

Logging into Fusion

For people that do not work for Sandwell Council or Sandwell Children's Trust.

This Quick Reference Guide looks specifically at the process to follow if you are not employed by either Sandwell Council or Sandwell Children's Trust.

If you are a Council or Children's Trust employee, then please refer to alternative Quick Reference Guides.

Your Oracle Fusion username will be your work email address. If you do not have a work email address, then you will receive separate instructions advising how to access the system.

People not employed by Sandwell Council or Sandwell Children's Trust will need to connect to Oracle Fusion remotely via the internet.

As you won't be connected to Sandwell's internal network, for security purposes, before being able to access the system, you will need to confirm your identity by providing:



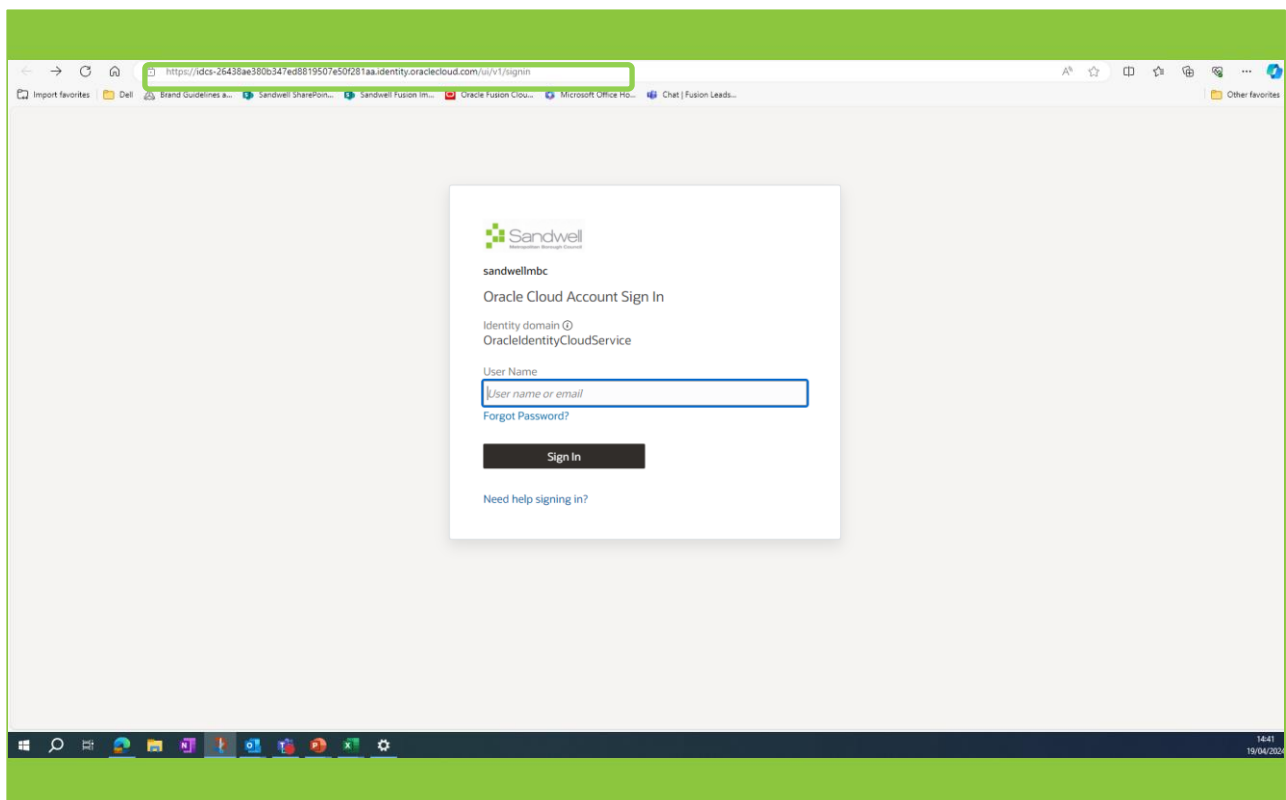
- Your username
- Your password
- An authentication code that will be submitted to your mobile device – this is known as multi-factor authentication

When you attempt to log into the system for the very first time, you will need to set up your password. You will also need to set up the facility to be able to receive your multifactor authentication code.

This will make logging into the system for the first time a little more complex, however once set up has been completed, subsequent log ins will be much more straightforward

01

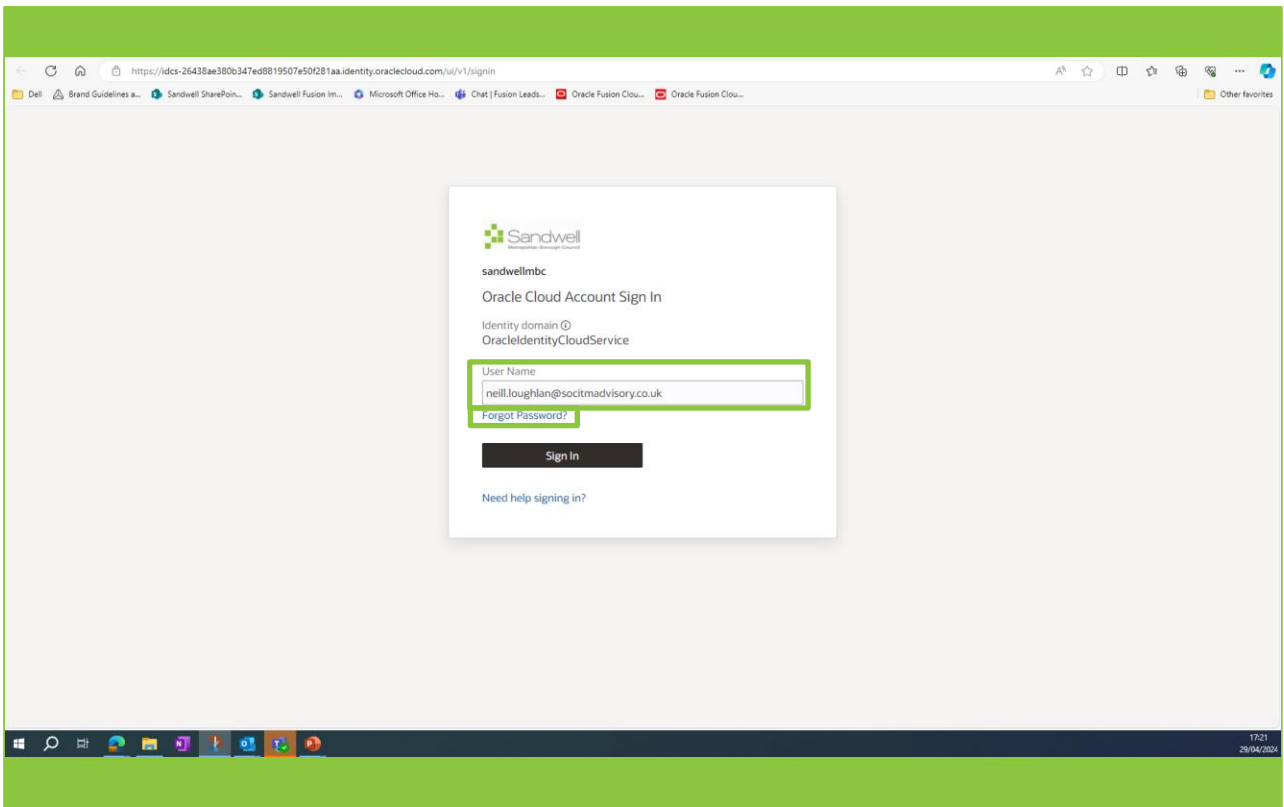
Copy the weblink that you were provided with and paste it into your web browser address bar. The Fusion log in page will appear.



