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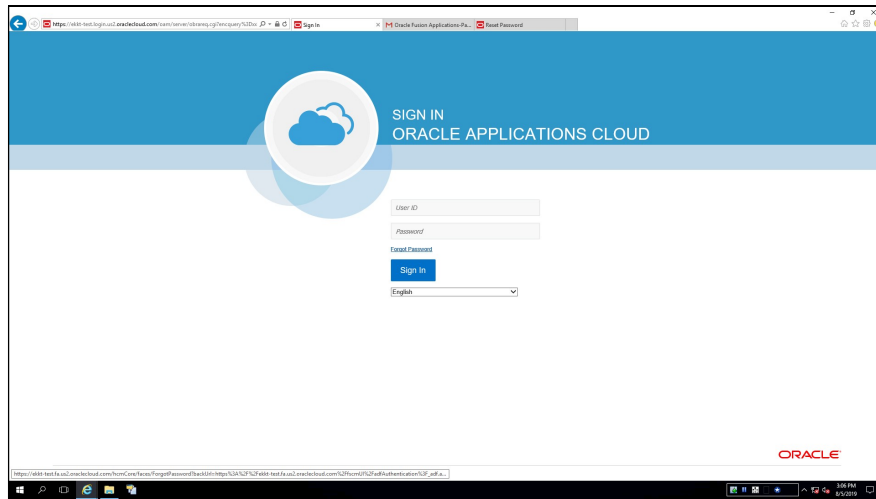
Supplier Management & SQM

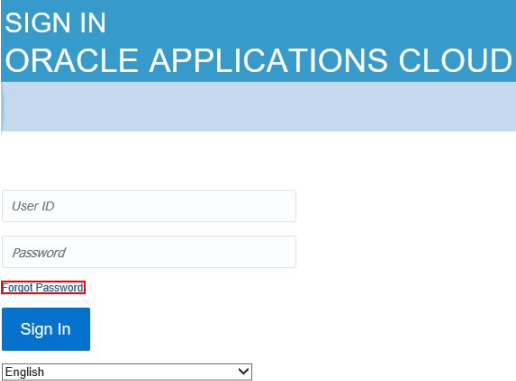
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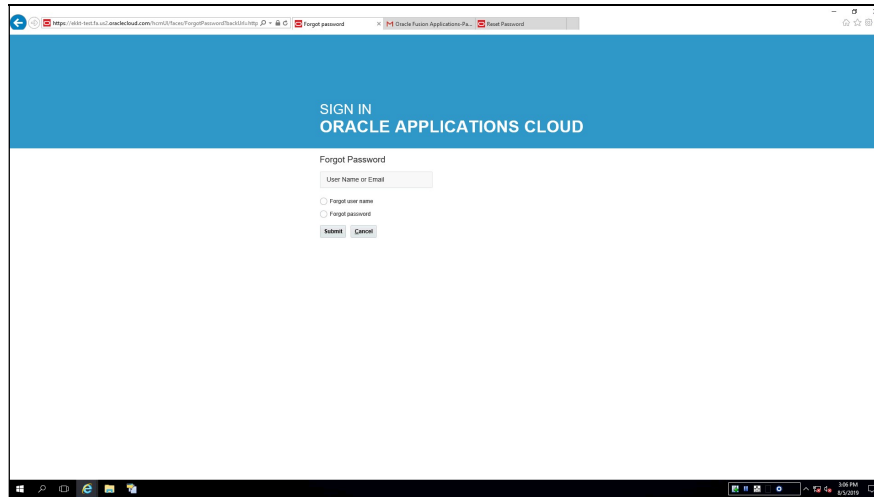
Resetting Supplier Password

Procedure

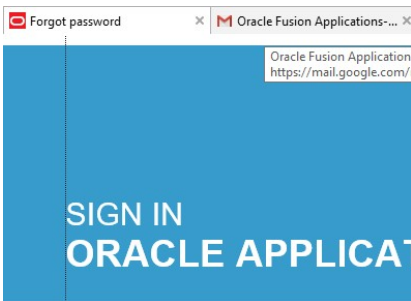
This exercise will walk you through the process of resetting your password.

