

Oracle Academy Application Express Startup Guide:

There are 2 options for obtaining APEX accounts:

1. Oracle Academy Cloud Program (OA Cloud)

If you and your students are of the legal age of adulthood in your state or country and would like to use APEX on an Autonomous Database – you can request an Oracle Academy member Cloud account.

Once you have received your Cloud account and provisioned an Autonomous Database, follow the directions for Startup Option 1 to create an APEX schema.

2. Oracle Academy APEX (OA APEX)

If you will not be using APEX on an Autonomous Database refer to Startup Option 2 on page 8 to see instructions for requesting Oracle Academy APEX accounts.

Startup Option 1 - accessing APEX on Autonomous Database

Quick Start APEX Cloud Guide for Teachers:

1. Request personal Cloud Account.
2. Request Student Cloud Accounts.
3. Notify students that they will be receiving an email to set up their cloud accounts.
4. Once students have setup Cloud accounts – see Autonomous Database Startup Guide to create Autonomous Database instance.
5. Once Autonomous Database is created – see instructions in this guide to create APEX workspace.
6. For other information on the use of APEX – see the OA_APEX_Cloud_Teacher and Student guides.

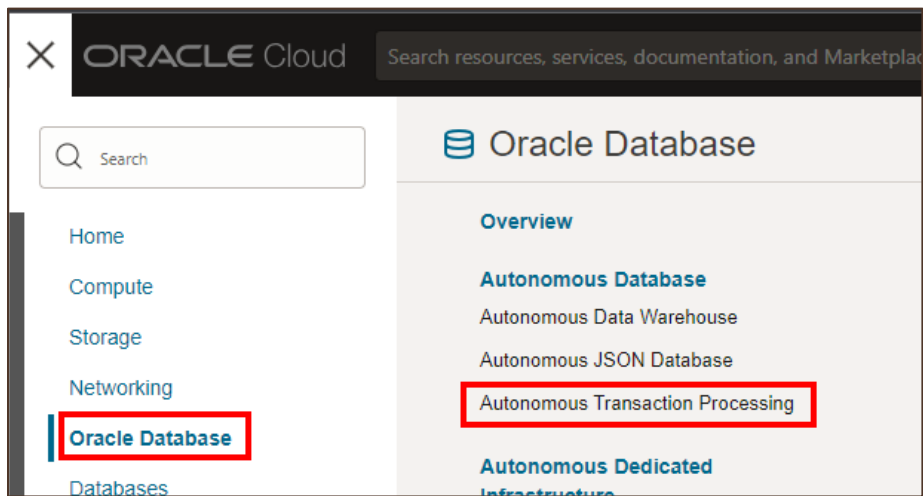
Quick Start APEX Cloud Guide for Students:

Note : It is recommended that students keep all passwords associated with their Cloud, Autonomous DB, and APEX account the same.

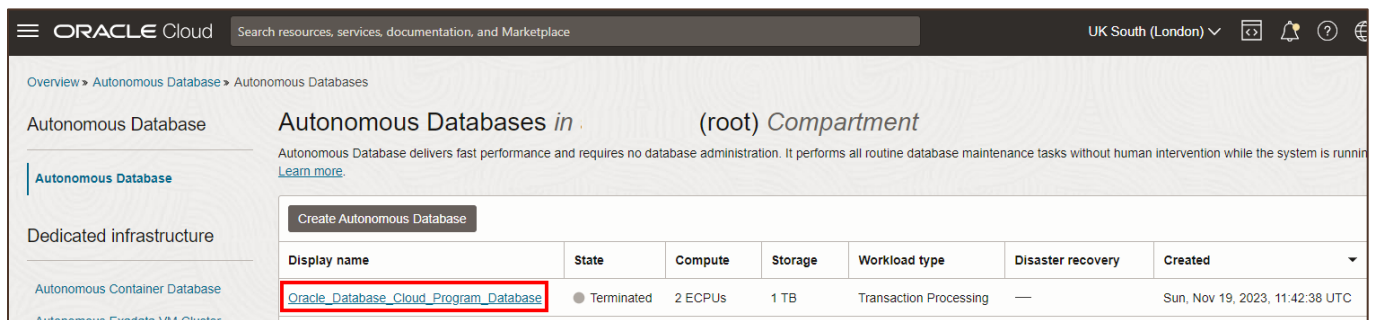
1. Look for Cloud account setup email – set up account – document password.
2. Follow teacher's instructions for setting up Autonomous Database.
3. Follow teacher's instructions for creating APEX workspace.
4. Email your teacher the link to your APEX workspace (see page 20 - OA_Cloud_APEX_Student_Guide)

Creating APEX Cloud Workspace:

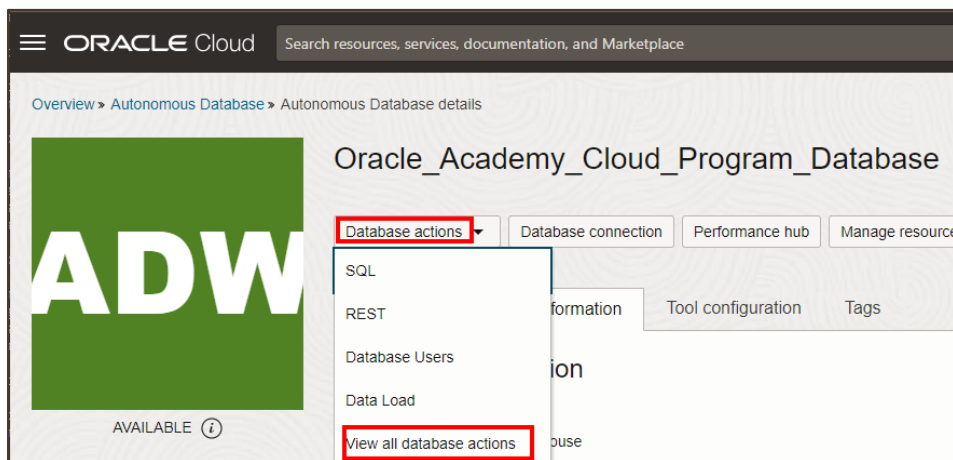
1. Sign in to your Oracle Cloud Account.
Click the hamburger (top left), select Autonomous Transaction Processing.



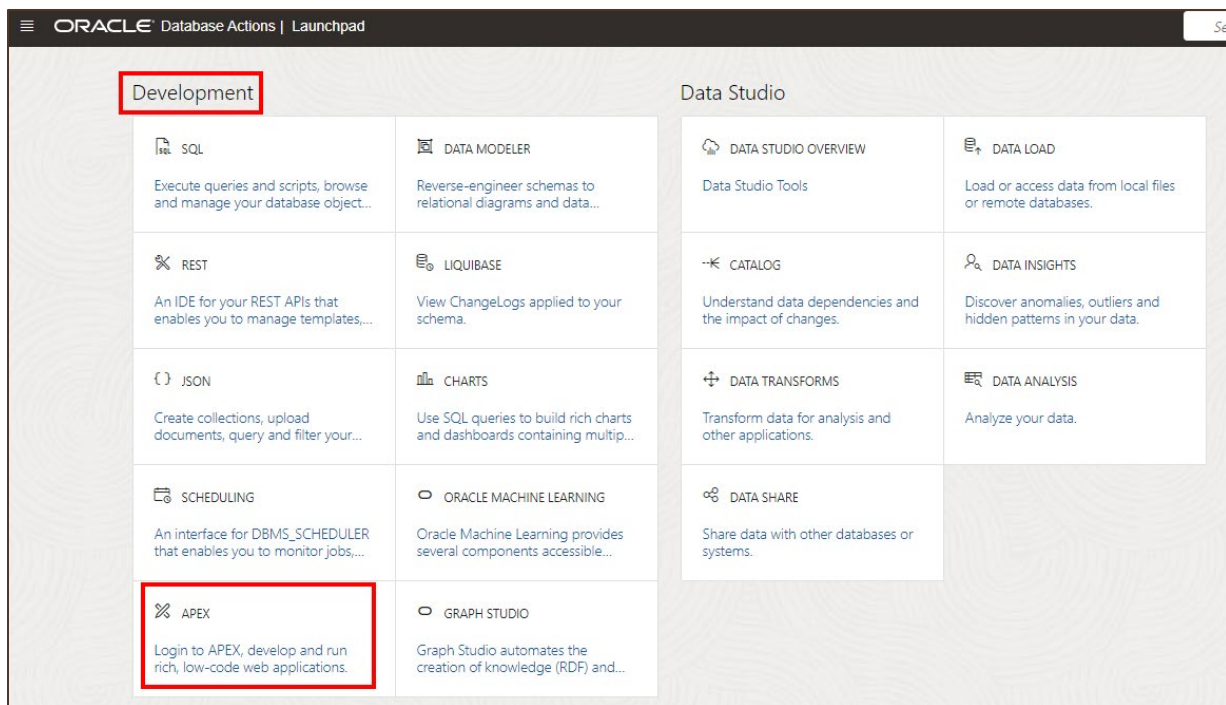
2. Click <Your Database> from the list.



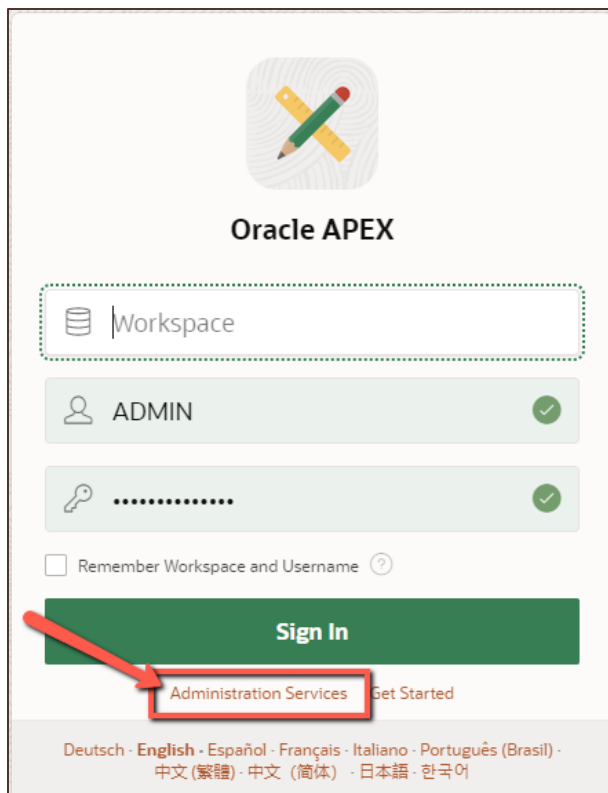
3. Click Database Action > View All Database actions.