02

Input your **User Name** – this will be your work email address. Because you are logging into the system for the first time, you will need to set your password.

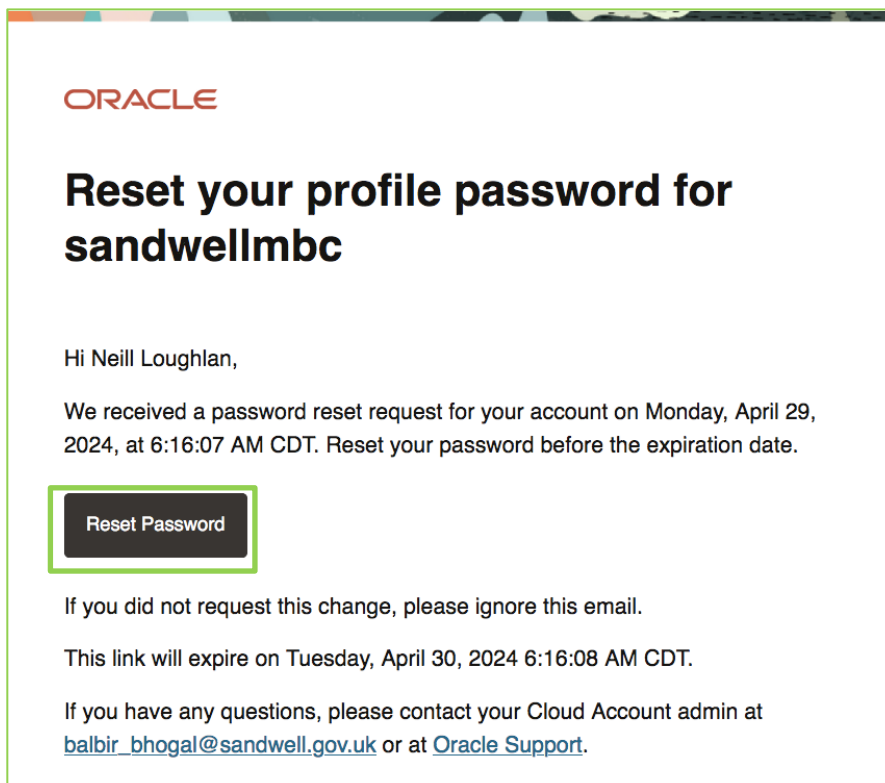
To do this, select the **Forgot Password?** Link.



03

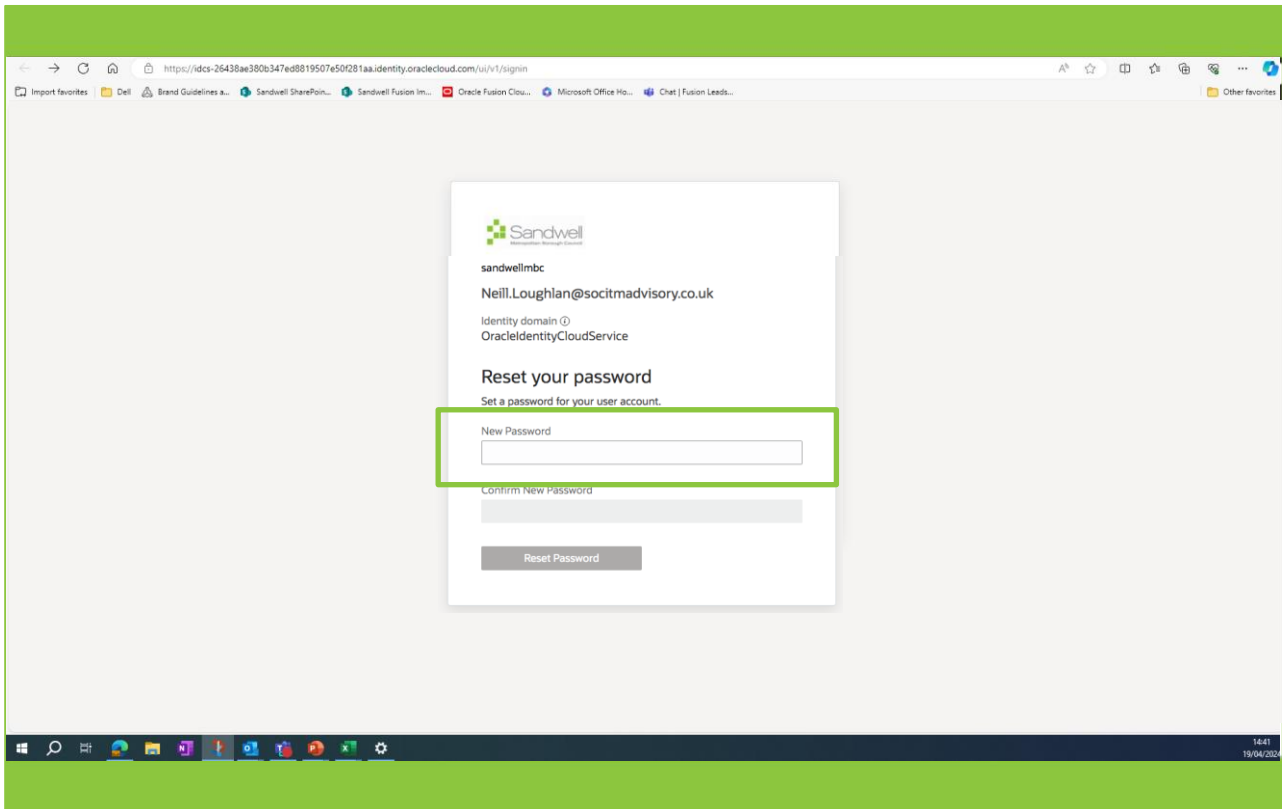
A password reset email will be sent to your work email address.

Select the **Reset Password** button in the email.



04

The Rest Password screen will now appear. Type in a memorable password.

