

# The Oracle Cloud

## How To Log In To Employee Self Service

### Log In Using LCPS.org

STEP 1

From the LCPS.org homepage, scroll down and locate “**QUICK LINKS FOR...**” and hover over the blue, “LCPS Staff” button. A drop-down will appear.

STEP 2

Select “Oracle Employee Self Service” from the drop-down.

### QUICK LINKS FOR...

The screenshot shows the top navigation area of the LCPS.org website. There are three main tabs: "Parents/Students" (blue), "Community" (maroon), and "LCPS Staff" (blue). Below these is a section for "UPCOMING EVENTS" with a "View Calendar" link. A dropdown menu is open under the "LCPS Staff" tab, listing several options: "Bus Drivers - Come Drive with Us!", "Employee Benefits", "Employee Resources", "LCPSGO", "Oracle Employee Self Service" (highlighted in blue with a mouse cursor), "Phoenix Teacher Login", and "Title IX".

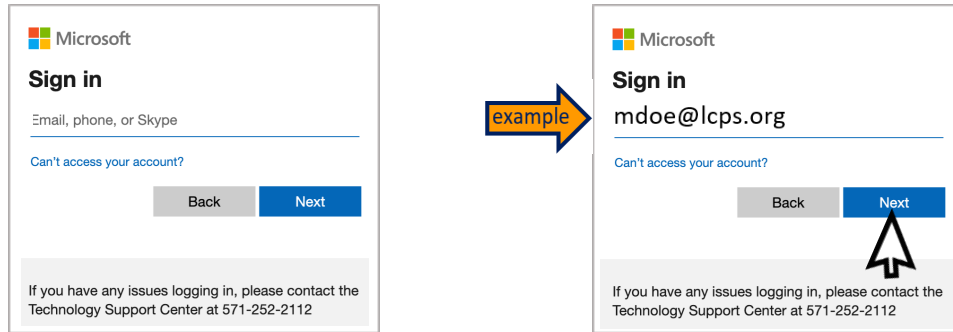
STEP 3

The "Oracle Cloud Account Sign In" will appear. Click "LC Public Schools."

The screenshot shows the "Oracle Cloud Account Sign In" page. At the top left is the Loudoun County logo. Below it, the text reads "Loudoun County", "Oracle Cloud Account Sign In", and "Identity domain @ LCG\_LCPS\_Domain\_Prod". There is a "Sign in with" section with two buttons: "LC Public Schools" (with a mouse cursor) and "LC Government".

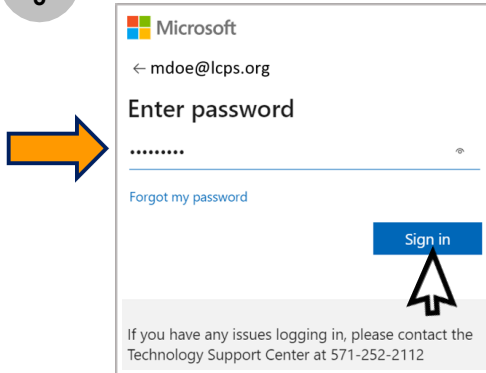
**STEP 4**

The "Microsoft Sign in" may appear. If it does, enter your LEAD User Name@lcps.org and click "Next."



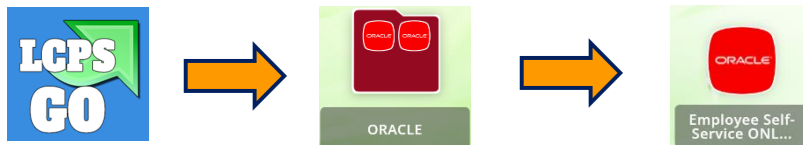
**STEP 5**

Enter your password and click "Sign in."



**Log In Using LCPS GO**

You can also log in to Oracle using LCPS GO. From the LCPS Intranet homepage, click the LCPS GO icon. Next, click the Oracle folder, select "Employee Self-Service ONLY," and follow steps 3-5.



Contact the Technology Support Center at 571-252-2112 if you need assistance. The Technology Support Center is available Monday-Friday, 7:30 AM to 5:00 PM, excluding holidays on the LCPS 12-month calendar.