

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

If you are currently on a client computer but are required to perform administrative transactions in the new Oracle Cloud Human Capital Management (HCM) system, you must be provisioned a Zachry e-mail address and computer in order to gain access. Reach out to your manager if this is needed.

Signing into Oracle Cloud HCM

Performed by: Employees without Zachry e-mail (Non-Tech Users, Craft Professionals)

Using: Mobile Device, Personal Computer or Client Computer

- 1. You are required to use an active, valid personal e-mail as your User ID in order to access your personal profile in Oracle Cloud HCM. It should be the same personal e-mail you often use/check and the same one used in the following scenarios:
 - a. Was Submitted with your application or during onboarding.
 - b. E-mail used to access Zachry's Talent Management System.
 - c. Was Submitted using the Personal Email Collector Site (if hired prior to 9/7/23).
 - Note: If you were hired before 9/7/23 and are unsure of which e-mail to use or have never submitted a personal e-mail for work purposes, you can use the Personal Email Collector Site. <u>Please wait 24 hrs. after submitting e-mail before attempting to log into Oracle HCM.</u> Reach out to your site payroll office if support is needed with e-mail submission.
- Make sure you have a secure internet connection. Open a web browser and navigate to Oracle Cloud HCM: <u>https://hcm.zhi.com/</u>

IF IT IS YOUR FIRST TIME SIGNING IN OR YOU FORGOT YOUR PASSWORD, GO TO STEP 3. OTHERWISE, SKIP TO <u>STEP 10.</u>

3. In the User Name field, type in your personal e-mail address, then click Forgot Password?

Level up your security We are increasing your recently via a new multi-factor authenticate policy Leven more (2)	Level up your security We are improving your security via a new multi-factor authentication policy Learn more E	Level up your security We are improving your security via a new multi-factor authentication polog Learn more ⊠
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smith(genal.com) Password Parsword Forgot Password Sign In Or sign in with	Having trouble with your password? Reset it here. What's your user name? smithj@gmail.com Next Cancel	Password Reset Notification Sent. A password reset notification will be sent to the recovery email address associated with your username smithj@gmail.com. If you haven't received the password reset email. then please check your spam folder or contact your system administrator. You can also retry after 10 minutes.



4. You should receive an e-mail to the personal e-mail address just used with a link to reset the password.

<u>Note:</u> This can take up to 10 or more minutes to receive. If you haven't received the password reset email, then please check your spam folder.

If you do not receive the e-mail after 2 hrs., please contact the Zachry User Support Team at 1-888-737-2816 to receive assistance.

URGENT: Reset your password	Inbox ×			
bipublisher-report@oracle.com to kaltlyneuat+DD ←		5:15 AM (4 hours ago)		
Hello Dylan:				
you will need to reset your password. Your username will be <u>kathyneuut+DDBgmail.com</u> . Please click the link below to reset your password.				
https://idcs-3e8934fcaf2242a0b7eab32b3140bcff.identity.oraclecloud.com/ui/v1/forgo	towd			

5. Click on the link in the e-mail. It will open a page to the Oracle Sign-In portal to reset your password.

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6. After setting the password, this confirmation screen appears. Click Continue to Sign In.



7. The *Enable Secure Verification* step will pop up. Select **Enable Secure Verification**. You will be asked to use a mobile number to enable secure verification moving forward. This is a required step.

PROJECT MAVERICK

Oracle (Cloud HCM	Quick	Reference	Guide
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Enable Secure Ve	rification	
Secure verification methods a authentication (MFA), verify your identity wil password, MFA is an e process, Your adminis verification methods a accessing your accourt	thods prove who you irre passwordless and i Passwordless verifica thout requiring you to xtra security step to tl trator might have set ind require that you en t.	are. Two types of multi-factor tion allows you to remember a he authentication up one or both nroll in them before
Password	Proof	Secure Access
Password	Proof	Secure Access
Password	Proof	Secure Access

ZACHRY

8. If completed successfully the following screen will appear. Click Done.



9. After creating a new password, navigate back to the sign-in screen.

Signing In After Password Reset:

10. Sign in using your personal e-mail and new password.

T	Level up your security We are improving your security via a new multi-factor authem policy. Learn more [2]
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Zachry Group	
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Need help sign	ing in?



11. The "Mobile Number Verification" page will pop up. A Passcode is sent to your mobile phone. Enter the Passcode in the "*Enter Passcode*" field. You can also mark the checkbox to "*Trust this device for 15 days*" as an option. Once complete, select **Verify**.

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12. You will be navigated to you personalized Zachry HCM Homepage. Success!

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