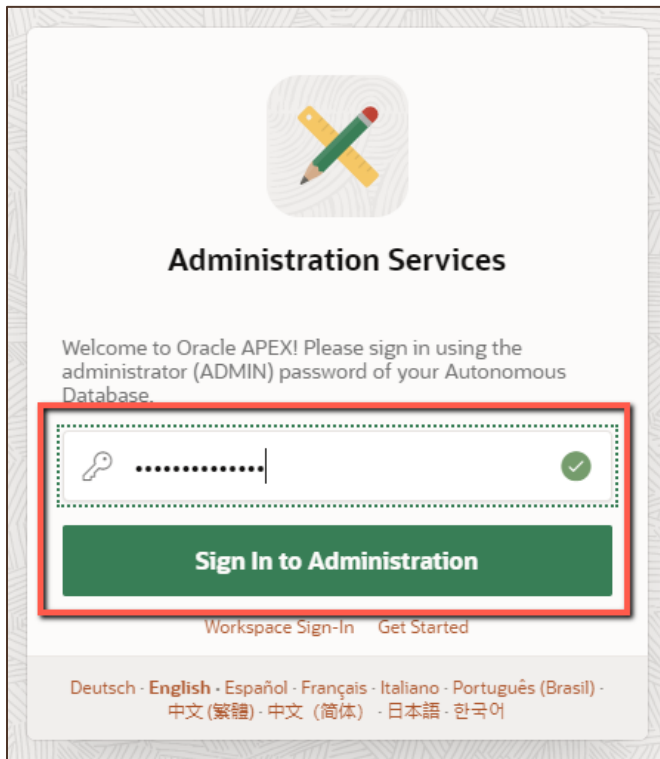


4. Click Apex under the Development section.



5. Sign in to Administration Services using the password supplied for administrator credentials when creating the Autonomous Database instance, Click Sign In to Administration.





The image shows the 'Administration Services' login page. At the top is a logo with two crossed pencils. Below it is the title 'Administration Services'. A welcome message reads: 'Welcome to Oracle APEX! Please sign in using the administrator (ADMIN) password of your Autonomous Database.' Below this is a login form with a key icon, a password field containing dots, and a green checkmark icon. A green button labeled 'Sign In to Administration' is highlighted with a red border. Below the button are links for 'Workspace Sign-In' and 'Get Started'. At the bottom, there is a row of language links: Deutsch, English, Español, Français, Italiano, Português (Brasil), 中文 (繁體), 中文 (简体), 日本語, and 한국어.

Administration Services

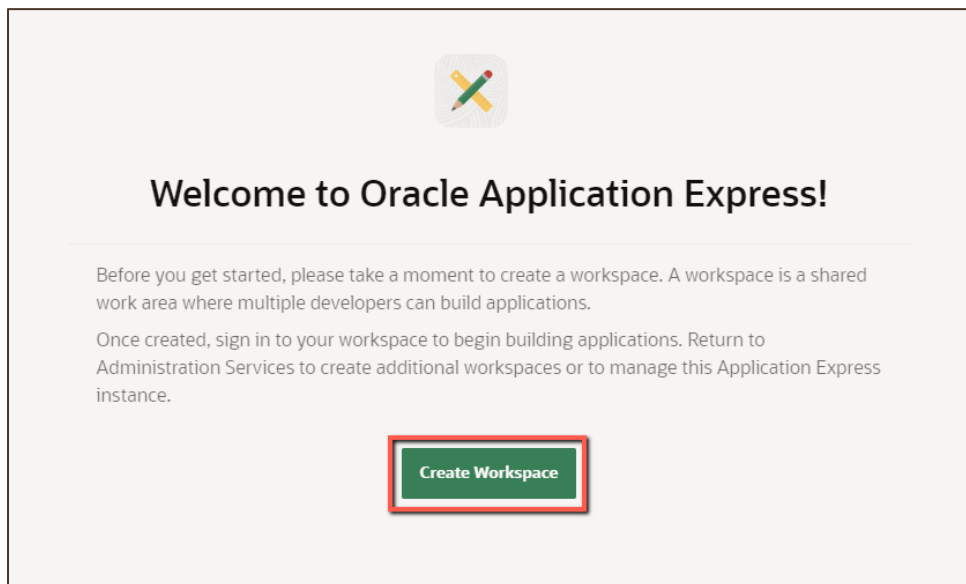
Welcome to Oracle APEX! Please sign in using the administrator (ADMIN) password of your Autonomous Database.

