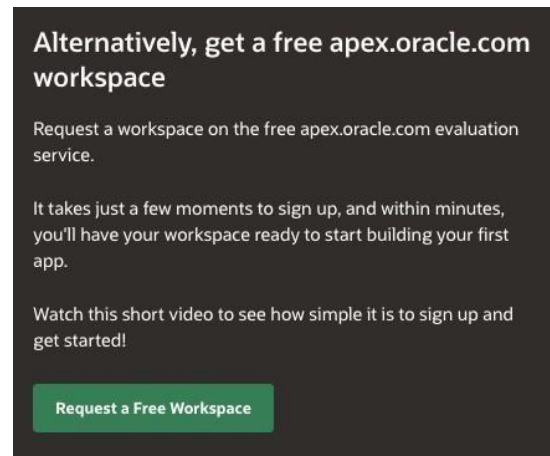
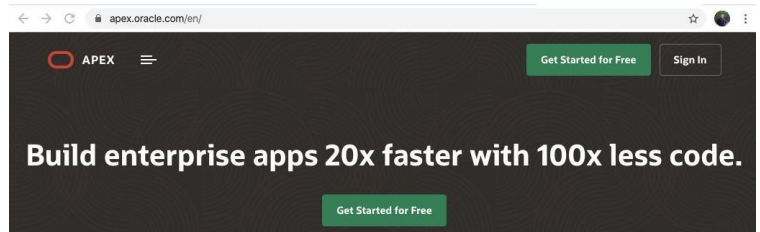


## Setting up Oracle Application Express (APEX)

**NOTE:** If you do not have an Oracle APEX account, please follow the steps in Part A, otherwise follow the steps in Part B. Then continue to the section titled: “Using APEX SQL Workshop.”

### Part A:

1. Visit <https://apex.oracle.com/en>
2. Click “Get Started for Free”
3. Scroll down to the “Alternatively, get a free apex.oracle.com workspace  
apex.oracle.com workspace and click on  
“Request a Free Workspace”
4. Fill out Step 1 “Request a Workspace”. Use an email address that you have reliable access to, as you will need to confirm your account. It is recommended to complete the remaining steps (after you get the email confirmation) on a computer as the confirmation and password screens do not scale well on mobile devices. Your Workspace name will be your database schema name. This must be unique across the entire Oracle namespace. Try using your student ID or a combination of your name and ECPI.

The screenshot shows the "Request a Workspace" form. It has a progress bar at the top with four steps, the first of which is "Identification" and is currently active. The form fields are: First Name (filled with "Thomas"), Last Name (filled with "Takach"), Email (filled with "ttakach@gmail.com"), and Workspace (filled with "TAKACH\_ECPI"). Below the email field, a note says "A link to activate your workspace will be sent to this email address." Below the workspace field, a note says "This workspace name uniquely identifies your development environment and is used when signing in." At the bottom left is a "Cancel" button, and at the bottom right is a green "Next >" button.

5. You must complete a short survey. Answer “Yes” to both questions unless you have previously used Oracle Application Express.

The screenshot shows the 'Request a Workspace' survey screen. At the top, there is a progress bar with four steps: 'Survey' (active), 'Justification', 'Agreement', and 'Confirmation'. Below the progress bar, the text reads: 'Please help us by filling out this short survey prior to signing up for a workspace. The information provided by you will be collected and used pursuant to the [Oracle Privacy Policy](#)'. There are two questions, both with 'Yes' selected by default:

- Are you new to Oracle Application Express? \*  
☒ Yes  
☐ No
- Do you plan to use this workspace for a university class or training? \*  
☒ Yes  
☐ No

At the bottom, there are 'Cancel' and 'Next >' buttons.

6. You then must provide a justification why you want an Oracle APEX instance. Respond with something like “We are using the APEX environment to help us learn SQL commands.”

The screenshot shows the 'Request a Workspace' justification screen. The progress bar now has 'Justification' as the active step. The text reads: 'This information helps the Application Express administrator understand how you intend to use this service.' Below this is a text area with the prompt: 'Why are you requesting this service? \*'. The text 'We are using the APEX environment to help us learn SQL commands.' is entered into the text area. At the bottom, there are 'Cancel' and 'Next >' buttons.

