Logging into Fusion
For people who do not use an SMBC, SCT or school work email address to access the system.

Sandwell Metropolitan Borough Council

This Quick Reference Guide looks specifically at the process to follow if you do not have an SMBC, SCT or school work email address or if you are not using your work email address as your username to access Fusion.

If you are using a work email address as your username to access the system, then please refer to alternative Quick Reference Guides.

People not using their work email address as their Fusion username 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 – this will be emailed to you
- Your password - you will create this using the process described within **Part 1** of this guide
- An authentication code that will be submitted to your mobile device – this is known as multi-factor authentication

If you are not using a work email address to access Oracle Fusion, an email will be forwarded to your personal email address that contains your Oracle Fusion username and the process to activate your account.

Note – the account activation 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 **Part 2** of this guide.
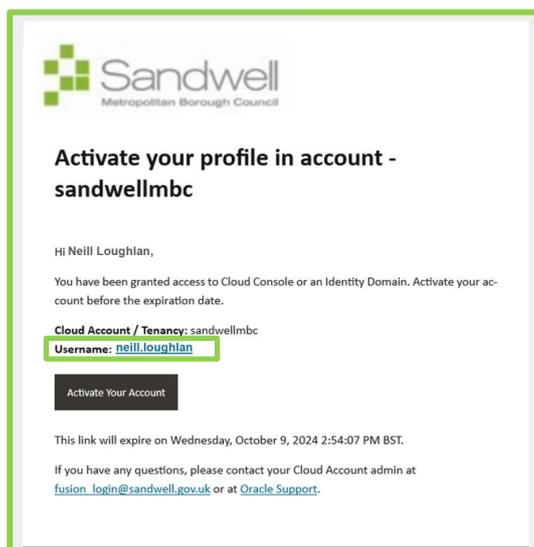
When you attempt to log into the system for the very first time, you will need to set up your password. You will also need to set up the facility to be able to receive your multifactor authentication code.

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 **Part 3** of this guide.

Part 1 - Logging into Fusion for the first time.

01   If you are not using a work email address as your username to access Oracle Fusion, an email will be forwarded to your personal email address that contains your Oracle Fusion username.


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: neill.loughlan

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 fusion_login@sandwell.gov.uk or at Oracle Support.

02

To set up your Oracle Fusion account, select the **Activate Your Account** button within the email.

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 3** of this guide.

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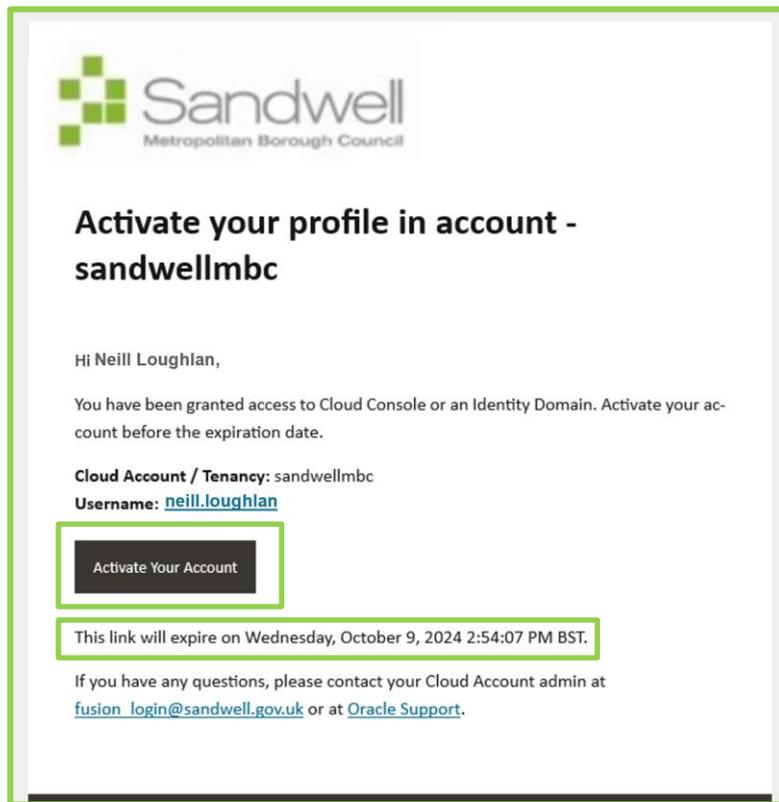
A web browser will open, and the **Reset your password** window will be displayed.

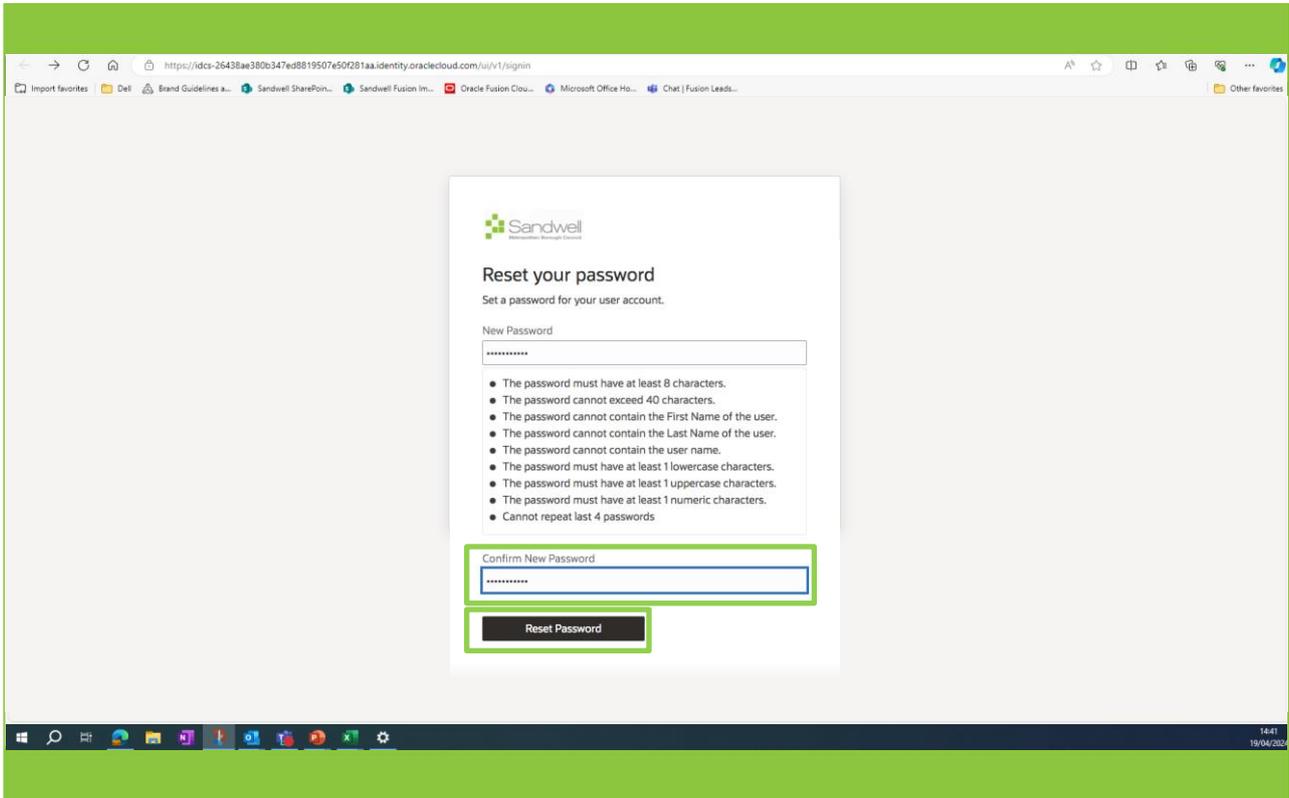Enter a memorable password into the **New Password** field.
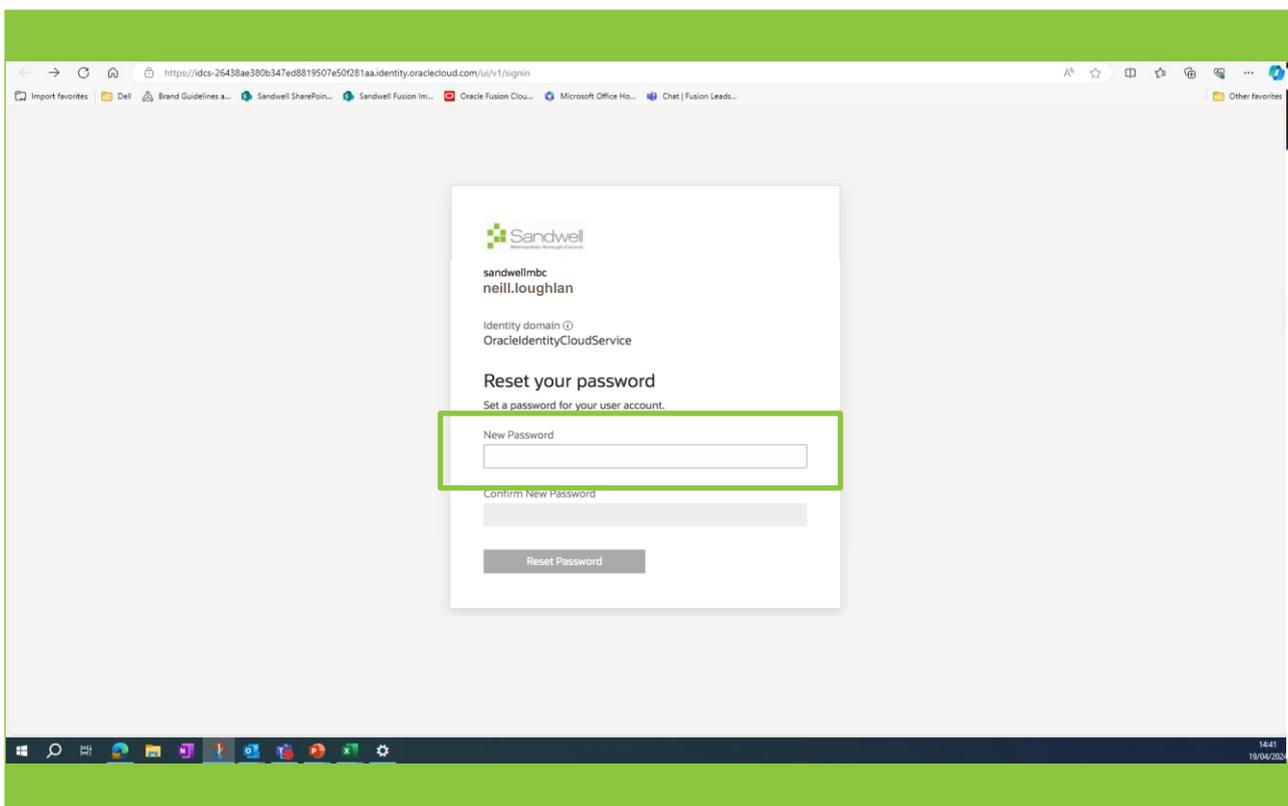
04

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**.

