

## Requesting additional access to Employee Self Service

This guide will help existing Oracle users to request additional access to Employee Self Service.

## **Requesting Access:**

You will need to be logged in to your existing Oracle account to request access to Employee Self Service.

- On the Oracle home page, click on 'Preferences' found in the top right hand corner of the screen.
- Select 'Access Requests' within the menu on the left hand side

General     Display     Preferences     Access     Requests	Access Requests Listed below are roles you have been assigned. H	Roles grant you access to different p
	Request Access	
	Role	Description
	KCC HR P&D (View)	

- Then select 'Request Access' as shown above.
- Employee Self Service should appear in the 'Select Role' section. Click on the 'Select' box next to KCC Employee Self Service and click 'Next'.

Request Access: Select Roles Browse the role categories. Apply for roles by addi	Cancel Stat 1 of 1 Best	
Browse Role Categories		and step to 5 mile
Miscellaneous	Selected Roles Roles Added 0	
Miscellaneous		
Select Roles: Add To List		
Select All Select None		
Select Role	Description	
Receivables Request Additional Access	Request Access for iReceivables Account Management role	
KCC Employee Self-Service	KCC Employee Self Service - Request Additional Access	
		Cancel Step 1 of 3 Regt

- The following screen requires you to enter a 'justification' as to why you require the Employee Self Service responsibility. It is a free text field, so please enter a brief reason for requiring Employee Self Service, and then click 'Next'.
- On the review screen, check the details are correct and select 'Submit'.
- Employee Self Service will appear under the 'Role' section. Select the 'Home' button to return to the Oracle home page.
- You will receive an e-mail to confirm your request has been approved.

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE t: 03000 411115 e: info@cantium.solutions

Cantium Business Solutions, registered in England & Wales at Sessions House, County Road, Maidstone, Kent ME14 1XQ. Company No. 11242115. VAT No. 294 5402 88. Filename:



• Exit Oracle and wait 20 minutes before logging back in again to refresh the system. You should find Employee Self Service listed as a responsibility on the left hand side of the screen.

In line with KCC's IT policy, you must not divulge your HR Self Service password or log-in details to anyone. Any misuse of HR Self Service will result in immediate withdrawal of access to the system and may result in disciplinary action.

Worrall House, 30 Kings Hill Avenue, Kings Hill Business Park, West Malling, Kent ME19 4AE t: 03000 411115 e: info@cantium.solutions

Cantium Business Solutions, registered in England & Wales at Sessions House, County Road, Maidstone, Kent ME14 1XQ. Company No. 11242115. VAT No. 294 5402 88. Filename:

Please note - Version control is via SharePoint. This document is uncontrolled once printed