

New User First Time Sign On Job Aid

Using the link provided in your password email, navigate to the Supplier Portal. Enter the **User Name** and current **Password**. If you do not have a current password, a temporary password is provided in the email. Click **Sign In**.

The system will provide a link to change your password. Click on **Sign Out to Change Password** link.

Re-Enter you **User ID** and **Password** on the Oracle PeopleSoft Screen and click **Sign In**.



The image shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and 'PEOPLESOFT' are displayed. Below this, there are three input fields: 'User ID' containing 'MAIN1234', 'Password' with masked characters, and 'Select a Language' with 'English' selected. A green 'Sign In' button is located below the language dropdown. At the bottom, there is a checkbox for 'Enable Accessibility Mode'.

Click the **Click here to change your password** link.



The image shows a message on the Oracle PeopleSoft interface. The Oracle logo and 'PEOPLESOFT' are at the top. The main message reads 'Your password has expired.' Below this, there is a red-bordered button that says 'Click here to change your password.' At the bottom of the screen, there is a copyright notice: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

Enter your temporary password, then enter your new password and confirm the new password.
Click on **Change Password**.

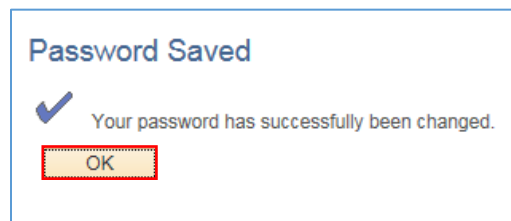
Your password is case sensitive and . . .

- Must be a minimum length 8 characters
- Must contain at least 3 numbers
- May use special characters (@, *, %)
- May use upper and lower case letters
- Will expire every 90 days
- Will warn of expiration 15 days in advance
- Will lock your account at 5 failed log-ons
- May not reuse any of the last 6 passwords



The screenshot shows the Oracle 'Change Password' interface. At the top left is the 'ORACLE' logo. Below it, the title 'Change Password' is displayed. The form includes the following fields and labels: 'User ID: MAIN1234', 'Description: MAIN ST GRILLE INC', '*Current Password:' followed by a red-bordered input field containing ten dots, '*New Password:' followed by a red-bordered input field containing ten dots, and '*Confirm Password:' followed by a red-bordered input field containing ten dots. At the bottom of the form is a yellow 'Change Password' button.

Click **OK** to access the supplier homepage.



The screenshot shows a 'Password Saved' confirmation dialog box. It features a blue checkmark icon on the left and the text 'Your password has successfully been changed.' on the right. At the bottom of the dialog is a yellow 'OK' button.