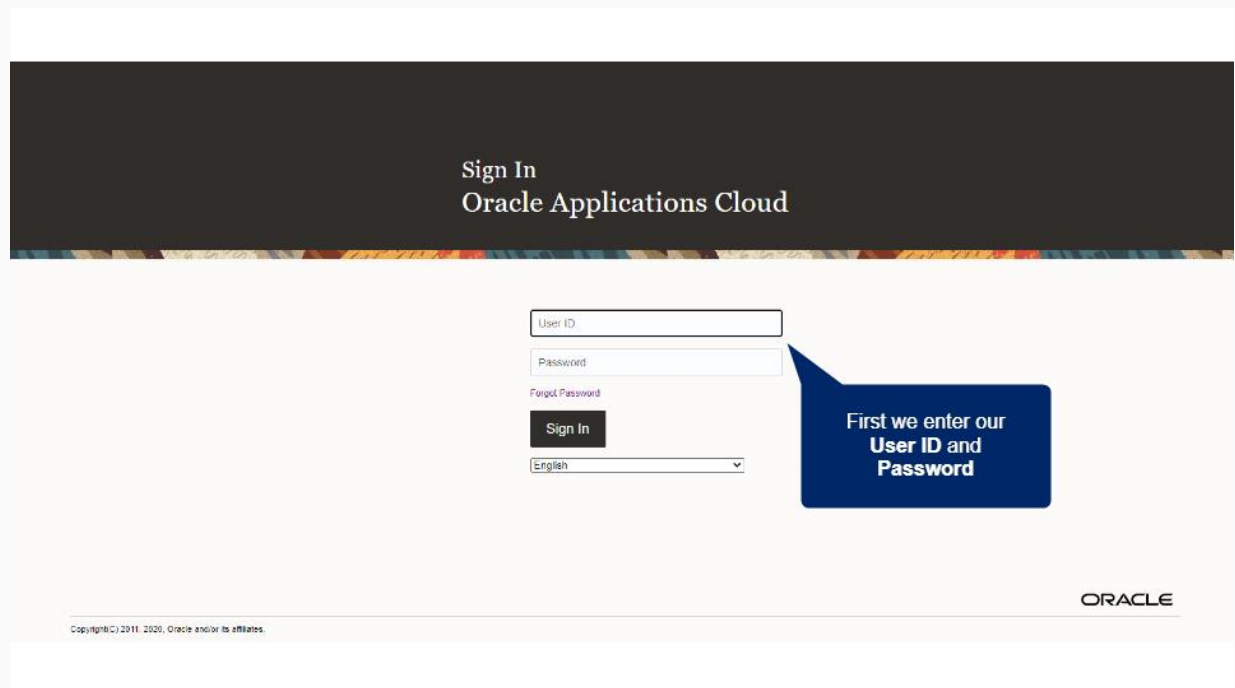
Use the application link provided to you to open the Oracle Applications Cloud Sign In page. Then enter your User ID and Password to access the home page. **Tip:** Save this link in your favorites so you can easily access the system the next time you log in.

Objectives

In this lesson, you will learn how to log in to and out of Oracle Applications Cloud.

Log In to Oracle

Watch the video below to learn how to log in to Oracle Applications Cloud.



The screenshot shows the Oracle Applications Cloud Sign In page. At the top, there is a dark banner with the text "Sign In Oracle Applications Cloud". Below the banner, there is a sign-in form with the following elements:

- A text input field labeled "User ID".
- A text input field labeled "Password".
- A link labeled "Forgot Password" in purple text.
- A black "Sign In" button.
- A dropdown menu labeled "English" with a downward arrow.

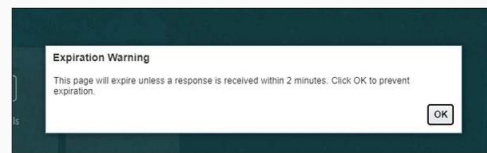
A blue callout box with a pointer to the "User ID" and "Password" fields contains the text: "First we enter our User ID and Password".

At the bottom right of the page is the "ORACLE" logo. At the bottom left, there is a small copyright notice: "Copyright(C) 2011, 2020, Oracle and/or its affiliates."

