Guide to Oracle HR e-Learning

County Council	Search A to Z Staff Directory
Intranet home How do I? Staff news	
Staff news Current alerts	Staff directory Name (Surname/Forename) Surname/Forename G0
Supporting me at LCC	A to Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

• From the intranet home page, go to Advice from HR and then Oracle elearning

Human Resources	E
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	Oracle # learning
	Claim expenses
	Recruitment system
	Managers kojn Guidance
	Job Vacancies

First Time Users

New User	2
Instructions	Profile
Please erfer the information requested. Any item marked with an asterisk (*) is required. Once you've completed the information, click the Login button.	Last Name Middle Initial First Name Username ADminiat001 E-mail Address
	Login About Uncerkedge: Center

If this is the first time you have accessed the elearning, you will now be asked to enter your name and work email address.

• This is a one-off task which will then link your network login to the online learning without the need to enter a password each time.

Access Oracle HR eLearning



View Oracle HR eLearning

The elearning screen will be displayed:

- The menu contains a list of folders (e.g. Employee Self-Service, Self Service Administrator) and sub folders (subjects).
- Click on the + symbol to the left of the
 folder name to open.



- You can now see the individual lessons:
- Click on the lesson to see a description of what is covered.
- If you have not used e-learning before, you may wish to start with the eLearning Quick Start guide.
- Alternatively, you may wish to go direct to a lesson, e.g. overtime/additional work in own job.

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	eLearning Ouick Start Guide Cetting started with Self Service Employee Self Service Manager Self Service Self-Service Administrator	

- Within each folder is a list of relevant subjects.
- Click on the + next to the subject folder name to view the lessons available.





- A lesson description and 3 options are displayed:
 - See it! will allow you to watch a demonstration.
 - **Try It!** will allow you to have a go at the task.
 - **Print It!** allows you to print a copy of the lesson.

See It!

See It!:

- Click the "See it" button at the top of the screen to launch the eLearning.
- A text box will appear on the screen:

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Enterprise Search All	v		Go	Search Results Display Preference	Standard
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expand	Overtime/extra	a work in own job		tue toons.	
	Lesson objective:	ow you how to view and add (overtime or extra duty of	aime	
	You should follow forms: - HR01 (yellow), - HR01 (LCCG) - HR08 (SMS - pa	these instructions if you used ale yellow)	to complete one of the f	iollowing	
	NB - Please reme shown on the Int	ember to submit your claims ranet and Schools Portal in	by the Payroll Deadlin the A-Z)	ne (this is Pause	
				7	
Privacy Statement		Logout Preferences	Help	Copyright (c) 2005, Oracle: All	rights reserved.
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- The lesson will continue after 10 seconds.
 - Press Pause on the text box during the eLearning if more time is required to read each screen.
 - Press Resume to restart the lesson.
 - Press Enter on your keyboard to move more quickly through the lesson.
- You can also "toggle" between eLearning and other applications. For example if you want to keep a lesson open while you switch to Oracle or Outlook, you can press the Alt key and then the Tab key. You can then move to other applications without ending the lesson.
 - Note Alt key is on the bottom left of the keyboard and Tab key, is the key with back and forward arrows above the Caps Lock key.

Try It!

Bac<u>k</u>

Next

Actions 🗙

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Later

Try It!

Click Next

Try It!:

The "**Try it**" option will allow you to have a go at completing the lesson.

- Click on the start button then follow instructions given in the yellow bubble.
- If instructed to click on a field or object, click on the item in the red box.
- Any text in **Blue** refers to buttons on the form.
- Any text in **RED** in the bubble must be typed into the field shown.



Click on the actions button for a list of options,
 e.g. "Next Step" and "Previous Step"

Try It!	Actions 🗙
If the emp their full ai entitlemer of hours to	Next Step Previous Step Restart Playback Print it Preferences Help Close Topic

DOC Print It!

Print It!:

• The Print It option displays the lesson text, but not screen shots.

Step	Action
1.	Log into Self-Service Administrator and click on the plus sign (+) to see all options
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2.	Click on the form - Self Service Payment Claims
3.	Select employee from within the hierarchy and click on the Action button next to their
	details.
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• If you print or save the document, please remember to check for updates regularly.