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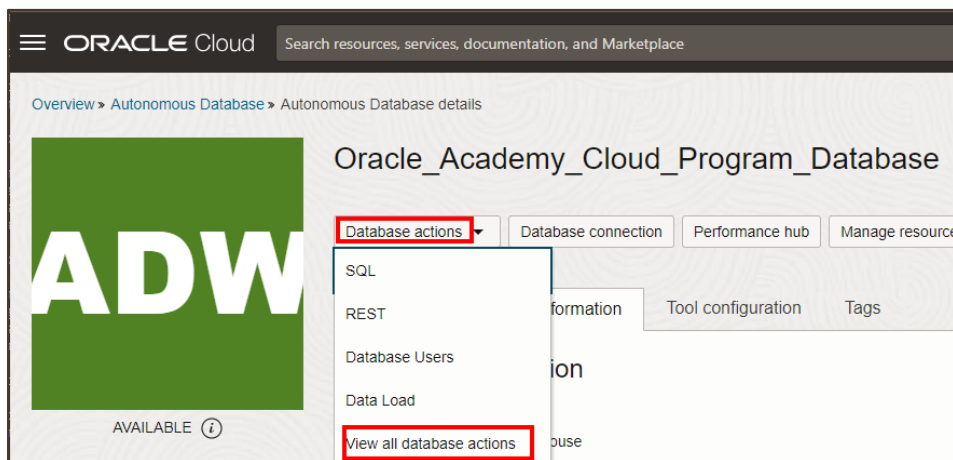
1. Sign in to your Oracle Cloud Account.
   Click the hamburger (top