How to Share your Data in Oracle with a Line Manager/ HCM Specialist

1. Go to the sign in Oracle applications cloud

2. Click on “Company Single Sign-On”

3. Enter your VUnet ID

4. Enter password and click “sign on”

5. From the home screen scroll down and click on “Share Data Access”
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6. Click on “+ Add”

![Image showing the addition of a recipient]

7. Enter **Line manager’s name** in **Recipient** and wait for the name to populate
8. Once populated, you will select the name and then select **Submit**
9. You will receive confirmation notification that it was sent successfully
10. Please email your line manager confirmation that you added them successfully. Please include your home address and phone number in the email as well.