#### **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.

	Users that do not work for either 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:
	<ul> <li>Your username – this will be emailed to you</li> <li>Your password - you will create this using the process described within Part 1 of this guide</li> <li>An authentication code that will be submitted to your mobile device – this is known as multi-factor authentication</li> </ul>
(i)	An email will be forwarded to your email address that contains your Oracle Fusion username and the process to activate your account.
	Note – the account activation email is only valid for 24 hours from the time of the email being issued. To activate your account after the 24-hour period has expired, please go to <b>Part 2</b> of this guide.
	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. The process for subsequent log ins is described in <b>Part 3</b> of this guide.
	been completed, subsequent log ins will be much more straightforward. The process for subsequent log

## Part 1 - Logging into Fusion for the first time.



You will receive an email that contains your Oracle Fusion username.



**Note** – the account must be activated within 24 hours of the email being issued. Instructions for how to proceed if the 24-hour period has expired are contained in **Part 2** of this guide.

Sandwell Metropolitan Borough Council
Activate your profile in account - sandwellmbc
Hi Neill Loughlan, You have been granted access to Cloud Console or an Identity Domain. Activate your ac- count before the expiration date. Cloud Account / Tenancy: sandwellmbc Username: <u>neill_loughlan@email.com</u> Activate Your Account
This link will expire on Wednesday, October 9, 2024 2:54:07 PM BST. If you have any questions, please contact your Cloud Account admin at <u>fusion_login@sandwell.gov.uk</u> or at <u>Oracle Support</u> .

03 A web browser will open, and the **Reset your password** window will be displayed.

Enter a memorable password into the **New Password** field.

← → C A  https://dcs-26438ae380b347ed8819507e501281aa.identity.oracledoud.com/ui/v1/signin	A & D & G & W & 🗘
💭 Import favorites 👝 Dell 💩 Band Guidelines a. 🌘 Sandvell SharePoin 🚯 Sandvell Fusion Im 🖸 Oracle Fusion Clour 🏠 Microsoft Office Ho	Context favorites
Sandweilinke   sandweilinke   neilil.Joughlan@email.com   Wentity domain @   OracleidentityCloudService   Reset your password   Set a password for your user account.   New Password	
# A # 🙍 🖩 🗃 🚹 🍓 👔 🔌 🚈 🖕	14:41 19/04/2024

Page 2

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.

C Q C https://idcs-26438ae380b347ed8819507e507281aa.identity.oraclecloud.com/ul/v1/signin	A* \$	ф	1 1	··· @	0
💭 Import favorites 📒 Del 💩 Brand Guidelines a. 🚯 Sandwell SharePoin. 🚯 Sandwell Fusion Im 🖸 Oracle Fusion Clou 🚯 Microsoft Office Ho 📫 Chat   Fusion Leads				C Other fa	worites
Constraint of provide the service of the servi					
					14:41 /04/2024

05

A box will be displayed confirming that your password has been reset.

Select the **Continue to Sign In** button.

8	Sandwell Meropolitan Boreugh Council
sand	vellmbc
neil	l.loughlan@email.com
	ty domain ③ eldentityCloudService
Con	gratulations!
Your passv	bassword has been reset. Please login using your new vord.
	Continue to Sign in

Your password has now been reset. You will now see the Oracle Fusion log in screen.

Input your User Name (see step 1 in this guide) and then select the Sign In button.

< 🖸 🙆 https://docs-26438ae3806347ed8819507e500281aaidentay.oraclecloud.com/ul/v/Jugnin	A* 🟠	Ф	ζ1	¢ @	a	0
😑 Del 💩 Brand Guidelines a. 🏟 Sandwell Shareholm. 🌘 Sandwell Fusion Im. 🌍 Microsoft Office Ha. 🤹 Chit   Fusion Leads. 🧧 Criscle Fusion Clou				l e	Other fa	orites
index     index						7-21
# A H 💁 🖿 🛛 🖸 🖉 🧕					29/	04/2024

07

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

Select the Verify button.