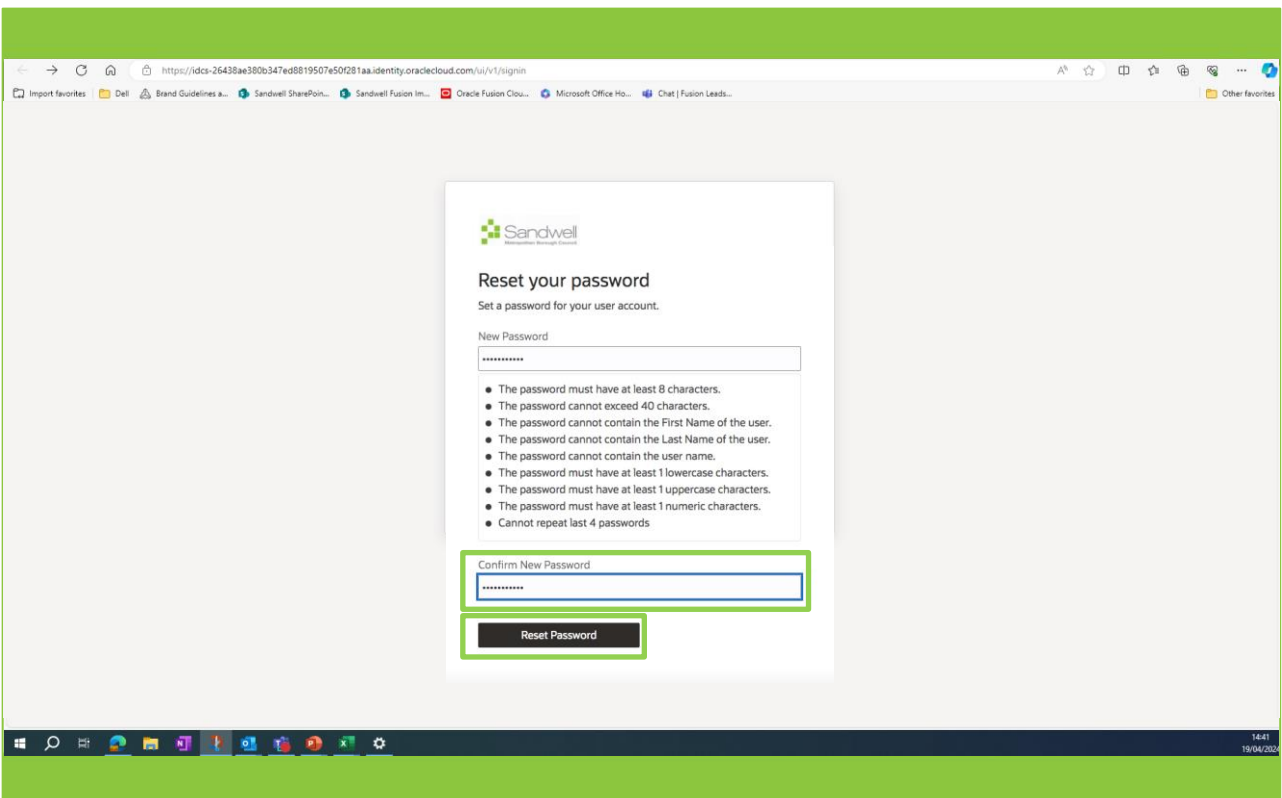


05

As you begin to type your new password, a pop-up box will display detailing the rules for passwords.

Once you have entered a password that meets the requirements, re-enter it into the **Confirm New Password** field.

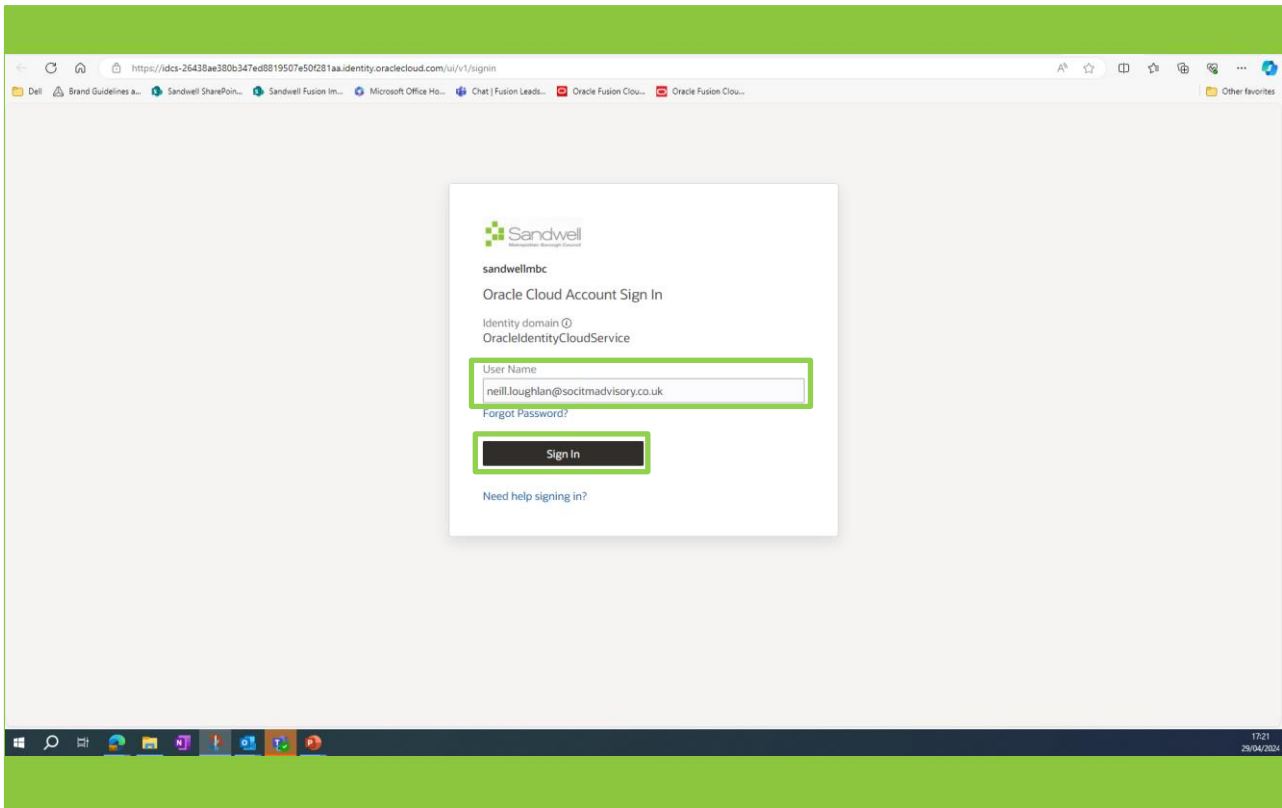
Select **Reset Password**.



06

Your password has now been reset. Return to the Oracle Fusion log in screen.

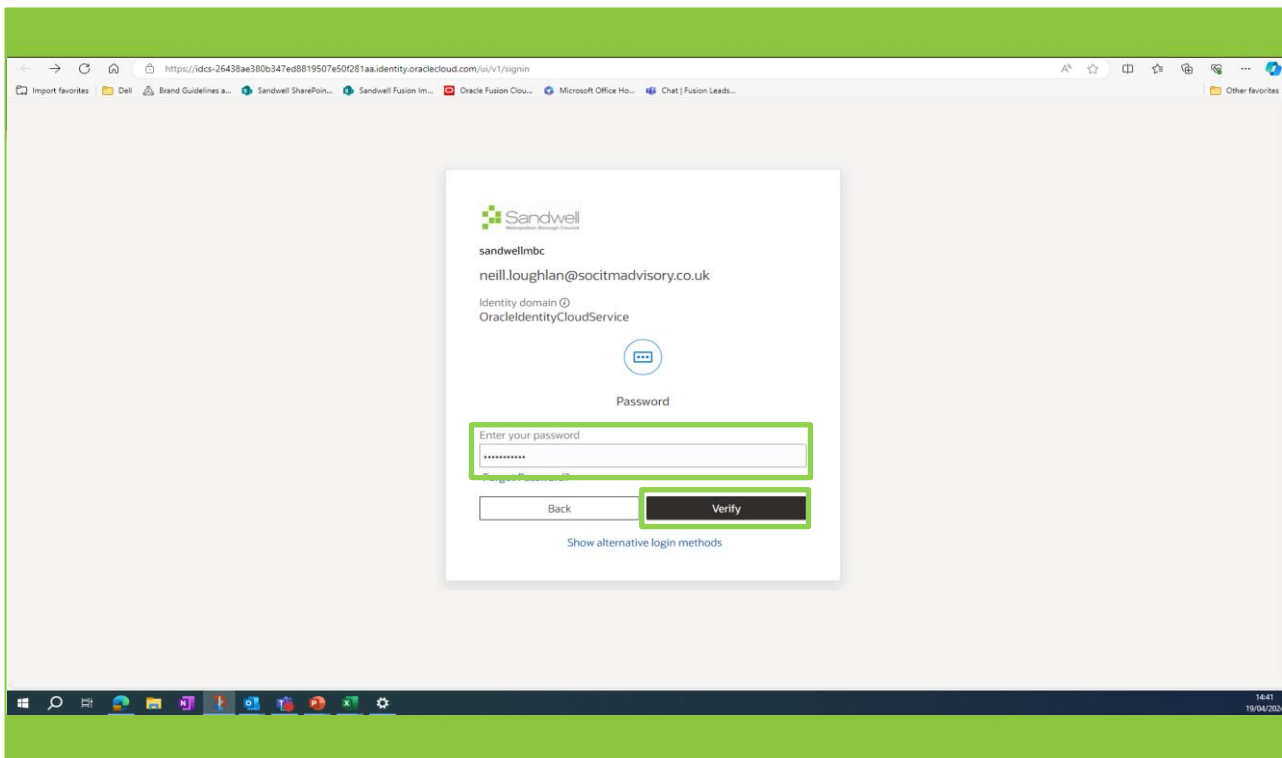
Input your **User Name** and then select the **Sign In** button.



