



Change Password Instructions



1 Introduction

1.1 Password change every 120 days

UCLA chose Oracle Enterprise Performance Management (EPM) Cloud for its planning and Oracle has a mandatory password change policy every 120 days. The purpose of this document is to outline the steps you need to perform to change your password.

1.2 Email Notification from Oracle

The process will begin when you receive an email notification from Oracle with a subject line of “Password Expiry Warning”. The email will look like the screenshot below.

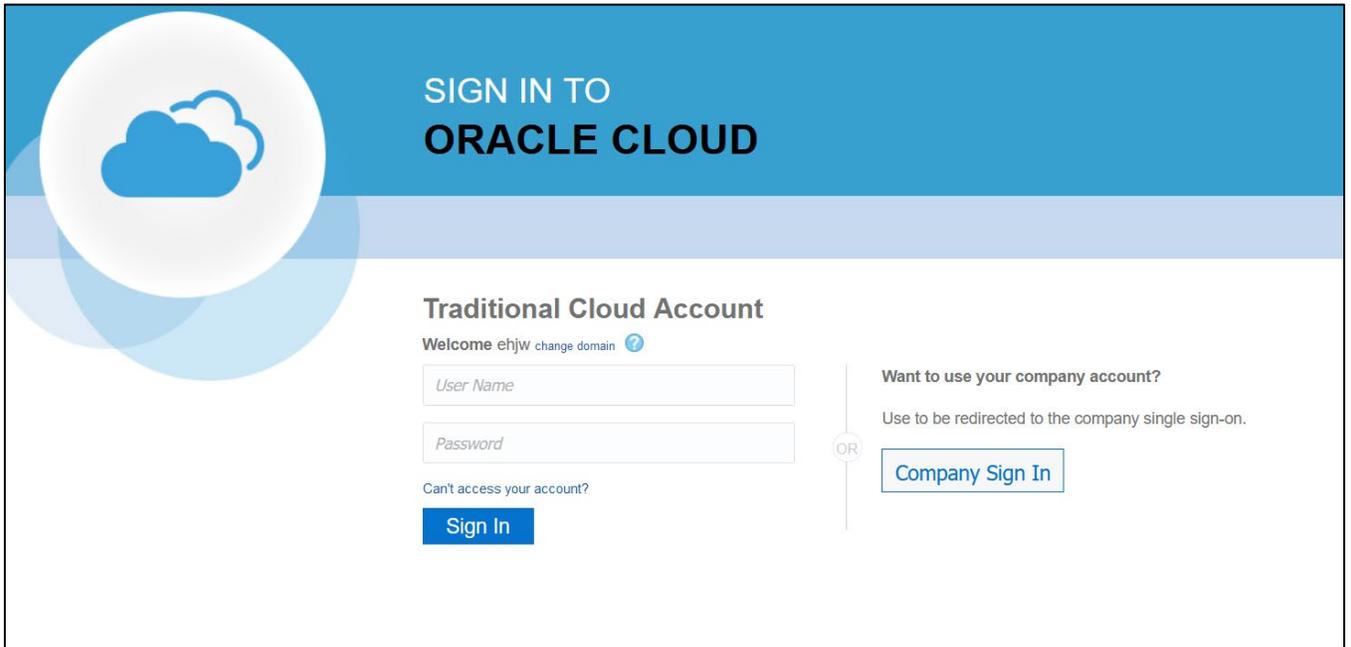
In the body of the email, you will find a “Click HERE” link. If you click on the HERE it will take you to the Oracle Cloud Log In screen, as shown in the next step.

Subject: Password Expiry Warning

The screenshot shows an email notification from Oracle Cloud. At the top, the word "Cloud" is displayed in a grey header. Below this, the email body contains the following text: "Hello User," followed by "Your password will expire on 20-May-2021. To specify a new password, you must access your account." Below the text are two columns of information. The left column, titled "Account Details", shows "Identity Domain: Ehiw" and "Data Center/Region: us2". The right column, titled "Common Tasks", contains two bullet points: "Change passwords" and "Learn about predefined roles and accounts". At the bottom of the email body, there is a red dashed circle around the text "Click here to access your account. Enter your User Name and Password. Click Sign In." The word "here" is highlighted in yellow. Below this, there is a footer with the text: "If you don't remember your username, contact your system administrator or Oracle Cloud Support. If you don't remember your password, you can recover using responses to security questions you have set."

