myOracle Registration

 Those who prefer video instructions can view the process on Youtube: **https://www.youtube.com/watch?v=O7B0sHe5wj0**.

 For all support related to myOracle registration, please get in touch with **HRNCCExternals@norfolk.gov.uk**.
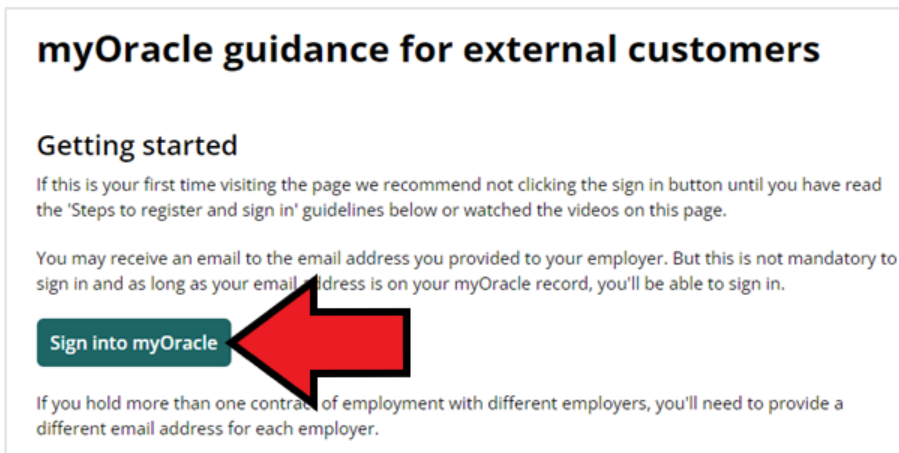
1. You will receive the below email on the night of your transition. Click the "*myOracle for external customers*" link in the email.

   https://www.norfolk.gov.uk/do-it-online/oracle-self-service-sign-in/myoracle-guidance-for-external-customers
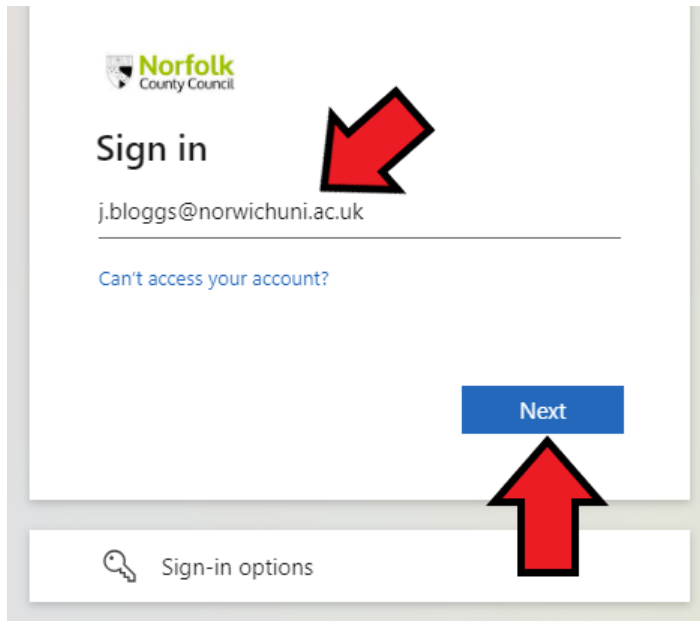
   This website also contains additional guidance and support for using myOracle.
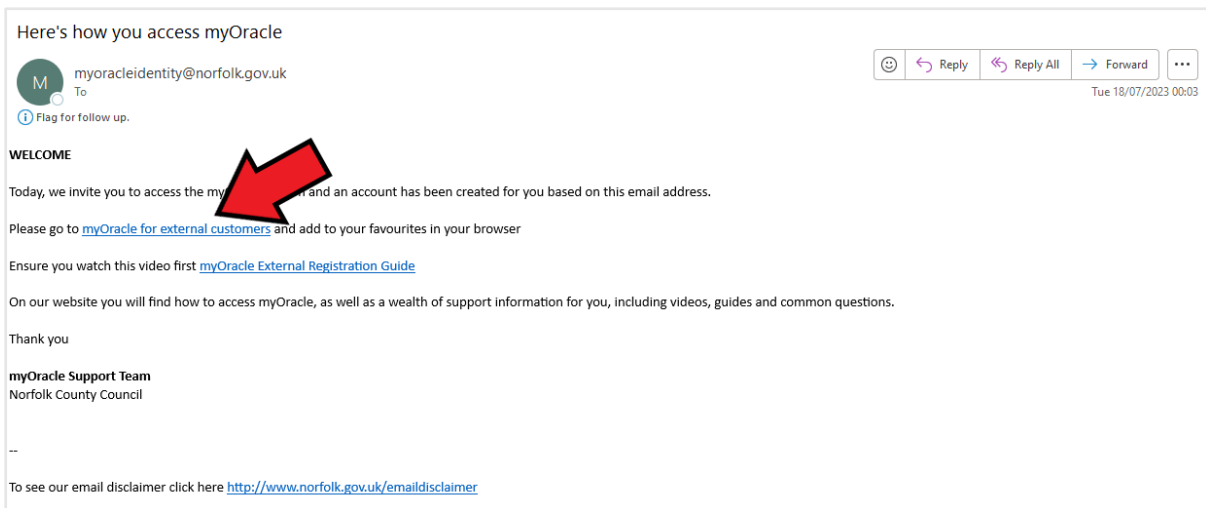
2. Click '*Sign into myOracle*'.