Sign In to Administration

[Workspace Sign-In](#) [Get Started](#)

Deutsch · **English** · Español · Français · Italiano · Português (Brasil) · 中文 (繁體) · 中文 (简体) · 日本語 · 한국어

6. Given this is your first time entering APEX, click Create Workspace.



The image shows the 'Welcome to Oracle Application Express!' screen. At the top is a logo with two crossed pencils. Below it is the title 'Welcome to Oracle Application Express!'. A message reads: 'Before you get started, please take a moment to create a workspace. A workspace is a shared work area where multiple developers can build applications. Once created, sign in to your workspace to begin building applications. Return to Administration Services to create additional workspaces or to manage this Application Express instance.' Below this text is a green button labeled 'Create Workspace', which is highlighted with a red border.

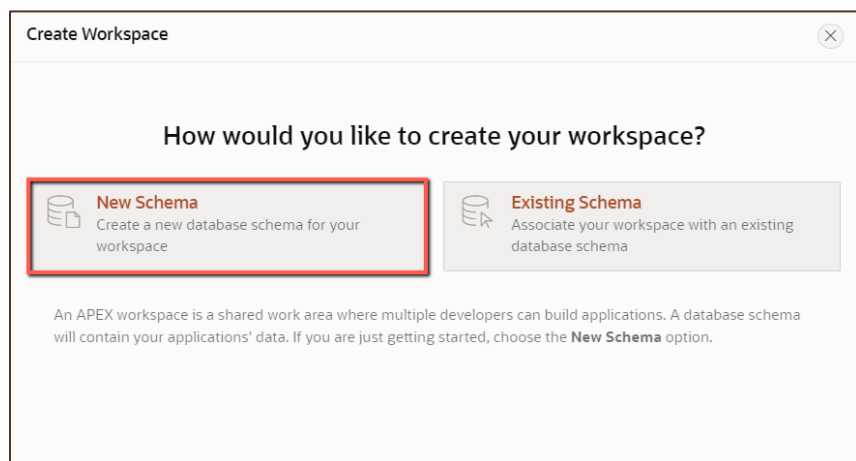
Welcome to Oracle Application Express!

Before you get started, please take a moment to create a workspace. A workspace is a shared work area where multiple developers can build applications.

Once created, sign in to your workspace to begin building applications. Return to Administration Services to create additional workspaces or to manage this Application Express instance.

Create Workspace

7. Select New Schema



The 'Create Workspace' dialog box is shown. It has a title bar with a close button. The main heading is 'How would you like to create your workspace?'. There are two options: 'New Schema' (highlighted with a red box) and 'Existing Schema'. Below these options is a paragraph of text explaining that an APEX workspace is a shared work area and that a database schema will contain applications' data. The 'New Schema' option is selected.

Create Workspace

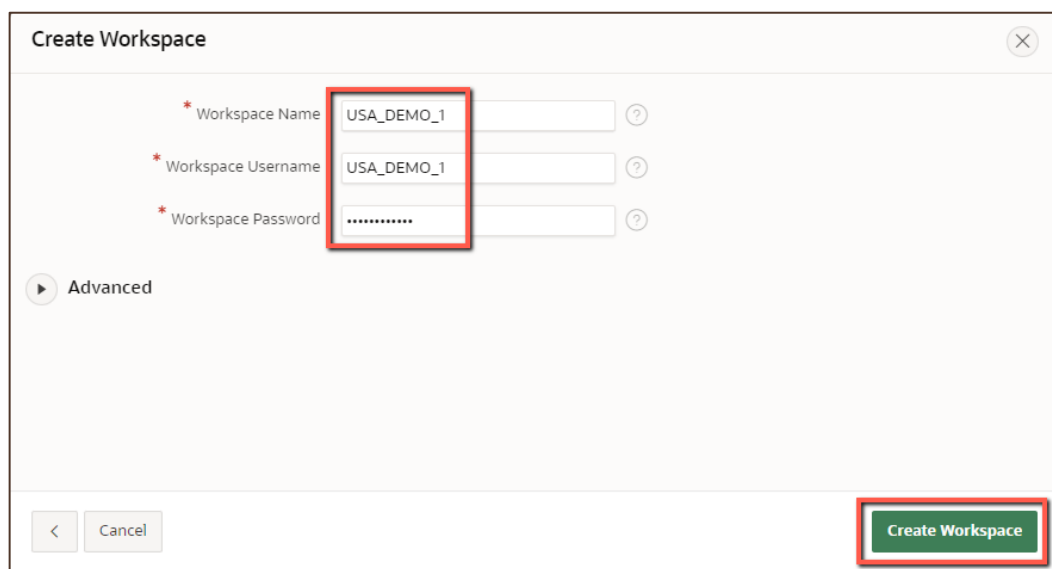
How would you like to create your workspace?

New Schema
Create a new database schema for your workspace

Existing Schema
Associate your workspace with an existing database schema

An APEX workspace is a shared work area where multiple developers can build applications. A database schema will contain your applications' data. If you are just getting started, choose the **New Schema** option.

8. For Workspace Name enter an appropriate name.
Enter a password to be used for APEX (It is recommended this remain the same as your ADMIN password)
Click Create Workspace.