05

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

Select the **Continue to Sign In** button.
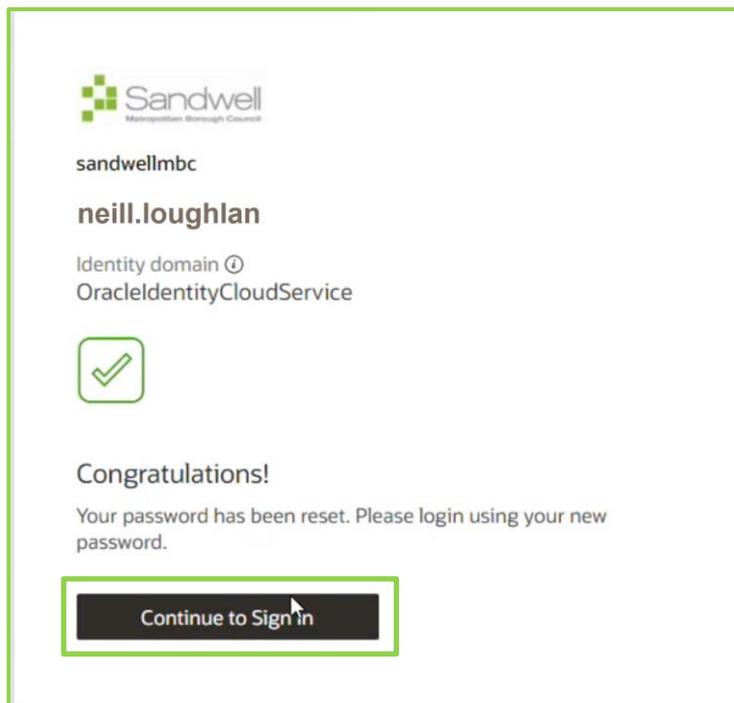
06

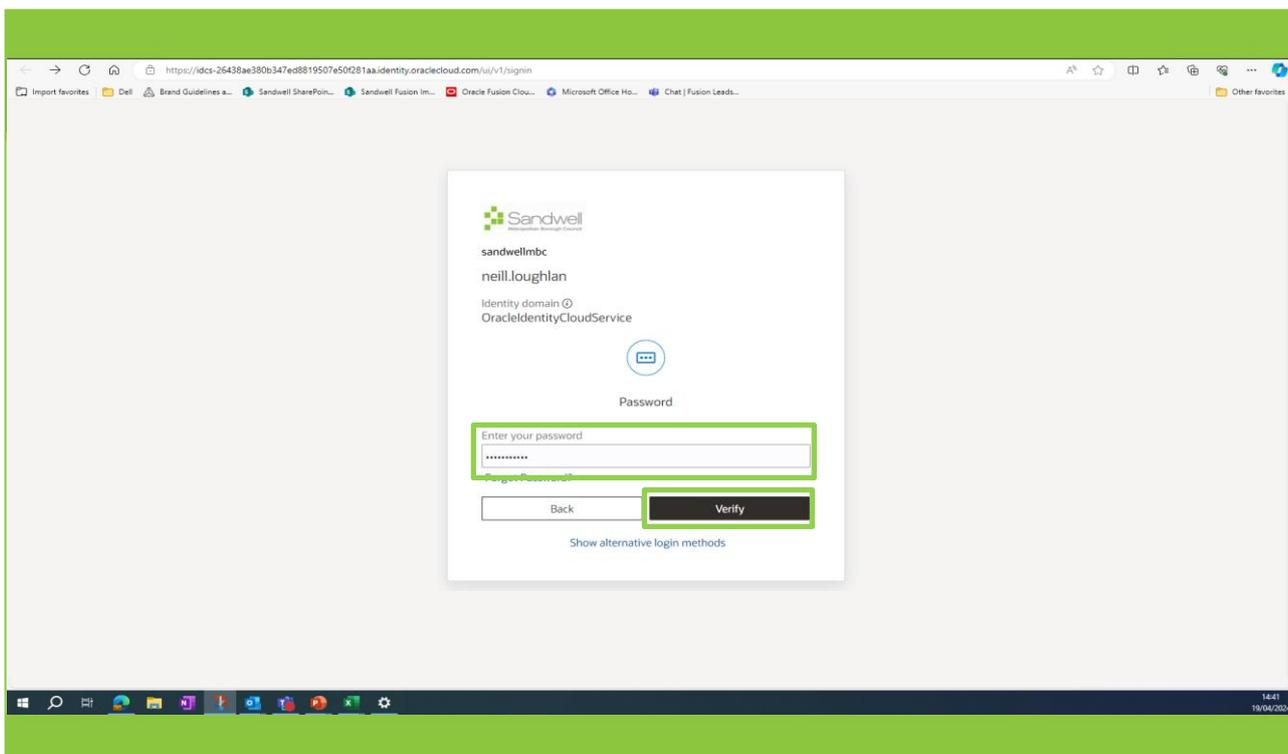Your password has now been reset. You will now see the Oracle Fusion log in screen.

Input your **User Name** (see step 1 in this guide) and then select the **Sign In** button.
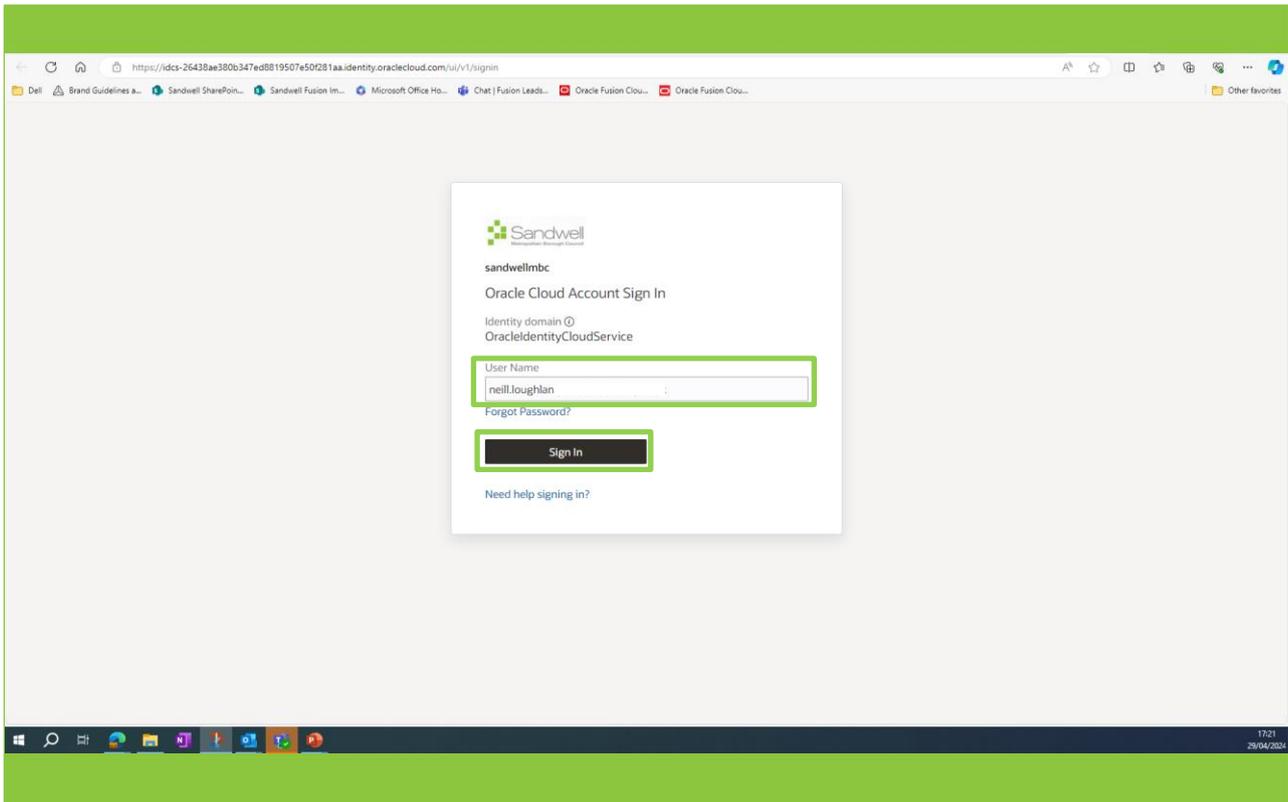
07

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

Select the **Verify** button.

08

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

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.