3. Enter the email address associated with your account. You can use a personal Microsoft account, or your new @student.norwichuni.ac.uk (for students) / @norwichuni.ac.uk (for staff) account. Click "*Next*".
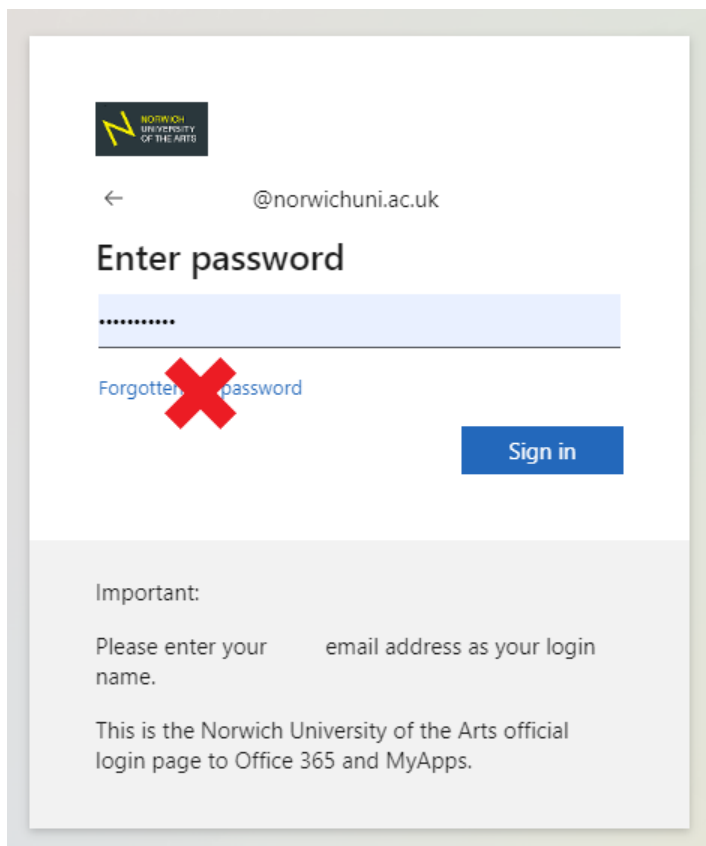
4. Enter the existing password for the account you are signing in with. For example, if you are using your new @norwichuni.ac.uk email address, enter the usual password associated with your University account. If you are using a personal Microsoft account, enter the usual password associated with that account. Then, click "*Sign in*".

