

Loudoun County Public Schools

Oracle Passwords and Login Procedures

Do not attempt to log in more than 2 times; 3 failed attempts will lock you out. To avoid being locked out, use the **Login Assistance** link to create a new password after the second failed attempt. See page 3 for instructions to use the **Login Assistance**.



Internet Explorer must be used to create a new password.



Safari – Not an LCPS supported browser



On the LCPS desktop use the Oracle EBS icon to access Oracle.



Firefox – Not an LCPS supported browser

DO NOT USE:



Microsoft Edge



Google Chrome



LCPS GO

How to Log In To Oracle

STEP
1

From the LCPS Homepage go to **Find It Fast** and then **Employee Self Service Portal**

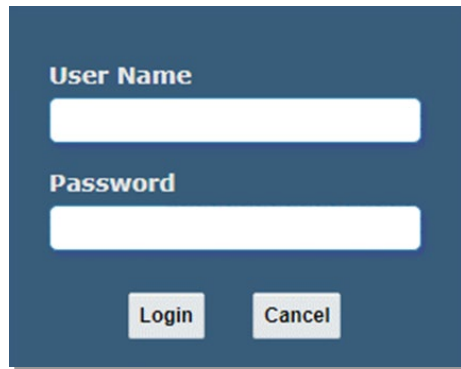
STEP
2

This will take you to the Oracle Self Service Portal



STEP
3

Enter your User Name and Password:



Current users use your LEAD user name (the same one you use to receive LCPS email; **do not** include @lcps.org on the end) and Oracle password

New Employees use your LEAD user name and the password Welcome\$ plus the last 4 digits of your SSN **Example: Welcome\$1234**

You will be prompted to change your password. Strong passwords must be used. Passwords must contain at least 8 characters including alpha, numeric, and special characters. Passwords must be changed every 90 days.

Call the Business and Finance Help Desk, 571-252-1880, option 3, then option 2, to unlock your account if you continue to have issues.

How to Update Your Oracle Password

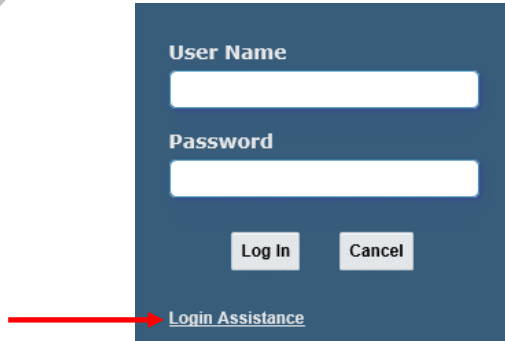
How to Update Your Oracle Password

1. Log in to Oracle.
2. Click the **Settings** icon located at the top right of the window.
3. Click the **Preferences** link.
4. In the **Change Password** area, enter your old password in the **Old Password** field.
5. In the **New Password** field, enter your new password.
Strong passwords must be used. Passwords must contain at least 8 characters including alphanumeric, and special characters. Passwords must be changed every 90 days.
6. In the **Repeat Password** field, re-enter your new password.
7. Click the **Apply** button located at the top right of the window. Internet Explorer (blue e with a yellow orbit). Firefox or Safari to reset your password as Google Chrome. Microsoft Edge (plain blue e)

How to Use Login Assistance

STEP
1

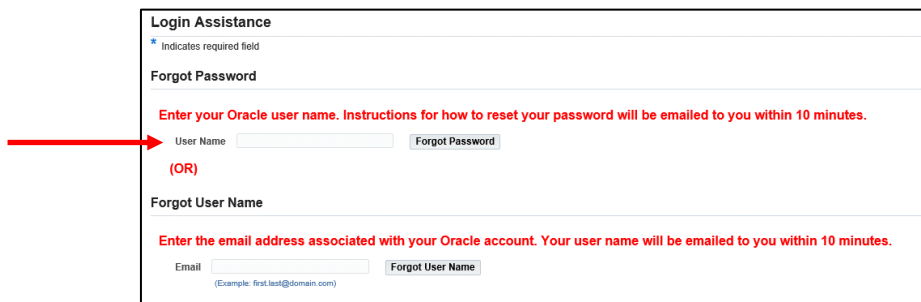
Click the Login Assistance link.



The screenshot shows a dark blue login form with two input fields: "User Name" and "Password". Below the fields are "Log In" and "Cancel" buttons. At the bottom of the form, there is a link labeled "Login Assistance" with a red arrow pointing to it from the left.