1.3 Sign in to Oracle Cloud

The screenshot below shows the Oracle Cloud Log In screen. Please enter your current user id and password



Another way to get to the Log In page is through the link below:

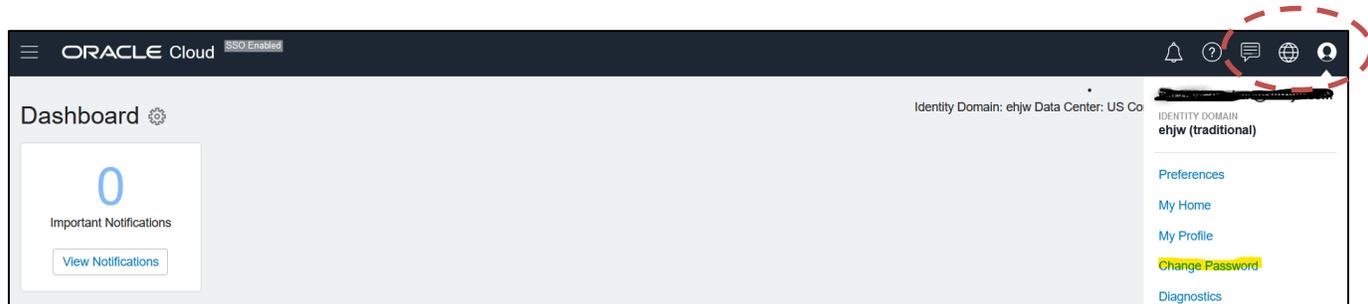
<https://myservices.us2.oraclecloud.com/mycloud/cloudportal/dashboard>

Note; if you are asked for a Domain, then please enter UCLA's domain name of: **EHJW**

1.4 Once logged in, Click on the Profile picture in the top right corner

Once you have logged in, click on the Profile Icon at the upper right corner of the screen, and a drop down will appear.

One the choices in the drop down is “Change Password” highlighted in **YELLOW** in the screenshot below:

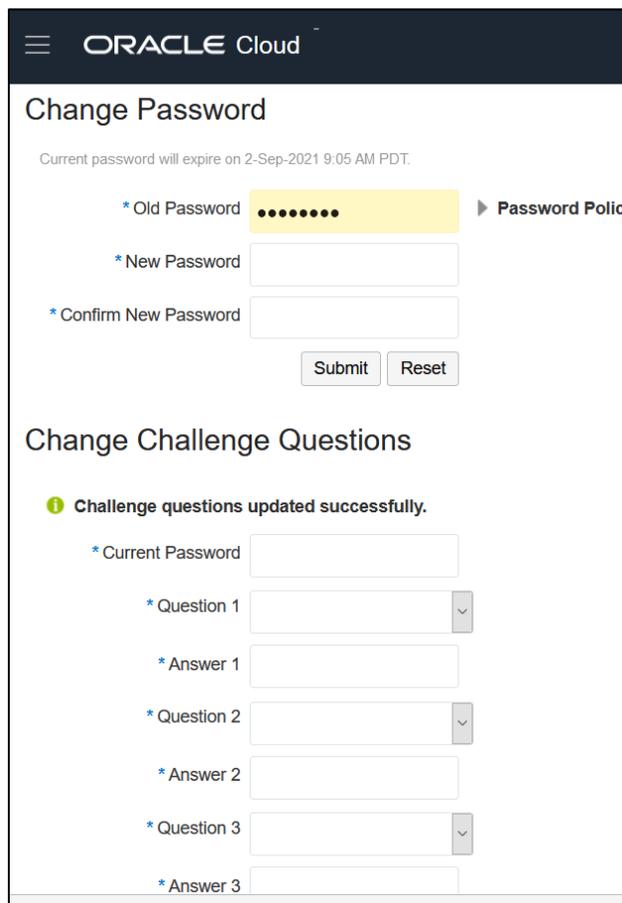


1.5 Change password and set Challenge Questions

On the next screen you get the opportunity to set you password as well as Challenge Questions.

Please set both and write down both. The challenge questions will allow you to reset your own password in the future if you should forget it.

Screenshot:

A screenshot of the Oracle Cloud 'Change Password' and 'Change Challenge Questions' forms. The 'Change Password' section includes a message 'Current password will expire on 2-Sep-2021 9:05 AM PDT.', an 'Old Password' field (masked with dots), a 'New Password' field, a 'Confirm New Password' field, and 'Submit' and 'Reset' buttons. The 'Change Challenge Questions' section features a success message 'Challenge questions updated successfully.' and three sets of fields for 'Current Password', 'Question', and 'Answer'.