left), select Autonomous Transaction Processing.
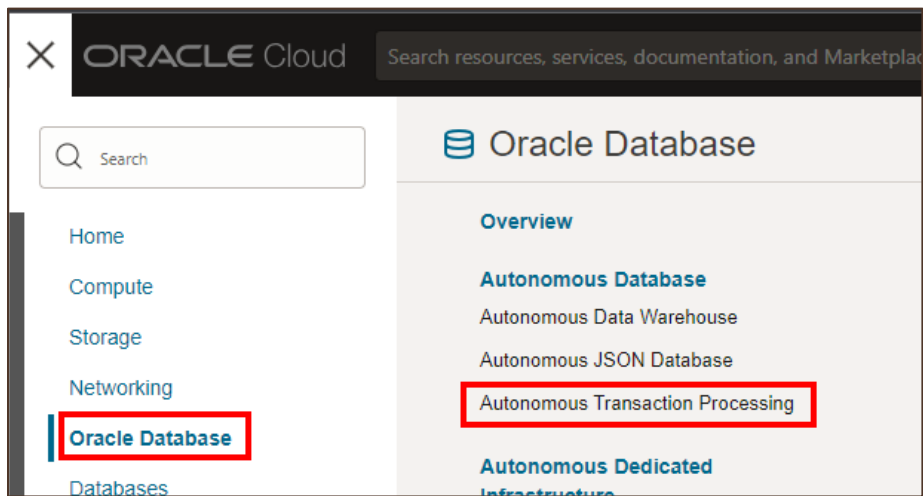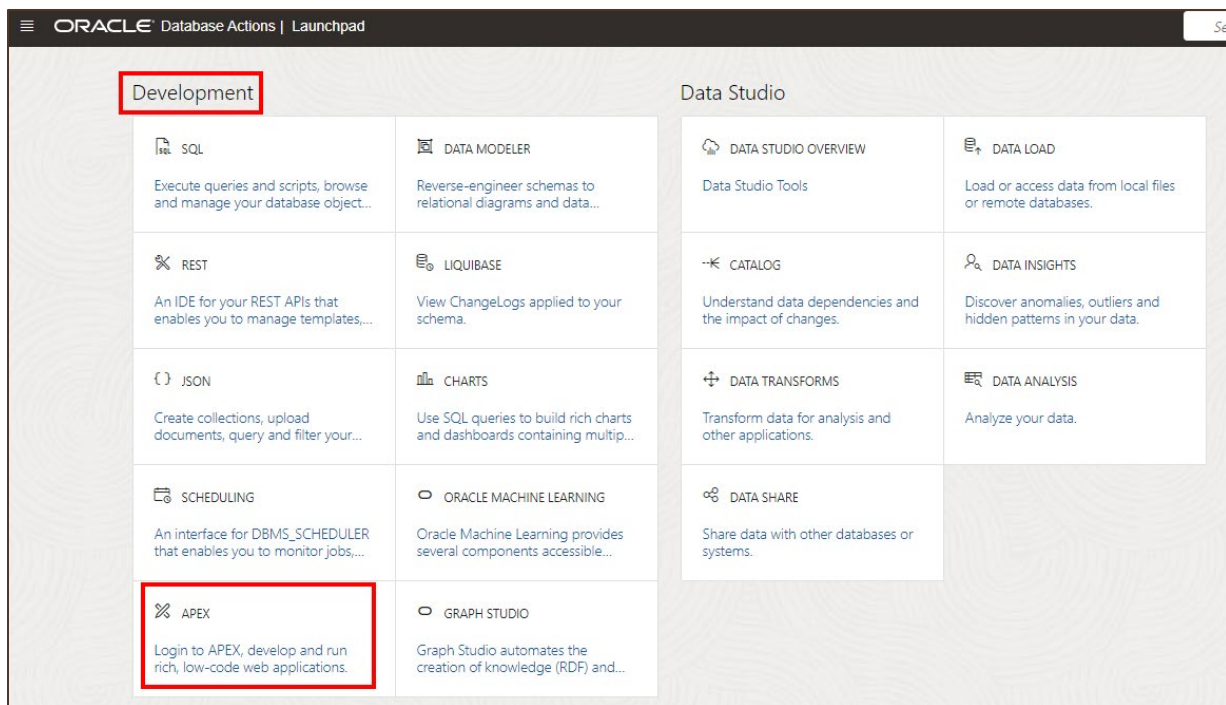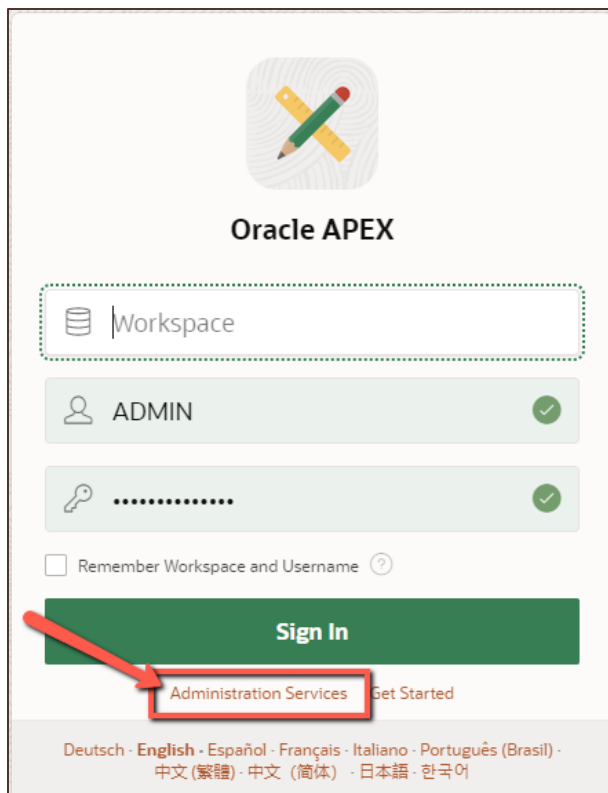