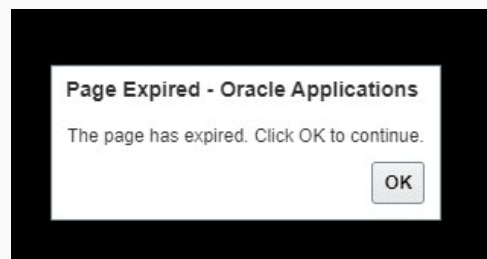
Session Expiration

After several minutes of inactivity, the system will reveal an "Expiration Warning" notification. If that message is not responded to within two minutes, a "Page Expired" notification appears. Click **OK** to close the notification. This will return you to the screen you were working in.

System Expiration Notification

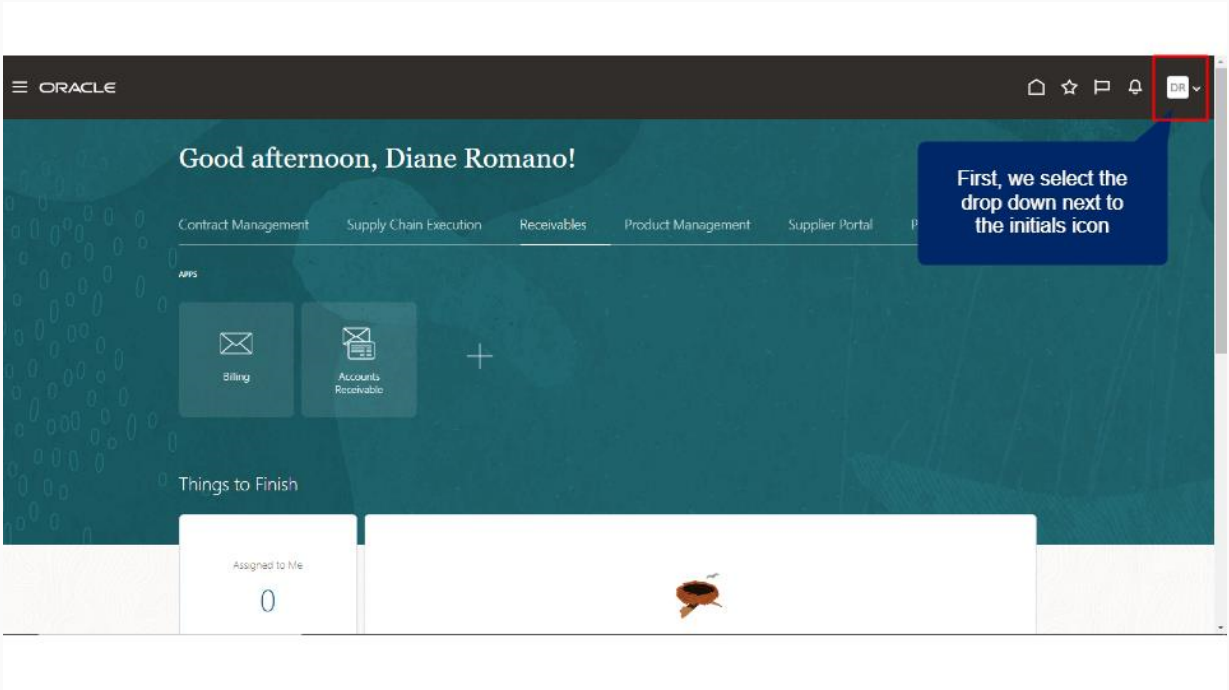


Time Out Warning Notification



Log Out of Oracle

Watch the video below to learn how to log out of Oracle Applications Cloud. Access **Sign Out** through the *Settings and Actions* menu.





Now You Try

Practice what you learned by completing the lesson below.

Sign In
Oracle Applications Cloud

User ID

Password

[Forgot Password](#)

Sign In

English

Click in the
User ID field

ORACLE

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You must complete the content above before moving on. Once you do, a Continue button will appear.

Basic Navigation

Introduction

This new interface aims to simplify the user experience by providing only what you need, right when you need it.

Objectives

In this lesson, you will learn basic navigation through Oracle Applications Cloud .

