

User Guide: Activate Your Account

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Definitions/Terminology

Oracle – The name of the system this guide is to support you using.

MFA - Multi-Factor Authentication, a common method for protecting accounts when username and password is insufficient.

IDCS - Identity Cloud Service - the old name for IAM

IAM - Identity and Access Management - The IdP for SSO

IdP - Identity Provider - the system that handles authentication.

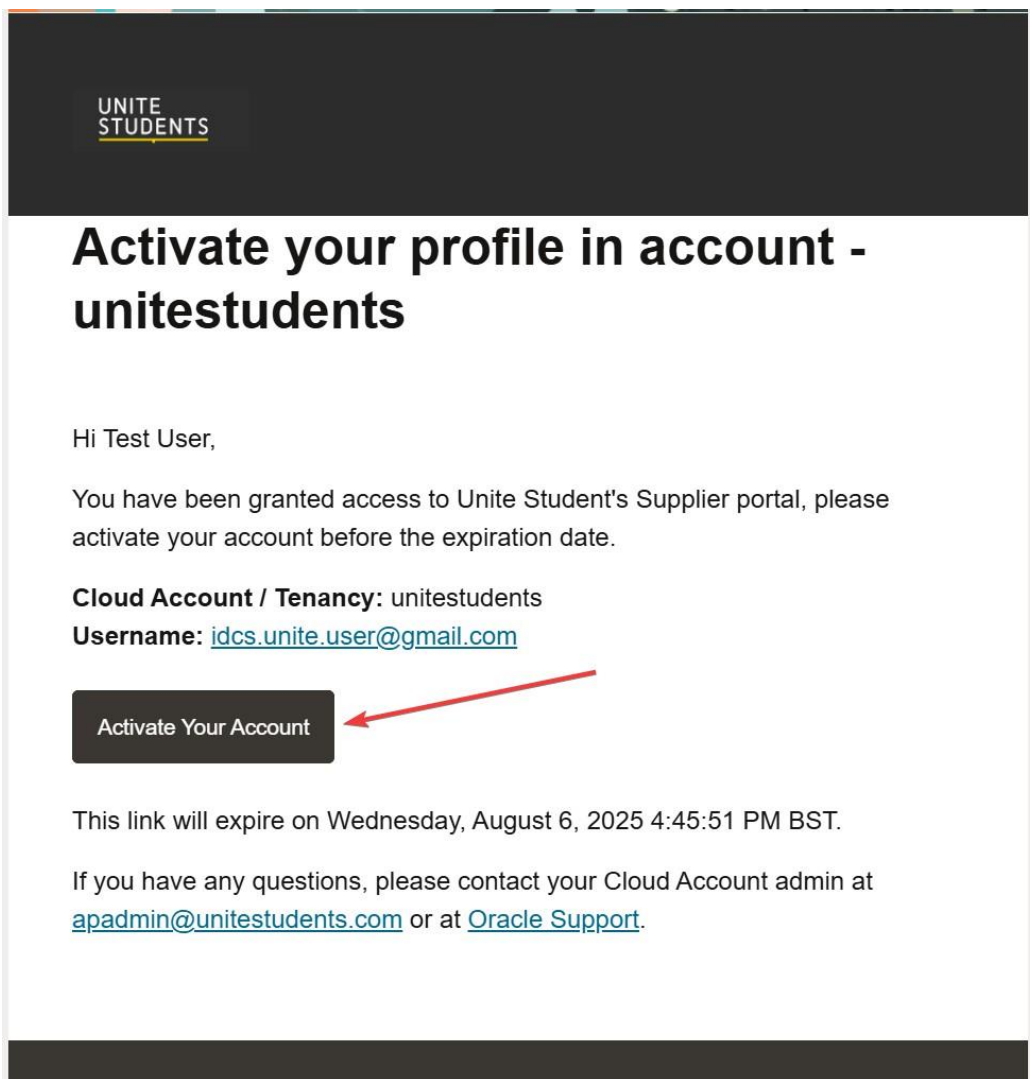
1 Overview

As a Unite Students Supplier, you will receive an Activation email to access our system. This user guide will show you what email to expect and how to access your account.

