

Note: Refer below guidelines in changing your Temporary Password to Personal.

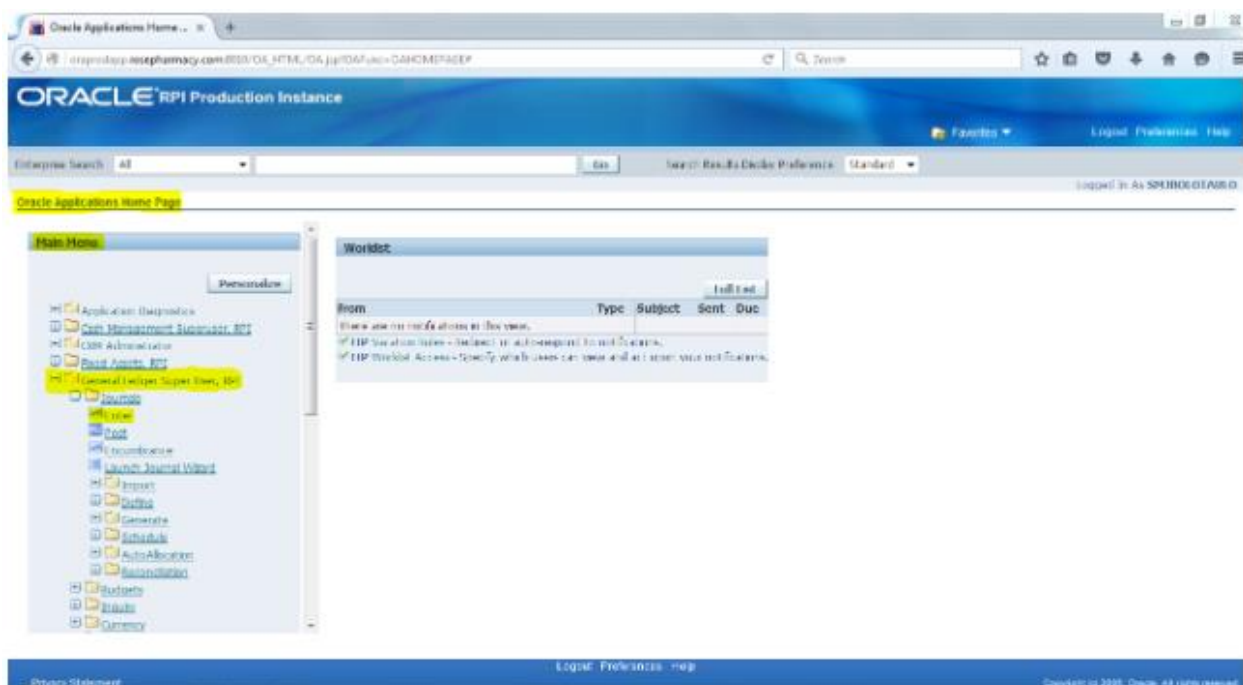
a. You are provided with a temporary password, kindly log-in and reset your password immediately. Make your new password

PERSONAL to you.

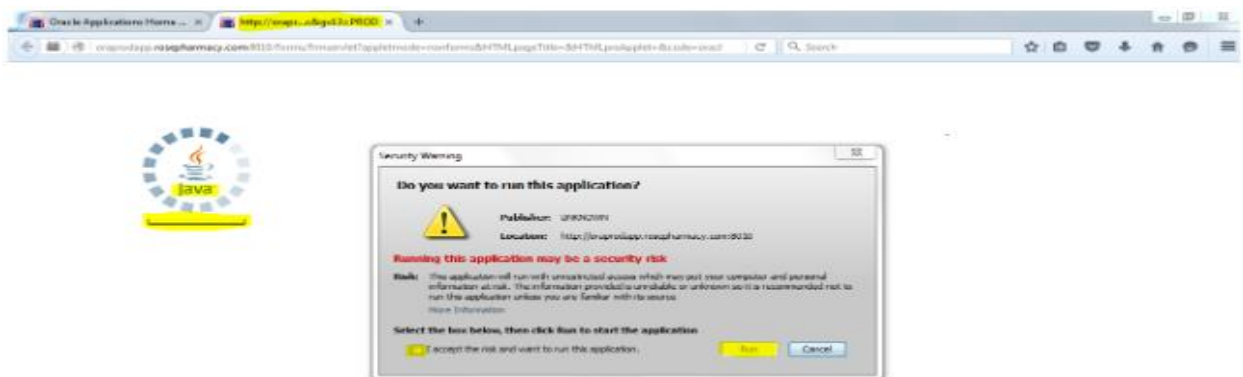
b. Password must be alpha-numeric (combination of numbers and letter). It must not have a repeating character and must have a minimum of eight (8) characters. (e.g. BEAU1234)

c. STRICTLY NO SHARING OF PASSWORD, your Oracle user account is only granted to you and you are prohibited to share your password and account to others.

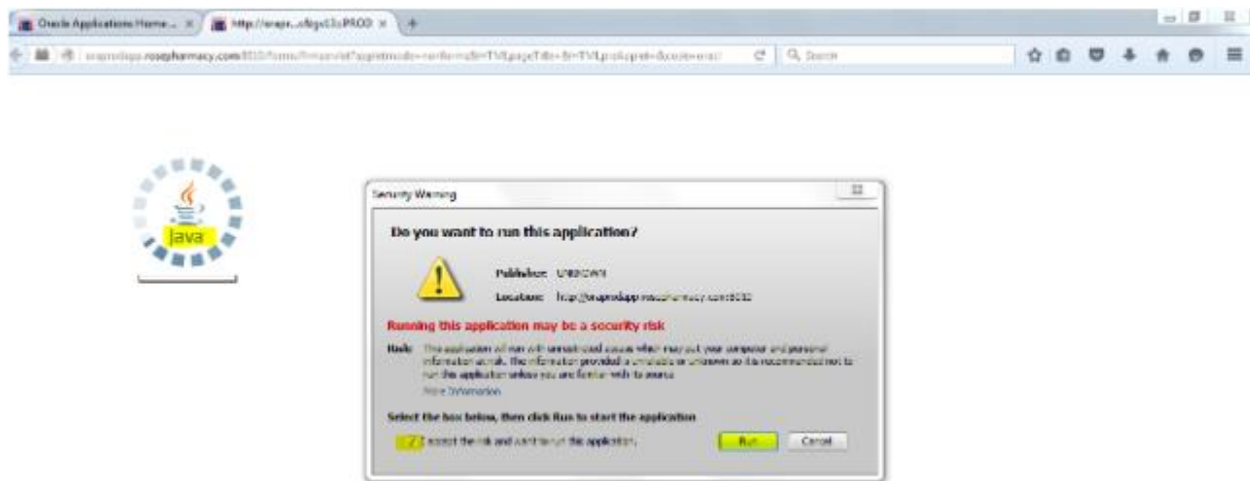
4.4. You will be re-directed to your Oracle Home Page. Select any menus to check if JAVA is installed in your browser and to open the form (specific menu and function selected).



➡ After you select the specific menu and function, you allow your JAVA to open the application.



➡ Indicate a **Check** on the checkbox and press '**Run**' button.



➡ Viola! You are now in **General Ledger** ➤ **Journals** Window