09
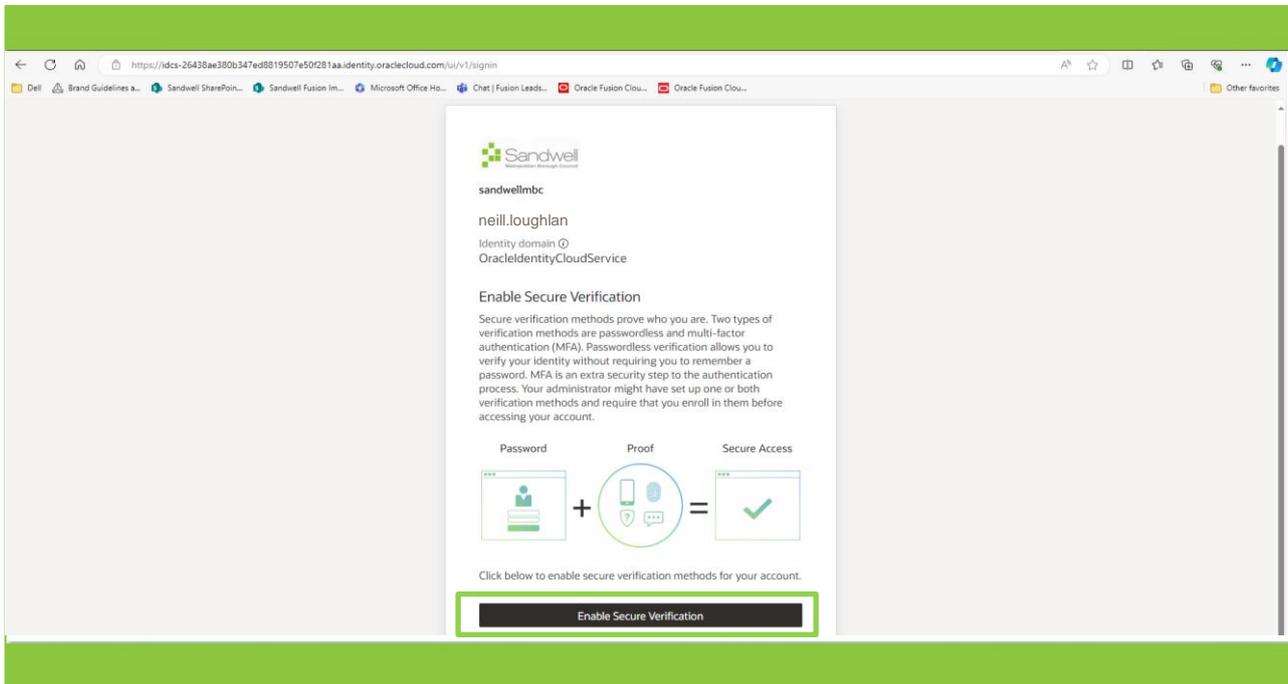
Choose the method that you would like to utilise for secure verification. On screen instructions are provided for whichever method is selected.

In this example the user selects **Phone Number**.
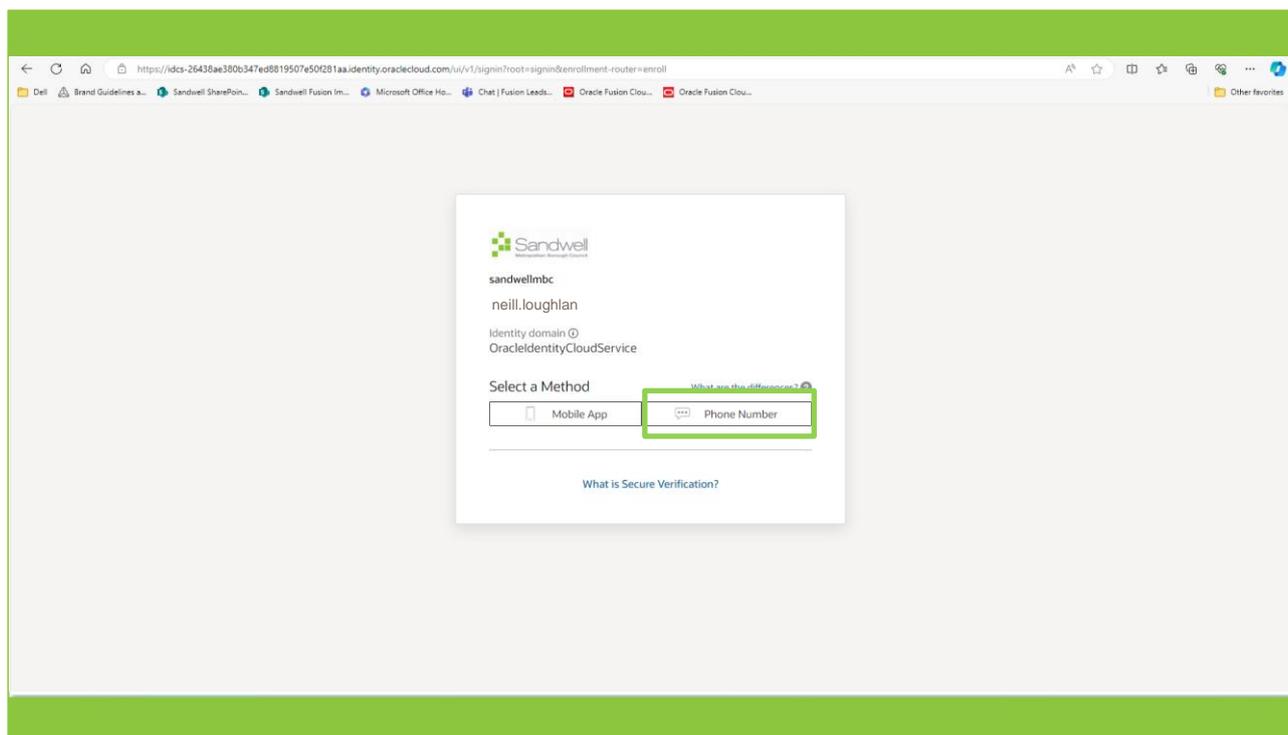
10

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 verification codes. Note you may need to exclude the zero from the beginning of your telephone number.
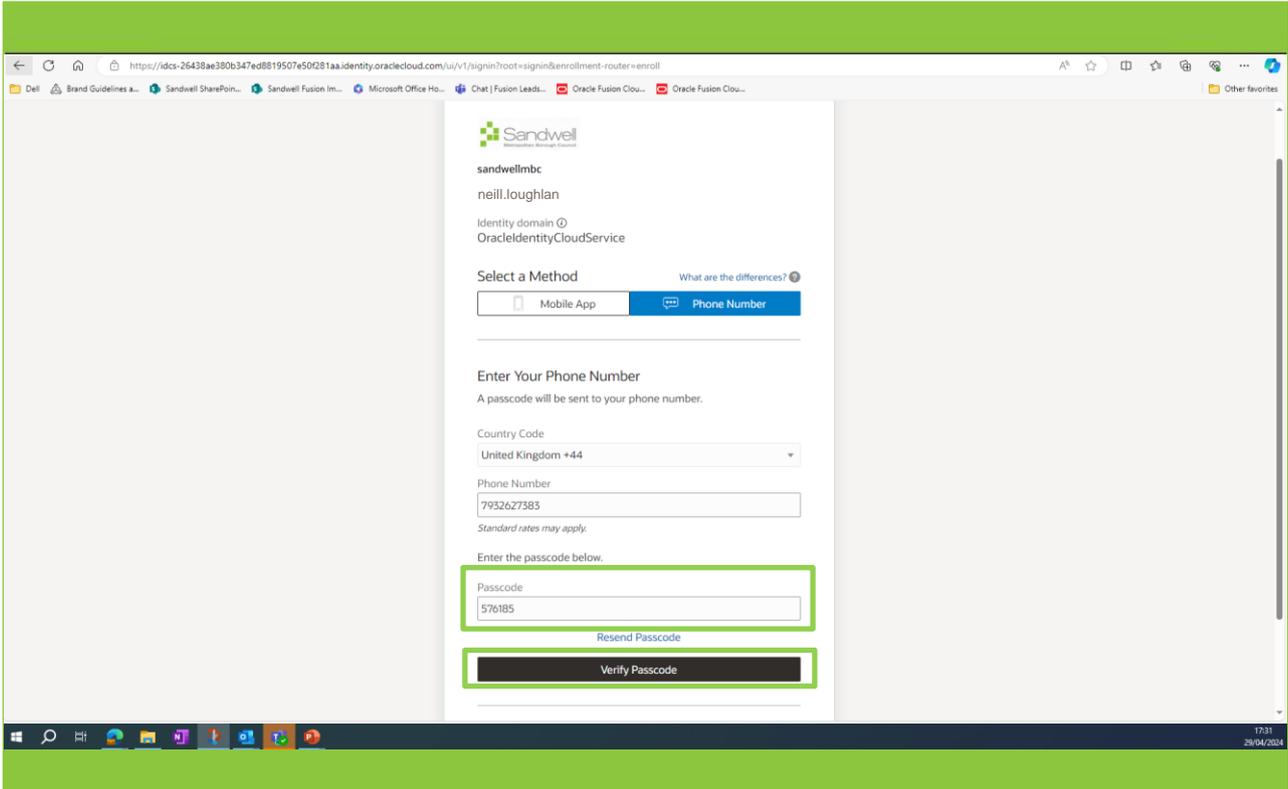
Select the **Text Me** button.
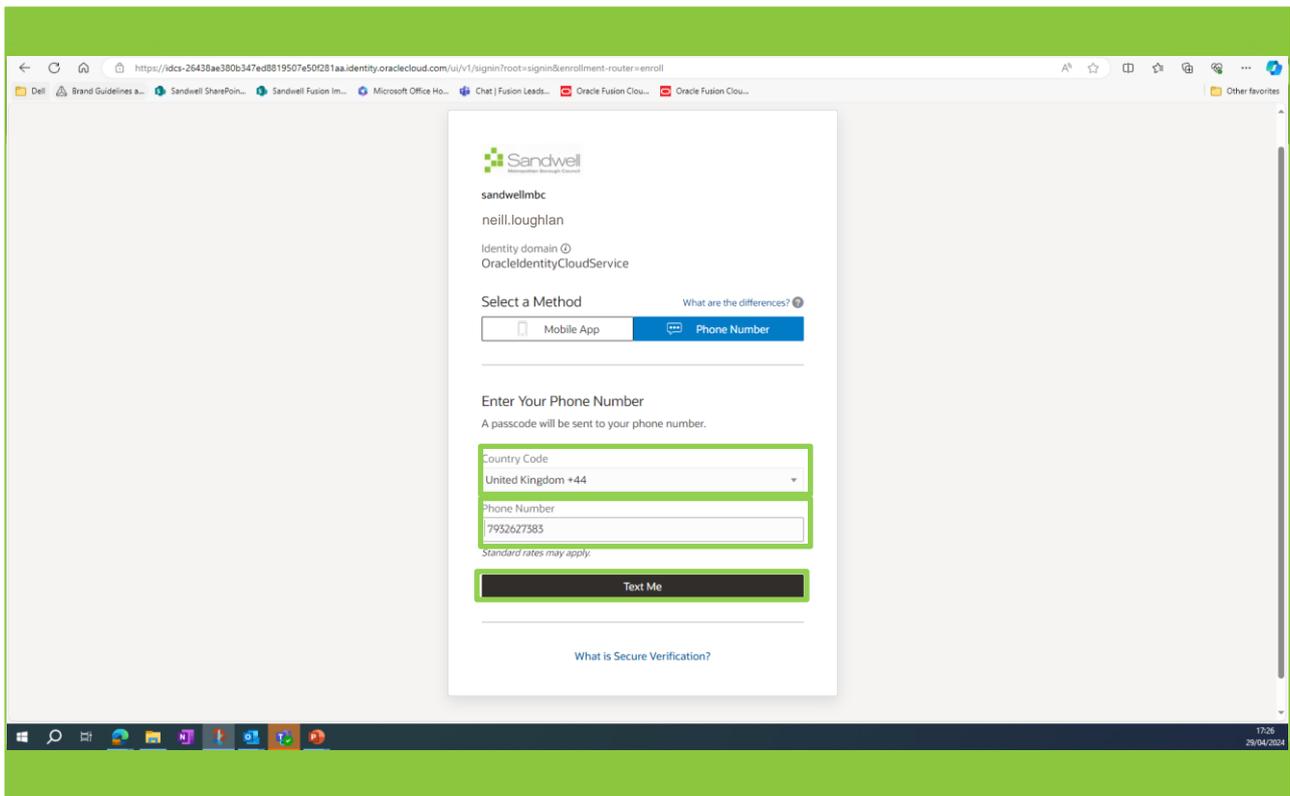
11