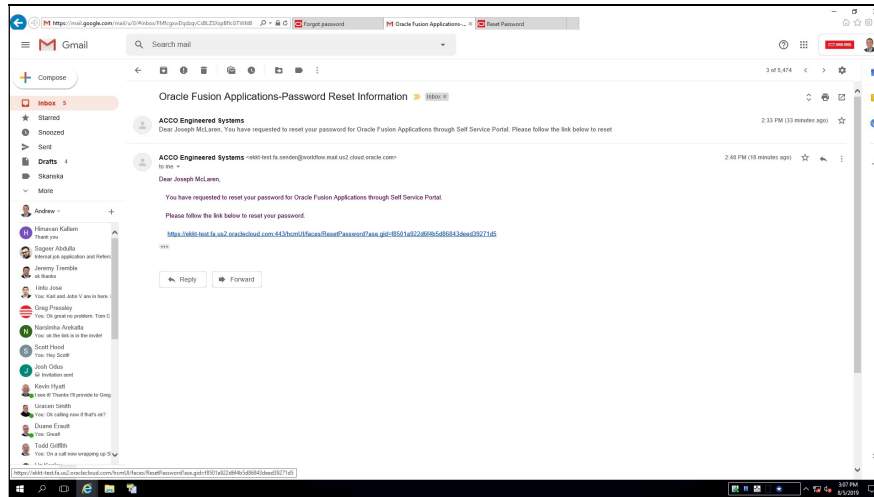


Step	Action
1.	<p>On the ACCO Oracle Cloud sign on screen, Click the Forgot Password link.</p> 

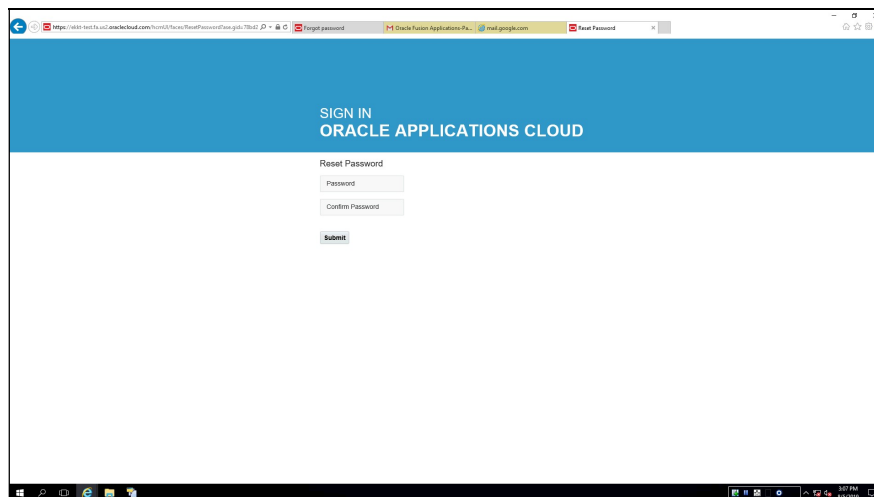



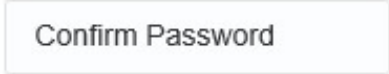





Step	Action
2.	<p>On the "Forgot Password" screen, Click in the User Name or Email field.</p> <p>Forgot Password</p> <p><input type="text" value="User Name or Email"/></p> <p><input type="radio"/> Forgot user name <input type="radio"/> Forgot password</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
3.	<p>Enter your personal User Name or Email.</p> <p>(In this example, the generic email "andrew_steele@cssus.com" was used)</p> <p>Forgot Password</p> <p><input type="text" value=" "/></p> <p><input type="radio"/> Forgot user name <input type="radio"/> Forgot password</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

