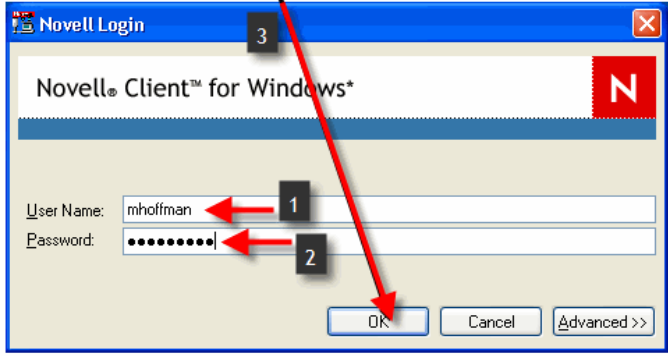
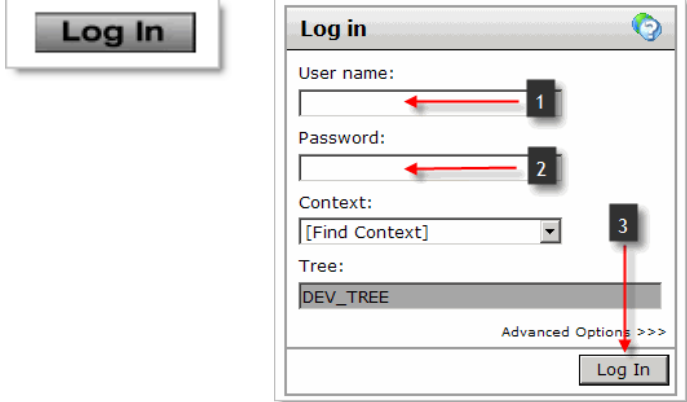

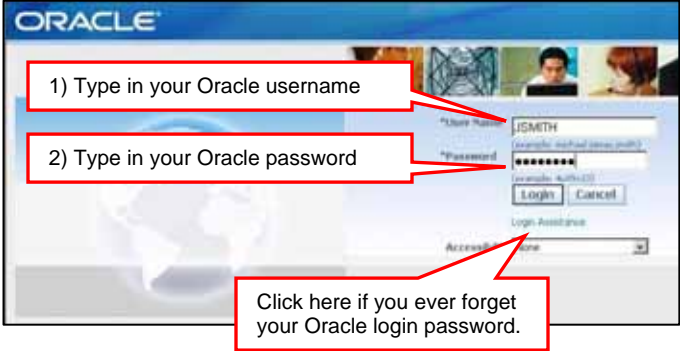



1.3.3) Oracle

There are two ways to access the Oracle system using a computer- from your office/work location and from a remote location (e.g., home, coffee shop)

Step	Looks Like
<p>1a) From a Devereux location</p> <p>i) Log in to a computer on Devereux's Network</p> <p>ii) Enter your network username and password (your Novell ID)</p>	 <p>The image shows a 'Novell Login' dialog box with fields for 'User Name' (containing 'mhoffman') and 'Password' (masked with dots). Red arrows point to the fields with numbers 1 and 2, and to the 'OK' button with number 3.</p>
OR	
<p>1b) From a Remote location</p> <p>i) Open your web browser and go to the website: http://remote.devereux.org</p> <p>ii) Click Log In, then enter your network username and password (your Novell ID) to login</p>	 <p>The image shows a web-based 'Log In' form with fields for 'User name', 'Password', and 'Context'. A 'Log In' button is at the bottom right. Red arrows point to the fields with numbers 1, 2, and 3.</p>
The remaining steps are the same	
<p>2) Click the Oracle 11i icon from your list of applications</p>	 <p>The image shows the 'Oracle EBS' icon, which consists of three overlapping colored squares (green, yellow, red) above the text 'Oracle EBS'.</p>
<p>3) Enter your Oracle Username and Password</p>	 <p>The image shows the Oracle login page with fields for 'User Name' (containing 'JSMITH') and 'Password' (masked with dots). Red boxes with arrows point to the fields with instructions: '1) Type in your Oracle username', '2) Type in your Oracle password', and 'Click here if you ever forget your Oracle login password.' pointing to the 'Login Assistance' link.</p>
<p>4) Click the Login button</p>	 <p>The image shows a simple 'Login' button.</p>

After logging in, you will be presented with the "Navigator" and a list of responsibilities. [Click here for information about each responsibility.](#)

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3.3) Using Oracle

3.3.1) What is Oracle?

Oracle is Devereux’s database system for organizing data about you:

- o your HR information (address, phone, job, benefits, performance)
 - o your Payroll information (payslip, taxes, salary)
 - o your Learning/Training information (learning necessary in your role, courses completed, hours)
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3.3.2) My “Responsibilities”

Your Oracle ID/Password is permanent and will allow you access to:

- o Online learning and all other learning/training records
- o The ability to view your payslip online
- o The ability to modify your address, phone number, and other personal information.
- o Enroll in/modify your benefits (coming in 2010).
- o Apply for an internal job opening at any Devereux nationally.

Upon login you will see a “Navigator” section with a list of available “responsibilities”. Each responsibility gives you access to certain modules of the Oracle system.

*For general login information, see the [Oracle Login](#) section of this document

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3.3.2.1) Devereux Self-Service Responsibility

Devereux Self-Service will allow you to:

- o View current and past Payslips
- o View and Print your W-2 form
- o View and request changes to your personal information
- o View and apply for an internal job opening

How to access Devereux Self-Service:

Step	Looks Like
<p>1) Log in to Oracle (see Logging into Oracle above)</p>	
<p>2) On the Navigator page select the responsibility of Devereux Self Service.</p>	

3) Select the desired feature you wish to view.



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3.3.2.2) My Learning Responsibility

The "My Learning" responsibility gives you access to Devereux's Learning Management System (LMS). A LMS is a tool designed to manage all of your learning events and learning history.

Devereux's system:

- is the launching point to Play online classes.
- tracks and reports your learning history.
- stores all of your learning information.
- tells you which classes you need to complete, and when you need to complete them.

How to access your My Learning Homepage:

You can access My Learning from ANYWHERE without having to log into Novell or Citrix first.

- Open Internet Explorer on any computer.
- Enter the address: learn.devereux.org to visit Devereux's Learning Portal
- Select "My Learning Homepage" from the My Learning Section or click "find a class" to locate or search for a particular class
- If you ARE on the Devereux network (Novell or Citrix), simply click the Learning Portal Icon > then Select "My Learning Homepage" from the My Learning Section or click "find a class" to locate or search for a particular class.



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