2. Click <**Your Database**> from the list.
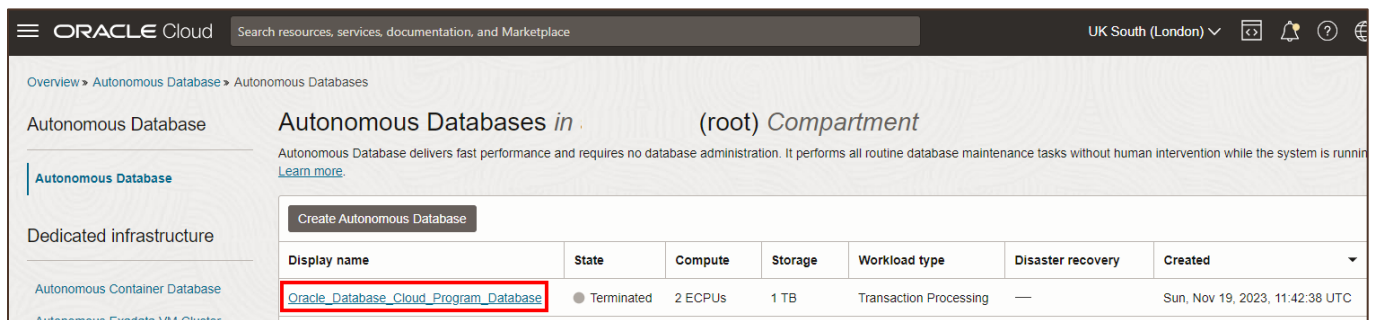
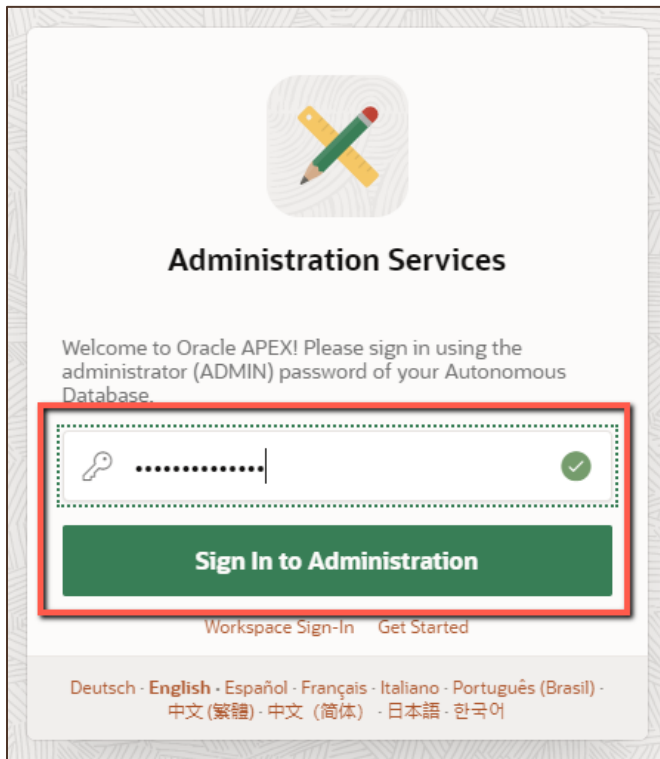3. Click Database Action > View All Database actions.