7. Then accept the terms on the Agreement screen.

The screenshot shows the 'Request a Workspace' agreement screen. The progress bar now has 'Agreement' as the active step. The text reads: 'PLEASE SCROLL DOWN AND READ ALL OF THE FOLLOWING TERMS OF USE CAREFULLY. THIS IS A LEGAL AGREEMENT ("AGREEMENT") BETWEEN YOU AND ORACLE AMERICA, INC., STATING THE TERMS AND CONDITIONS THAT GOVERN YOUR USE OF THE ORACLE APPLICATION EXPRESS SERVICE. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" AND "YOUR" SHALL REFER TO SUCH ENTITY. BY CLICKING "I ACCEPT" OR BY USING THE ORACLE APPLICATION EXPRESS SERVICE, YOU ARE AGREEING TO ALL OF THE TERMS AND CONDITIONS STATED HEREIN. IF YOU DO NOT AGREE TO THESE TERMS, DO NOT CLICK "I'.

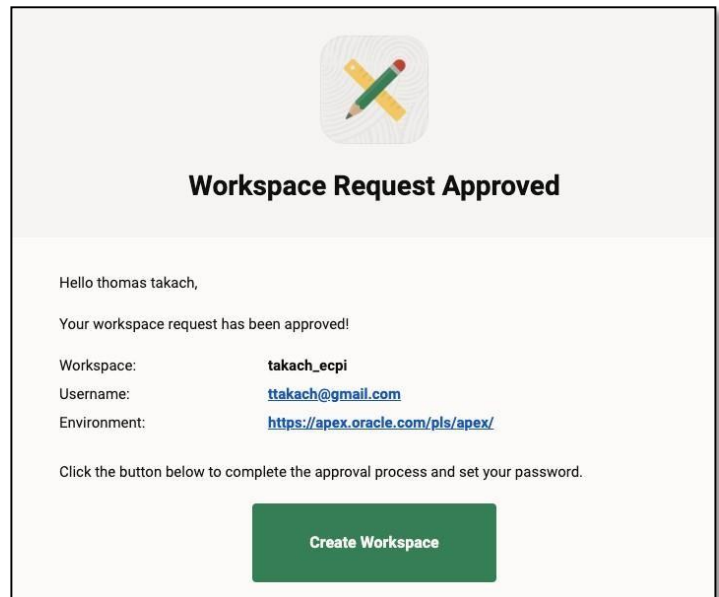
Below the terms, there is a checkbox labeled 'I accept the terms', which is checked. At the bottom, there are 'Cancel' and 'Next >' buttons.

8. Provide final confirmation by clicking “Submit Request”.

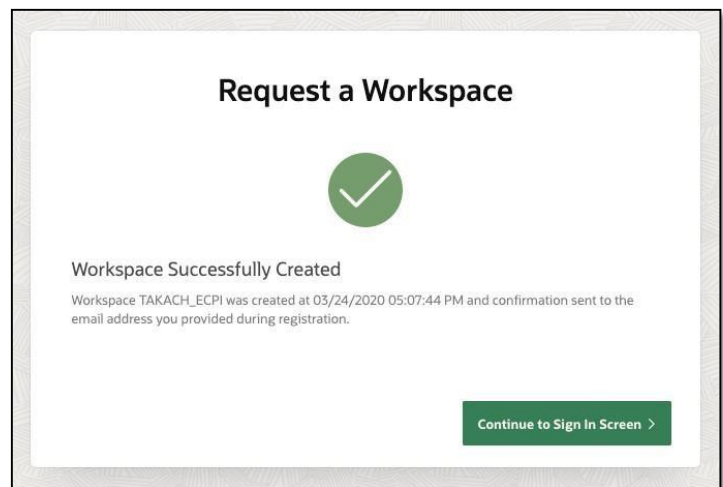
The screenshot shows the 'Request a Workspace' confirmation screen. The progress bar now has 'Confirmation' as the active step. The text reads: 'First Name', 'Thomas', 'Last Name', 'Takach', 'Email', 'ttakach@gmail.com', 'Workspace', 'takach\_ecpi'. At the bottom, there are 'Cancel' and 'Submit Request' buttons.