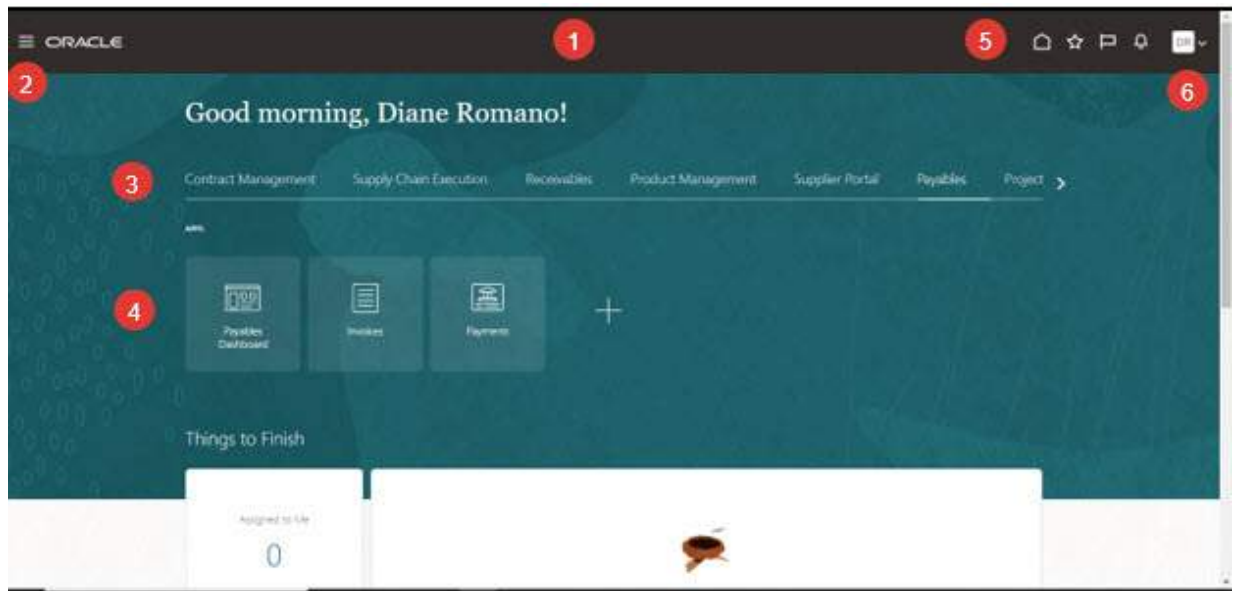
Advantages of the System

Advantages include:

- Detailed list of all the *Work Areas* that you have access to using the improved **Navigator**.
- Logical, related tasks organized into groups and displayed in a predetermined order set by the application.
- Ability to configure tasks to meet your business needs.
- Access to **Work Areas** (e.g., Invoice Work Area, Journal Work Area) and **Dashboards** (e.g., GL Dashboards, Payables Dashboards) by clicking on the icon on the **Welcome Springboard** or from the **Navigator** (hamburger icon).

Welcome Springboard

The *Welcome Springboard*, or your landing page, is displayed once you log in to Oracle Applications Cloud. The view changes based on your roles and privileges.



- 1 Global Header
- 2 Navigator
- 3 Functions
- 4 Apps
- 5 Quick Access Toolbar: Home, Favorites, Watchlist, Notifications
- 6 Settings and Actions

Key Areas

Welcome Springboard

The Welcome Springboard displays your opening landing page.

Global Header

The uppermost region in the user interface that remains the same regardless of the screen you are on. Here you will find the Navigator and Quick Access Icons.

Navigator

The Navigator displays a drop-down list of the functions (menus and submenus) you have access to. You are able to open any of the work areas you have access to.

Quick Access Toolbar

Use the Quick Access toolbar icons to quickly access your Home page, Favorites, and Notifications.

Functions

The Functions area in Oracle Fusion Cloud displays the work areas you have access to. This access is based on the roles you have assigned to you.

Infolets

A small interactive widget on the home page that provides key information and actions for a specific area.



Welcome Screen Components

Let's take a deeper dive into the components of the Welcome Springboard.

