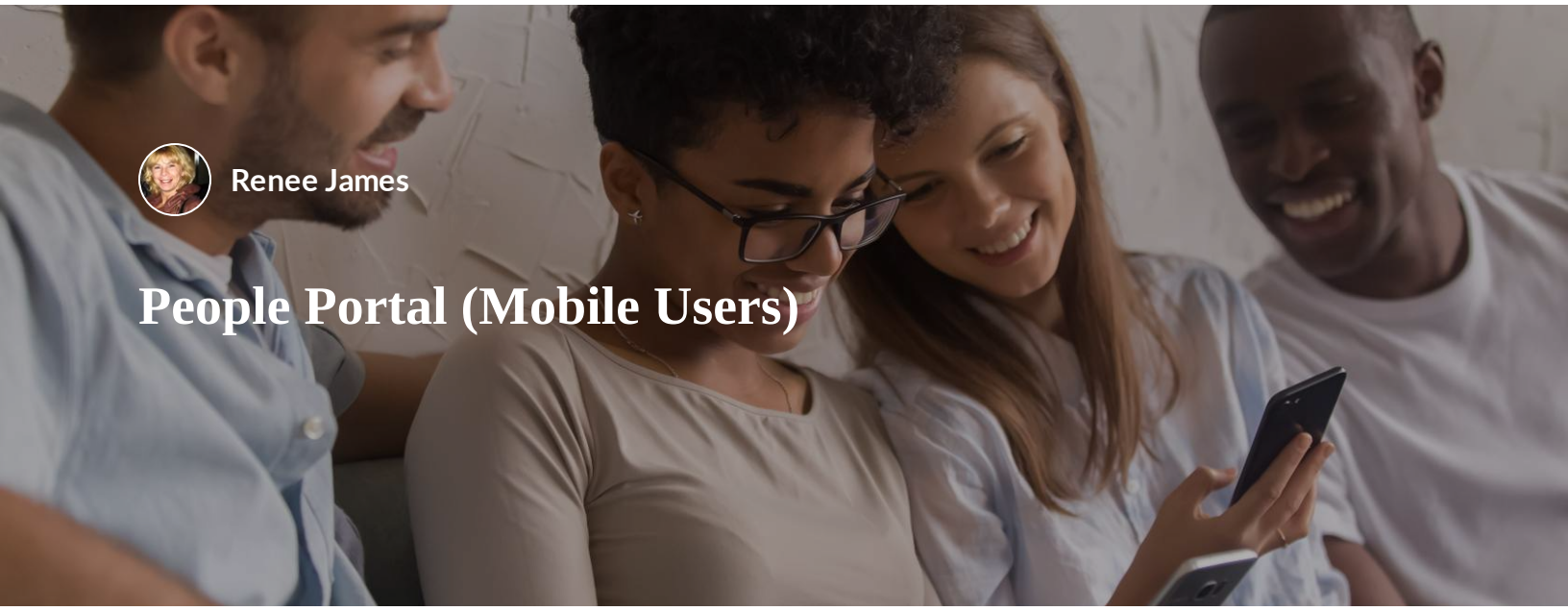


Renee James

People Portal (Mobile Users)

This training provides an overview of People Portal and its functionalities for mobile users.
The Oracle HCM Cloud Mobile App uses an embedded web browser, this means that the app supports the same Oracle HCM Cloud web pages as a mobile browser app.
On the Phone, the app supports only the mobile responsive enabled features in HCM.
On the Tablet, the app supports both mobile enabled responsive pages and classic pages.

ACCESSING PEOPLE PORTAL THROUGH YOUR MOBILE DEVICE

- What is People Portal Mobile Access
- How do I access People Portal

Lesson 1 of 2

What is People Portal Mobile Access

Renee James

Mobile Access

You can access People Portal on your preferred mobile device, either by the Oracle HCM Cloud Mobile App or via your device's browser.