The 'Create Workspace' dialog box is shown with the 'New Schema' option selected. It has three input fields: 'Workspace Name', 'Workspace Username', and 'Workspace Password'. The 'Workspace Name' field contains 'USA_DEMO_1'. The 'Workspace Username' field contains 'USA_DEMO_1'. The 'Workspace Password' field contains a series of dots. There is a 'Create Workspace' button at the bottom right, which is highlighted with a red box. There is also a 'Cancel' button and a 'Create Workspace' button at the bottom left.

Create Workspace

* Workspace Name USA_DEMO_1 ?

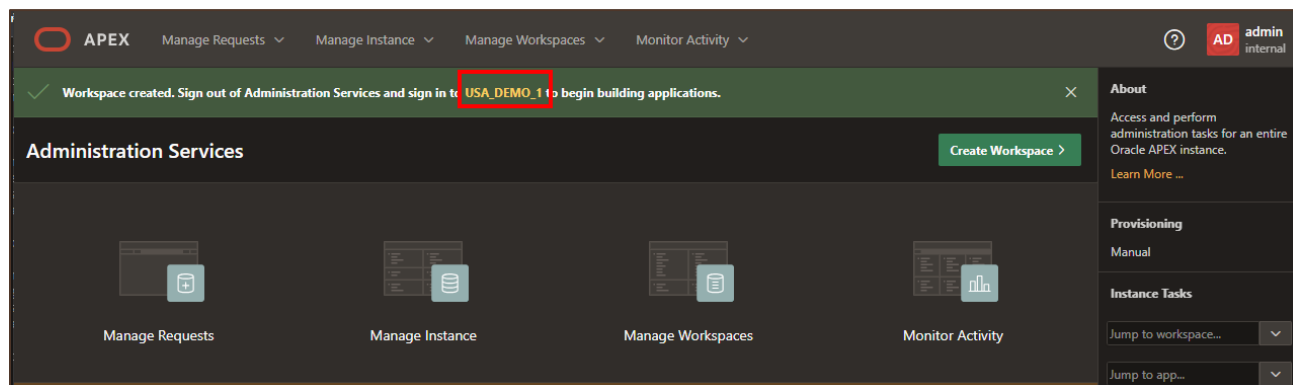
* Workspace Username USA_DEMO_1 ?

* Workspace Password

▶ Advanced

< Cancel Create Workspace

9. Click on the link within the success message.



The APEX Administration Services dashboard is shown. It has a top navigation bar with 'APEX' and several menu items: 'Manage Requests', 'Manage Instance', 'Manage Workspaces', and 'Monitor Activity'. There is a success message at the top: 'Workspace created. Sign out of Administration Services and sign in to USA_DEMO_1 to begin building applications.' The 'USA_DEMO_1' link is highlighted with a red box. There is a 'Create Workspace' button. The dashboard has four main sections: 'Manage Requests', 'Manage Instance', 'Manage Workspaces', and 'Monitor Activity'. There is a sidebar on the right with 'About', 'Provisioning', and 'Instance Tasks'.

APEX Manage Requests Manage Instance Manage Workspaces Monitor Activity

Workspace created. Sign out of Administration Services and sign in to USA_DEMO_1 to begin building applications.

Administration Services Create Workspace

Manage Requests Manage Instance Manage Workspaces Monitor Activity

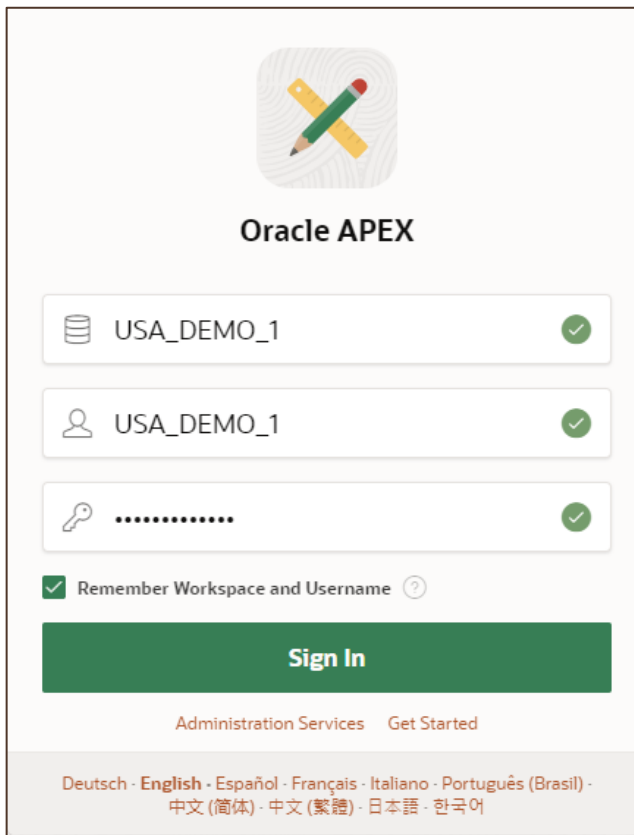
About
Access and perform administration tasks for an entire Oracle APEX instance.
Learn More ...