9. Check your email and finish the registration process.

10. It may take a while for you to get the email from Oracle. Usually, it takes around 5 minutes but can take up to an hour or two. Once you get the approval email, click the “Create Workspace” button.



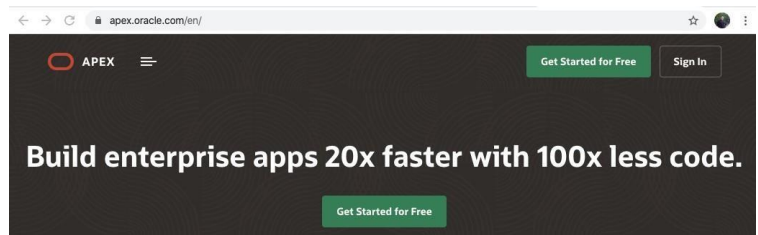
11. You should get to a screen that prompts you to set a password, then a screen that has a “Continue to Sign In Screen” button.



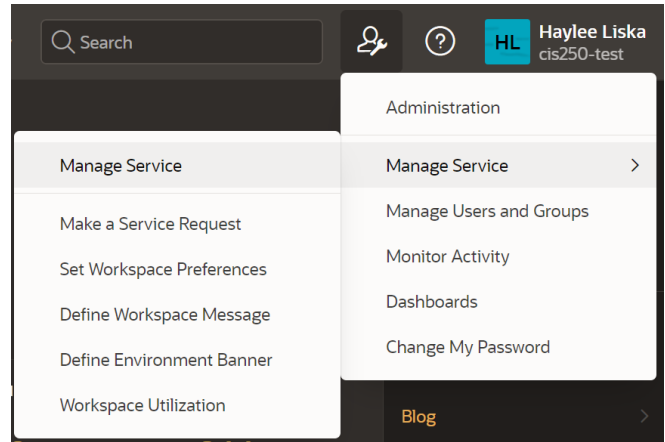
12. Once you can successfully sign in continue to the section below titled: **Using APEX SQL Workshop**

## Part B:

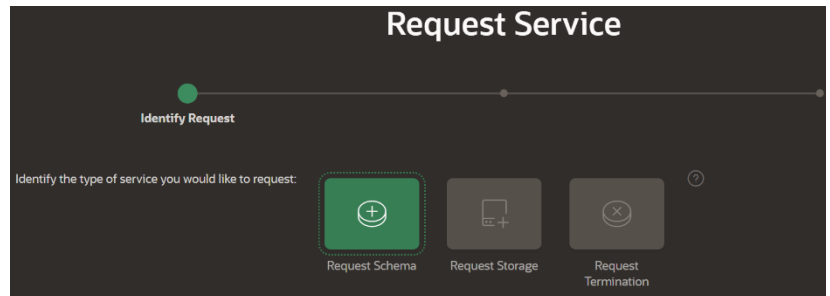
1. Visit <https://apex.oracle.com/en>
2. Click “Sign In” and log into your workspace.



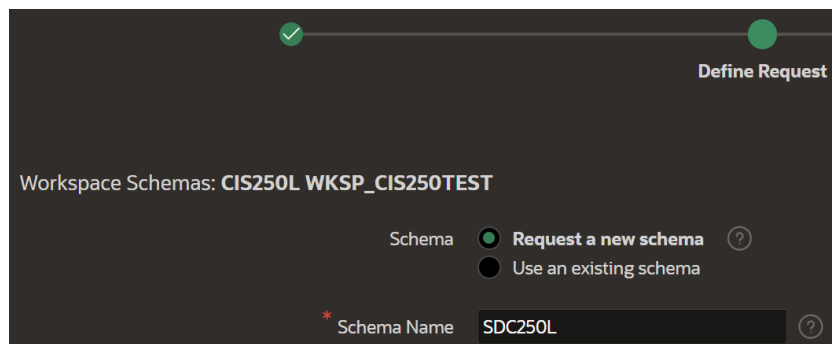
3. Click on the Administration icon in the upper right corner, click “Manage Service”, and click “Make a Service Request”