2 Set up Oracle Account and Password

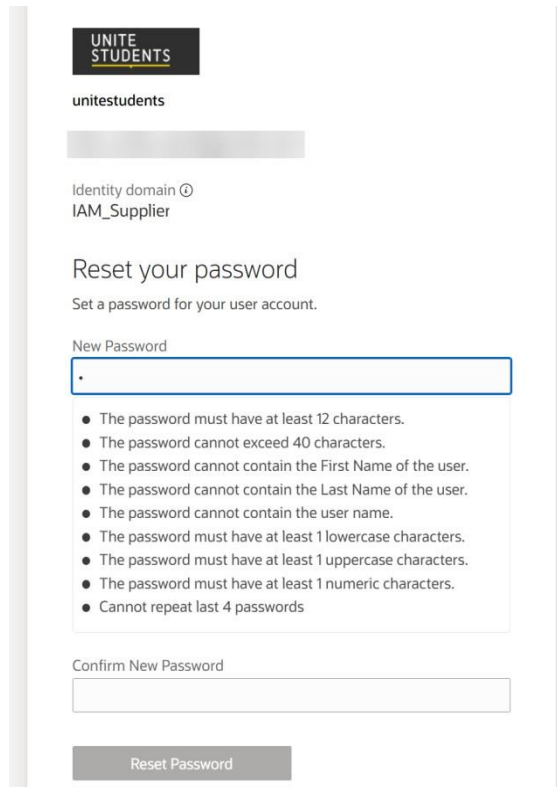
2.1 Activate account

When activated, you'll receive an email like the one below. Please follow the link from this activation email:



2.2 Create Password

On the next page, create a new password following the instructions on screen:



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unitestudents

Identity domain ⓘ
IAM_Supplier

Reset your password

Set a password for your user account.

New Password

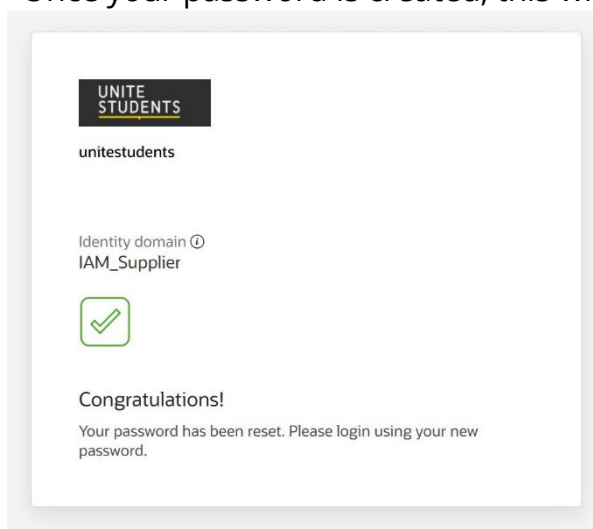
- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

Reset Password

2.3 Confirmation

Once your password is created, this window will pop up:



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IAM_Supplier

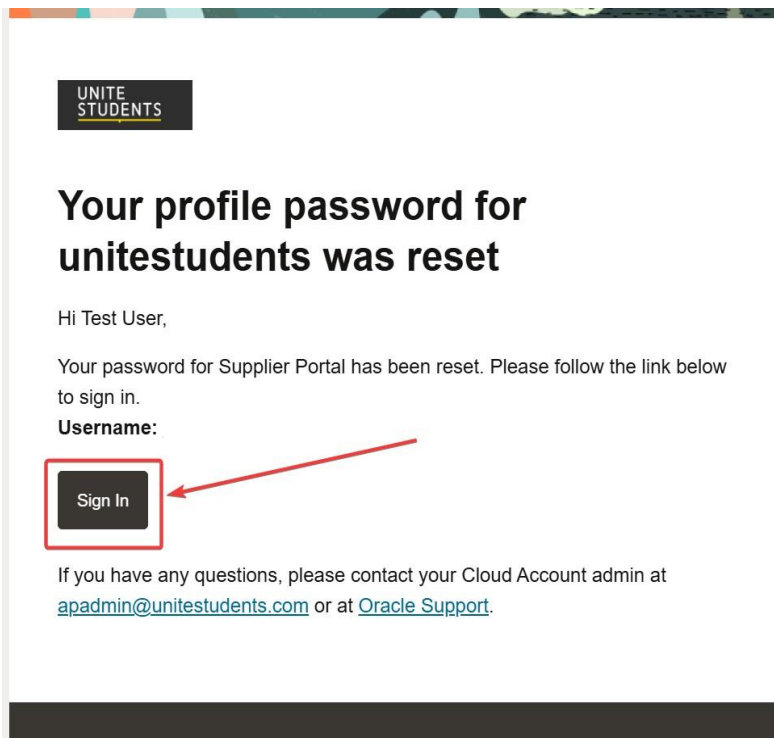
✓

Congratulations!

Your password has been reset. Please login using your new password.

2.4 Access Oracle

You'll receive a second email confirming your password has been reset. This email includes the link to sign in to the Supplier Portal:



2.5 Enter Username & Password

Enter your username and the password you chose in step "2.2 - Create Password"

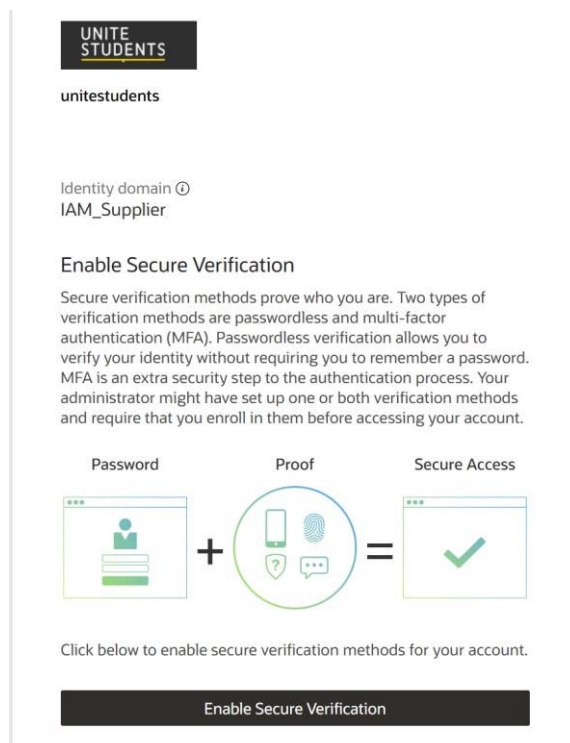
The image shows the login page for the Supplier Portal. It features the UNITE STUDENTS logo at the top. Below the logo, the text "unitestudents" and "Oracle Cloud Account Sign In" are displayed. The form includes fields for "Identity domain @ IAM_Supplier" and "User Name". Below these is a "Password" field with a masked input (dots) and a "Forgot Password?" link. A "Sign In" button is located at the bottom of the form. A link "Need help signing in?" is also present at the bottom.

2.6 Configure Multi-Factor Authentication

Multi-Factor Authentication (MFA) will protect your account by ensuring that only a user with access to both your password and another factor will be able to access your account. The additional factor may be one or more of the following two options:

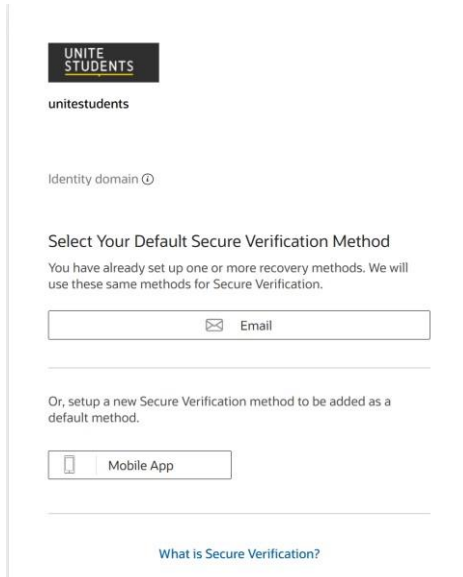
- 1) Approval within Authenticator App
- 2) Access code sent by email message

On the below screen, please click "Enable Secure Verification"



2.7 Select MFA Option

For the most secure option, we recommend the Mobile App.



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Identity domain ⓘ

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App

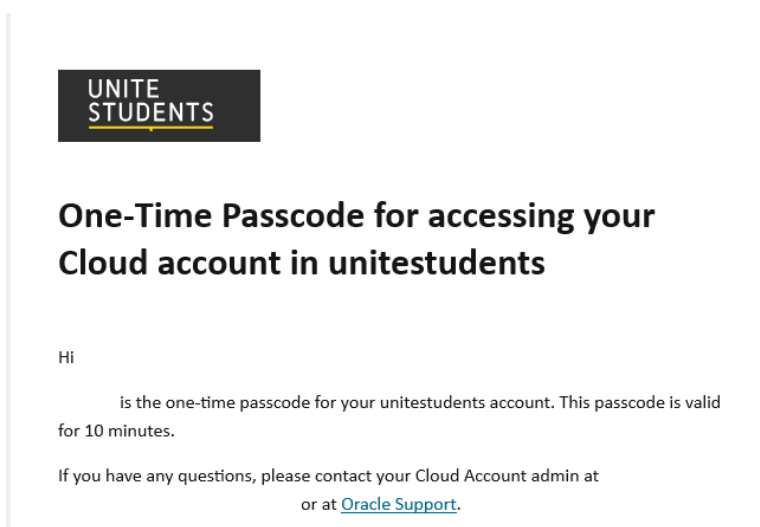
[What is Secure Verification?](#)

If you select "Email", please continue to section 2.7.1

If you select "Mobile App", please skip to section 2.7.2

2.7.1 Configure Email for MFA

When you select this option, you'll automatically receive an email that looks like this:



UNITE STUDENTS

One-Time Passcode for accessing your Cloud account in unitestudents

Hi

is the one-time passcode for your unitestudents account. This passcode is valid for 10 minutes.

If you have any questions, please contact your Cloud Account admin at or at [Oracle Support](#).

Enter the code into the box shown below to verify your email:

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unitestudents

Identity domain ⓘ
IAM_Supplier

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

Email

An email that contains a verification code has been sent to

Code

Resend code


Verify Email Address

You'll receive the following message as confirmation:

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unitestudents

Identity domain ⓘ
IAM_Supplier




Successfully Enrolled

Your email address,
 your default.
 has been set as

Done

Additional Secure Verification Methods

It is recommended that you set up an additional method. This ensures that you have a backup.



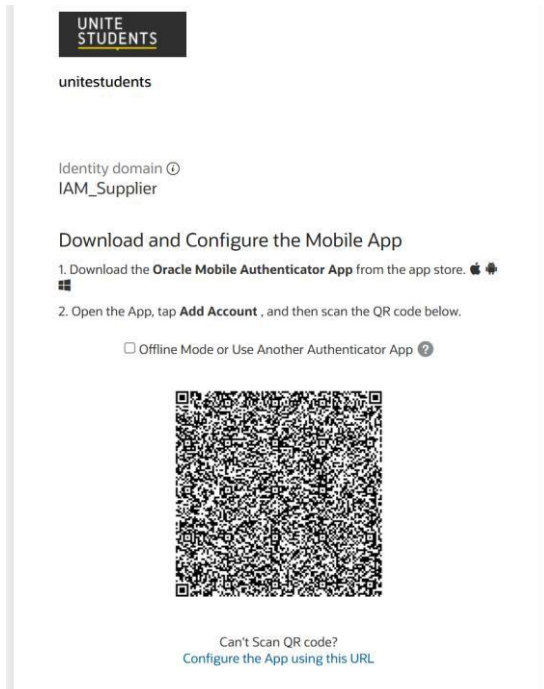
Mobile App

Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.