Quick Access Toolbar

**QUICK ACCESS
TOOLBAR**

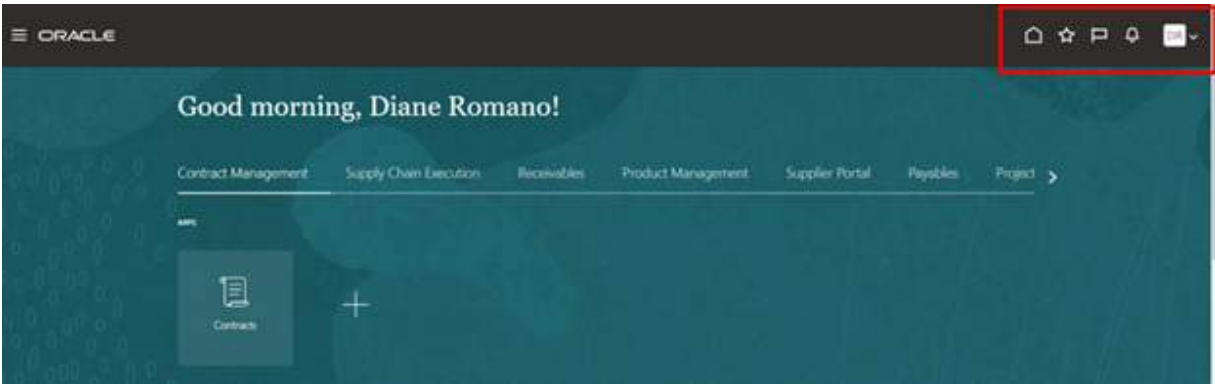
HOME

FAVORITES

WATCHLIST

NO

Use the **Quick Access** toolbar to help you find key tasks using icons in the global header.



QUICK ACCESS
TOOLBAR

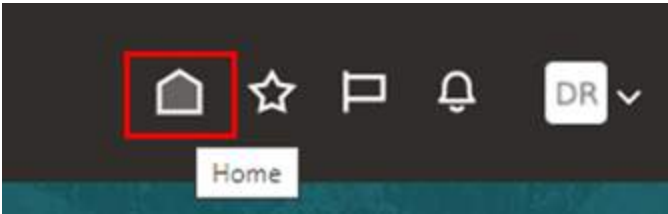
HOME

FAVORITES

WATCHLIST

NO

Select the **Home** icon to return to your home page.



QUICK ACCESS
TOOLBAR

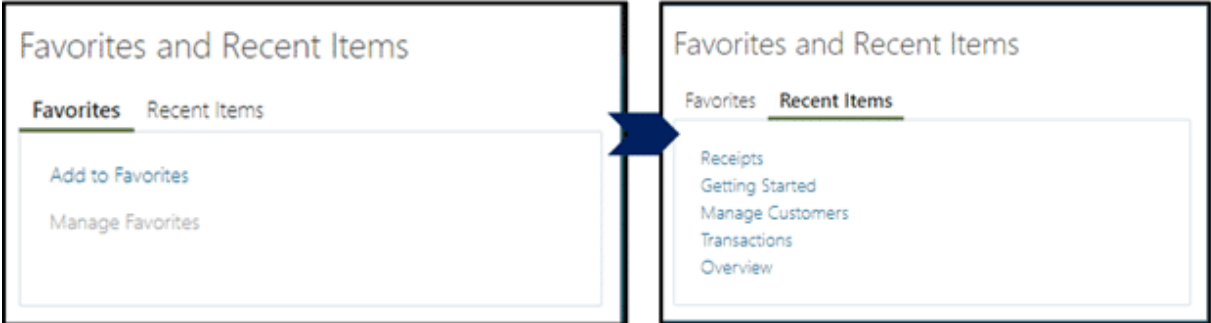
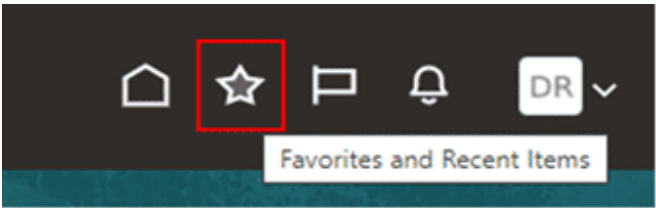
HOME

FAVORITES

WATCHLIST

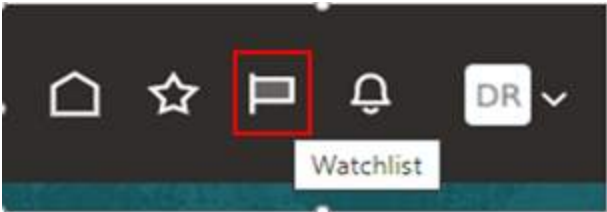
NO

Use the **Favorites** icon to bookmark pages you visit often or go back to those you recently opened.



