

# School District of Philadelphia MWBE




## Signing In and Navigating to the MWBE Interface

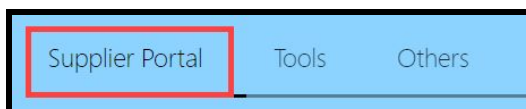
### Guidelines

Signing into the ERP application is much the same as you may be used to with other web apps. The Springboard is a powerful tool that will help you easily do the majority of your work.

- Signing in allows you access to the functions and applications necessary for your work within ERP.
- Navigating the Springboard effectively is essential to working in the ERP application.
- The Modules and Applications to which you have access are based on the roles and security levels of your organization.

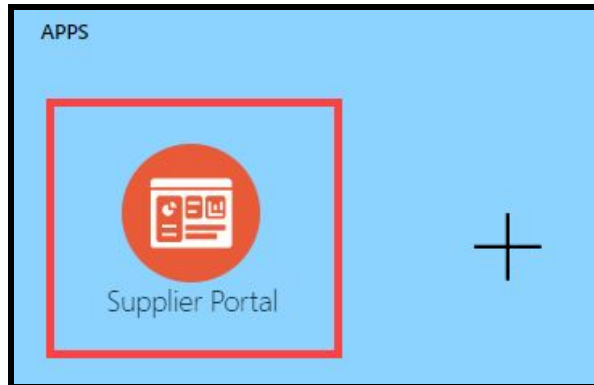
### Navigation

1. Sign into the application by using your credentials at <https://ejhc.login.us6.oraclecloud.com/oam/server/>
2. Click the **Home Icon**  to navigate to the Springboard.
3. While on the Springboard, you have access to a number of options for navigating in the Cloud.
  - a. The **arrows** present next to module names   allow you to scroll to the modules to which you have access.
  - b. After finding the module which you would like to access, click the **Module Name** to see which applications are available to you in that module. In the image below, the **Supplier Portal Module** is selected.

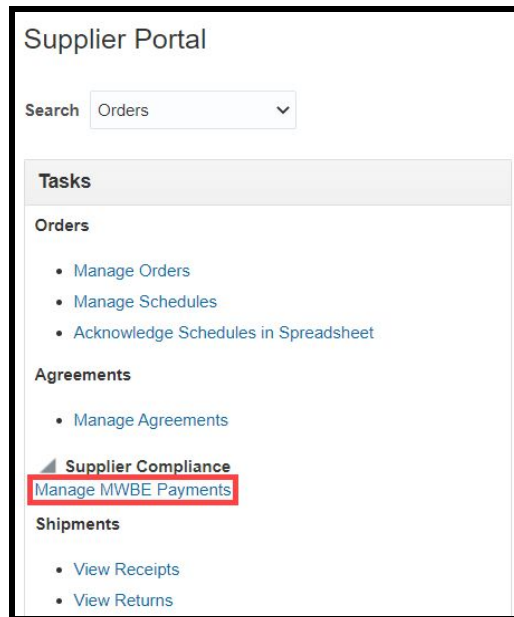


**NOTE:** There may be no arrows on the home screen. Arrows only appear if you have access to multiple modules which require you to scroll through the options to locate a specific module.