07

The **Password** screen is now displayed. Enter your newly created password.

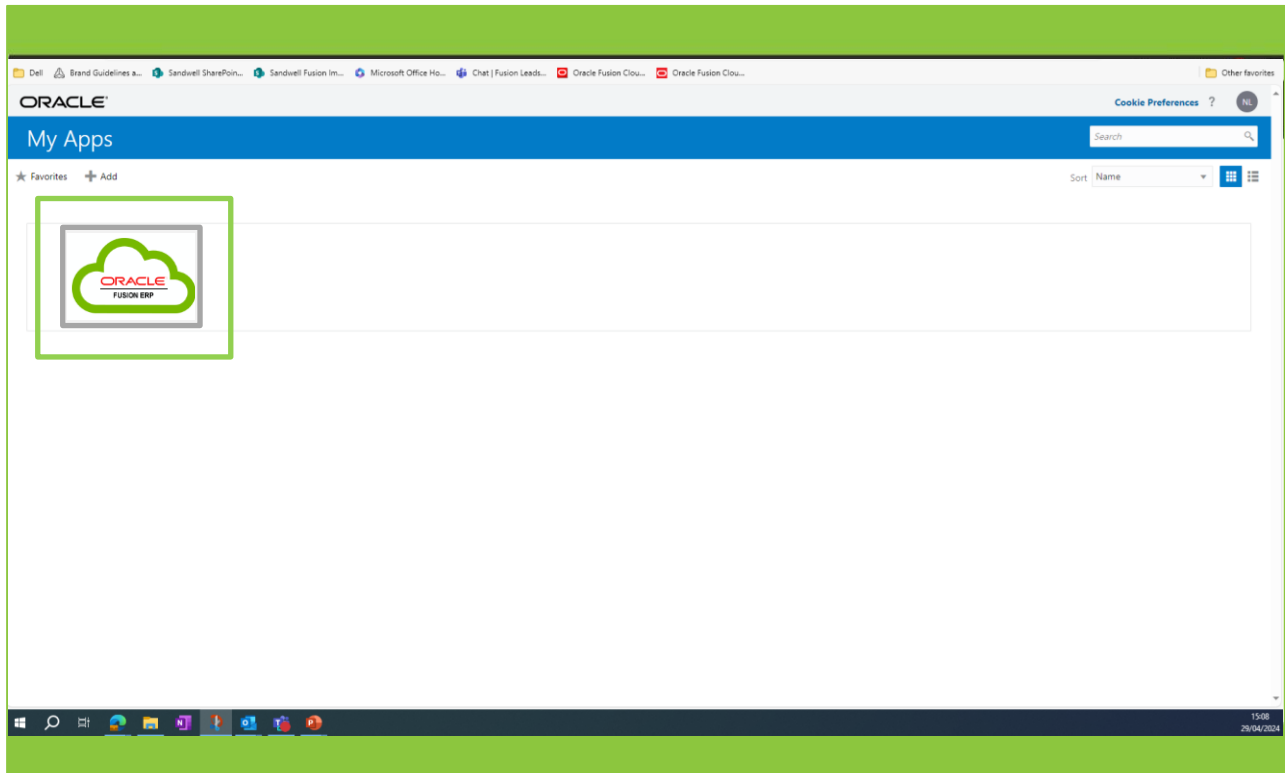
Select the **Verify** button.



08

You have now been verified, and you are logged into the Oracle network.

Select the **Oracle Fusion Icon**. Note that in the live system, the Oracle Fusion icon may look different to the example provided here.

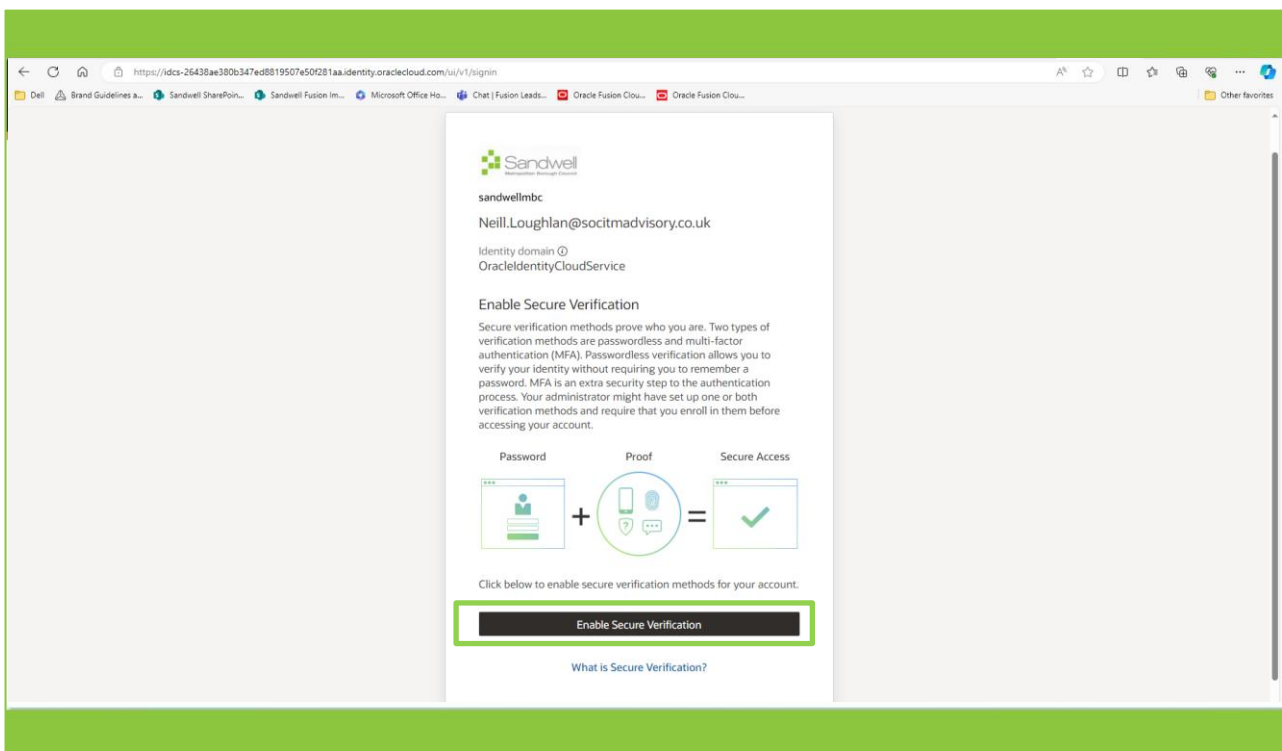


09

The **Enable Secure Verification** screen will be displayed.