QUICK ACCESS TOOLBAR	HOME	FAVORITES	WATCHLIST	NOTIFICATIONS
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Use the **Watchlist** icon to open pages for key items that you are tracking. Use of this function is to be determined.



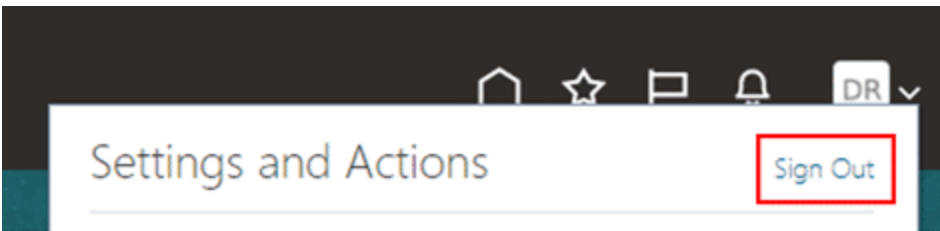
QUICK ACCESS TOOLBAR	HOME	FAVORITES	WATCHLIST	NOTIFICATIONS
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Use the **Notifications** icon to view informational messages and tasks you must act on.



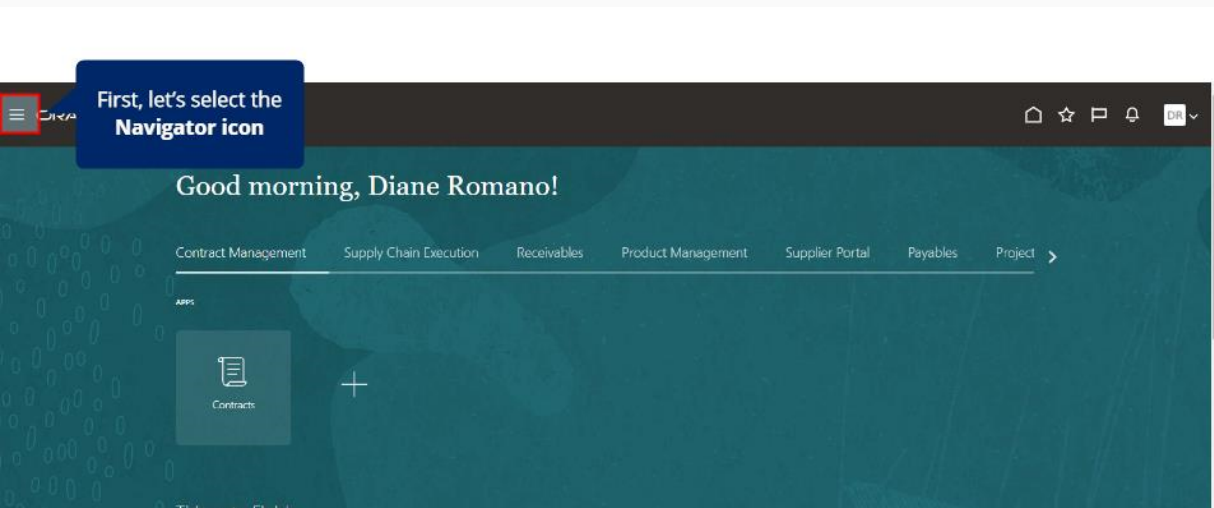
QUICK ACCESS TOOLBAR	HOME	FAVORITES	WATCHLIST	NO
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Use the **Settings and Actions Menu** to access **Sign Out** of the system.