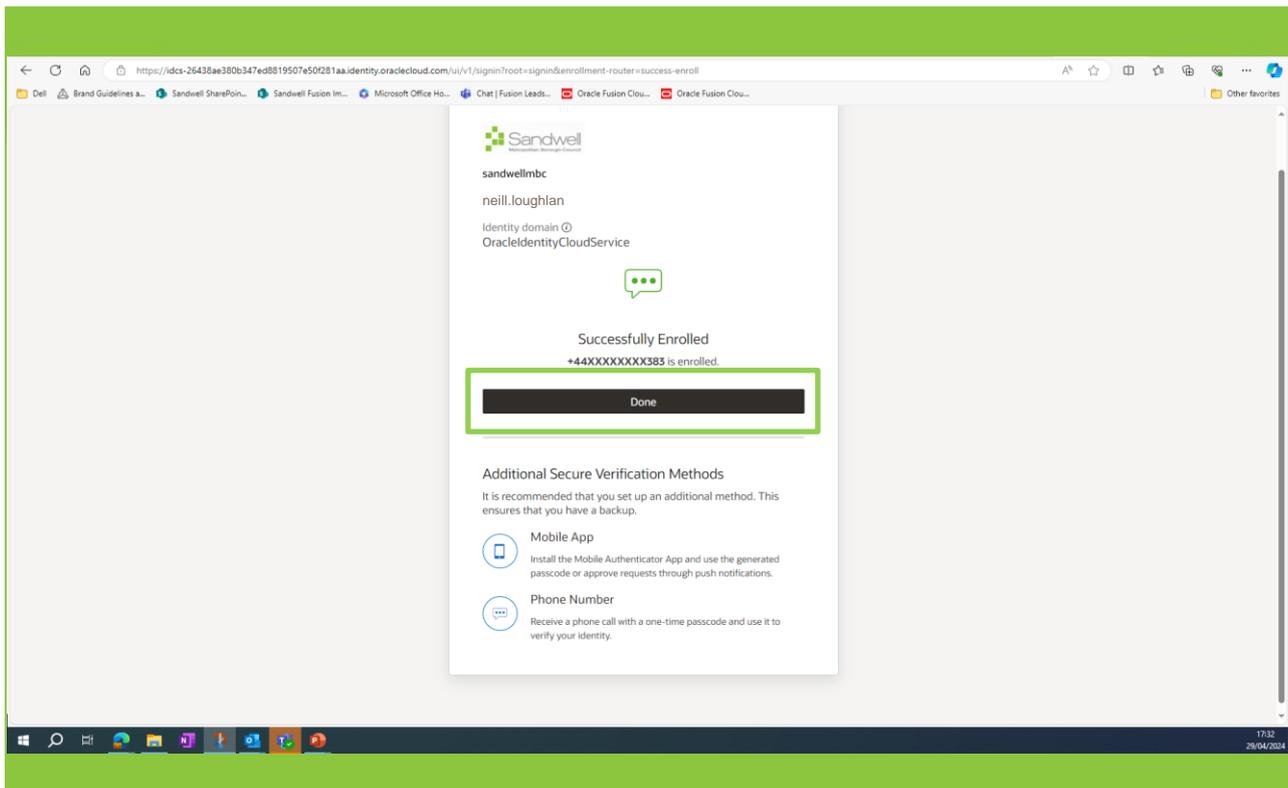A six-digit verification passcode will be sent to your mobile telephone.
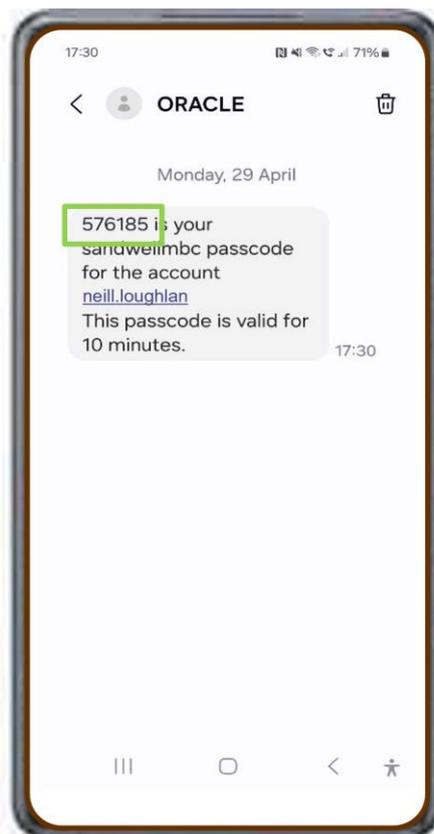
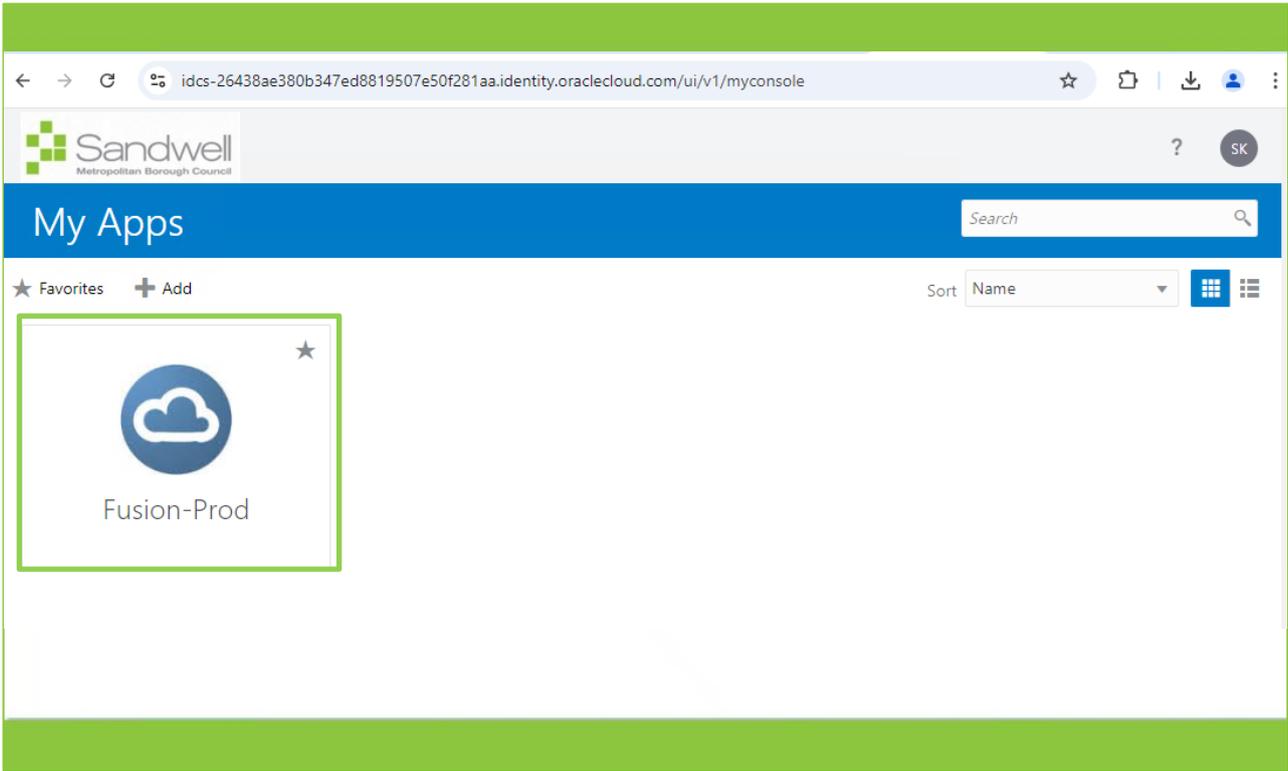**12** Enter the six-digit **Passcode**. Select the **Verify Passcode** button.