   Do not use the *Forgotten password* option on this page.
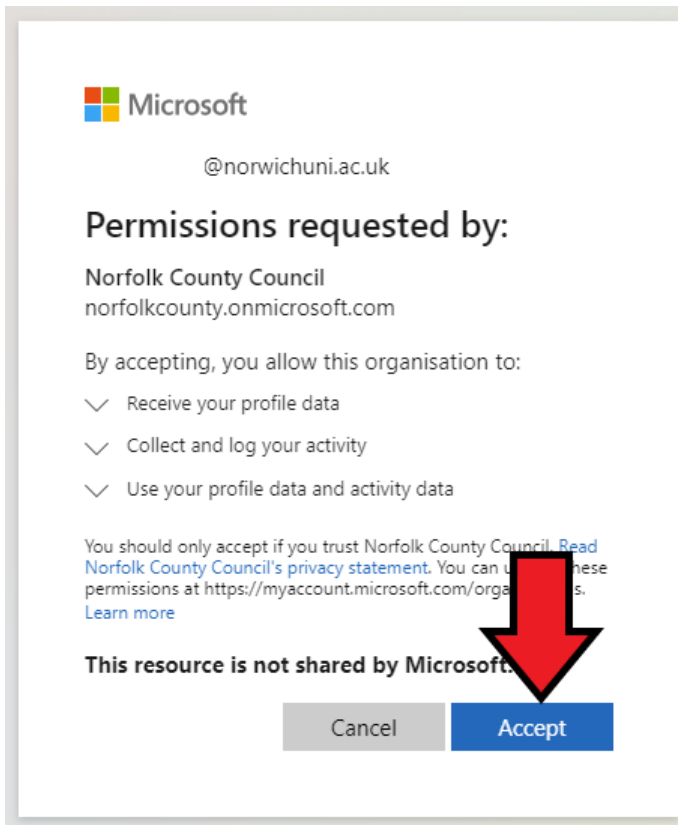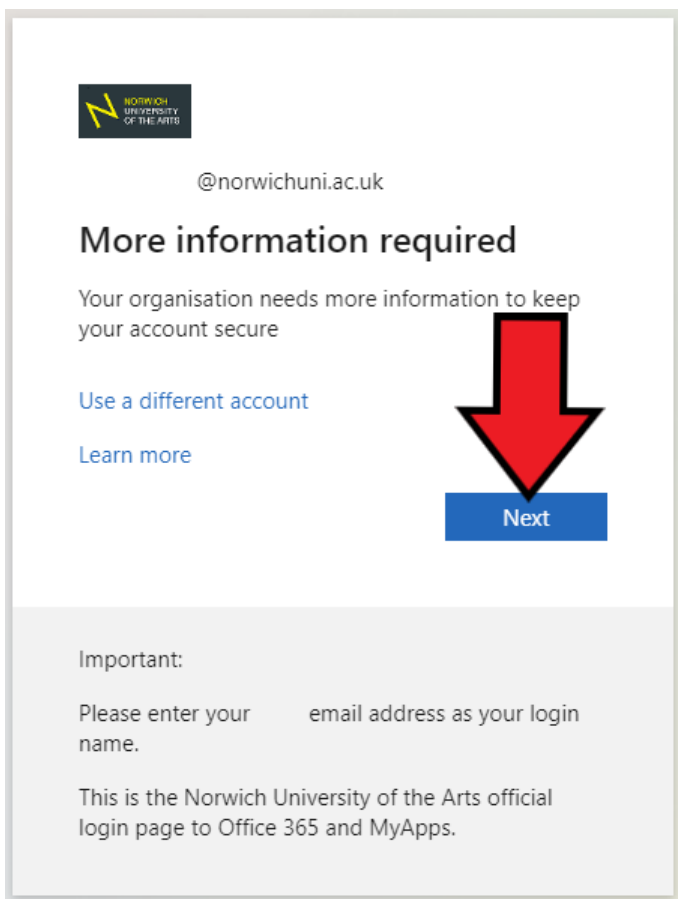
5. Norfolk County Council will present a permission request. Click "*Accept*".

6. On the following page, click "Next".

7. You will now be prompted to install the Microsoft Authenticator app. **Do not install this app.** Instead, click the line of text that says, **"*I want to set up a different method*"**.

8. Select "Phone" from the drop-down menu, and click Confirm.

9. Change the Region Code from United States to United Kingdom and enter your phone number. Choose between texting or calling and click "*Next*" - a code will be sent to the number you entered.