On the phone, the app supports only the mobile responsive enabled features in HCM. On the tablet, the app supports both mobile enabled responsive pages and classic pages.

You will have the same exact experience when you open your HCM Cloud application using the browser on your mobile device as when you do use the mobile app.

CONTINUE

Lesson 2 of 2

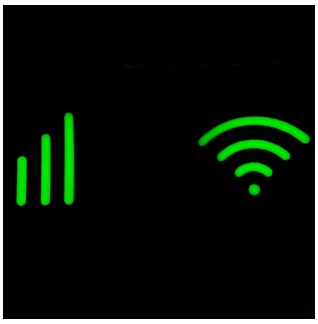
How do I access People Portal

Renee James

To access Oracle HCM Cloud through your mobile device, you will need the following

iOS or Android Device

DUO installed



Wireless Connection

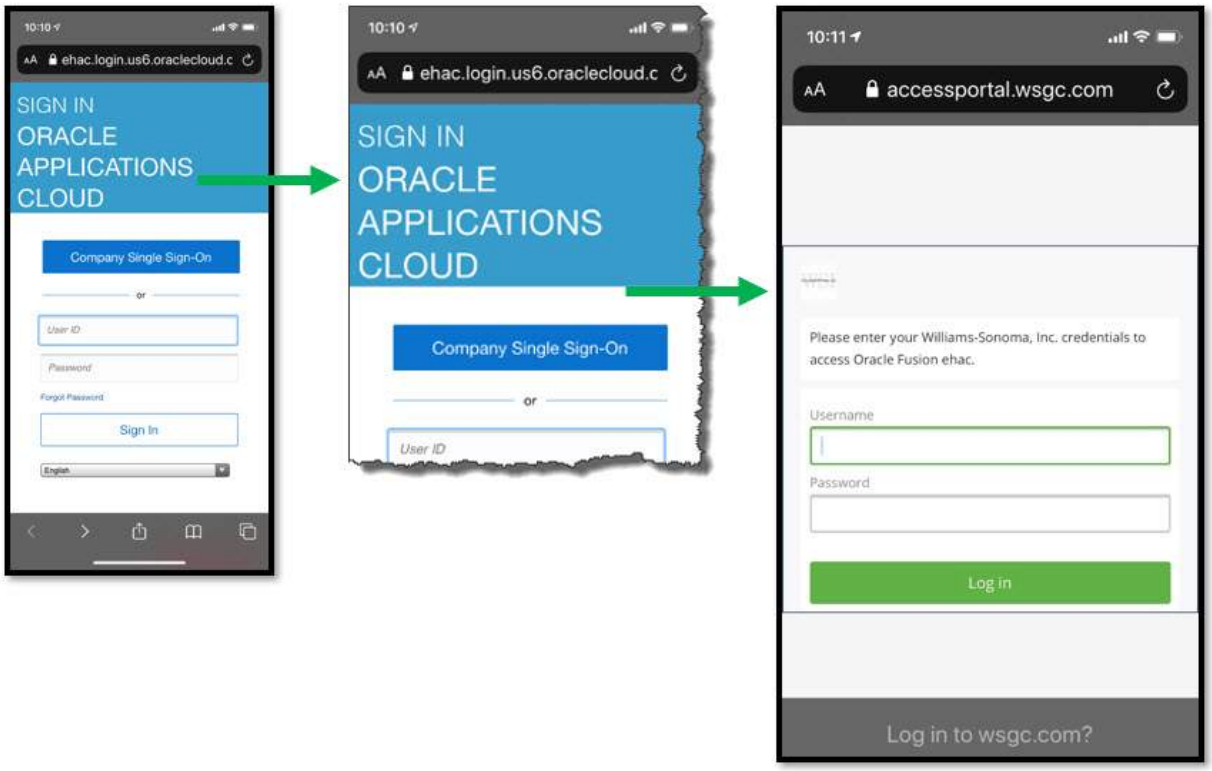
Chrome or Oracle HCM App installed

How do I do this?