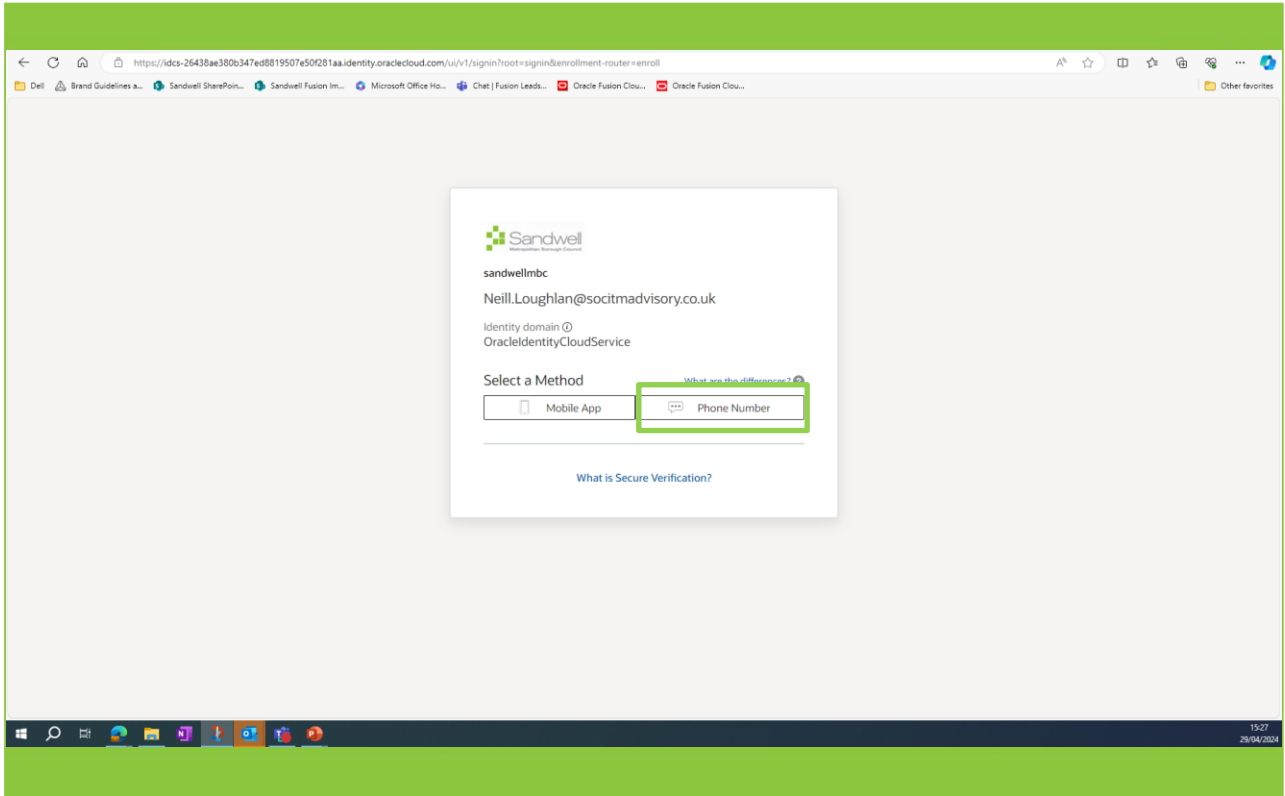
Although you have accessed the Oracle network, you must complete multifactor authentication before being able to access your Sandwell Oracle Fusion account. At your first time logging in, you will need to complete the set-up process so that you can receive authentication codes.

Select the **Enable Secure Verification** button.



10

Choose the method that you would like to utilise for secure verification. In this example the user selects **Phone Number**.

