

The following guide should only be followed if you do not 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)

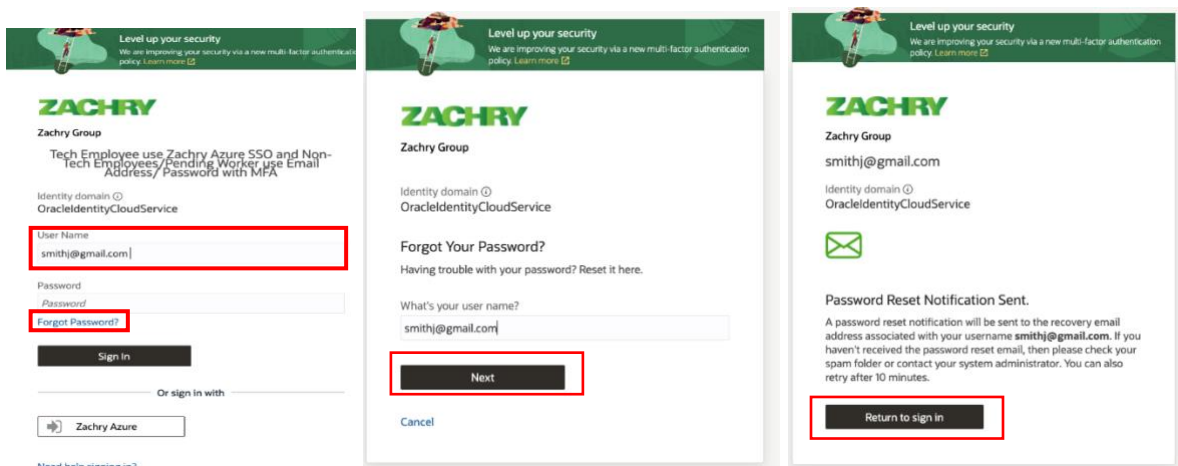
Using: Mobile Device, Personal Computer or Client Computer

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. Please wait 24 hrs. after submitting e-mail before attempting to log into Oracle HCM. Reach out to your site payroll office if support is needed with e-mail submission.

2. Make sure you have a **secure internet connection**. Open a web browser and navigate to **Oracle Cloud HCM**: <https://hcm.zhi.com/>

IF IT IS YOUR FIRST TIME SIGNING IN OR YOU FORGOT YOUR PASSWORD, GO TO STEP 3. OTHERWISE, SKIP TO [STEP 10](#).

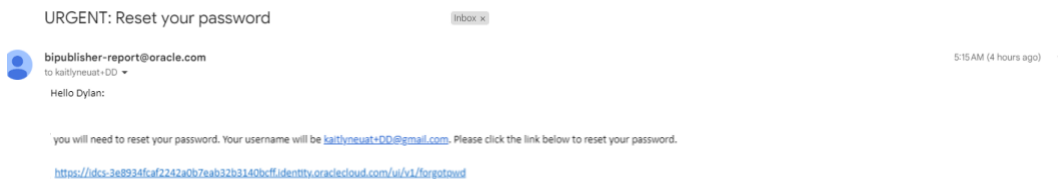
3. In the **User Name** field, type in your personal e-mail address, then click **Forgot Password?**



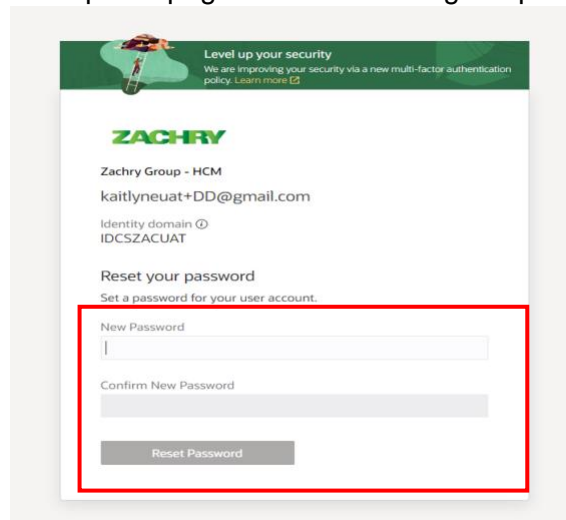
- You should receive an e-mail to the personal e-mail address just used with a link to reset the password.

