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## Supplier Management & SQM

#### For Current Suppliers \_ 8.5.19

#### Resetting Supplier Password

#### Procedure

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

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User ID	
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Step	Action
1.	On the ACCO Oracle Cloud sign on screen, Click the <b>Forgot Password</b> link.
	SIGN IN ORACLE APPLICATIONS CLOUD
	User ID Password Forool Password
	Sign In English



USER PRODUCTIVITY KIT

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User Name or Email	
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Step	Action
2.	On the "Forgot Password" screen, Click in the <b>User Name or Email</b> field.
	Forgot Password
	User Name or Email
	O Forgot user name
	Forgot password
	Submit Cancel
3.	Enter your personal User Name or Email.
	(In this example, the generic email "andrew_steele@cssus.com" was used)
	Forgot Password
	◯ Forgot user name
	Forgot password
	Submit Cancel



Step	Action
4.	Click the Forgot password option. Forgot Password andrew_steele@cssus.com × Forgot user name Forgot password Submit Cancel
5.	Click the Submit button. Forgot Password andrew_steele@cssus.com Forgot user name Forgot password Submit Cancel





### Training Guide Supplier Management & SQM



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Compose		3 of 5,474	<	>	٥	
Inbox 5	Oracle Fusion Applications-Password Reset Information > Intervent		0	0	ø	1
Starred Snoozed	Acco Engineered Systems Dear Joseph McLaren, You have requested to reset your password for Gracke Pusion Applications through Self Service Putial. Please follow the link below to reset	2:33 PM (33	minutes	ago)	Ŕ	l
Sent Drafts 4	ACCO Engineered Systems webs lets to sonowigworkdow mail us2 cloud exects com- to one w	2.48 PM (18 minutes ago)	¢	*	ī	
Skanska More	Dear Joseph McLaren,					l
ndrew - +	You have requested to roset your password for Oracle Fuelen Applications Innough Sell Service Postal. Please follow the link below to noset your password.					l
mavan Kallem	https://whitesent.fa.ws2.eeachectoont.com/44/ahom/UffaceauReneerPanae.gidz18501id3226666568634336eac633271d5 					l
ageer Abouta ternal job application and Referc erentry Tremble						l
: thanks Influ Jose se: Kaif and John V are in here. I	4. Reply WP Forward					l
reg Pressley or: Ok great no problem. Tom C						l
arsimha Arekatla a: ak the link is in the invite!						l
e: Hey Scattl sh Odus						l
ovin Hyatt ce if Thanks III provide to Grep						
acon Smith e: Ok calling new if that's ok?						
une traut « Geat old Griffth						
e: On a call now wrapping up S 🗸						

Step	Action
7.	Find the email from ACCO Oracle Cloud titled "Oracle Fusion Applications - Password Reset Information"
	Click the Link to navigate to the reset password screen. Oracle Fusion Applications-Password Reset Information > mexx Acco Engineered Systems Dear Joseph McLaren, You have requested to reset your password for Oracle Fusion Applications through Self Service Portal. Please follow t
	ACCO Engineered Systems «ekki-test fa sender@workflow.mail us2 cloud oracle com- to me * 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. Intos://kkki.test.fa.us2.oraclecloud.com.443/hcm/Ul/aces/Reset/Password?ase.odd=8501n922884b5885843deed35271g5 ***      Repty     Forward

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SIGN IN ORACLE APPLIC	ATIONS CLOUD
Reset Password Password Confine Password Confine Password	
Submit	
# 2 0 <b>8 = %</b>	



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





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



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