

Hello from the Financials Systems Support team (FSS),

You have been identified as a user of Oracle Financials. This email contains the information you need to access Oracle. **Your specific access to functional components (modules, reports, transactions, etc.) reflects the level of the access you will need. This access follows the current security and audit protocols and standards to support separation of duties.** If you have not gone through training relative to your business functions and the usage of Oracle Applications in conducting them, please reach out to your immediate manager or review the [Alpha Financials Go live Toolkit](#) for resources.

Should you feel you need different access, PLEASE reach out to your immediate Business Lead to have them evaluate/review and felt access to other system areas is needed. To change access, a request with justification must be submitted through the [DFA Service Catalog](#) using the User Access Provisioning request.

The screenshot shows a web browser window with the URL <https://dfa.ucmerced.edu/servicenow>. The browser tabs include Oracle Support, Dev 4, Training (Dev 5), UAT (Dev3), CUSTOM ROLES, DEV2 (UAT support), PRODUCTION, and EPBC Test. The page header features the University of California Merced logo and navigation links for Directory, Apply, and Give. The main heading is "Division of Finance and Administration" with a sub-heading "DFA Service Catalog". Below this, there is a description of the catalog and three service categories:

- CBS2**
 - [Purchasing and Non-Travel Reimbursements](#)
 - [Invoice Processing](#)
 - [Travel & Entertainment Reimbursement](#)
 - [Travel Reservations](#)
 - [Full CBS2 Ticket List](#)
- Chart of Accounts**
 - [Chart of Accounts Change Request](#)
 - [Chart of Accounts FUND ONLY Request](#)
- Financial Systems Support**
 - [Consultation Request](#)
 - [System Maintenance Request](#)
 - [User Access Provisioning](#)

A red arrow points from the top right of the browser window to a red box around the "User Access Provisioning" link in the Financial Systems Support category.

Should you encounter any difficulties logging in or accessing during this rollout of Oracle Financials - Production

Please directly email or contact via teams one of the following persons:

- Don Kowall dkowall@ucmerced.edu
- Lisa Hua lhua@ucmerced.edu

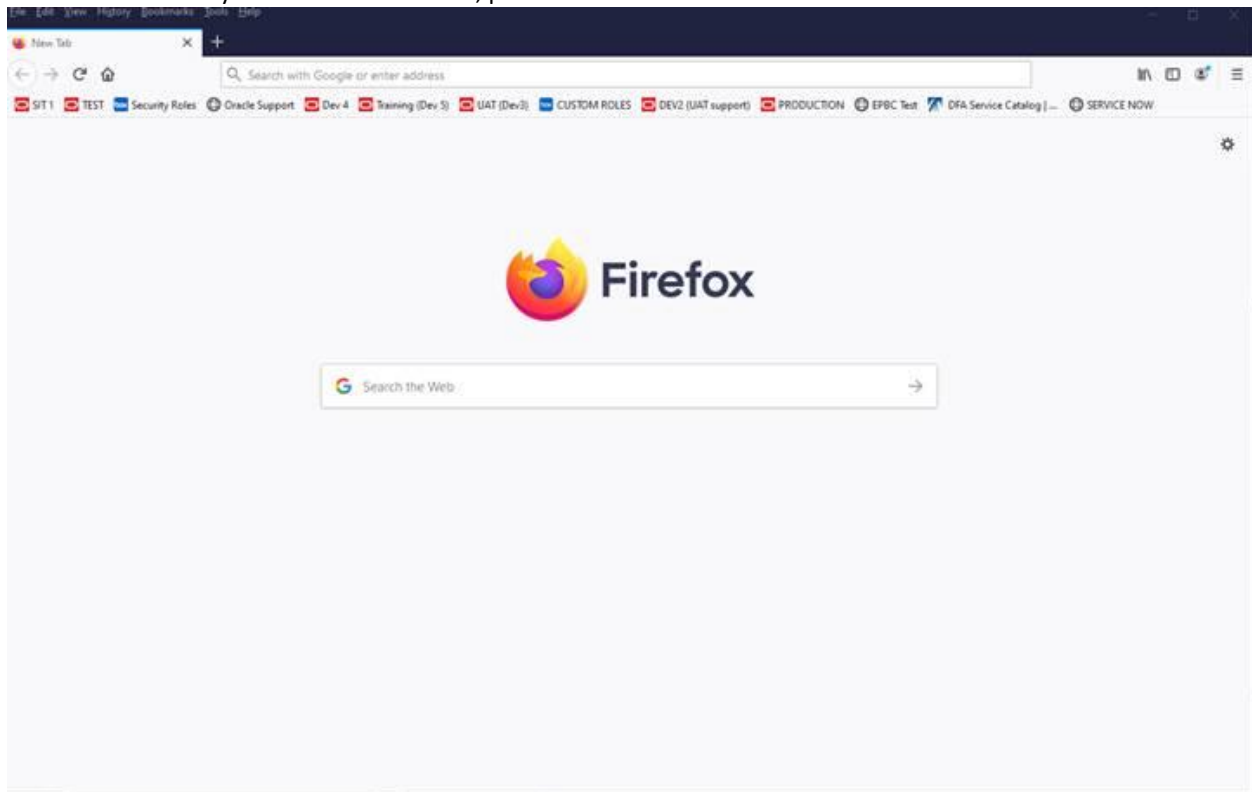
To readily support, we will need the following information for rapid addressing of the log in issue:

- Your Full name
- Your User Name
- Screen shot of any images or error messages

Instruction Steps to Login to Oracle Financials - Production

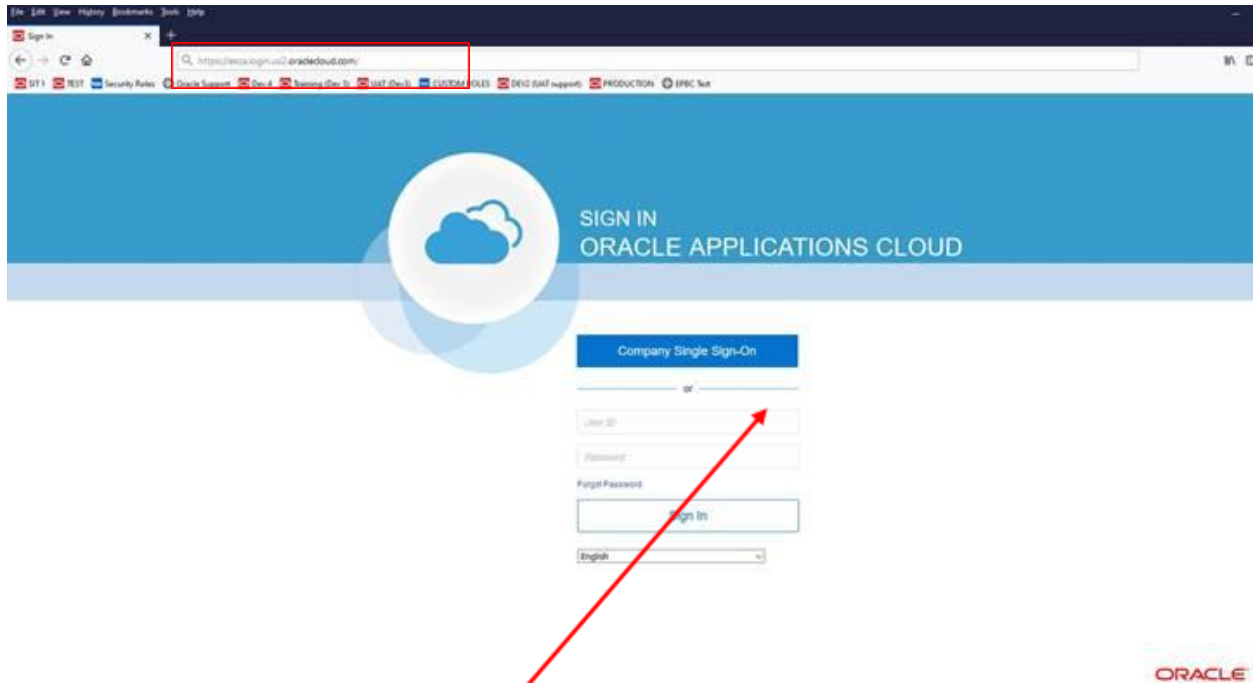
The following are the instructions for logging into **Oracle Financials – Production environment ONLY**. **Note, you will access the Oracle system using your UC Merced Network credentials and authentication (username / password).**

1. **Open Firefox/Mozilla web browser.** This is the standard and preferred browser to be used with UC Merced Oracle Applications. Others will possibly work but there is no assurance of compatibility or optimal performance.
 - a. If you do not have Firefox, please contact the UC Merced Service desk if assistance is needed.



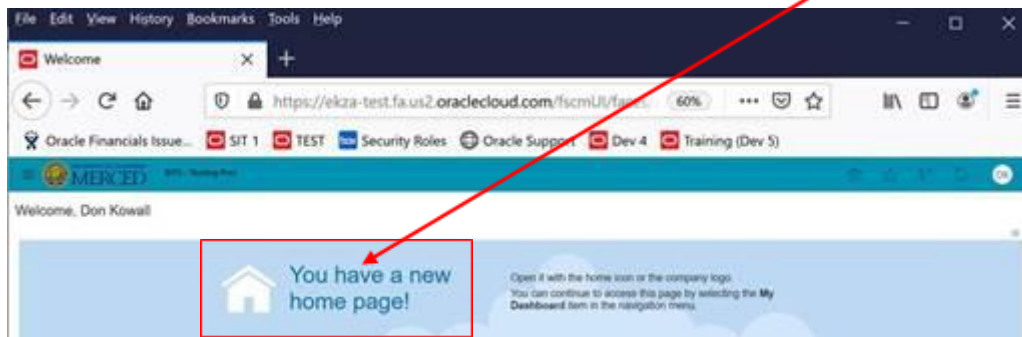
2. Enter the URL into the Address field and hit enter/return to execute:

URL = <https://ekza.login.us2.oraclecloud.com>



3. You will be presented with the Oracle UAT login screen. Use your cursor/mouse pointer to click on the Blue colored field labeled **Company Single Sign-On**

- a. If at any time you are presented with the following screen. Click on the words in the area denoted in the box below to continue:



4. If you have not logged in to the UC Merced network already, you will be presented with the standard UC Merced 2 factor authentication screen. If so, enter your standard UC Merced Network Username / password.



The Oracle Applications Home screen will show icons for the available options you have based upon your assigned functional security access. You will know you are in the Production Environment the label below.