Click Done, or you may choose to configure additional factors.
Continue to Section 2.8.

2.7.2 Configure Mobile App for MFA

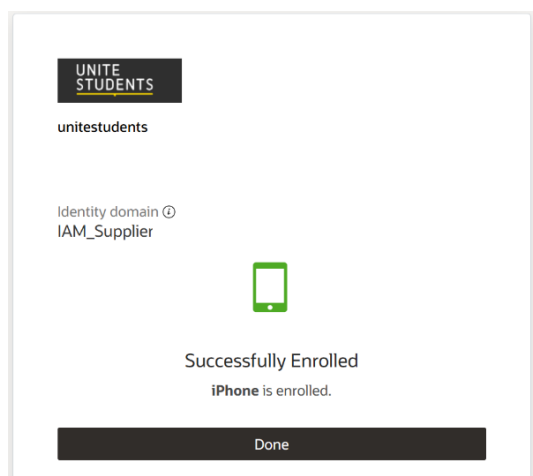
You'll be shown this page:



Please download the Oracle Mobile Authenticator App from the app store and scan the QR code on the screen. The app looks like this:



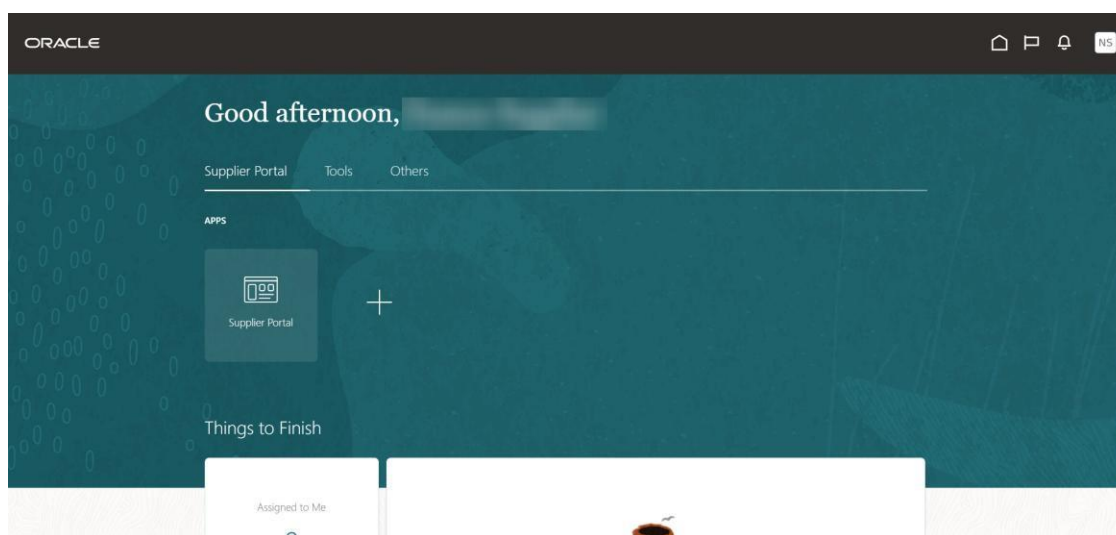
You'll receive the following message as confirmation.



Click Done, or you may choose to configure additional factors.

2.8 Access Oracle

Once MFA has been configured, you'll be redirected to the Oracle home page:



2.9 Next time

Now that your password and MFA is configured, next time you want to sign into the Supplier Portal, you simply need to access it via this link (you may need to press ctrl whilst clicking the link):

supplierportal.unitestudents.com

Please note, it is a good idea to bookmark this link, so that you can easily access the system in the future.