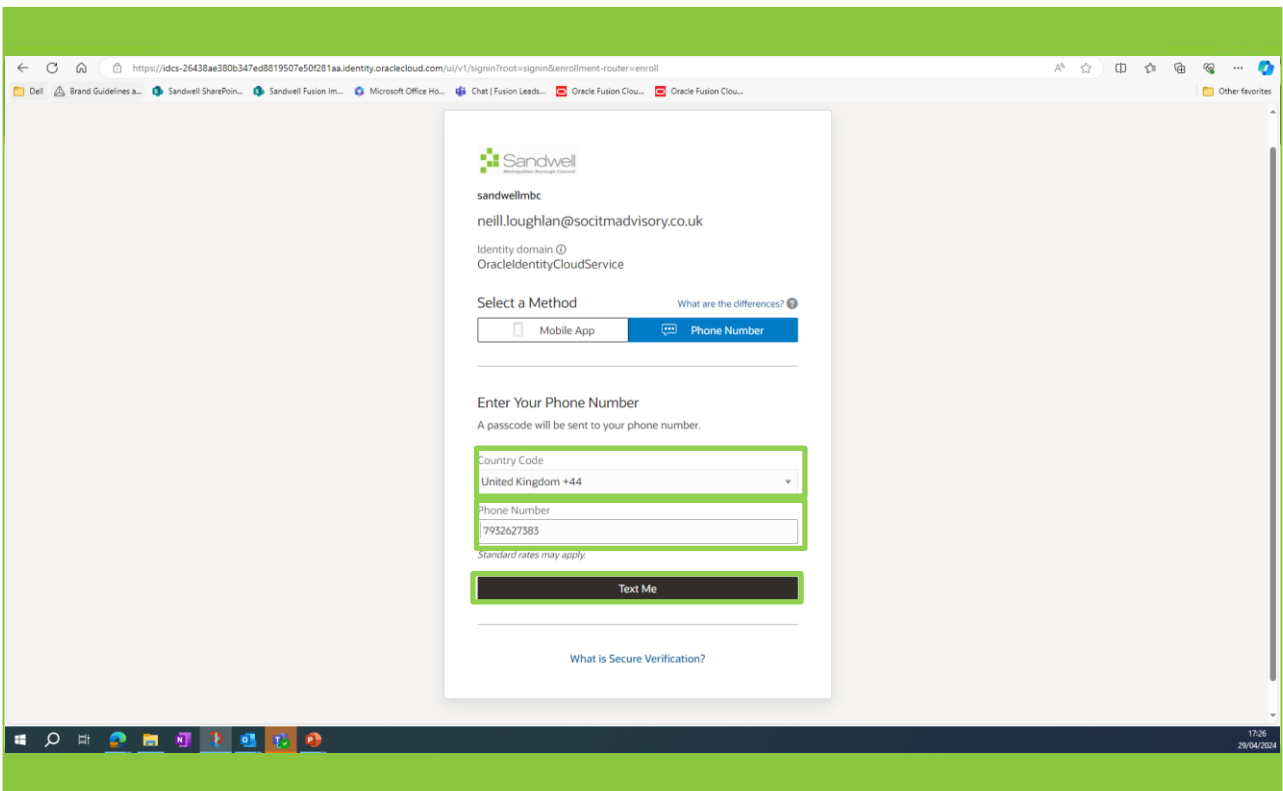


11

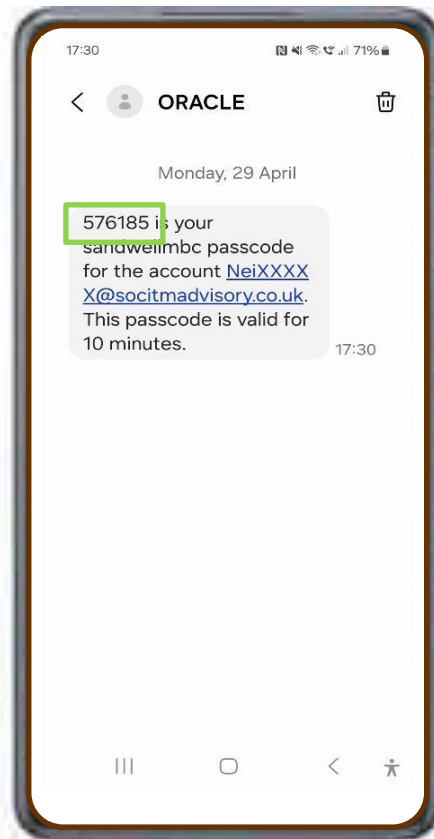
Additional fields are displayed. Select your **Country Code** from the drop-down options list.

Enter the **Telephone Number** that you wish to use to receive verifications codes. Note you may need to exclude the zero from the beginning of your telephone number.

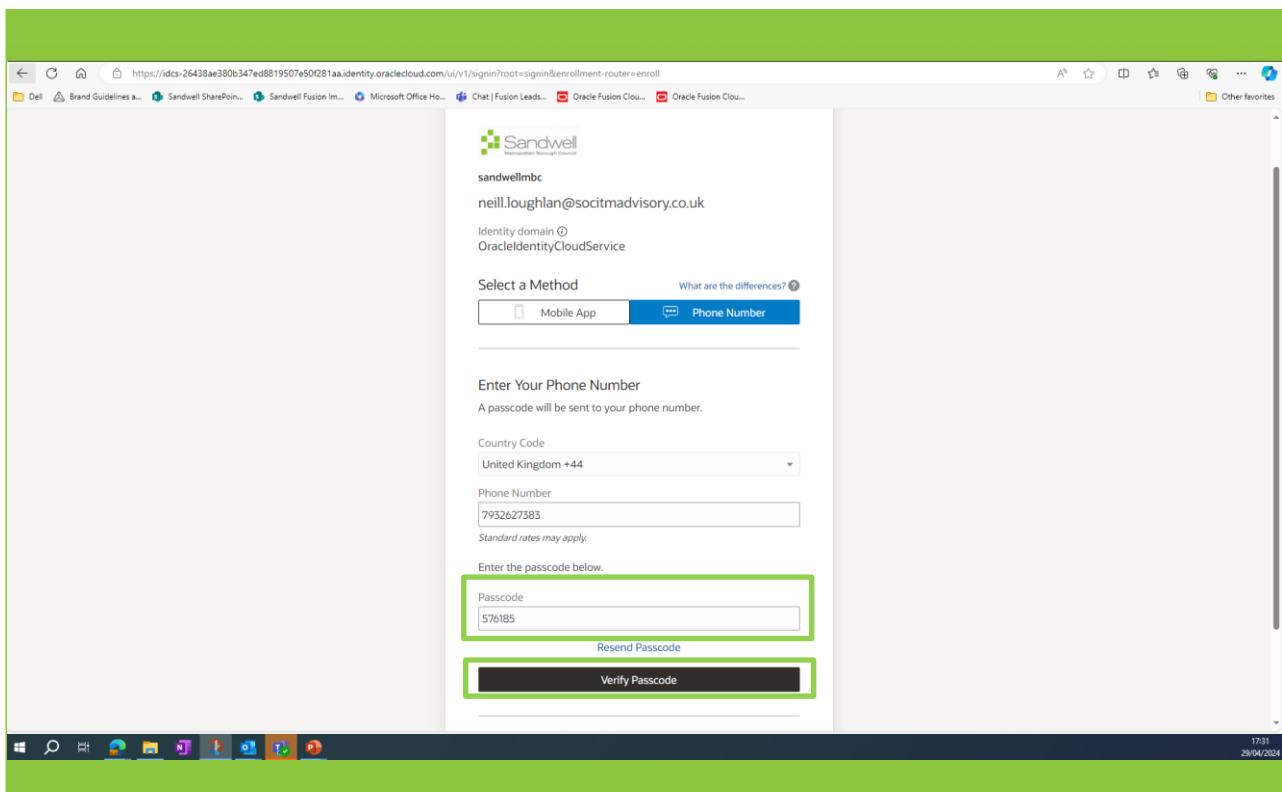
Select the **Text Me** button.



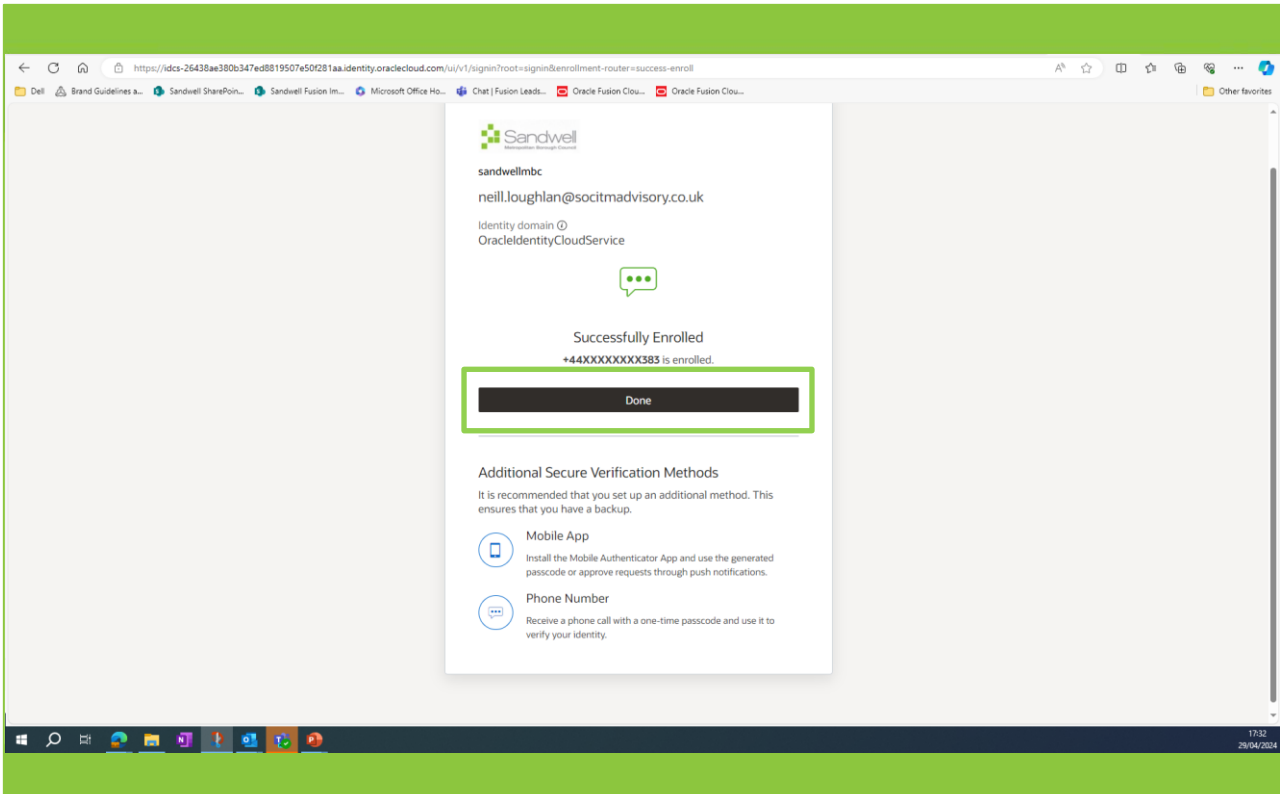
A six-digit verification passcode will be sent to your mobile telephone.