Follow the step-by-step directions to access People Portal via one of the two options illustrated below.

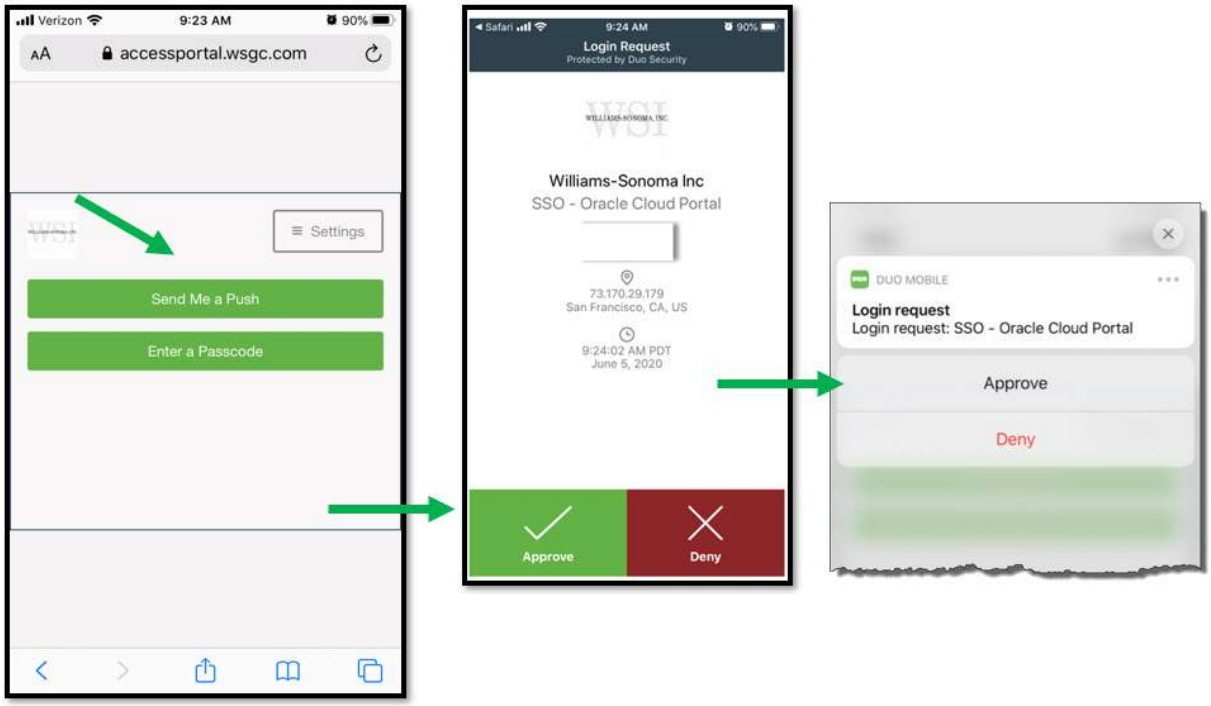
OPTION 1: Use People Portal Mobile on your Device Browser

NOTE: Ensure that you have DUO Mobile app installed and set up on your device.