<ul> <li>C</li> <li>C</li> <li>https://idcs-26438ae380b347ed8819507e50f281aaidentity.oraclecloud.com/ui/v1/hignin</li> <li>Import favorites</li> <li>Dell 💩 Band Guidelines a. </li> <li>Sandwell SterePoin.</li> <li>Sandwell Fusion Inc</li> <li>Concel Fusion Cou</li> <li>Microsoft Office Ho</li> <li>Chat   Fusion Leads</li> </ul>	사 ☆ ロ ☆ @ % … 🔇
sandwellnik sandwellnik neill.loughlan@email.com lidentity.domain@ OracleidentityCloudService Password	
# 2 世 2 世 2 世 2 世 2 世 2 世 2 世 2 世 2 世 2	1441 19/04/202

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.

← C A C https://idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui,		
Del 🔬 Brad Guidelines Standwell SharePoin Standwell Fusion Im Microsoft Office Ho	<page-header><image/><image/><section-header><section-header><complex-block><section-header></section-header></complex-block></section-header></section-header></page-header>	

Select the Enable Secure Verification button.

09

Choose the method that you would like to utilise for secure verification. On screen instructions are provided for whichever method is selected.

In this example the user selects **Phone Number**.

← C A A https://idci-26438ae380b347ed9819507e50f281aaidentity.oraclecloud.com/ui/v1/signin?root=signinRenrollment-router=erroll	ለ ል) ወ ል @ % … 🔇
Pet 🍐 Insed Guidelines .< Sandwell Shawkin.	Deter facerites

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

Select the **Text Me** button.

C 🗘 https://dcs-26438as30b347ed8819507e50f281as.identity.oraclecloud.com/U/v1/signin?root-signin&enrollment-router=enroll	A <sup>®</sup> ☆	Φ	£1 (	¢۵ %		0
🛅 Dett 💩 Brand Guidelines a. 🌘 Sandwell SharePoin. 🕼 Sandwell Fusion Im. 🖏 Microsoft Office Ho. 🤹 Chat   Fusion Leadu 🖻 Oracle Fusion Clou					Other favo	orites
Image: Control of the sector of t					1	7.26
<u>=                                    </u>						4/2024
						_

11

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

17:30	6	N ¥ € \$ .   71	%
< 🔹 o	RACLE		団
M	onday, 29 Ap	ril	
576185 i sandweim	your 1bc passcod	e	
for the acc neill.loughla	count an@xxxx.com		
This passo 10 minute	code is valid s.	for 17:3	0
111	$\cap$	<	$\dot{\pi}$

← C ŵ ☆ https://idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/u		4 4 4	_
🗈 Del 💩 Brand Guldelines s 🕒 Sandwell SharePoin 🗭 Sandwell Fucion Im 🕼 Microsoft Office Ho	Coste Fusion Lease. Coste Fusion Close. Coste Fusion Clos		
🖷 〇 🗏 😰 🚺 🚹 🚮 👔			17:31 29/04/2024

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

← C 🙃 https://idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui/v1/signin?root=signin&enrollment-router=success	-enroll A* ☆ @ @ @ @ 💋
🛅 Dell 💩 Brand Guidelines a 🚯 Sandwell SharePoin 🚯 Sandwell Fusion Im 🔕 Microsoft Office Ho 🎼 Chat J Fusion Leads 💽 Oracle Fusion Clou 📼	
Image: Second and Control of the second o	rolled serrolled. Methods diffional method. This appand use the generated suph push notifications.
■ 2 日 2 日 2 日 2 日 2 日 2 日 2 日 2 日 2 日 2	1732 2#04/2024

← → C C idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui/v1/myconsole		☆	Ď I з	Ł 😩	:
Sandwell Metropolitan Borough Council			?	SK	
My Apps	Search			Q	
★ Favorites + Add	ort Name		•		=
Fusion-Prod					

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

							습 숲 묜 🐢 📠
	Good afternoon, Ne	ill Loughl	an				Contraction of the
0 0 0 0 0 0 0 0 <sup>0</sup> 0 0	Me My Client Groups Worksp		Service Knowle	dge Help Desk			0 0 0 0 0
	QUICK ACTIONS	APPS					
	Personal Details	660	Ø	Â	9	ÛĈ	
	Identification Info		Journeys		Time and Absences	Career and Performance	
	Contact Info	Personal	(Þ) Learning	Celebrate	Benefits	Current Jobs	
0 <sup>0<sup>0</sup> 0 0 0 0</sup>	器 My Organization Chart			رور	*	ē	000
	道 My Public Info 값 Change Photo	Wellness	Aersonal Brand	Volunteering	() Web Clock	Roles and Delegations	
	බුද්ධ Share Data Access බුද්ධ Share Personal Info	Expenses	+				
	4 day Assigned to Me III	rs ago X	4 days ago PM	× 7 days ago ACTION REQUIRED		rek ago	

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 **Part 3** of this guide.