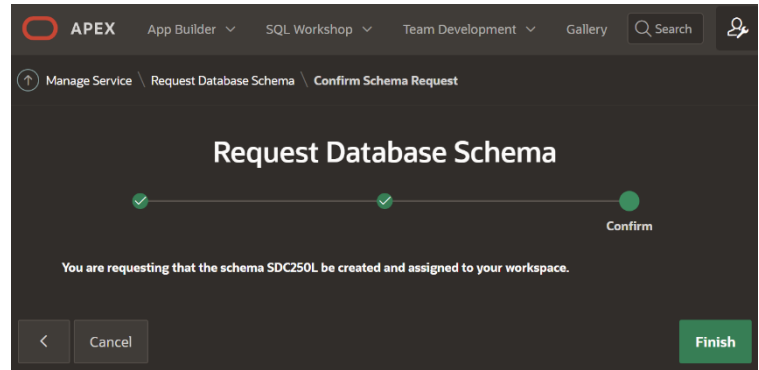
4. Click on “Request Schema”



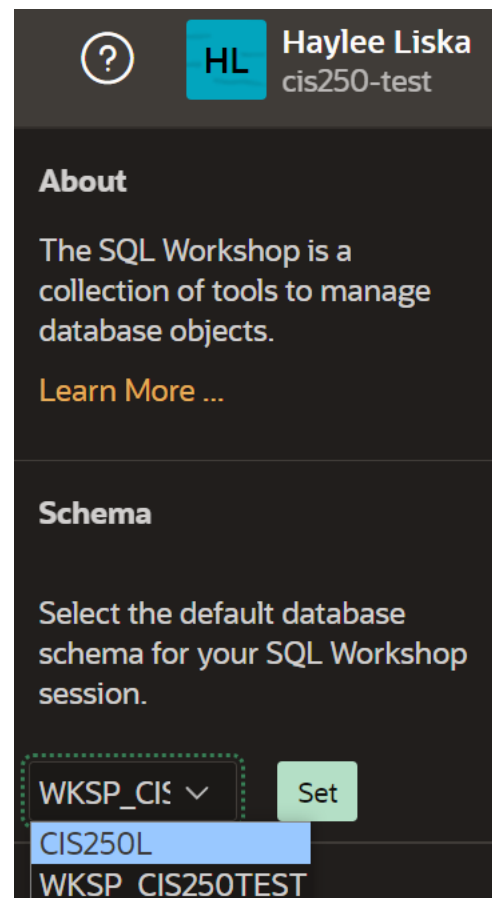
5. Make sure “Request a new schema” is selected and type in a Schema Name, then click “Next >”