Provisioning
Manual

Instance Tasks
Jump to workspace...
Jump to app...

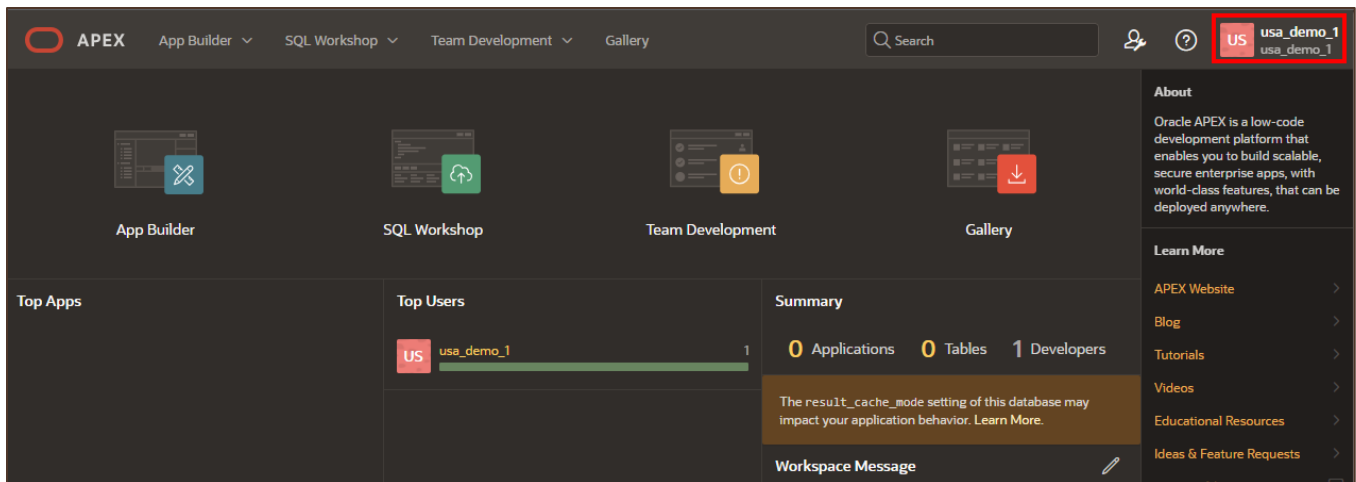
Note: If you miss the above link then to switch, click your admin account at the top right and select Log Out.

10. Sign into your new Workspace using credentials established in step 8.



The Oracle APEX login screen features a logo at the top with two crossed pencils. Below it, the text "Oracle APEX" is centered. The login form consists of three input fields: a workspace name field containing "USA_DEMO_1" with a database icon and a green checkmark, a username field also containing "USA_DEMO_1" with a person icon and a green checkmark, and a password field with masked dots and a green checkmark. A checkbox labeled "Remember Workspace and Username" with a question mark icon is checked. A large green "Sign In" button is positioned below the fields. At the bottom, there are links for "Administration Services" and "Get Started", and a row of language options: Deutsch, English, Español, Français, Italiano, Português (Brasil), 中文 (简体), 中文 (繁體), 日本語, and 한국어.