STEP
2

The following page will display. Enter your user name and click **Forgot Password**. Your user name is the same user name you use to log into your LCPS computer.



The screenshot shows the "Login Assistance" page. It has a header "Login Assistance" and a sub-header "Forgot Password". Below the sub-header is a red instruction: "Enter your Oracle user name. Instructions for how to reset your password will be emailed to you within 10 minutes." There are two input fields: "User Name" and "Forgot Password". Below these is "(OR)" and another sub-header "Forgot User Name". Below that is another red instruction: "Enter the email address associated with your Oracle account. Your user name will be emailed to you within 10 minutes." There are two input fields: "Email" and "Forgot User Name". A red arrow points to the "Forgot Password" button.

STEP
3

An email will be sent to your @lcps.org email account with a link to reset your password from Workflow Mailer <WF_EBS_PRD@loudoun.gov>. This email can take 30-60 minutes to make it to your inbox.



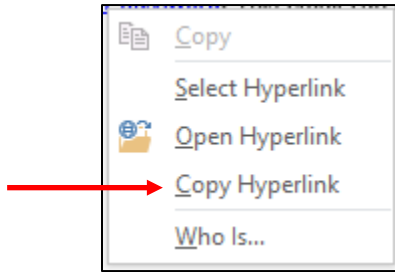
The screenshot shows an email header and body. The header includes "To: [redacted]", "Sent: 06/10/2020 09:50:21", and "ID: 13198788". The body text reads: "Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time." Below the text is a link: "Password Url: [Reset your password](#)".

STEP
4

Click on the link **Reset your password**. **Attention:** If your default browser is Google Chrome or Microsoft Edge, do not click this link. Go to Step 5 for further instructions. Otherwise, go to Step 8.

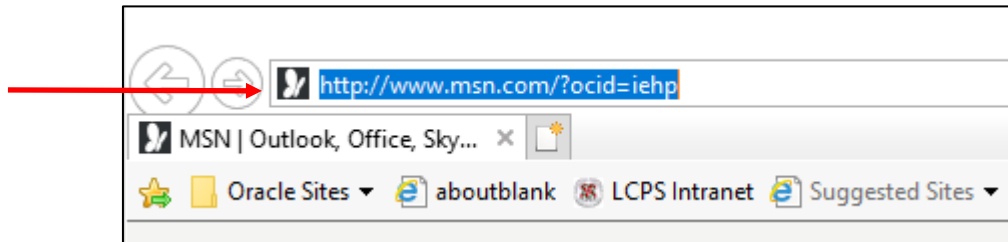
STEP
5

Right click on the **Reset your password** link. The following options will display. Choose **Copy Hyperlink**.



STEP
6

Open Internet Explorer (blue e with a yellow orbit), Firefox or Safari and click into the address line so that the entire address is highlighted. The following example is Internet Explorer.

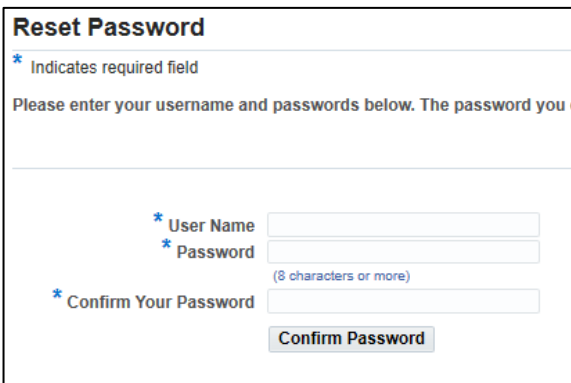


STEP
7

Press **CTRL-V** or right click and select Paste. The highlighted address should change value; then press **Enter**.

STEP
8

Enter your user name, create a new password and type it again in the confirm your password field; then click the **Confirm Password** button. All passwords must be at least 8 characters long, have at least 1 letter, 1 number and 1 special character like ! or # or \$. The system will not allow for the past 24 passwords to be reused.

A screenshot of a 'Reset Password' form. The form has a title 'Reset Password' and a note '* Indicates required field'. Below the title, there is a line of text: 'Please enter your username and passwords below. The password you e'. The form contains three input fields: '* User Name', '* Password', and '* Confirm Your Password'. The 'Password' field has a note '(8 characters or more)' below it. A 'Confirm Password' button is located below the 'Confirm Your Password' field.