

# Step-by-Step Guide: Obtaining Oracle Access for Non-BB Employees



## Helping Non-Benefit Based Employees Apply for Job Vacancies in iRecruitment

In order to apply for a benefit-based job on campus, you will need access to our Oracle Employee Database so that we do not create a duplicate employee record. This guide will walk you through how to obtain Oracle access as a Non-Benefit Based employee.

If you need any assistance, please contact us at 619-260-6806.

1. Go to the Oracle login page at: <http://oracleapps.sandiego.edu>.
2. Enter the username: EMPLOYEE\_REG
3. Enter the password: go4toreros
4. Fill in the following information:

A screenshot of a web form titled "Register New User: Search Person". The form contains the following fields: "First Name" (text input), "Last Name" (text input), "Date of Birth" (calendar icon and text input, with an example "22-Jan-2009"), "\* Social Security Number" (text input), and "\* Employee No. (from Payslip)" (text input). The text "To begin registration, please enter the following information." is displayed above the fields.

5. Click **Next**.
6. Enter the following information:

A screenshot of a web form titled "Register New User: Create User Name". The form contains the following fields: "\* User Name" (text input), "\* Password" (text input, with a note "(Password should be at least 5 characters long)"), and "\* Verify Password" (text input). The text "Your username should be your USD email address, i.e. jsmith." and "\* Indicates required field" are displayed above the fields.

7. Click **Next**.
8. Your username will be confirmed on the next page. Click **Submit**.
9. Your Oracle password will then be sent to your email address. Once you have that, you can login (again) to <http://oracleapps.sandiego.edu> and then enter your username (you entered in step 6) and the password that you received via email.

We hope this has been an easy process, but if you have had any problems, please contact us for assistance. We are always looking for opportunities to make things easier for you. Call us at 619-260-6806 or email [hr@sandiego.edu](mailto:hr@sandiego.edu).