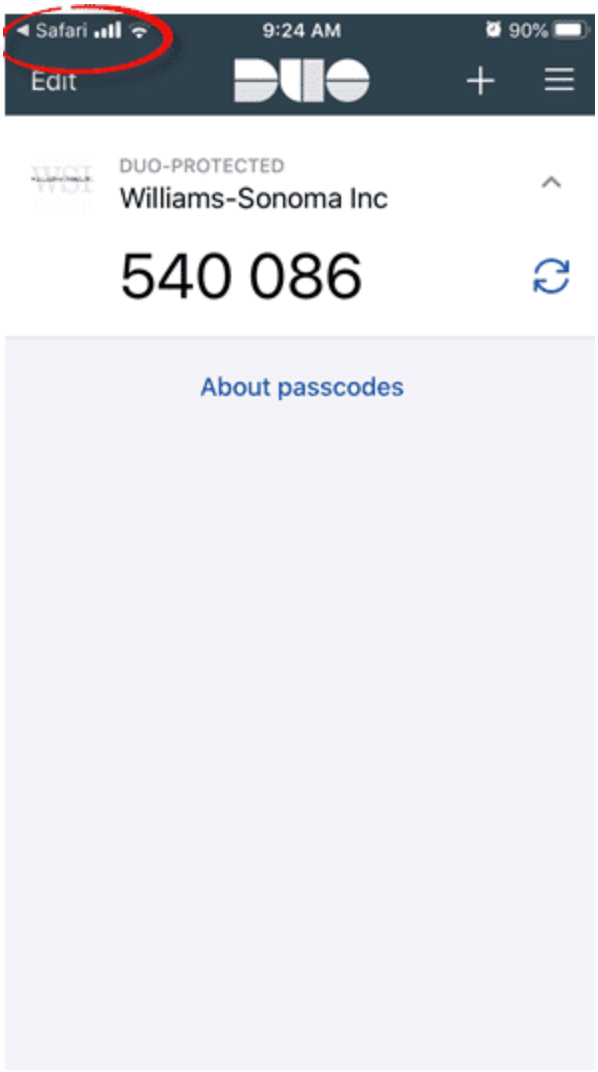
Open your **mobile device's browser**

1. **Enter this URL** **https://ehac.fa.us6.oraclecloud.com/**
2. Click **Company Single Sign On**
3. Enter your **WSI username and Password.**
4. Click **Log in**



1. Next, you may receive an **authentication request** from Duo Mobile.
2. Click **Send Me a Push.**
3. Click **Approve**
4. Click **Approve Again**

> **NOTE:** If you did not receive a pop-up as shown in the previous step you may need to click the left arrow to return to access People Portal.


Safari
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About passcodes

SUCCESS!

Begin using People Portal

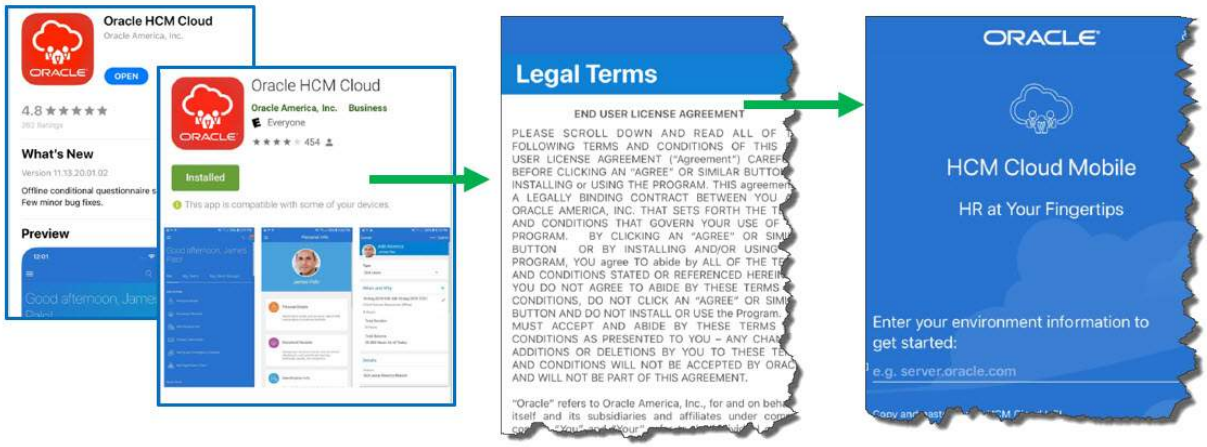
CONTINUE

OPTION 2: Use the People Portal App.

NOTE: Ensure that you have DUO Mobile app installed and set up on your device.