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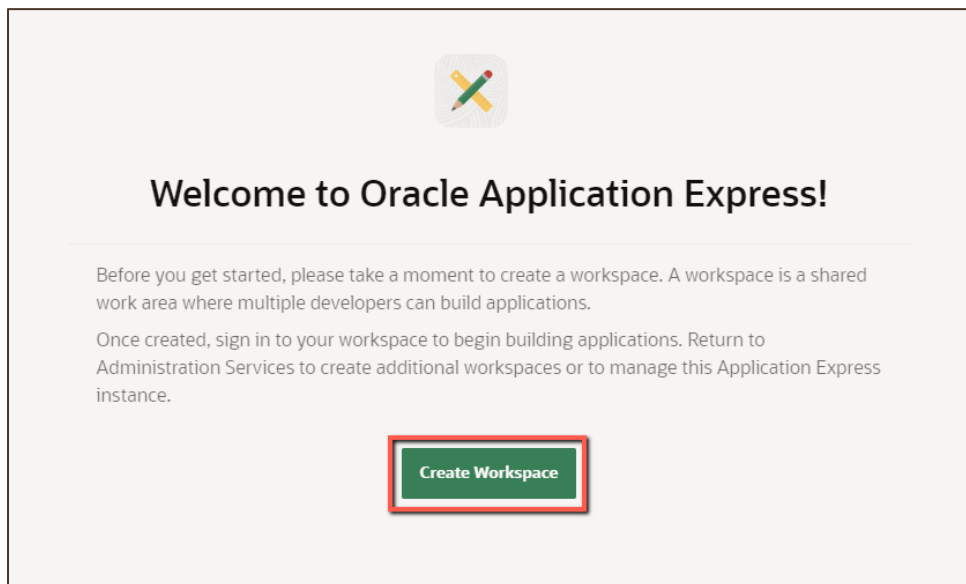
6. Given this is your first time entering APEX, click Create Workspace.

7. Select New Schema

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.