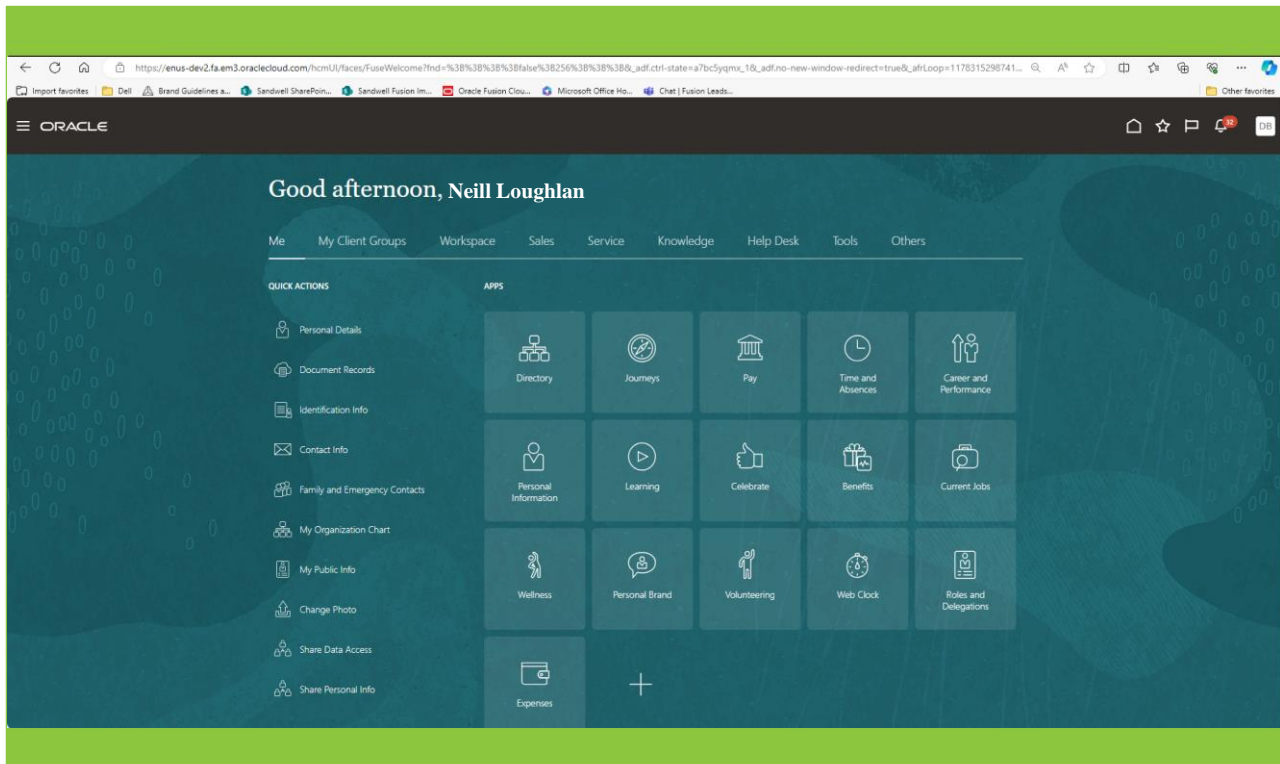
Enter the six-digit Passcode. Select the Verify Passcode button.



You will see a message confirming that your mobile telephone has been successfully enrolled for multifactor authentication. Select the Done button.



The first time log in process is now complete. You have created your password. You have enabled multifactor authentication, and you can now see your Oracle Fusion homepage.

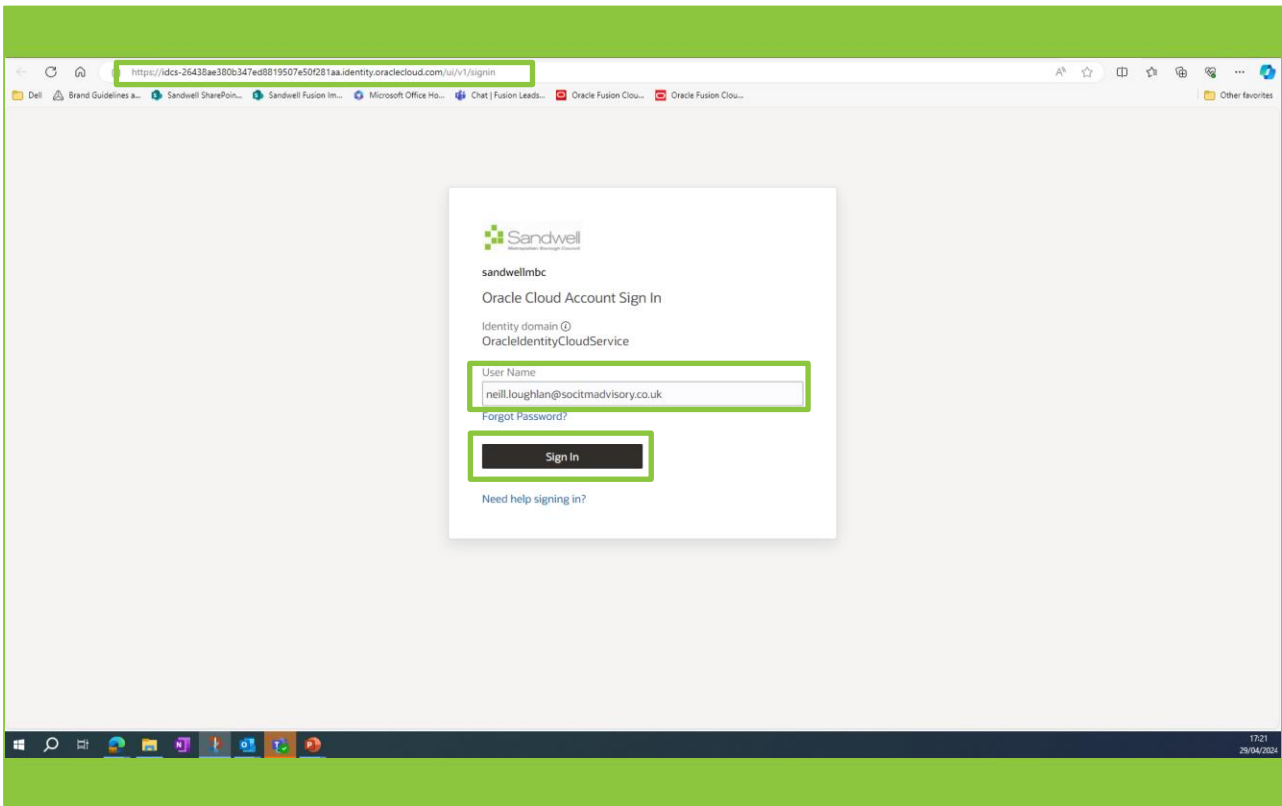


After logging in for the first time, subsequent log ins will be more straightforward. Details of how to carry out future log ins are detailed in the following steps.