13 You will see a message confirming that your mobile telephone has been successfully enrolled for multifactor authentication. Select the **Done** button.
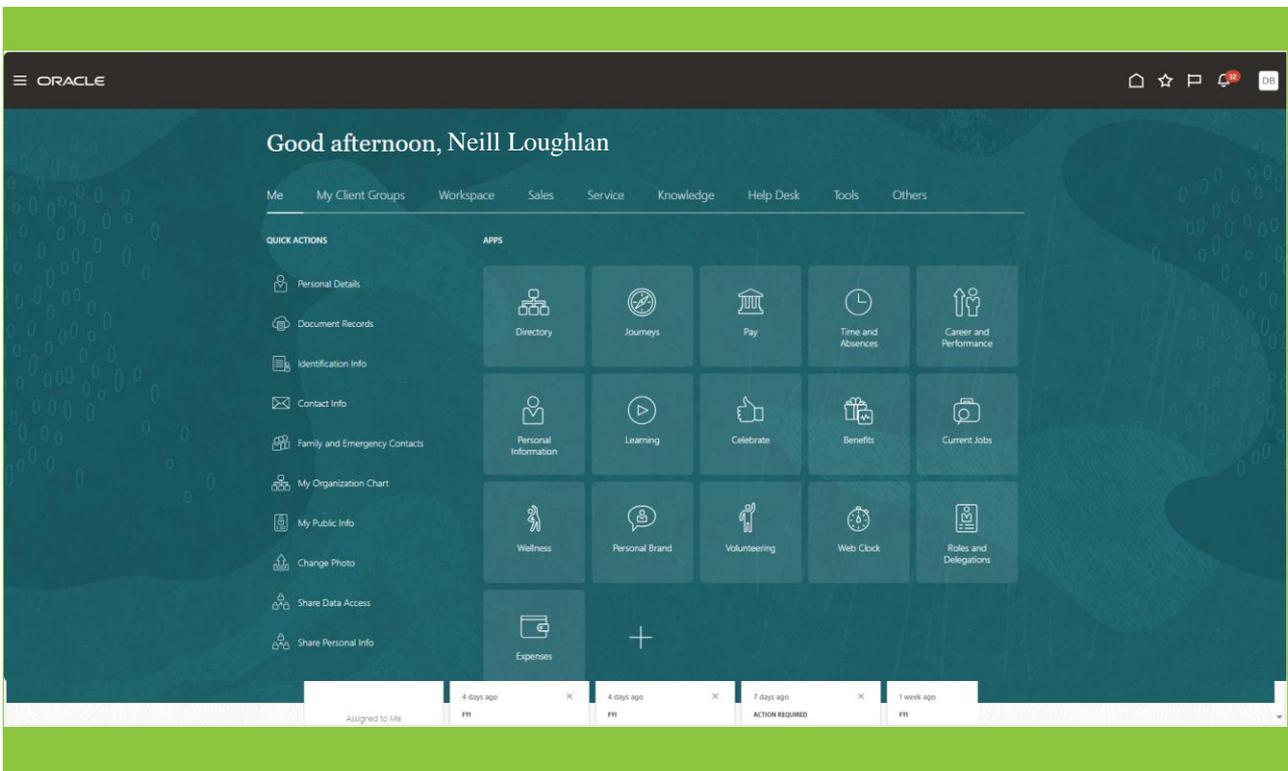
14 You are now logged into the Oracle Fusion cloud. Select the Fusion-Prod icon to proceed.

15 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.

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

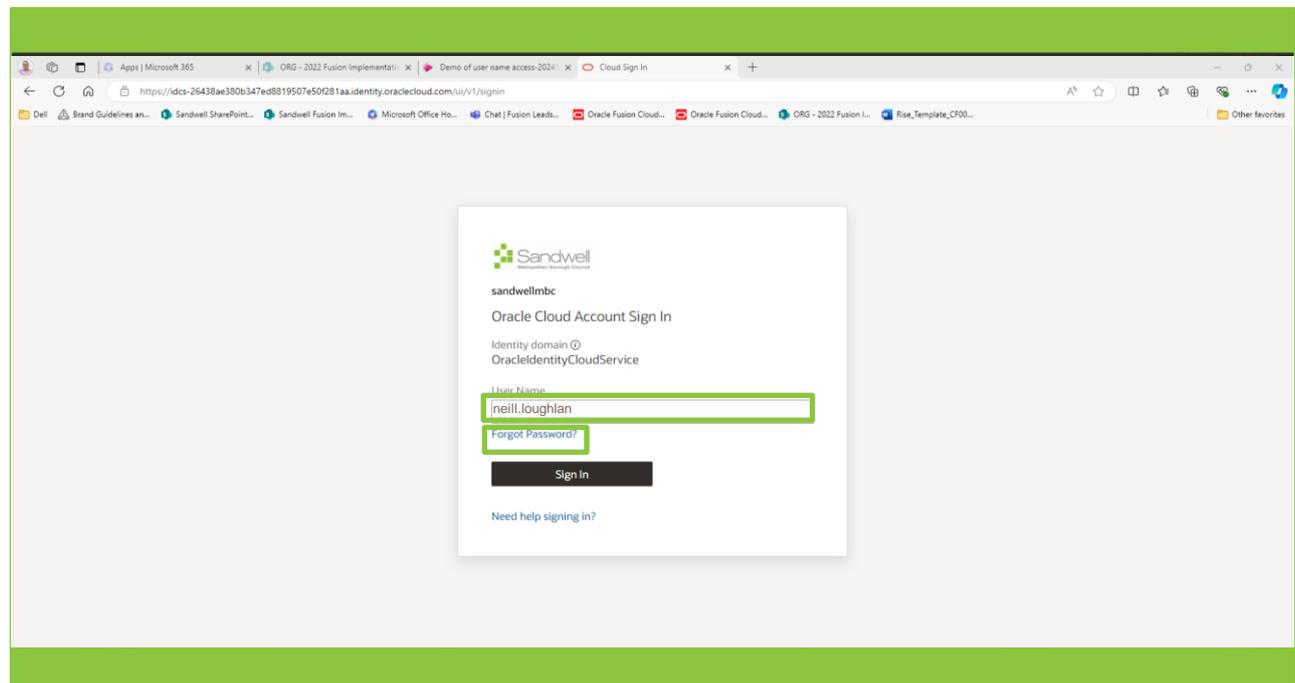The weblink will also be available in your Oracle Fusion go-live communications.

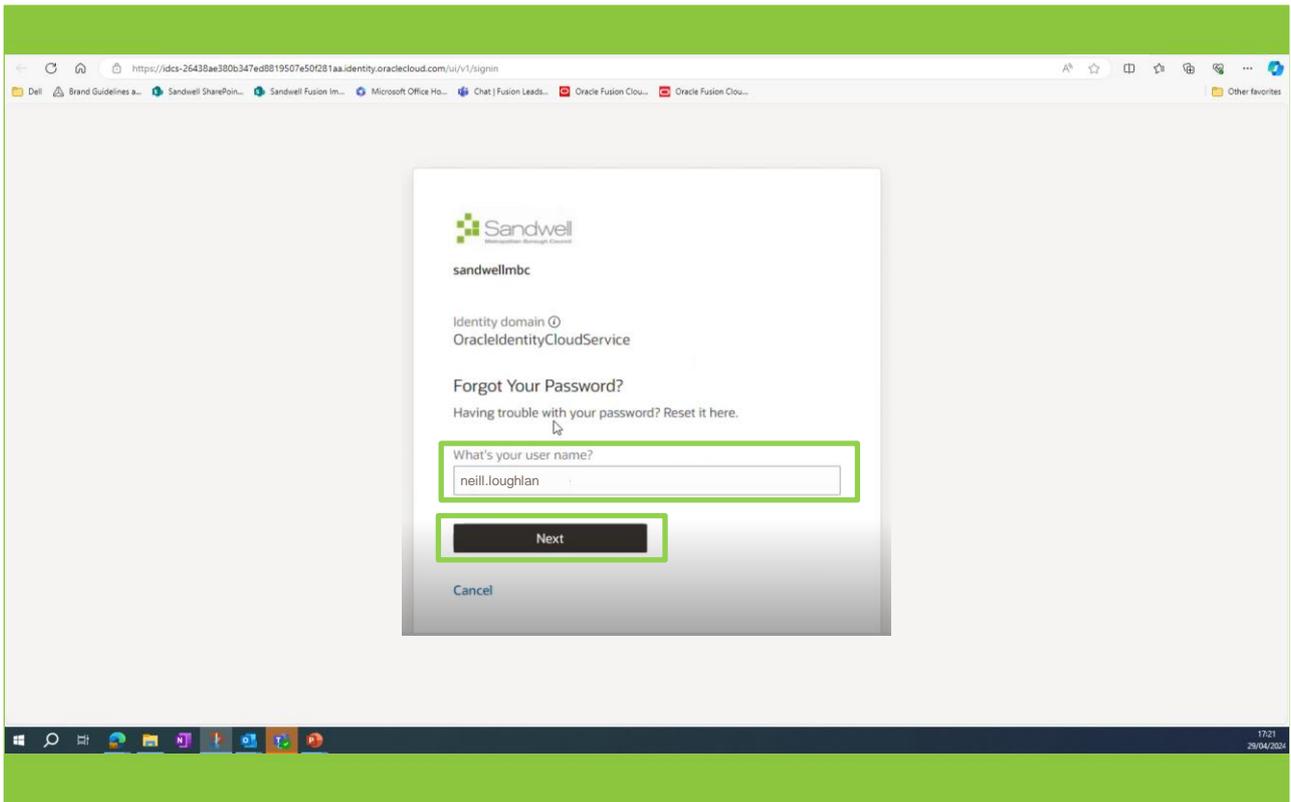Paste the weblink into your web browser address bar.
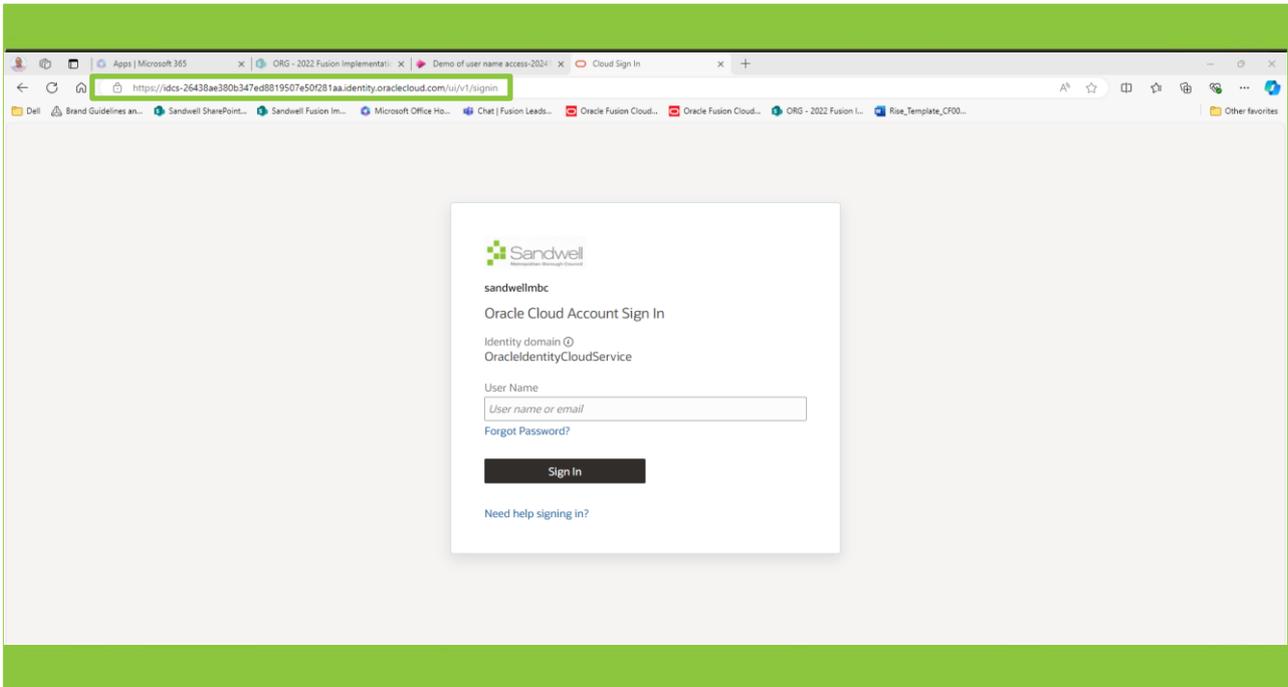
02

