Signing into Oracle (with Zachry E-mail)
Oracle Cloud HCM – Quick Reference Guide

The following user guide should only be followed if you have been provisioned a Zachry e-mail address and computer. If you do not have these, please follow the **Signing into Oracle (with Personal e-mail)** user guide.
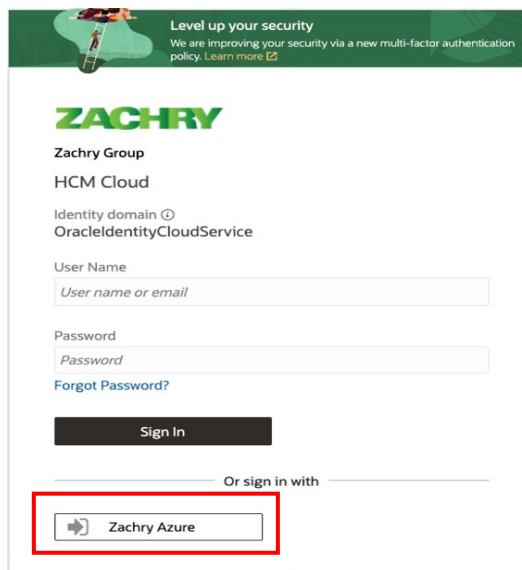
Signing into Oracle Cloud HCM

Performed by: Employees or Contractors with Zachry e-mail (Technology Users)

1. Open a web browser (Microsoft Edge or Google Chrome is recommended) and navigate to **Oracle Cloud HCM:**
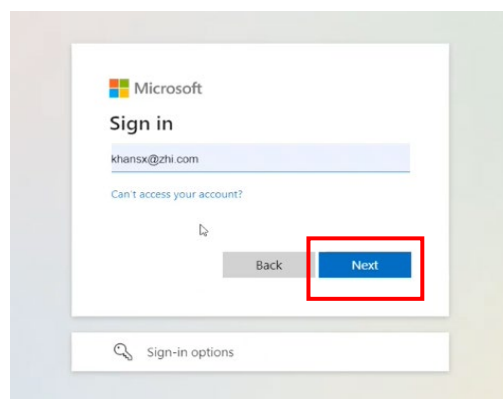
    https://hcm.zhi.com

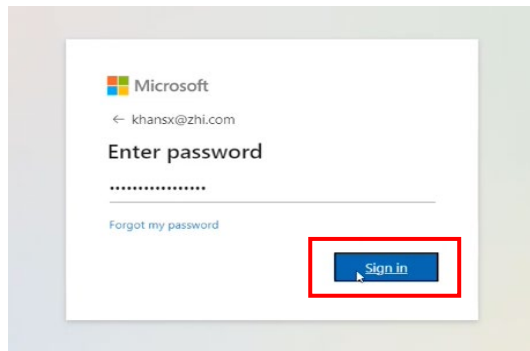2. Select the **Zachry Azure** button towards the bottom of the screen**.**

3. If prompted to a Microsoft Sign In screen, continue to step 4. Otherwise, skip to **Step 10**.
4. Enter your **Zachry User ID** with **@zhi.com**. Click **Next**.
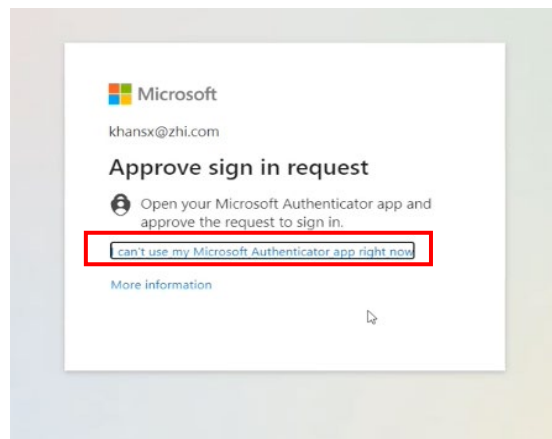
    Important Note:

    o If you're on a mobile device, client computer, personal computer or required to re-authenticate using MFA, you need to go through this sign-in step.
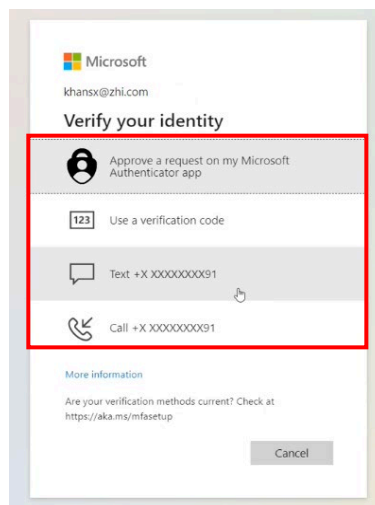
ZACHRY
PROJECT MAVERICK

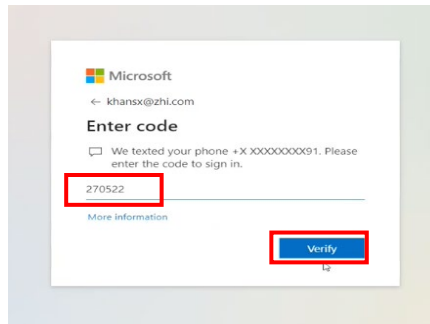5. Enter your usual **password** and click **Sign in**.

6. The *Approve Sign in Request* page appears. If you don't have access to the *Microsoft Authenticator* app, click the **"I can't use my Microsoft Authenticator app right now"** button, otherwise continue to the app on your mobile device, then continue to Step 9.
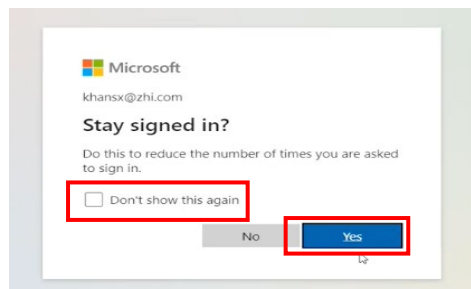

7. The *Verify Your Identify* page appears. Select one of the following options to verify your identity: **Approve a request on my Microsoft Authenticator app, use a verification code, Text to your personal phone number, or call to your personal phone number.** Example screenshots show the Text option.

8. Based on the verification method you selected, enter the **code received** and click **Verify**.
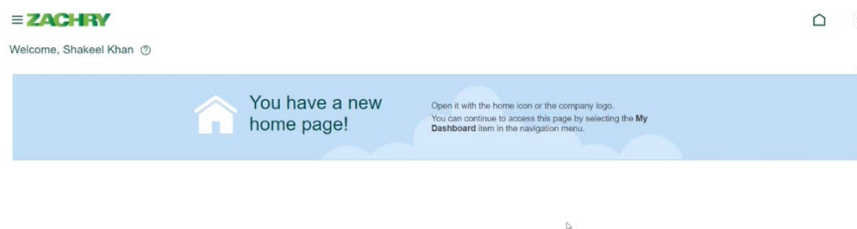

9. The *Stay Signed In?* page appears. If you would like to stay signed in, select **Yes**. If not, select **No**. You may check the **Don't show this again** box to avoid this question upon future logins.

SSO Successful

10. If sign on is successful, your personalized **Oracle Cloud HCM Homepage** will appear.

Note: You will only be *automatically* signed in if you are logged in on a *Zachry computer using your Zachry credentials*.

11. To sign out, navigate to the top right-hand corner of the homepage. Click on your **initials** and select **Sign Out.**