

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.

T	Level up your security We are improving your security via a new multi-factor authentication
	policy. Learn more 🖸
ZAC	RY
Zachry Group	
HCM Cloud	
Identity domain	10
OracleIdentity	/CloudService
User Name	
User name or	email
Password	
Password	
Forgot Passwor	rd?
Si	gn In
	Or sign in with
Tachry	Azure
Zachiy	redite .

- 3. If prompted to a Microsoft Sign In screen, continue to step 4. Otherwise, skip to <u>Step 10</u>.
- 4. Enter your Zachry User ID with @zhi.com. Click Next.

Important Note:

 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.

Sign in		
khansx@zhi.com		
Can't access your acc	count?	
D	_	
	Back	Next

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

Microsoft	
← khansx@zhi.com	
Enter passwor	d
Forgot my password	
	Cion 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.

IVIICrosoft	
khansx@zhi.com	
Approve sig	n in request
Open your Mic approve the re	crosoft Authenticator app and equest to sign in.
can't use my Microso	oft Authenticator app right now
More information	
	\Box_{σ}

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.

Vori	@zni.com
0	Approve a request on my Microsoft Authenticator app
123	Use a verification code
\Box	Text +X XXXXXXXXX91
K.	Call +X XXXXXXXXXX1
More in	formation
Are you https://a	r verification methods current? Check at aka.ms/mfasetup

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

IVIICIOSOIC	
← khansx@zhi.com	
Enter code	
We texted your pl enter the code to	none +X XXXXXXXXX91. Pleas sign in.
270522	
More information	
	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.

Stay signed in? Do this to reduce the number of times you are asked to sign in.	
Do this to reduce the number of times you are asked to sign in.	
	s you are asked
Don't show this again	

SSO Successful

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

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

= ZACHRY			SK
Welcome, Shakeel Khan ⊘			
	You have a new home page!	Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu.	

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

				Settings and Actions Sign D
Good afternoon,	Paleri Dari			Personalization Access Accessibility Settings Set Preferences
My Team My Client Groups	Benefits Administration	Risk Management	My Enterp	Administration
QUICK ACTIONS	APPS			Edit Pages Edit Global Page Template Manage Configurations Setup and Maintennoe
Seniority Dates	Talent Review	Users and Roles	+	Troubleshooting Record Issue
Show More				Print Me Hide Help Icons Applications Help
Things to Finish				About This Application