6. Select "Finish"
7. Check your email for a schema approval notification. This could take several hours.

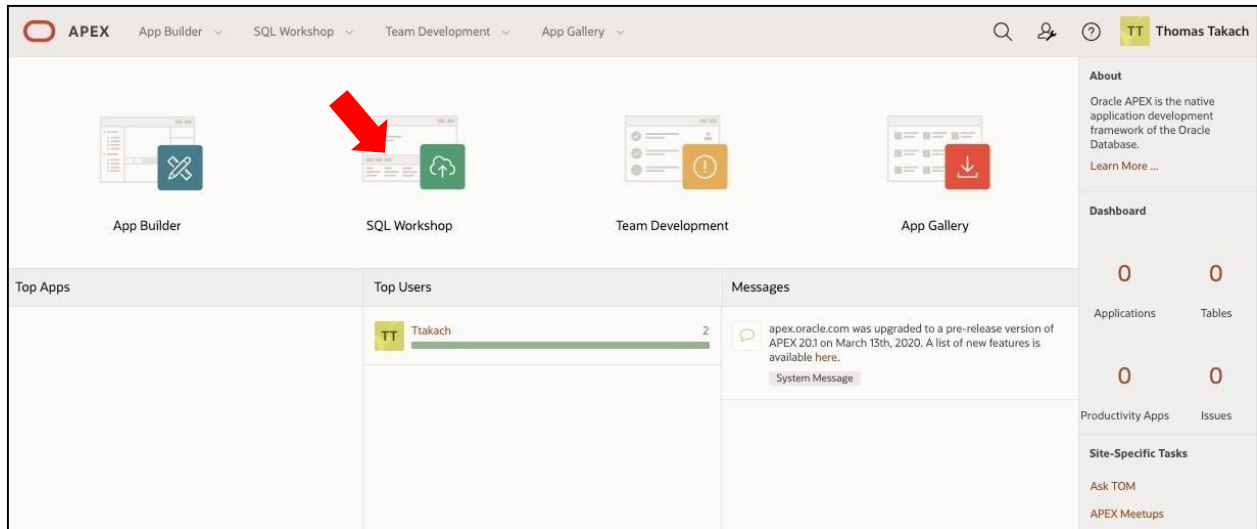


8. After reviewing the email, sign back into Oracle APEX.
9. From the right-side menu, select your new workspace from the Schema drop down menu and click on "Set"
10. Once you have successfully changed schemas, continue to the section below titled: **Using APEX SQL Workshop**

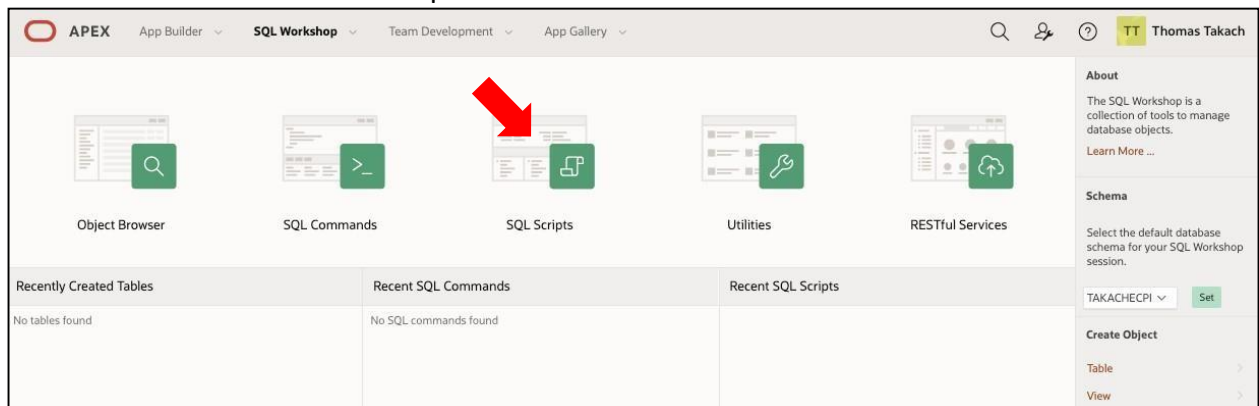


# Using APEX SQL Workshop

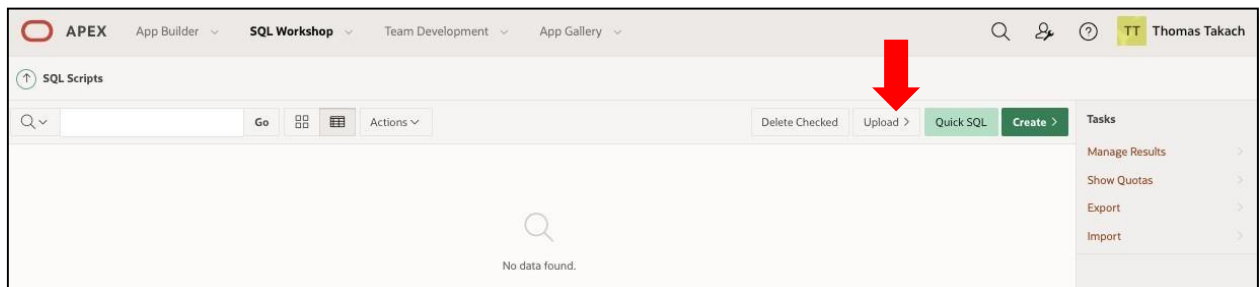
1. This is the main APEX interface. Click on the “SQL Workshop” icon.