10. When the code arrives, enter the code and click "*Next*".

11. If successful, you will be presented with the following screen. Click "*Next*", and on the Success screen, click "*Done*".
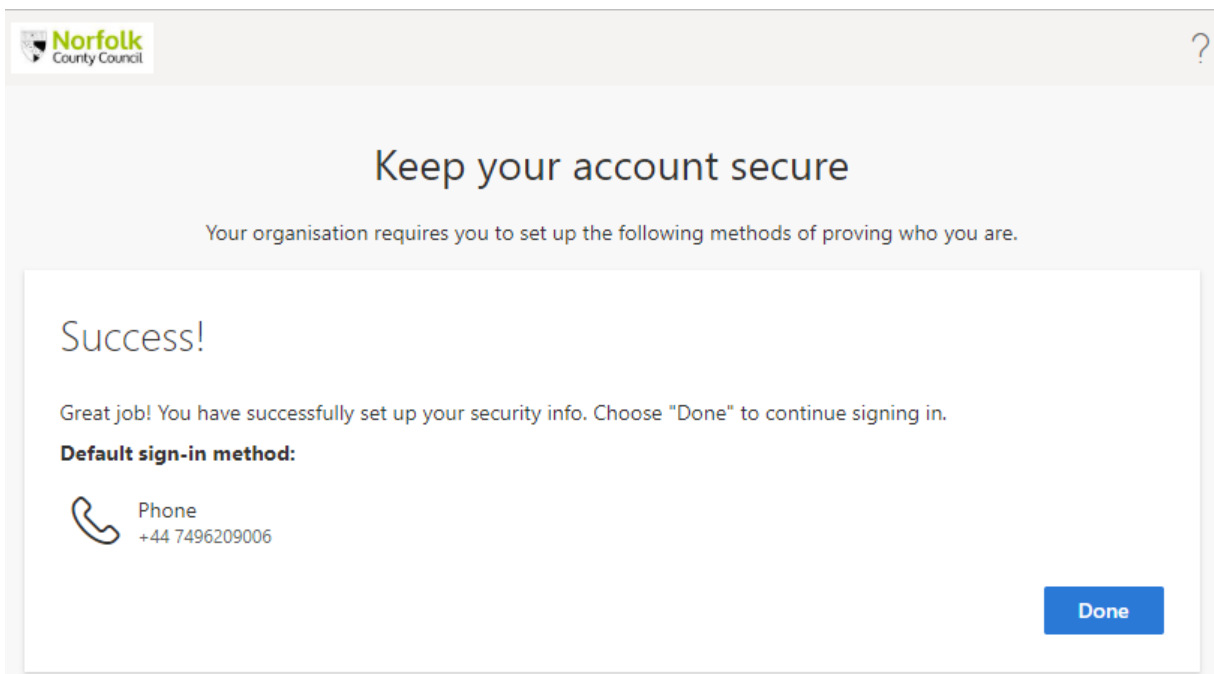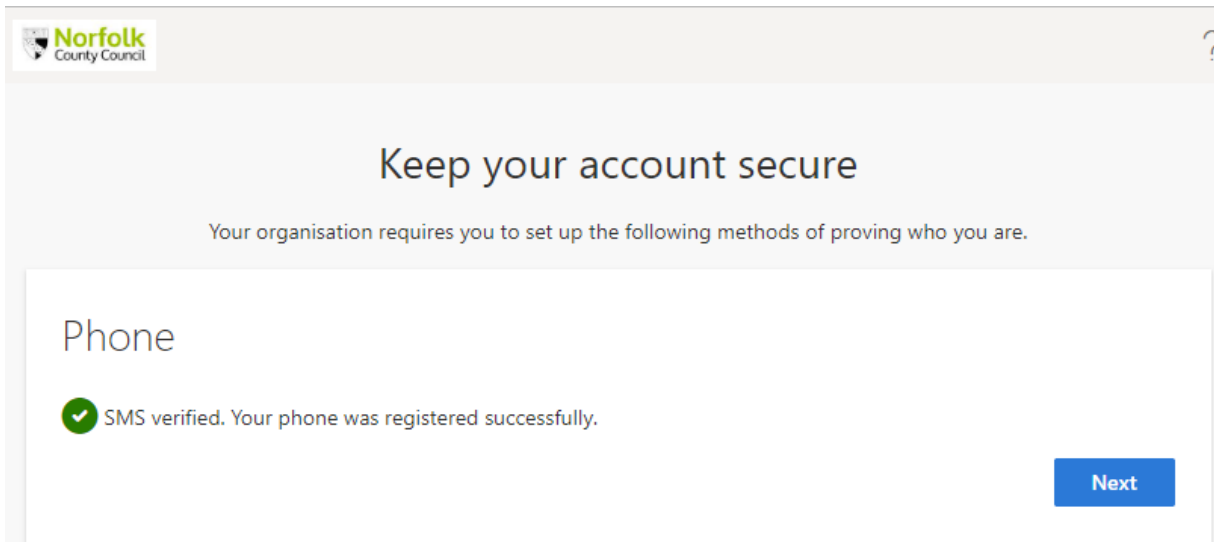
12. To sign in again, return to the external customer landing page and click "*Sign in to myOracle*". Bookmark the URL below for future access to payslips and P60s.

https://www.norfolk.gov.uk/do-it-online/oracle-self-service-sign-in/myoracle-guidance-for-external-customers