Download the Oracle HCM Cloud app from either the **Google Play** Store or **Apple Store**.

iOS Directions



Download the Oracle HCM Cloud app from the Apple Store

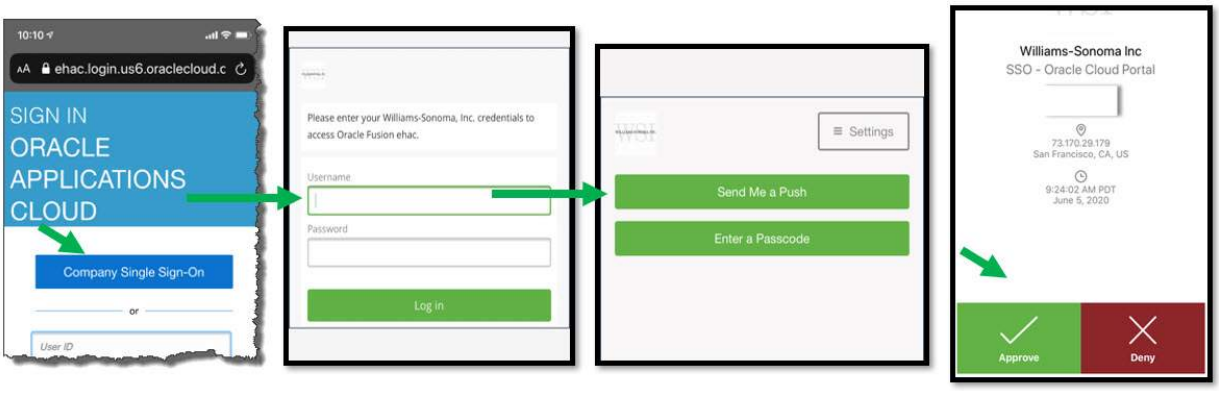
The first time you download the app and tap on it, the EULA **(End User License Agreement**) displays.

Accept it to proceed.

After accepting the EULA, the Getting Started page displays.

Enter the hostname for your **HCM Cloud application.**

Enter the URL: https://ehac.fa.us6.oraclecloud.com/



1. Click **Company Single Sign On**
2. **Enter** your **Username** and **Password**
3. Click **Log in**

4. Next, you may receive an **authentication request from Duo** Mobile.

5. Click **Send Me a Push**.

6. Click **Approve**

NOTES

Your **user name** and **password** are **not saved on** your mobile **device.**

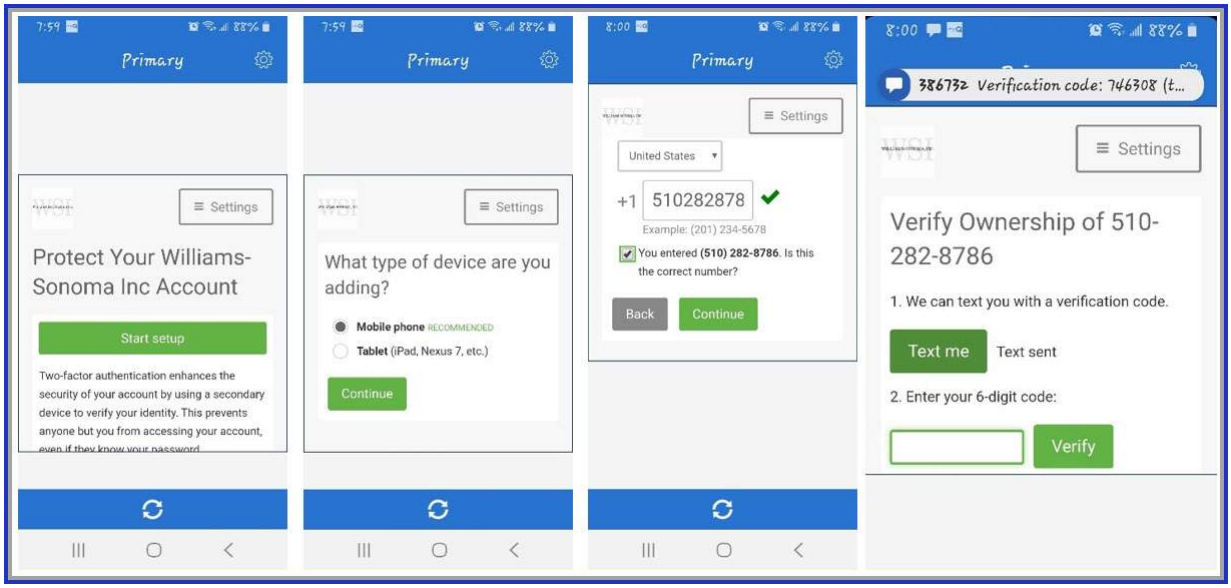
No special privilege is needed to use the HCM Cloud mobile app in the online mode.