Logging into Fusion after first time log in.

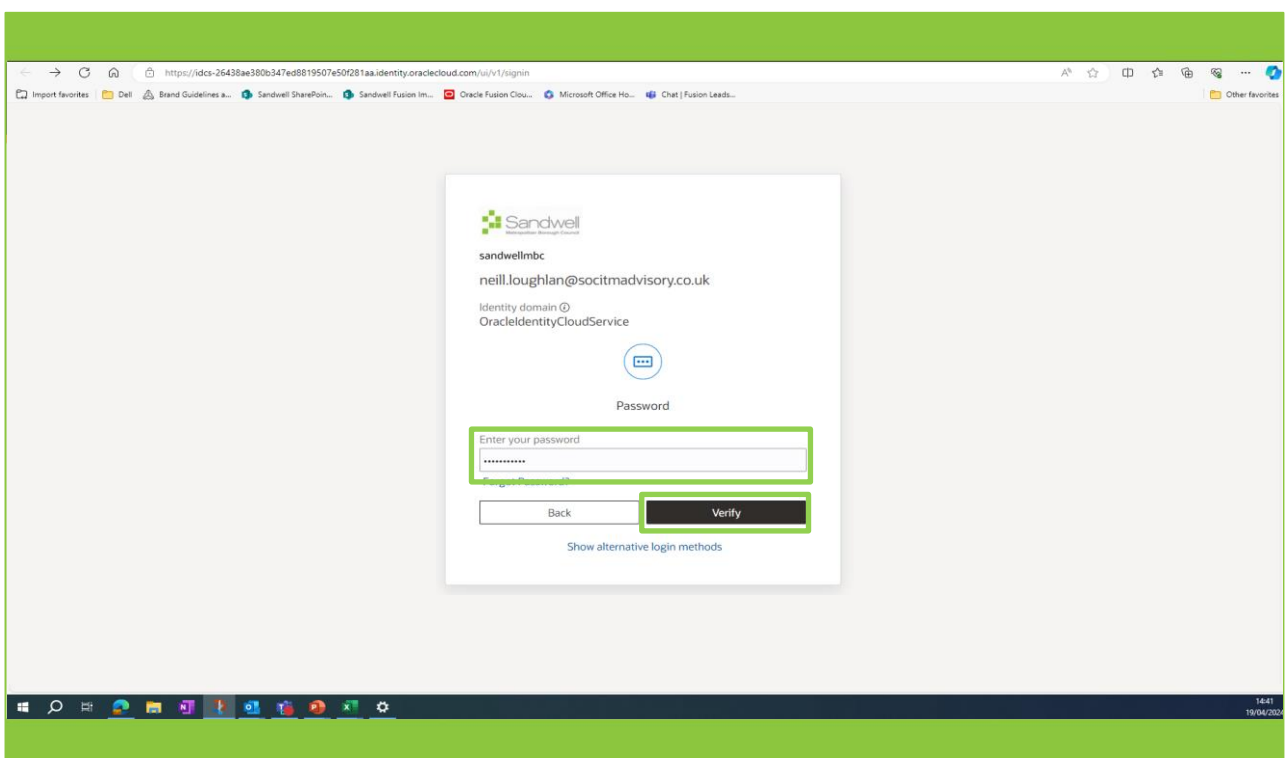
01

Copy the provided weblink and paste it into your web browser address bar. The sign in page will be displayed.
Input your **User Name** and select the **Sign In** button.



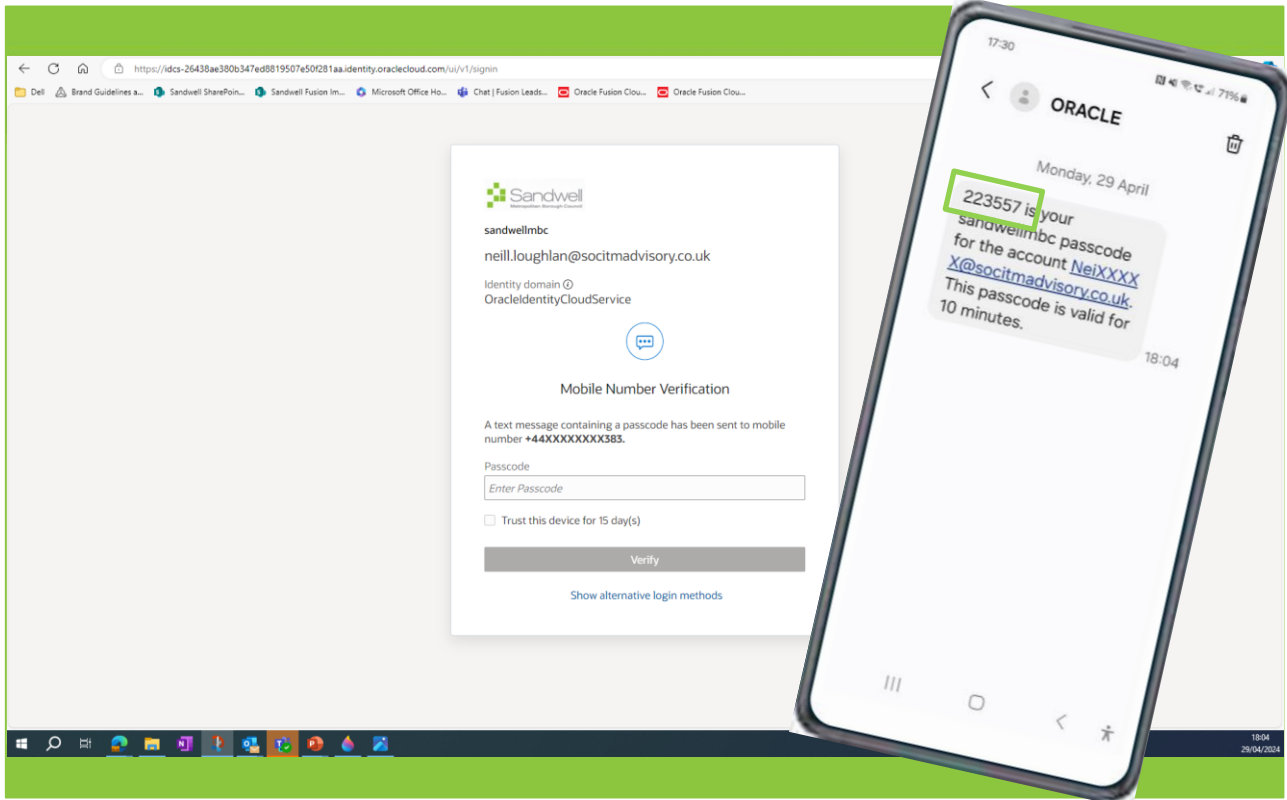
02

The password screen is displayed. Enter the **Password** that you previously created and select the **Verify** button.



03

The secure verification screen will be displayed, and a six-digit passcode will be sent to your mobile telephone.



04

Enter the six-digit passcode into the **Passcode** field. Select the **Verify** button.