Note: This can take up to *10 or more minutes* to receive. If you haven't received the password reset e-mail, then please check your spam folder.

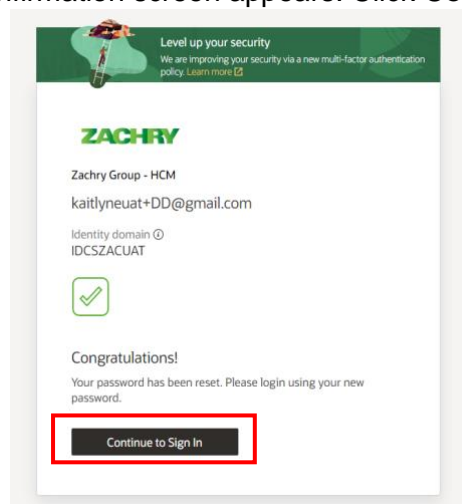
If you do not receive the e-mail after 2 hrs., please contact the Zachry User Support Team at 1-888-737-2816 to receive assistance.



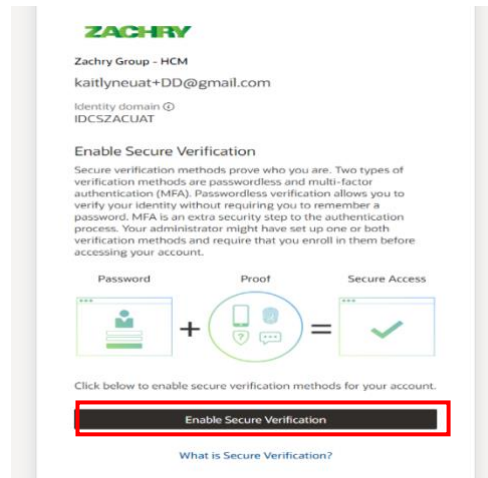
- Click on the link in the e-mail. It will open a page to the Oracle Sign-In portal to reset your password.



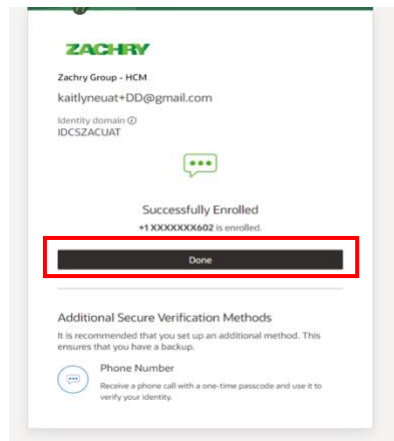
- After setting the password, this confirmation screen appears. Click **Continue to Sign In**.



- 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.



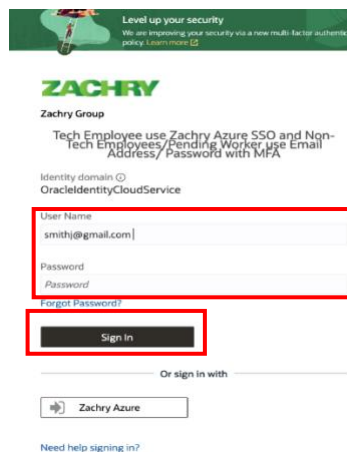
8. If completed successfully the following screen will appear. Click **Done**.



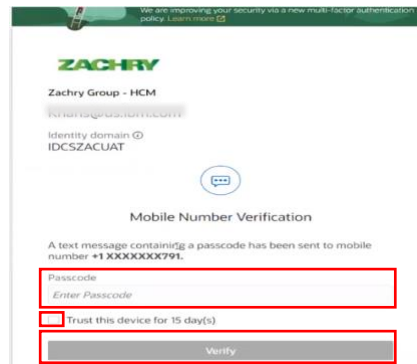
9. After creating a new password, navigate back to the [sign-in screen](#).

Signing In After Password Reset:

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



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**.



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