The Oracle Fusion sign in screen is displayed.   Enter your username as specified in your activation email in the **User Name** field.
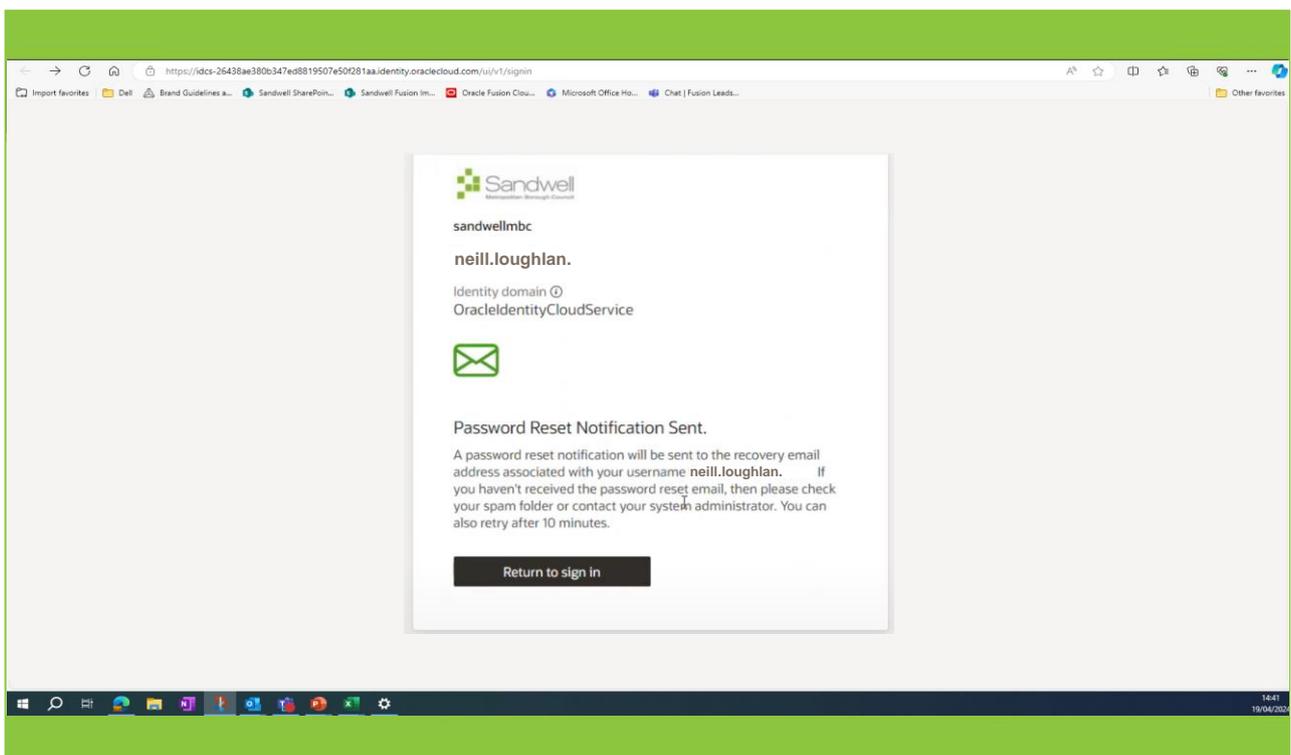
Next, select the **Forgot Password** link.

03 The **Forgot Password** box will display. Enter your username once again and select the **Next** button.
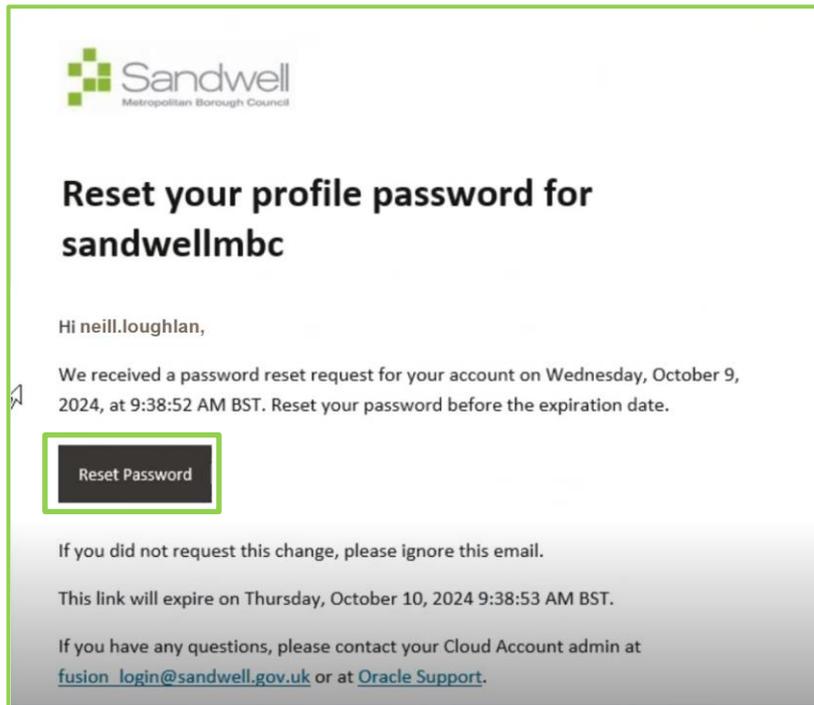

04 You will see that a password reset email has been forwarded to your personal email address.
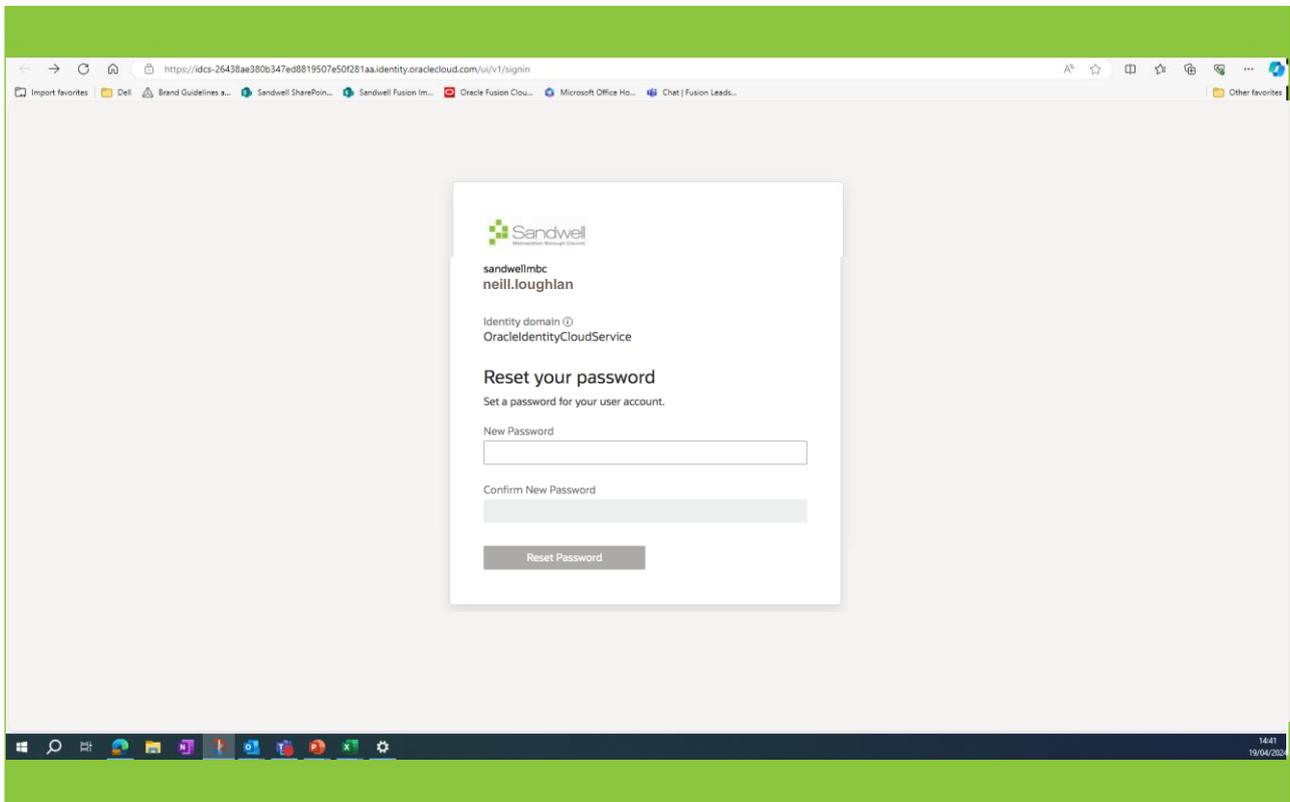
05 Access your email inbox and open the password reset email. Select the **Reset Password** button.

