Quick Reference Guide: Accessing and Navigating Oracle Cloud

**Oracle Cloud** is Vanderbilt’s web-based system for Human Resources, Finance and Administration activities. This guide provides an overview of how to access and navigate in Oracle Cloud.

### Accessing Oracle Cloud

Our **Oracle Cloud** login link is [https://oraclecloud.vanderbilt.edu](https://oraclecloud.vanderbilt.edu).

To get started:
- Click the above link or enter it into your browser;
- Enter your **VUnetID** and **ePassword** on Vanderbilt’s **Single Sign-On** page; and
- Go to your Oracle **Home** screen.

**Important:** You should **only** sign into Oracle using Vanderbilt’s Single Sign-On screen.

### Your Oracle Cloud Home Screen

Upon logging into Oracle, you will see your **Home** screen.

The modules you see in Oracle will vary based on your role and responsibilities. The **Navigator** (top left corner) lists all of your modules, and you can personalize the **Springboard** (right side of page) with shortcuts to frequently used modules. The **Notifications** bell shows items pending your review or action.

**Select the Navigator** to view all modules.

**Notification bell** indicates items pending your review or action.

**Home icon** returns you to this screen.

**Select shortcuts** to display here on your Springboard.

Oracle is a web-based system.

When you are finished, **close your browser** or **sign out** from the menu.