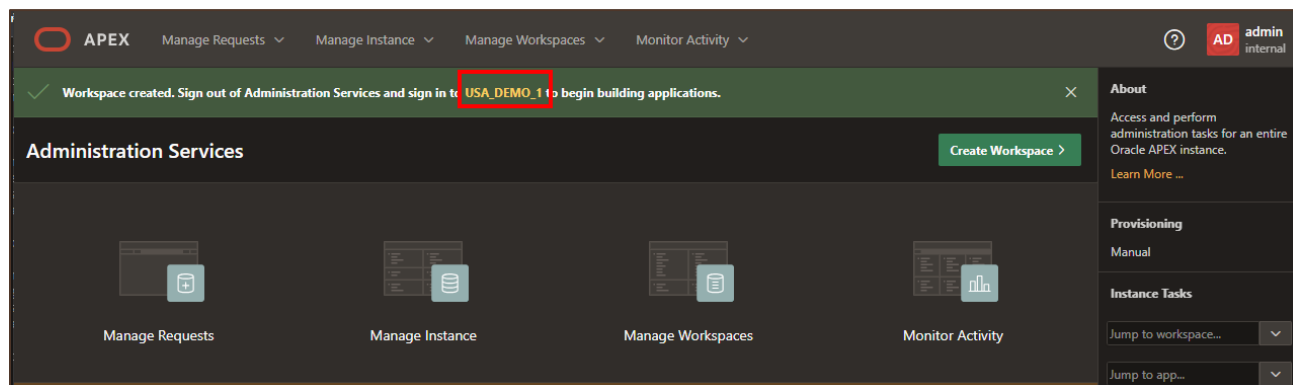
9. Click on the link within the success message.
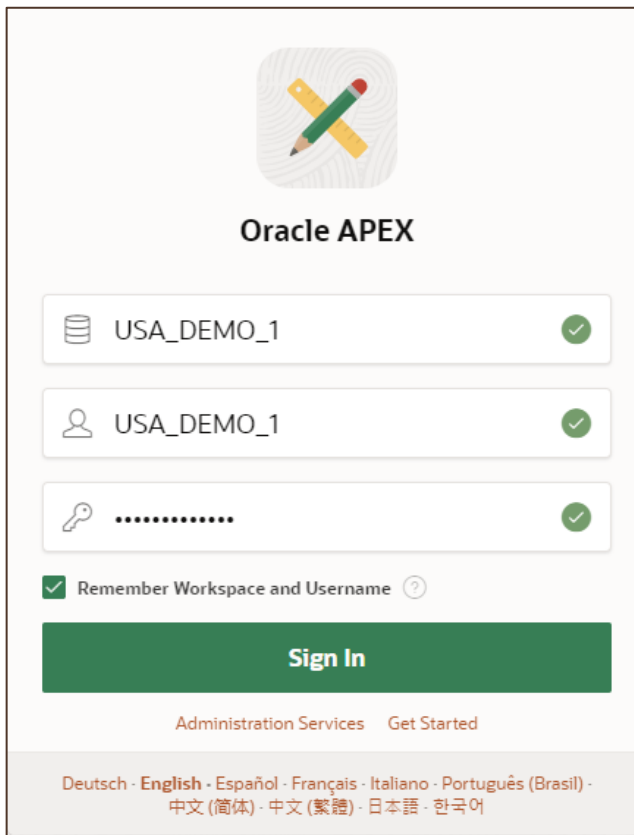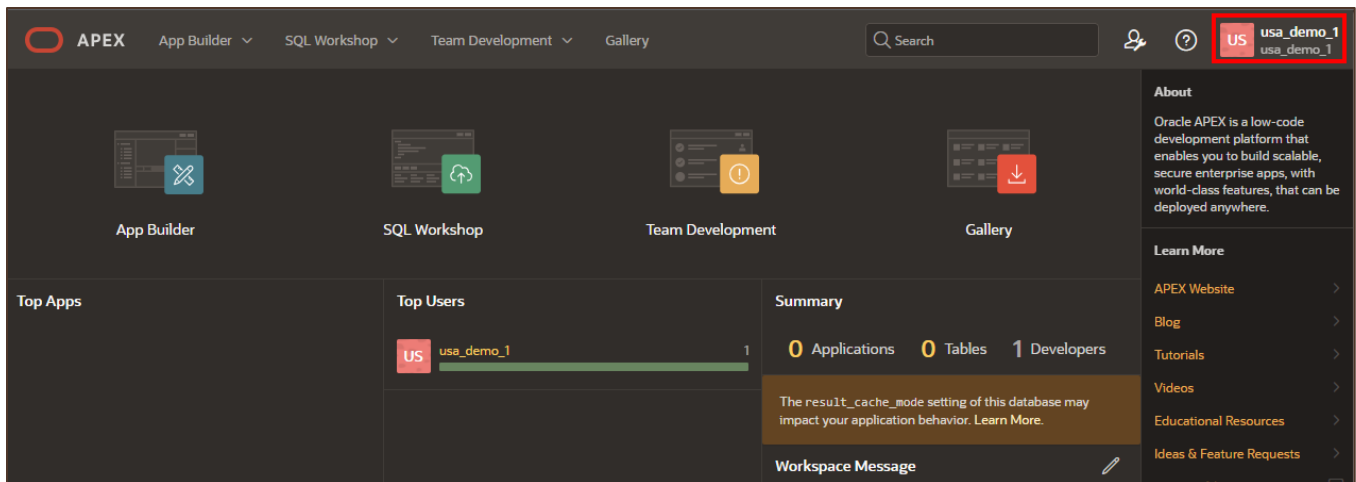

Note: If you miss the above link then to switch, click your admin account at the top right and select Log Out.