Users must have an active user ID and password and access to a live HCM Cloud environment **to use the app**.

SUCCESS!

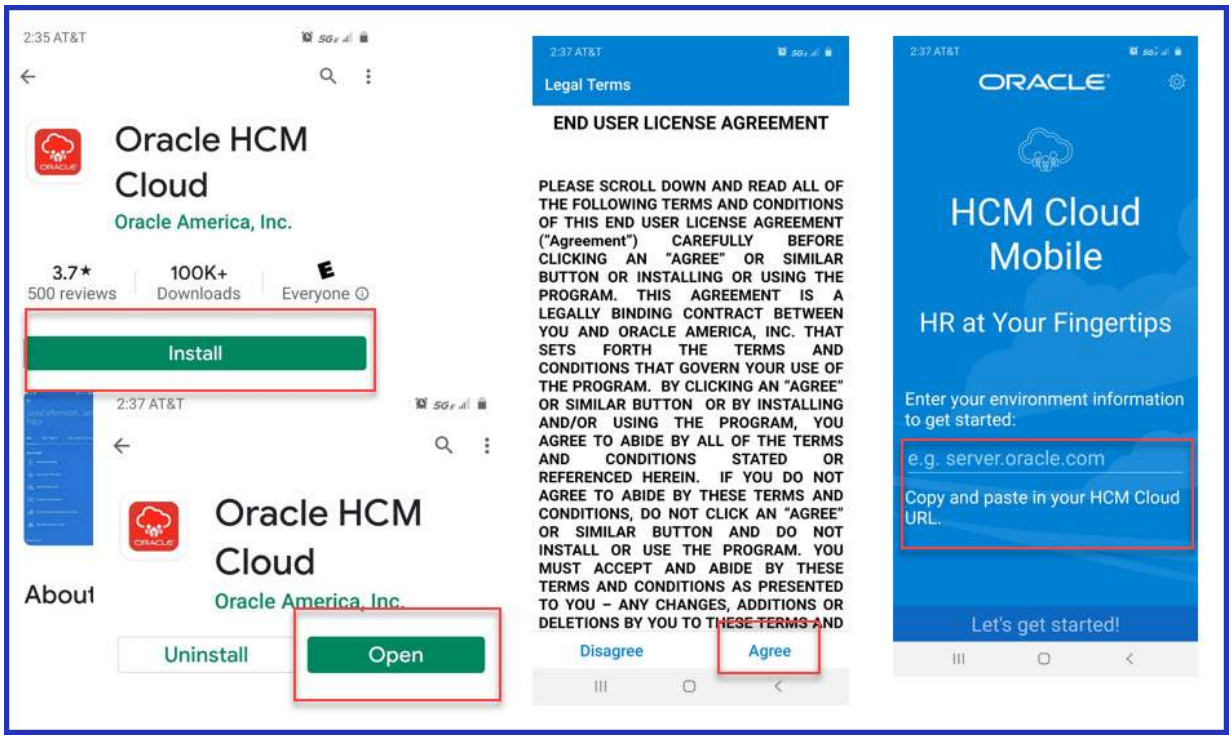
Begin using People Portal

USING DUO : After launching Oracle Mobile app, you may be prompted to enroll or register your device. Should you need to enroll and register, follow the directions below.