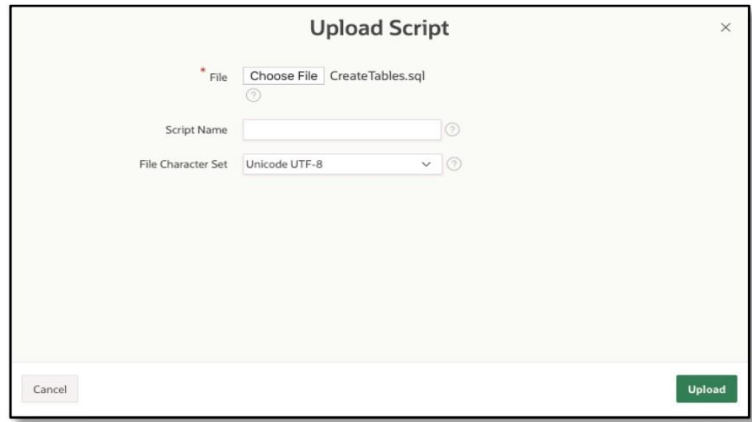
2. Then click on the “SQL Scripts” icon.



3. Click on the “Upload >” button.



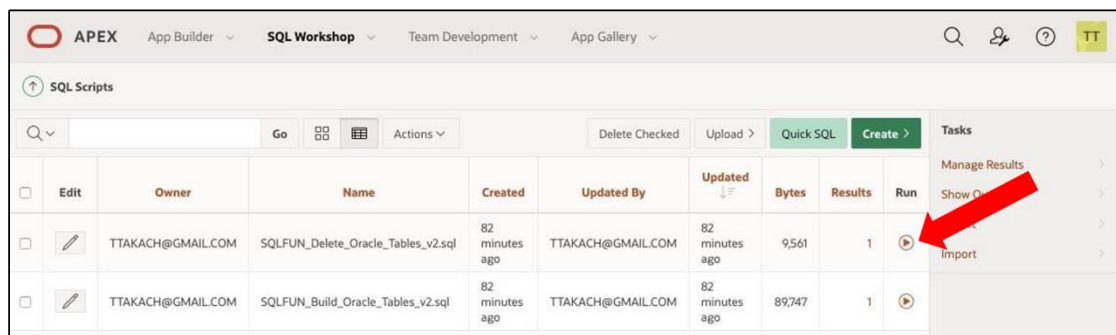
4. Click the “Choose File” button on the *Upload Script* screen that opens.
5. Navigate to the location where you downloaded the database files earlier. Select “ProjectInitialBuild.sql” then click “Open” (these screens may appear different depending on your operating system).
6. Write **ProjectInitialBuild** for the Script Name on the *Upload Script* screen.



The screenshot shows the 'Upload Script' dialog box. It has a title bar with a close button. Inside, there's a 'File' section with a 'Choose File' button and the filename 'CreateTables.sql'. Below that is a 'Script Name' text field and a 'File Character Set' dropdown menu set to 'Unicode UTF-8'. At the bottom are 'Cancel' and 'Upload' buttons.

7. Once the script is uploaded, click on the “Run” arrow at the far right of each script line as displayed on the previous page.

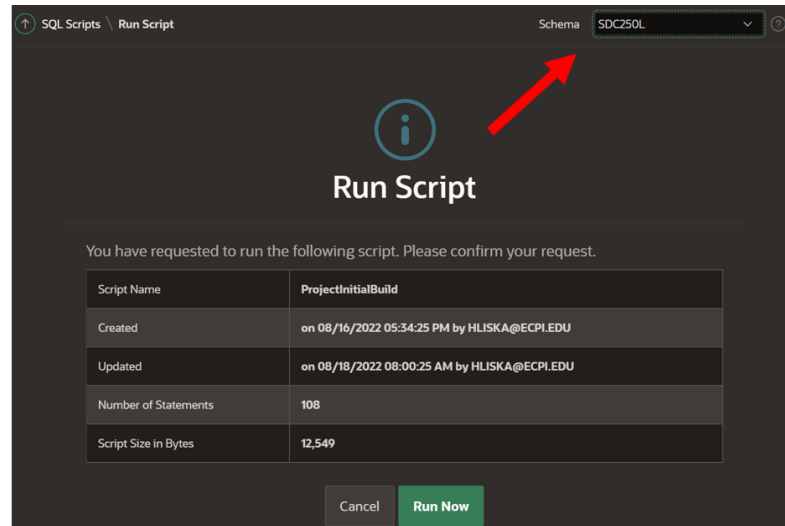
*Note: The scripts may contain SQLPlus environment commands that do not apply to the APEX Environment. It is OK to ignore these statements and run the script anyway. It will not affect the CREATE TABLE or INSERT commands*