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

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

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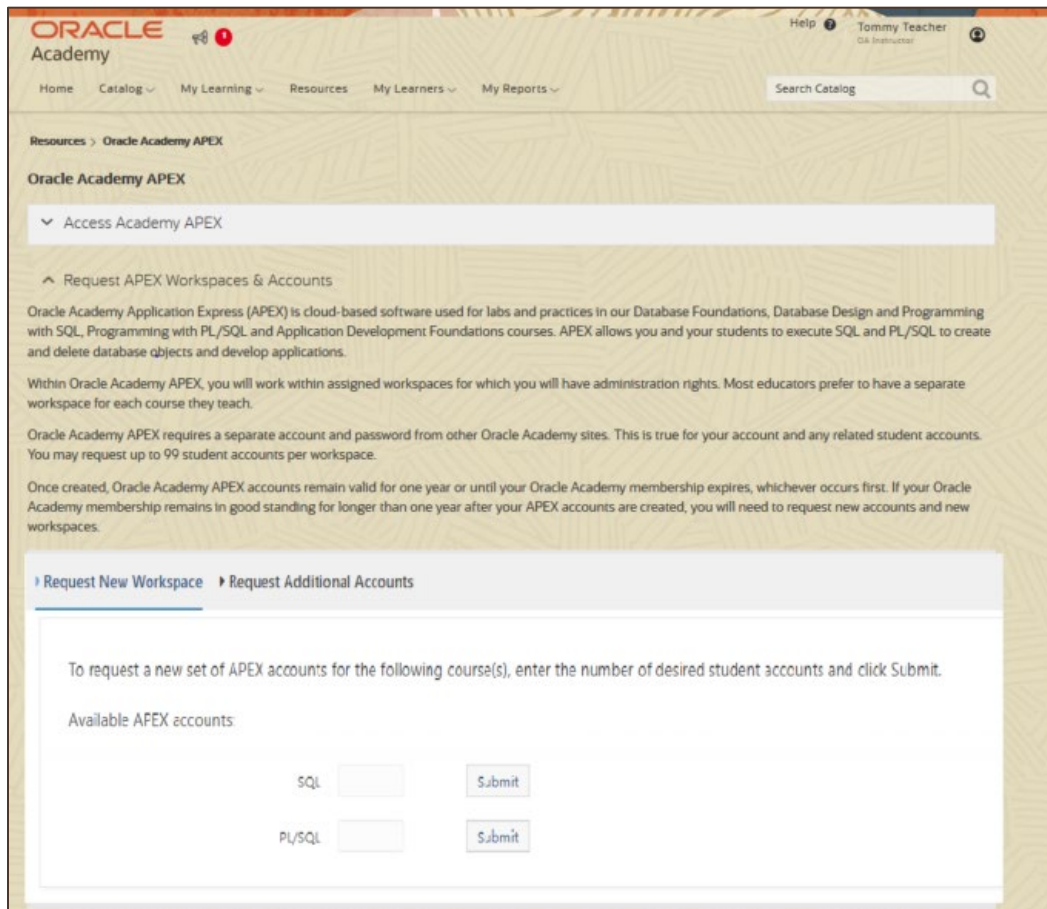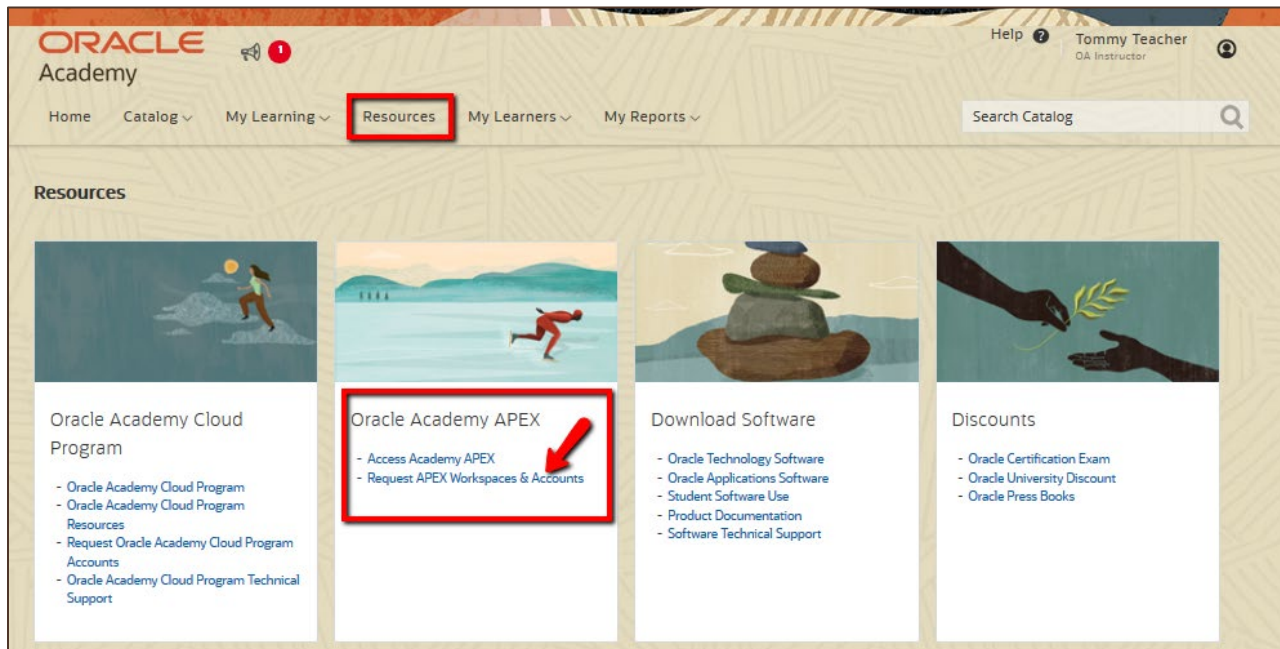
2. Once you submit the request above, you will receive an email with