1. Click [**Start setup**]
2. Chose **device type**, click [Continue]
3. Click the box to **verify phone #,** click [**Continue**]
4. Next, you will receive an authentication request from Duo Mobile.
5. Click **Send Me a Push**.
6. Click **Approve**

Android Directions



Download the Oracle HCM Cloud app from the **Google Play** Store

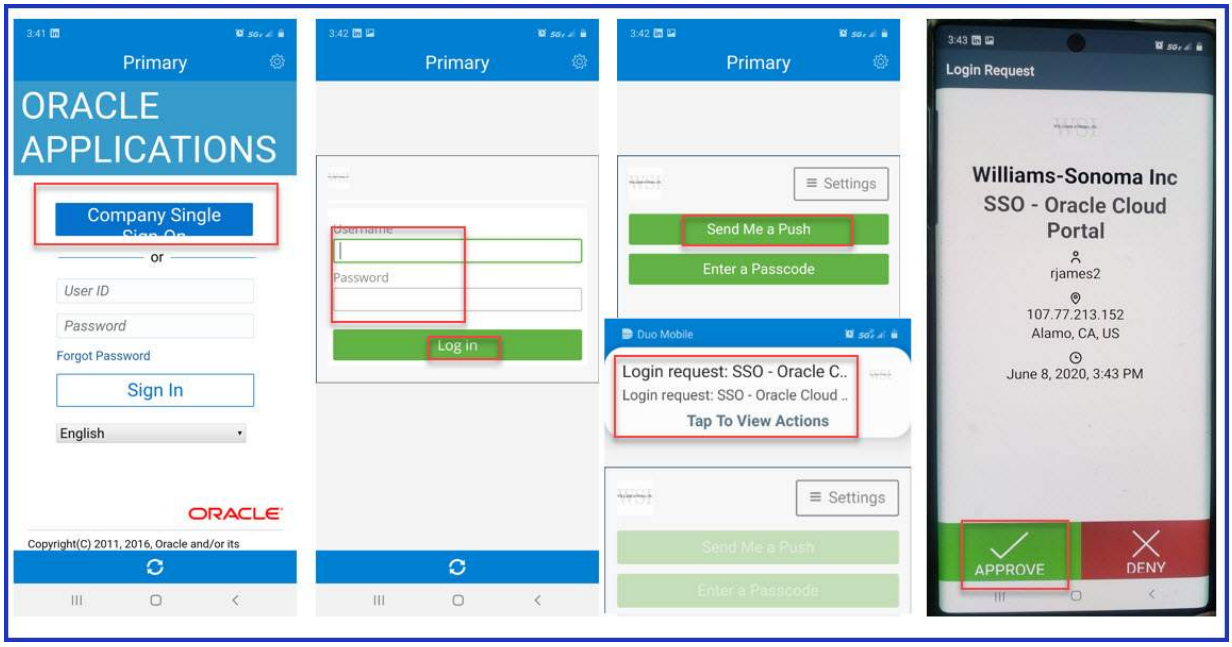
The first time you download the app and tap on it, the EULA **(End User License Agreement**) displays.

Accept it to proceed.

After accepting the EULA, the Getting Started page displays.