# Part 2 – First time log in, but my account activation email has expired

01

Your Oracle Fusion account activation email is valid for 24 hours. If you have not activated your account before the email expires, then you will need to access Oracle Fusion via the weblink below:

https://idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui/v1/myconsole

The weblink will also be available in your Oracle Fusion go-live communications.

Paste the weblink into your web browser address bar.

	_
	-
🞦 Del 💩 Brand Guidelines an 🍈 Sandwell ShamPoint 🍈 Sandwell Fusion Im 🍈 Microsoft Office Ho 🐗 Chet Fusion Leads 🖸 Oracle Fusion Cloud 🧿 Oracle Fusion Cloud 🧿 Oracle Fusion Cloud	- 🥥
	favorites
Sandweihne         Gracle Cloud Account Sign In         Menthy Joonsin @         OracleidenthyCloudService         Uar Hame         (Liser name or email)         Forges Password?         Sign In         Need help signing in?	

02

The Oracle Fusion sign in screen is displayed. Enter your username as specified in your activation email in the **User Name** field.

Next, select the Forgot Password link.

🈩 🕐 🗈 🕼 Apps   Microsoft 365 x   🚯 ORG-2022 Fusion implementatio: x   🖢 Demo of user name access-2024: x 💿 Cloud Sign In 🛛 x +					- 0	э×
C A b http://dcs-26438ae380b347ed8819507e501281aaidenthy.oraclecloud.com/ui/v1/signin	A® 🏠	Ф	£1	Ē	<b>~</b>	📀
🛅 Deil 💩 Brand Guidelines an. 🏟 Sandwell SharePoint. 🦚 Sandwell Fusion Im. 🖏 Koncosth Office Ho. 😻 Chat   Fusion Leads. 🧧 Oracle Fusion Cloud. 💿 Oracle Fusion Cloud.					🛅 Othe	er favorites
sandwellmbc sandwellmbc Oracle Cloud Account Sign In Meentity domain @ OracleidentityCloudService Meentine [reget Password/ Sign in Need help signing in?						

C Q A Theps://doi.org/10.1000/000000000000000000000000000000	A* 🟠	¢ 1	) @	ka 🙆
🔁 Dell 💩 Band Guidelines a. 🚯 Sandwell Shareboin. 🚯 Sandwell Fusion Inn 🚯 Microsoft Office Ho 🙀 Chat   Fusion Lesdie 😨 Oracle Fusion Clour 😇 Oracle Fusion Clour				Dther favorites
image: image				1721
■ 久 ※ 🧟 📠 刮 🚹 💁 😰 🧕				17:21 29/04/2024



You will see that a password reset email has been forwarded to your personal email address.

← → C Q D https://idcs-26438ae380b347ed8819507e50		A & D & B & 🤇
	Participation (Constraint) <ul> <li></li></ul>	A 🟠 🕮 <table-cell></table-cell>
# D # 🙇 🖬 🗿 🚹 🍓 🃺 👰 3	• •	1841 19042

06

	Sandwell Metropolitan Borough Council
	Reset your profile password for sandwellmbc
	Hi neill.loughlan,
1	We received a password reset request for your account on Wednesday, October 9, 2024, at 9:38:52 AM BST. Reset your password before the expiration date.
	Reset Password
	If you did not request this change, please ignore this email.
	This link will expire on Thursday, October 10, 2024 9:38:53 AM BST.
	If you have any questions, please contact your Cloud Account admin at <u>fusion_login@sandwell.gov.uk</u> or at <u>Oracle Support</u> .

A web browser window opens, and the Reset Your Password box appears.

From this point, follow steps 3 to 15 in part one of this guide to log into Oracle Fusion for the first time..