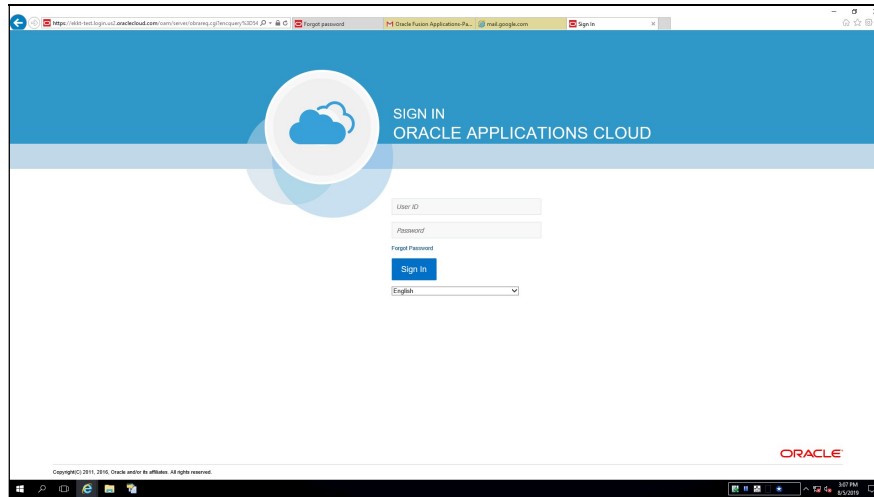
Step	Action
6.	<p>Navigate to your personal email in order to locate the email from Oracle Cloud to reset your password.</p> 



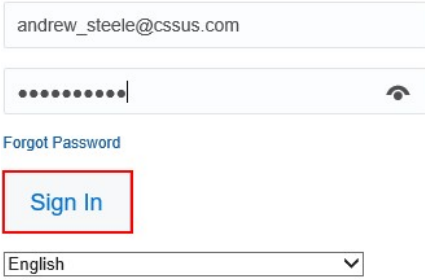
Step	Action
7.	<p>Find the email from ACCO Oracle Cloud titled "Oracle Fusion Applications - Password Reset Information"</p> <p>Click the Link to navigate to the reset password screen.</p> <p>Oracle Fusion Applications-Passwd Reset Information Inbox X</p> <p>ACCO Engineered Systems Dear Joseph McLaren, You have requested to reset your password for Oracle Fusion Applications through Self Service Portal. Please follow the link below to reset your password.</p> <p>ACCO Engineered Systems <ekkt-test-fa.sender@workflow.mail.us2.cloud.oracle.com> to me</p> <p>Dear Joseph McLaren,</p> <p>You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.</p> <p>Please follow the link below to reset your password.</p> <p>https://ekkt-test-fa.us2.oraclecloud.com/443hemUI/aceui/ResetPassword?case=oid=8501F59240846546884848de889271d5</p> <p>Reply Forward</p>



Step	Action
8.	<p>On the "Reset Password" screen, type in your new password.</p> <p>Click in the Password field.</p> <p>Reset Password</p>   
9.	Enter your new password.
10.	Press [Tab] . to navigate to the next field to confirm your new password.
11.	<p>Re-enter your new password.</p> <p>Reset Password</p>   
12.	<p>Click the Submit button.</p> 



Step	Action
13.	<p>Oracle Cloud automatically navigates you to the home sign-on screen. Here you will enter your existing User ID and newly reset password.</p> <p>Click in the User ID field.</p> <div> <div>User ID</div> <div>Password</div> <div>Forgot Password</div> <div>Sign In</div> <div>English</div> </div>
14.	<p>Enter your personal User ID.</p> <p>(In this example we used the generic "andrew_steele@cssus.com")</p>
15.	<p>Click in the Password field.</p> <div> <div>Password</div> </div>
16.	<p>Enter your newly reset password.</p>

Step	Action
17.	<p>Click the Sign In button.</p> 
18.	<p>You will now be navigated to the ACCO Oracle Cloud homepage.</p> <p>You have completed the exercise of resetting your password.</p> <p>End of Procedure.</p>