

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



- 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'.



- 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.

- 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.