06 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..

# 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.

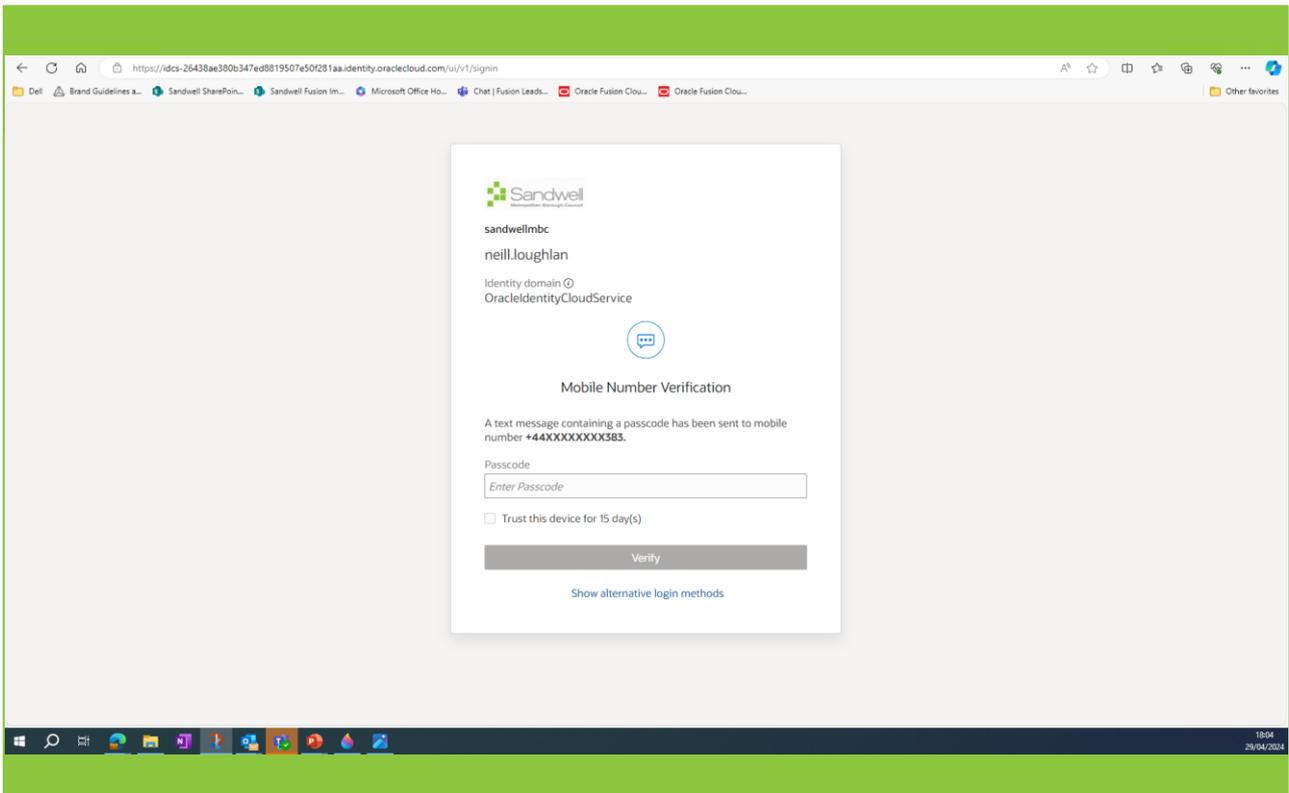Enter your username in the **User Name** field and select the **Sign In** button.
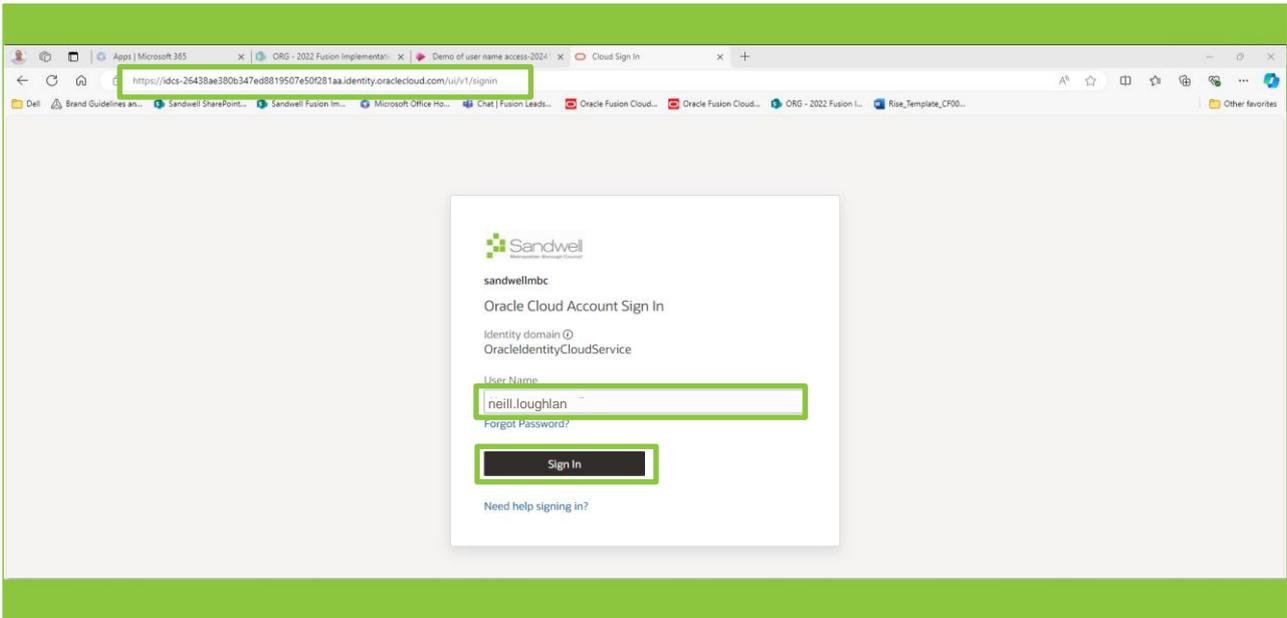
02