The Navigator and Functions

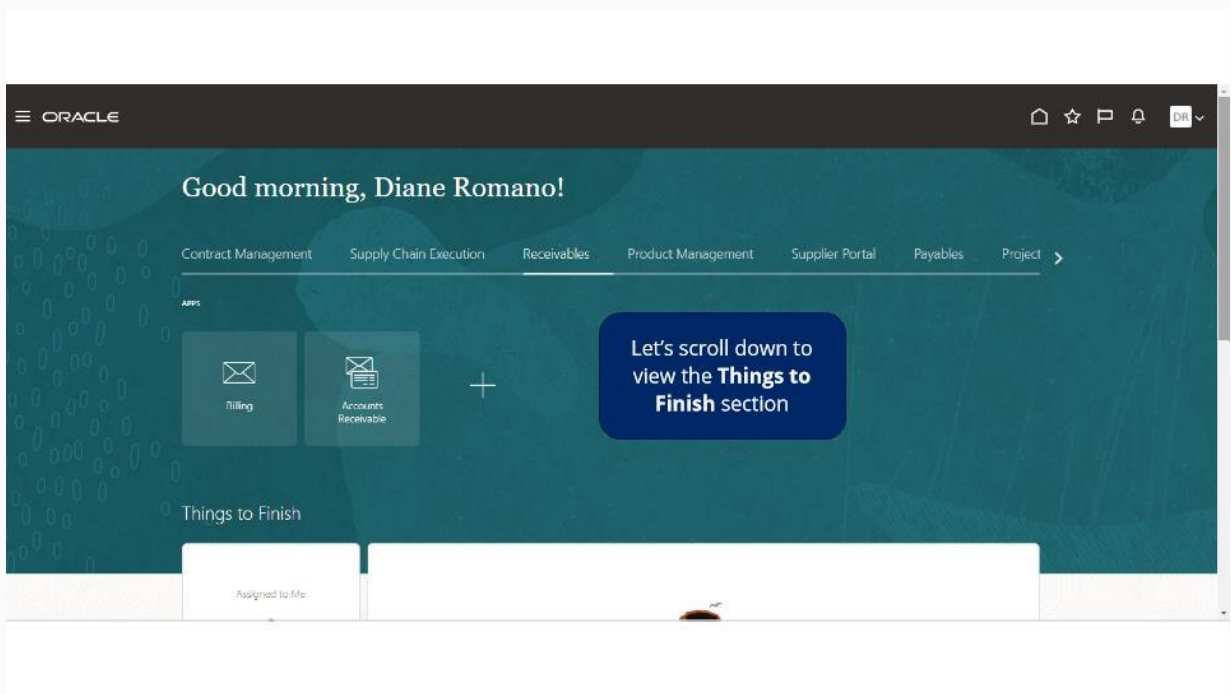
You can access your work areas by either using the *Navigator* or *Functions* area. Watch the video below for a quick overview.





Things to Finish

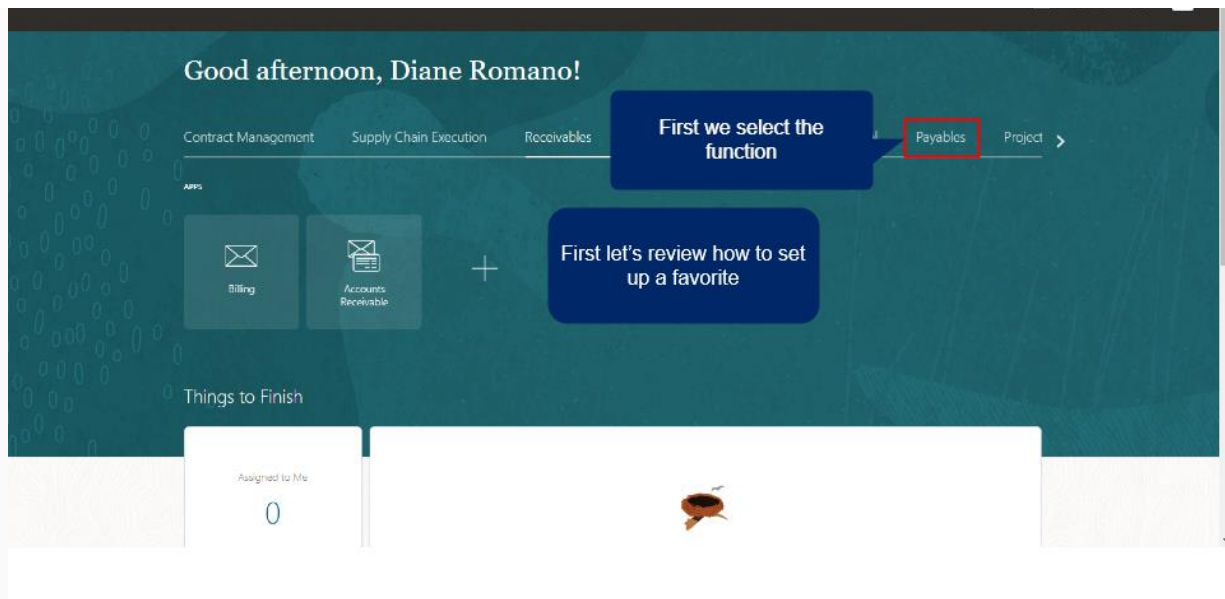
The *Things to Finish* section of your Welcome page displays any notifications of tasks you have created or that have been assigned to you. Watch the video below to learn more.