Enter the hostname for your **HCM Cloud application.**

Enter the URL: https://ehac.fa.us6.oraclecloud.com/



1. Click **Company Single Sign On**

2. **Enter** your **Username** and **Password**

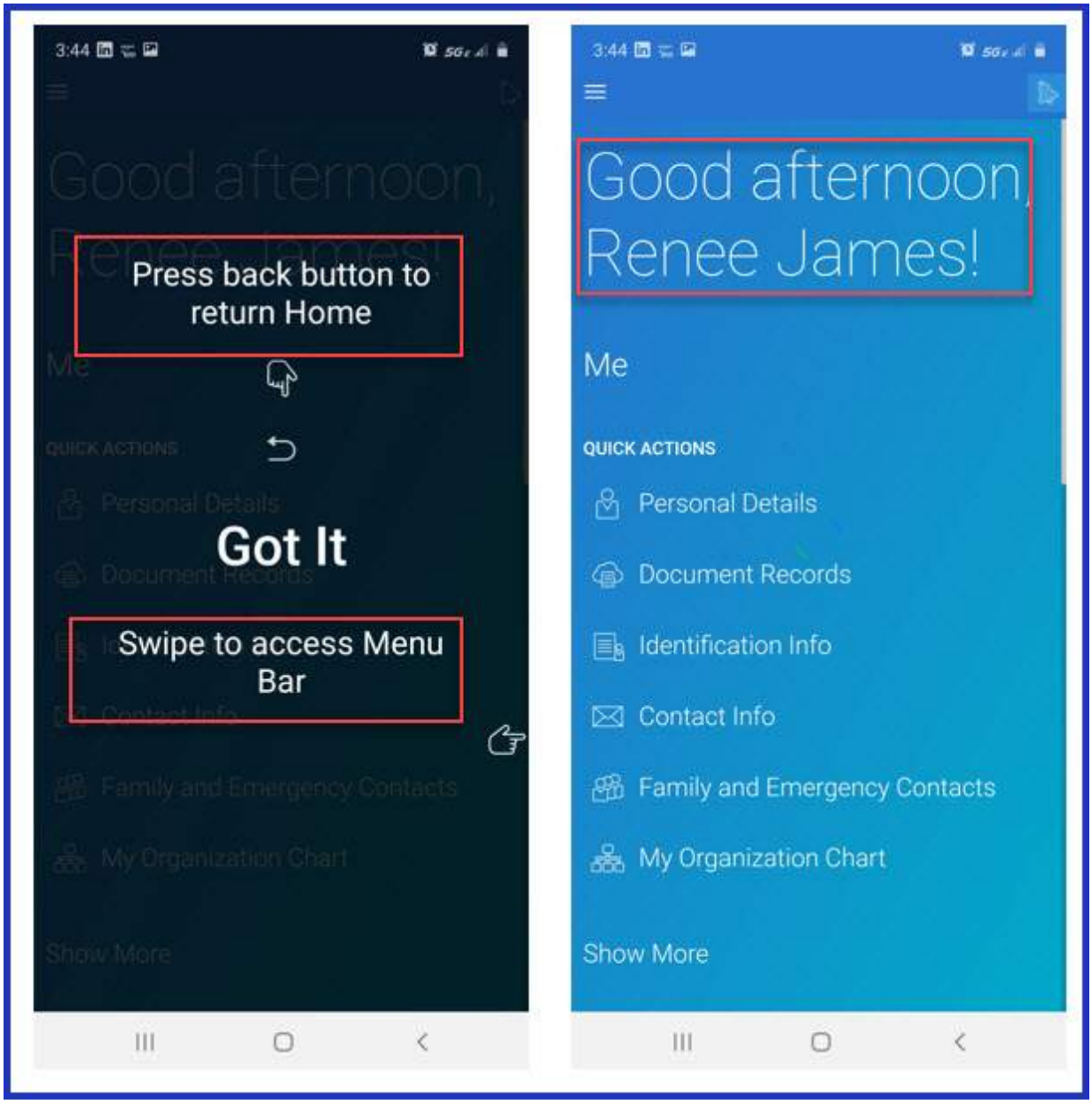
3. Click **Log in**

4. Next, you may receive an **authentication request from Duo** Mobile.

5. Click **Send Me a Push**.

6. Login Request - Tap to View Actions

7. Click **Approve**



Either press back button to **return Home** or Swipe to **Access Menu Bar**

Success!

Begin Using **People Portal**