The password screen is displayed. Enter the **Password** that you previously created and select the **Verify** button.
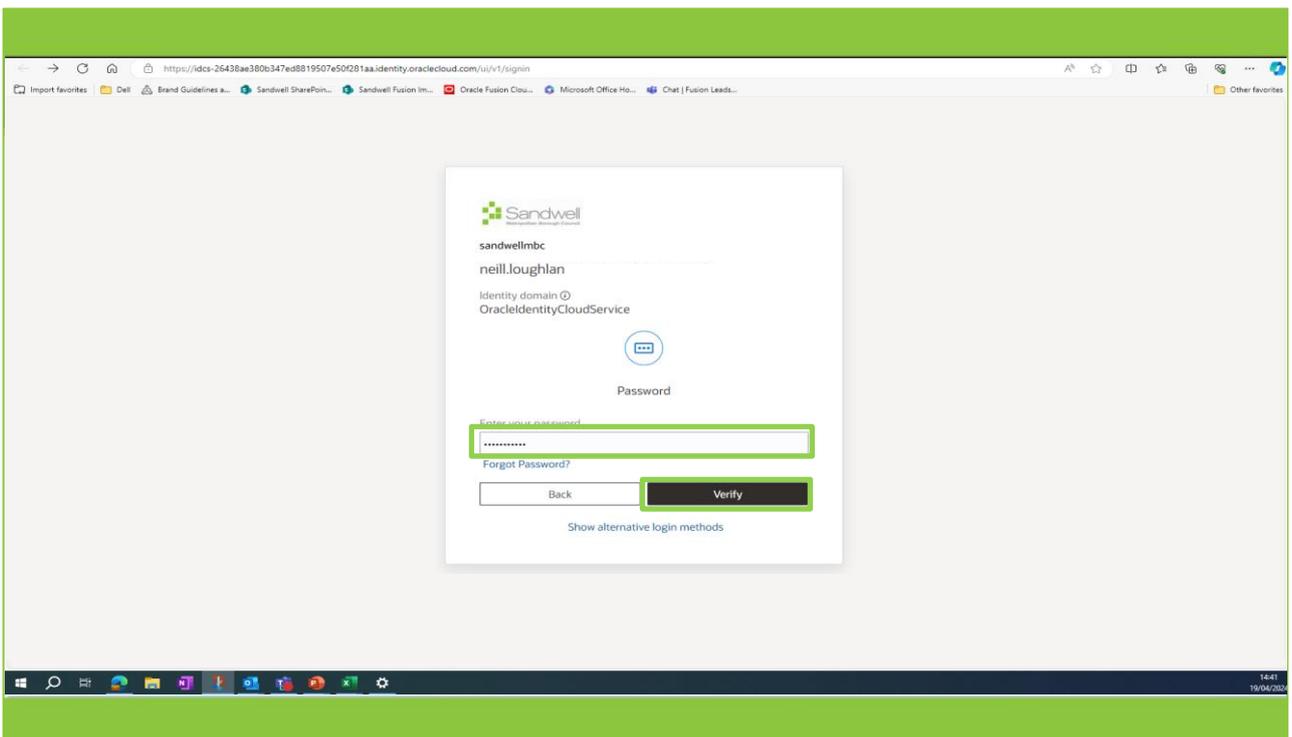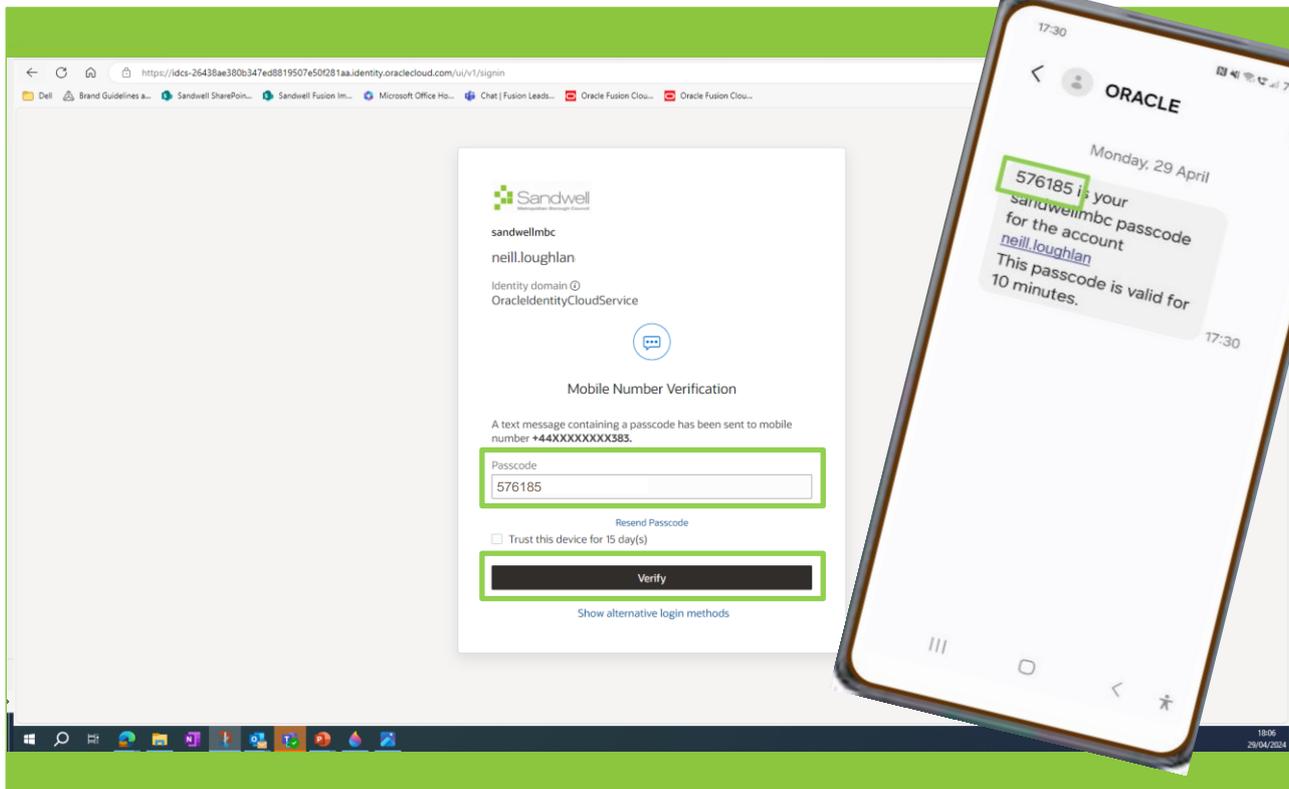
03 The secure verification screen will be displayed, and a six-digit passcode will be sent to your mobile telephone.
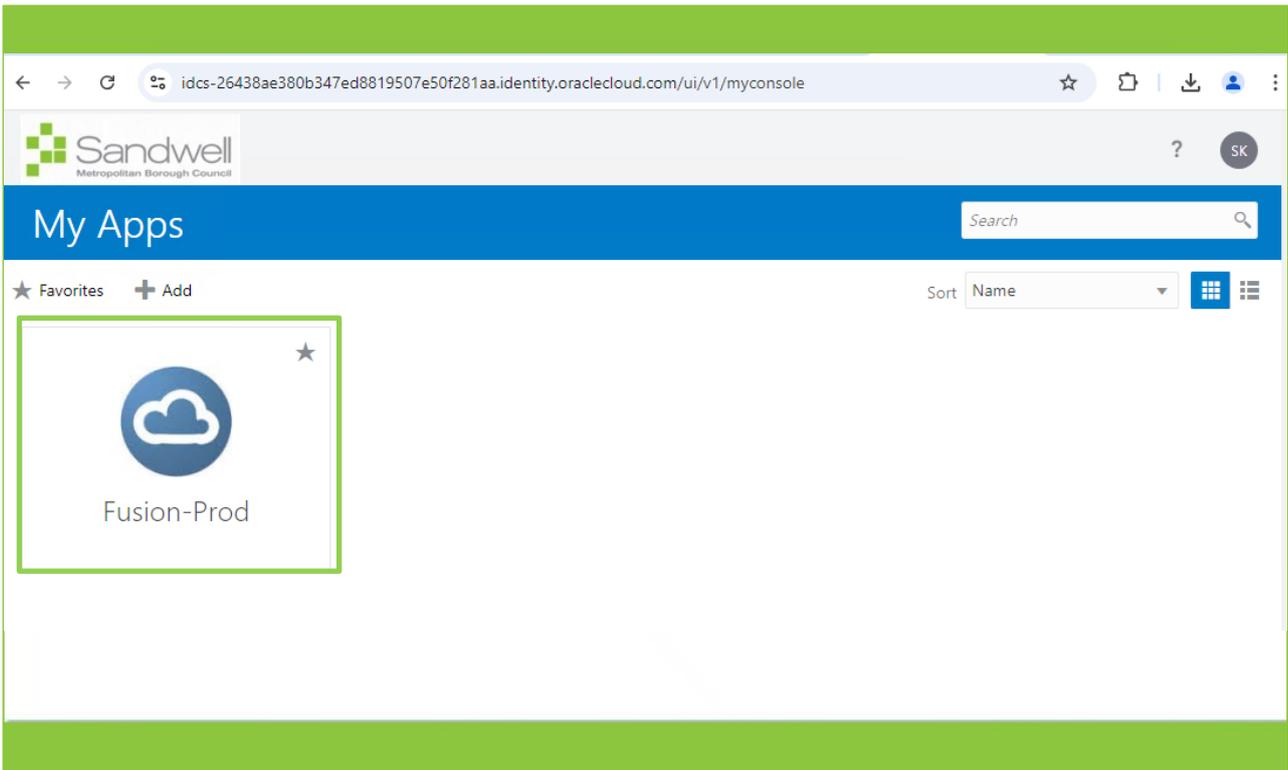

04 Enter the six-digit passcode into the **Passcode** field. Select the **Verify** button.
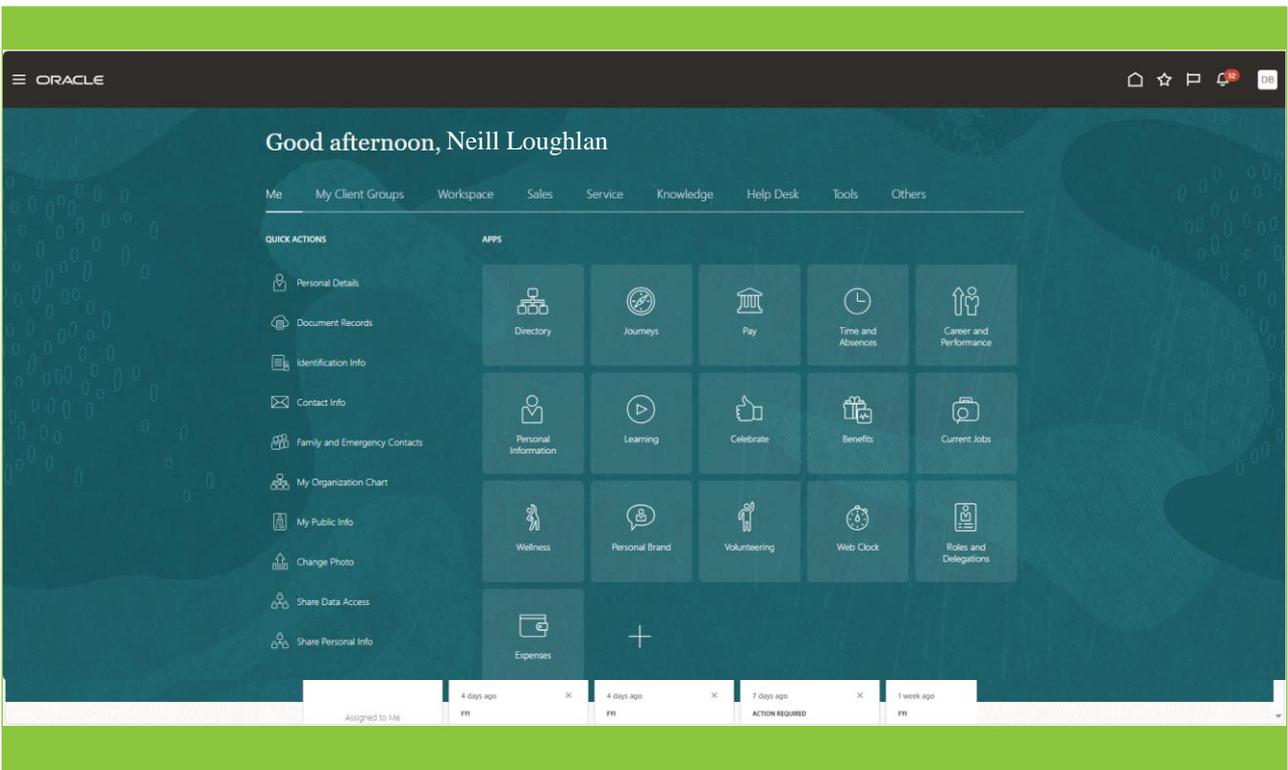
05 You are now logged into the Oracle Fusion cloud. Select the Fusion-Prod icon to proceed.

06 Your Oracle Fusion homepage is now displayed.

That brings this quick reference guide to an end.