the APEX login names. You will receive a separate email with the temporary password that will be associated with **ALL** accounts.

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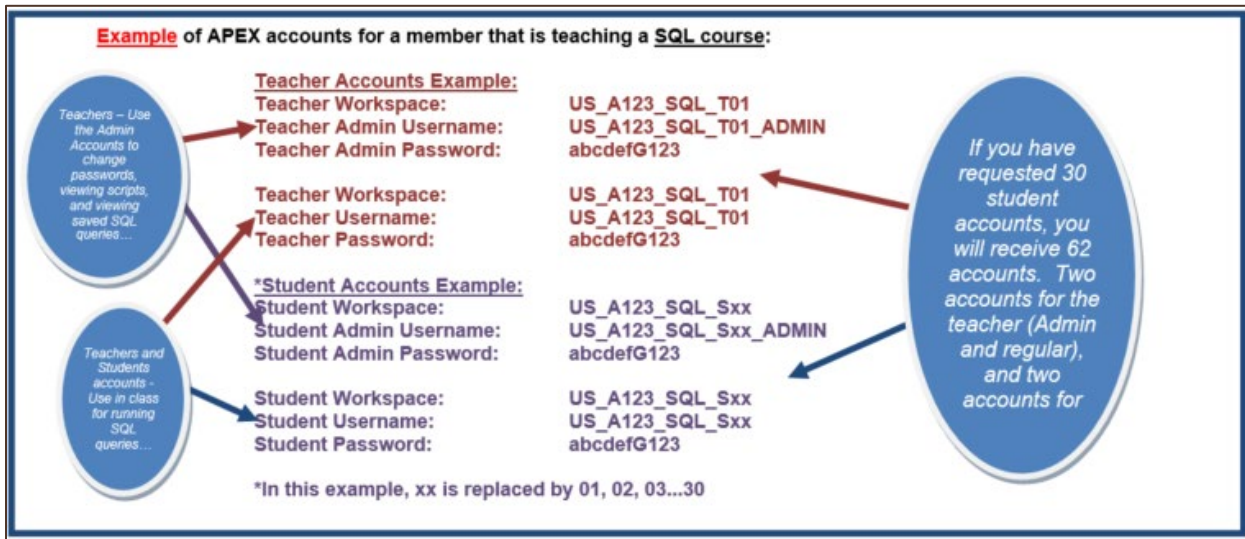
3. You can now login to APEX using the account credentials received:

4. Begin using APEX!