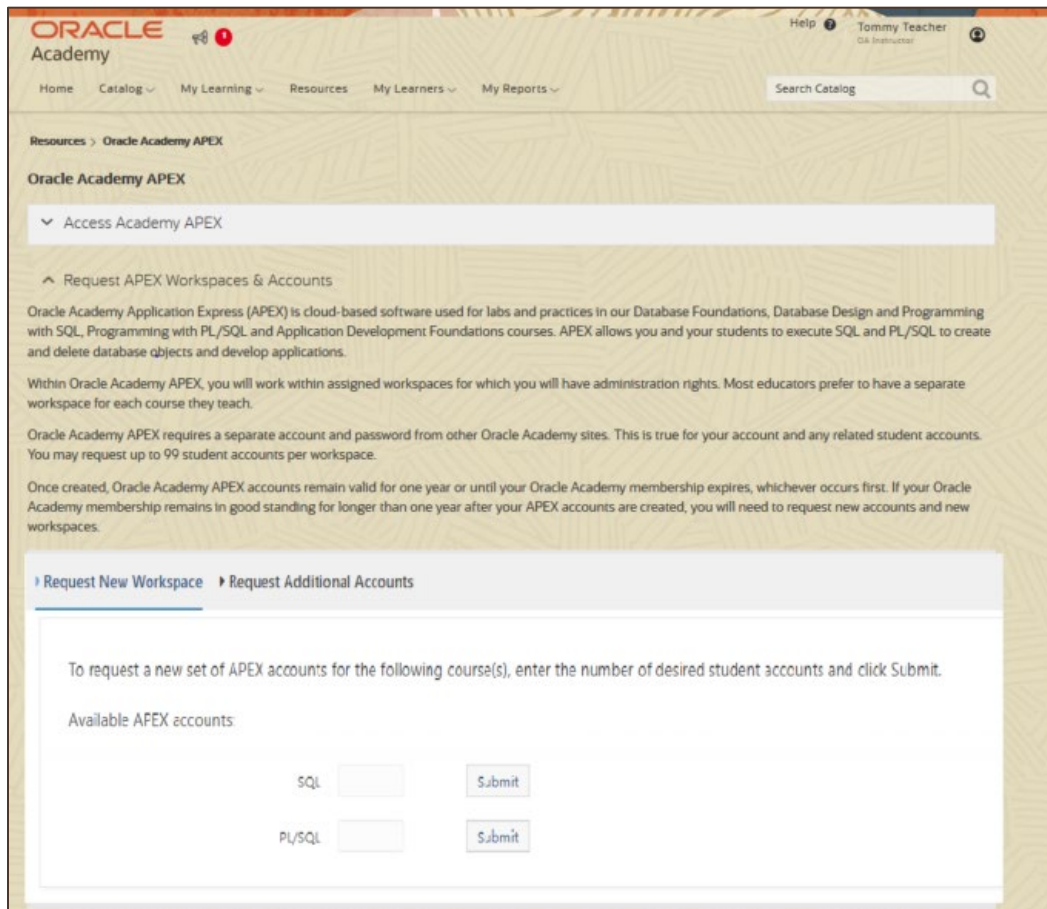
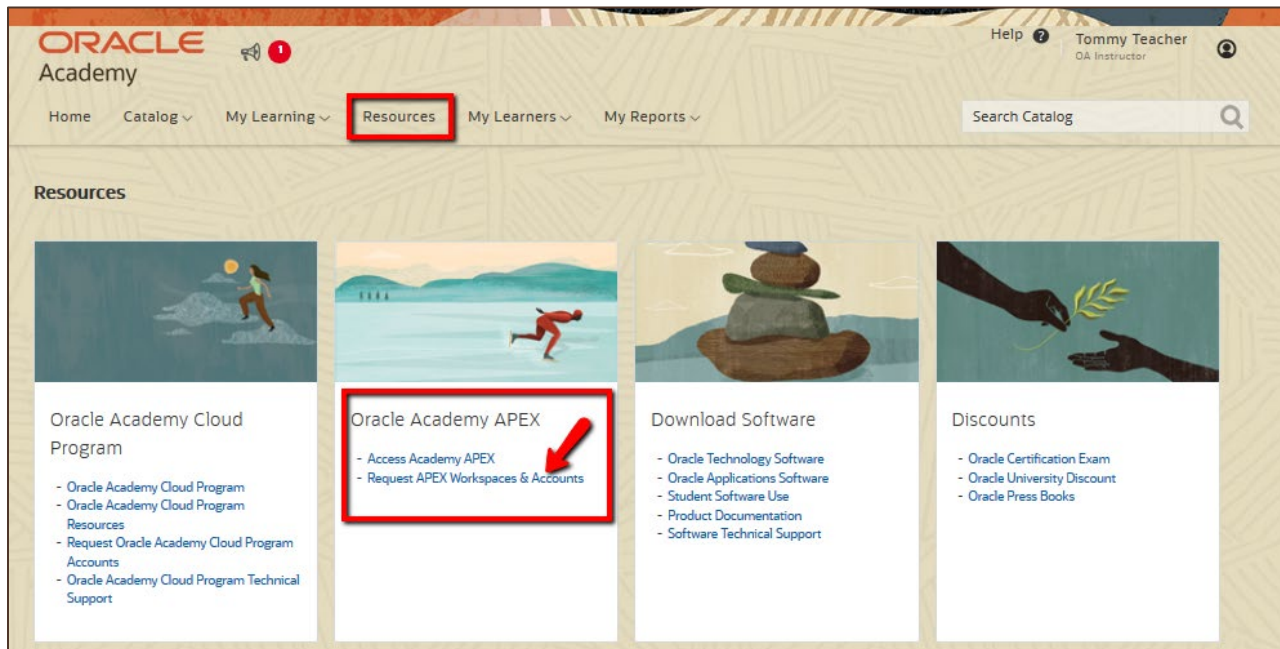
11. You will see your workspace at the top right. Begin using APEX!



The Oracle APEX dashboard has a dark theme. The top navigation bar includes the APEX logo, menu items for App Builder, SQL Workshop, Team Development, and Gallery, a search bar, and user information. The user information section, highlighted with a red box, shows a red "US" icon and the text "usa_demo_1" and "usa_demo_1". The main content area is divided into sections: "Top Apps" with icons for App Builder, SQL Workshop, Team Development, and Gallery; "Top Users" showing a bar chart for "usa_demo_1" with a value of 1; and a "Summary" section with statistics: 0 Applications, 0 Tables, and 1 Developers. A message about the result_cache_mode setting is also present. On the right, there is an "About" section describing Oracle APEX and a "Learn More" section with links to the APEX Website, Blog, Tutorials, Videos, Educational Resources, and Ideas & Feature Requests.