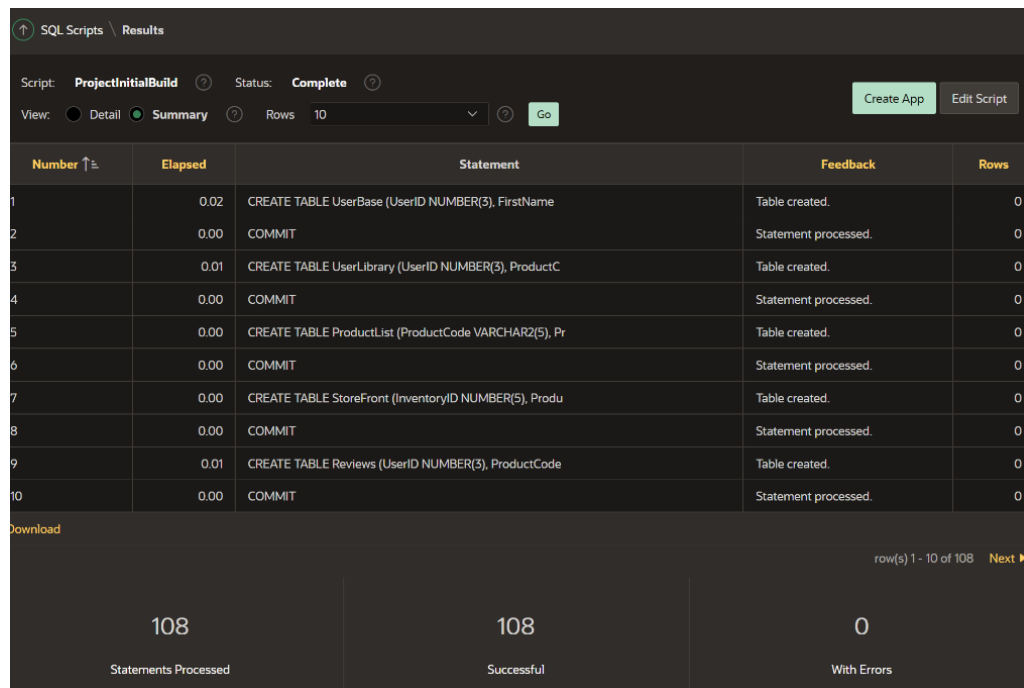
The screenshot shows the APEX SQL Workshop interface. It has a top navigation bar with 'APEX', 'App Builder', 'SQL Workshop', 'Team Development', and 'App Gallery'. Below the navigation bar is a search bar and a 'Go' button. The main area displays a table of SQL scripts. A red arrow points to the 'Run' button (a play icon) for the first script, 'SQLFUN\_Delete\_Oracle\_Tables\_v2.sql'.

	Edit	Owner	Name	Created	Updated By	Updated	Bytes	Results	Run	Tasks
<input type="checkbox"/>		TTAKACH@GMAIL.COM	SQLFUN_Delete_Oracle_Tables_v2.sql	82 minutes ago	TTAKACH@GMAIL.COM	82 minutes ago	9,561	1		Manage Results Show Output Import
<input type="checkbox"/>		TTAKACH@GMAIL.COM	SQLFUN_Build_Oracle_Tables_v2.sql	82 minutes ago	TTAKACH@GMAIL.COM	82 minutes ago	89,747	1		

8. Make sure your Schema created in Part A or Part B is selected and click “Run Now”.



9. If your scripts were successful, you will see a list of all the new tables created in your personal Oracle APEX schema (scroll all the way to the bottom of the Results section to see a summary).



10. Take a snip of the Script Summary as exemplified above in Step 9. There should be a total of 108 Statements Processed with 0 Errors. Insert the snip on a Microsoft Word Document and upload it for submission.