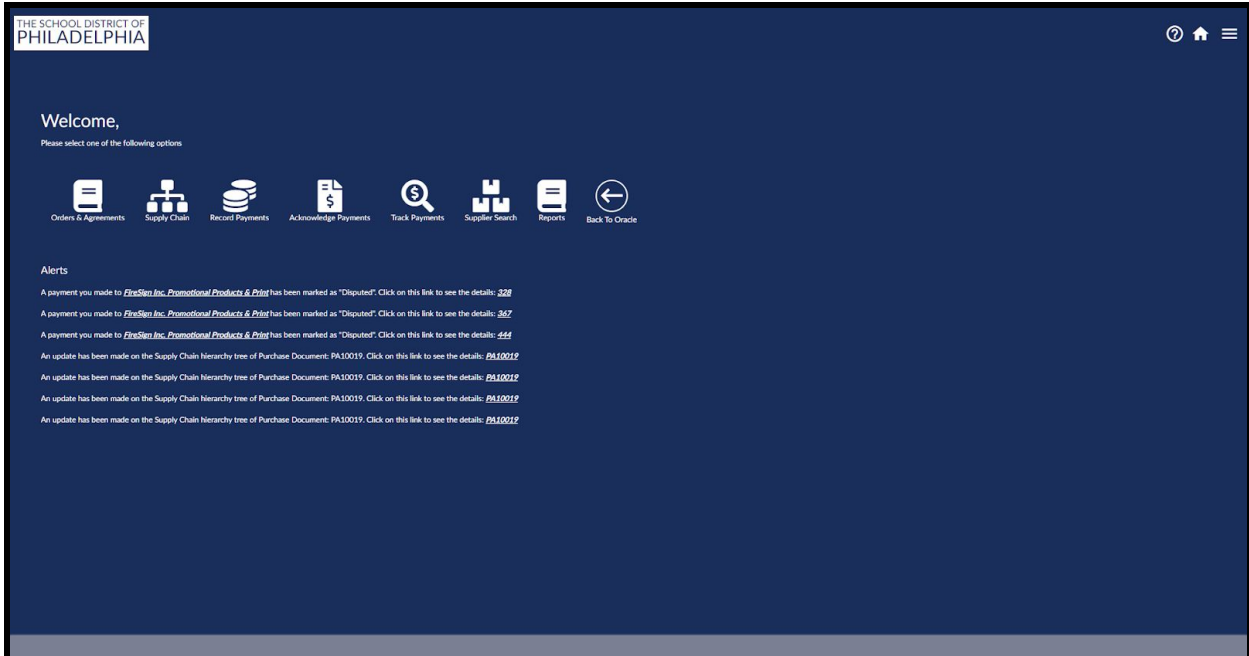
5. Click the Application Icon that you would like to access. In the image below, the **Supplier Portal application** has been selected.



6. When the Supplier Portal has loaded, click on the **Manage MWBE Payments Link** in the Tasks Pane on the left hand side of the screen.

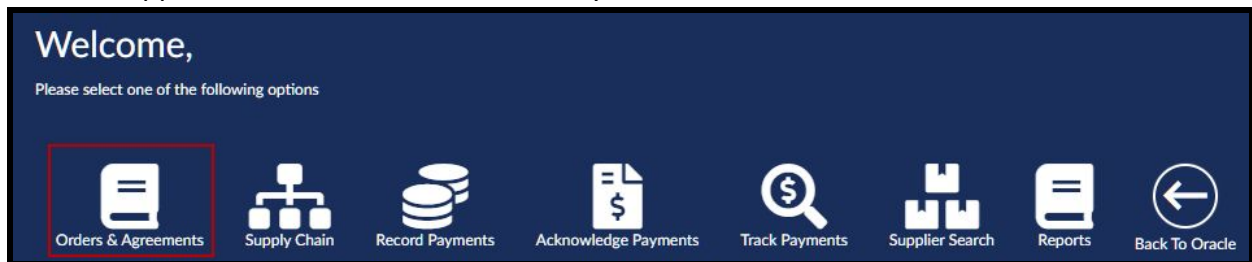


7. The MWBE Homepage will load. From here you can access any of the MWBE modules by clicking on their related icons.




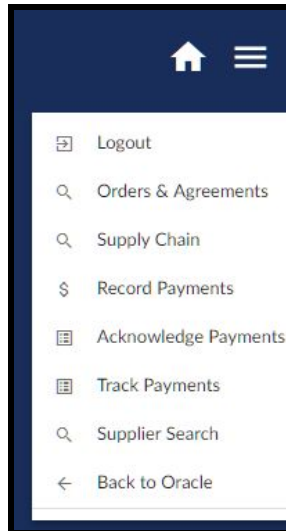
## Navigation Basics


1. Navigating in the MWBE Interface is done similar to the rest of the ERP system. Clicking on one of the Application module icons will move you to that module.





2. Here we have clicked on the **Orders & Agreements icon** to show the Orders & Agreements Page.

3. To navigate to other modules in the MWBE Interface, click the  icon to bring up the navigation menu, then click the name of the module you would like to move to.



**NOTE:** The  icon is available on all pages of the MWBE Interface.

4. To return to the home screen of the MWBE Interface, click the  icon.
5. To return to the ERP Home screen, click the  icon to bring up the navigation menu, then click the **Back to Oracle** option.