Favorites and Recent Items

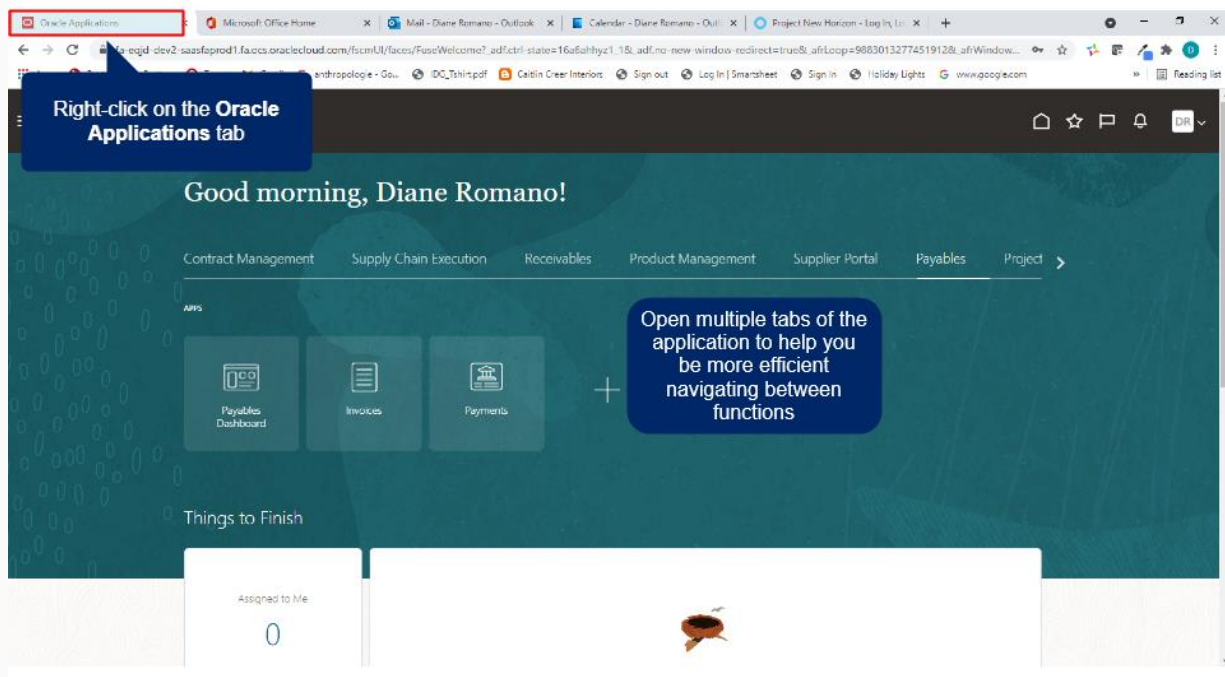
Adding items to *Favorites* gives you quick access to folders. You are also able to view *Recent Items* you have accessed. Watch the video below to learn how.





Tip: Open Multiple Tabs

In Oracle Applications Cloud, you are able to open multiple tabs. This helps you move more efficiently among functions you have access to. Watch the video below to learn how.





Now You Try

Practice what you learned by completing the lesson below.

Conclusion



Thank you for completing the "Project New Horizon - Log In, Log Out and Basic Navigation" course.
Please click the Log off button to receive credit and exit the course.