Welcome to the Employee Self-Service Portal

Click Here to Log In To Oracle

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.

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

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

Internet Explorer — Not an LCPS supported browser

Safari – Not an LCPS supported browser

Firefox – Not an LCPS supported browser
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 4, to unlock your account if you continue to have issues.

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.

**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.

**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.

**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.