← → C A A https://dci-26438ae380b347ed8819507e507281aa.identity.oraclecloud.com/ui/1/iignin	A.		ф,	6 G	6		0
💭 Import ferorites 👘 Del 💩 Band Guidelines a. 🚯 Sandwell ShareFoin. 🚯 Sandwell Fusion Im. 🖸 Oracle Fusion Cou 🔕 Microsoft Office Ho 😻 Chat   Fusion Leads		ŵ			10	Other fr	avorites
Sendered   and well mice   micel well mice   micel well micel   Were they domain @   Oracle of the your user account.   New Password   Confirm New Password							
🖷 🔎 🗷 🙍 🔚 🖉 🚹 💁 🧃 🔶 🗷 🌞						19	14:41 9/04/2024

## Part 3 - Logging into Fusion after first time log in.

01

In your Oracle Fusion go-live communications, you will have received the below weblink that will take you to the Oracle Fusion sign in page. https://idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui/v1/myconsole

The weblink will also be available via the Oracle Fusion intranet page.

Copy the weblink and paste it into your web browser address bar. The sign in page will be displayed. You may wish to save this page as a favourite – this will make access easier in the future.

Enter your username in the User Name field and select the Sign In button.

O O Apps   Microsoft 355 x      O R6G - 2022 Fusion implemental: x      O Deno of user name access-2024 : x      O Cloud Sign In x +				
O     O	A® &	0 0		o × a 👩
🛅 Del 💩 Brand Guidelines an. 🕼 Sandwell SharePoint. 🚯 Sandwell Fusion Im. 🔹 Microsoft Office Ho 🤑 Chat   Fusion Leads. 😇 Oracle Fusion Cloud. 🧟 Oracle Fusion Cloud. 🕲 Oracle Fusion Cloud.			100	Other favorites
sandwellmbe   Gracle Cloud Account Sign In   Mentity domain @   OracleIdentityCloudService   Inell.loughlan@email.com   Forgot Password?   Sign In   Ned help signing In?				



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

🔄 🔶 🔿 🕐 🏠 🛅 https://idcs-26438e8300547ed88199507650281aa.identity.oraclecloud.com/ui/v1/signin 🔁 Import servints: 🛅 Dell 💩 Band Guidelines a. 🌒 Sandwell SharePoin. 🌘 Sandwell Fusion Im. 😨 Oracle Fusion Cou. 🔹 Microsoft Office Ho 📦 Entel   Fusion Leads	A 🏠 🖽 🎓 🖓 … 🔇
initial ini	84
🖷 🔎 田 😰 🖿 🗐 🧜 💁 🍓 🙆 🛤 💠	19/04/202

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.

← C Q https://dcs-26438ae380b347ed8819507e50281aa.identity.oraclec		17:30 C C ORACLE
	Sector   Sector   Sector   Belloughalemanil.com   Control   Control </th <th>Monday, 29 April 576185 if Your Sandweimbe passeode for the account <u>neill, loudhlan</u> This passeode is valid for 10 minutes. 17:30</th>	Monday, 29 April 576185 if Your Sandweimbe passeode for the account <u>neill, loudhlan</u> This passeode is valid for 10 minutes. 17:30
# A # <u>0 = 1 1 1 4 4 7 0 6 Z</u>		111 O < *

← → C 😋 idcs-26438ae380b347ed8819507e50f281aa.identity.oraclecloud.com/ui/v1/myconsole		☆	Ď	₽	:
Sandwell Metropolitan Borough Council				?	sκ
My Apps	Search				्
★ Favorites	Name		•		:=
* Fusion-Prod					

### 06

Your Oracle Fusion homepage is now displayed.

ACLE		·11 Y _1_1					
	Good afternoon, Neill Loughlan						
	Me My Client Groups Work						
	QUICK ACTIONS A995						
	Personal Details		Ø	氭	G	îĉ	
	Document Records	Directory	Journeys	Pay	Time and Absences	Career and Performance	
	ldentification Info				Absences	Performance	
		ළු	$\triangleright$	ப்	Ĩ	þ	
	子 Family and Emergency Contacts	Personal Information			Benefits		
	6 My Organization Chart						
	My Public Info	Wellness	Bersonal Brand	Volunteering	Web Clock	Roles and	
	🔬 Change Photo	weiness	Pesonai branc	volunteering	Web Clock	Delegations	
	ය. බුර්ධ Share Data Access	ē					
	යියියි Share Personal Info	Expenses	+				
		i days ago 🛛 🗙 M	4 days ago PM	× 7 days ago		reek ago	

That brings this quick reference guide to an end.