Startup Option 2 - accessing Oracle Academy APEX

1. To request Oracle Academy APEX accounts, log on to the Member Hub at academy.oracle.com. The request process can be found under Resources-> Oracle Academy APEX -> Request APEX Workspaces & Accounts

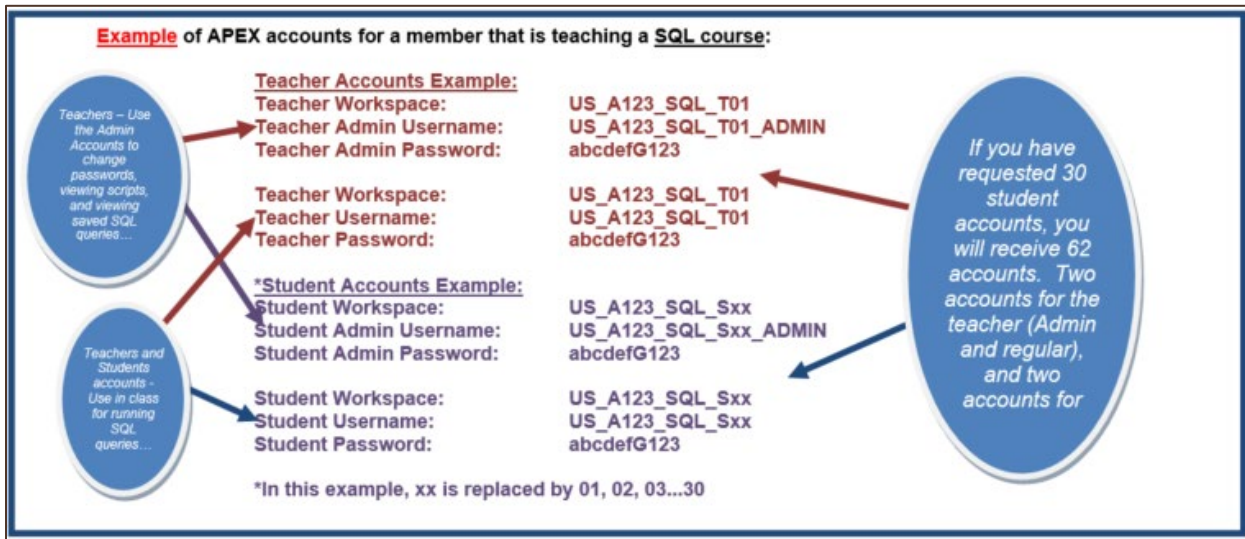


2. Once you submit the request above, you will receive an email with the APEX login names. You will receive a separate email with the temporary password that will be associated with **ALL** accounts.

The first time that each login is used, you (and your students) will be required to change the password. You should **COPY AND PASTE** the password provided in the email. More than three attempts to login with the incorrect password will result in your account being locked for security purposes.

Admin accounts must be reviewed, verified, and unlocked by Oracle Academy staff. This can take up to three business days. If an Admin account is locked, contact us at <https://oracleacademy.custhelp.com> with the Workspace and Admin Username that is locked. If a regular account becomes locked, refer to the APEX Teacher Guide for instructions on changing student passwords. After an account is unlocked, it is recommended that you clear your browser cache, exit the browser and restart the browser.

Teacher and Student workspaces include an **Admin login** (used to manage the regular login password and to view scripts and saved SQL queries), and a **regular login** to be used with the curriculum.



3. You can now login to APEX using the account credentials received:

Oracle Application Express

US_Z101_SQL_S01 ✓

US_Z101_SQL_S01 ✓

•••••••••• ✓

Sign In

[Reset Password](#)

4. Begin using APEX!

The screenshot displays the Oracle APEX dashboard. At the top, there is a navigation bar with the 'ORACLE APEX' logo and four tabs: 'App Builder', 'SQL Workshop', 'Team Development', and 'App Gallery'. To the right of these tabs are search, user profile, help, and notification icons. Below the navigation bar, the dashboard is divided into several sections. The top row features four large tiles with icons and labels: 'App Builder' (blue icon), 'SQL Workshop' (green icon), 'Team Development' (orange icon), and 'App Gallery' (red icon). Below these tiles, the dashboard is organized into a grid. The left column contains a 'Top Apps' section. The middle column contains a 'Top Users' section, which shows a horizontal bar chart for 'Lapalombo' with a value of 1. The right column contains a 'News and Messages' section with a system message about Oracle APEX 19.1 being available for download. To the right of the main grid is a sidebar with an 'About' section, a 'Dashboard' section with statistics (8 Applications, 39 Tables, 0 Productivity Apps, 0 Features), and a 'Site-Specific Tasks' section with links to 'Ask TOM', 'APEX Meetups', 'Download Oracle Application E...', 'Oracle Application Express Disc...', and 'Who do I contact for help?'.

Top Apps	Top Users	News and Messages	Statistics	Site-Specific Tasks
	<p>LP Lapalombo 1</p>	<p>Oracle APEX 19.1 available for download! System Message</p>	<p>8 Applications</p> <p>39 Tables</p> <p>0 Productivity Apps</p> <p>0 Features</p>	<p>Ask TOM</p> <p>APEX Meetups</p> <p>Download Oracle Application E...</p> <p>Oracle Application Express Disc...</p> <p>Who do I contact for help?</p>