

## myOracle Registration



Those who prefer video instructions can view the process on Youtube:

<https://www.youtube.com/watch?v=O7B0sHe5wj0>.

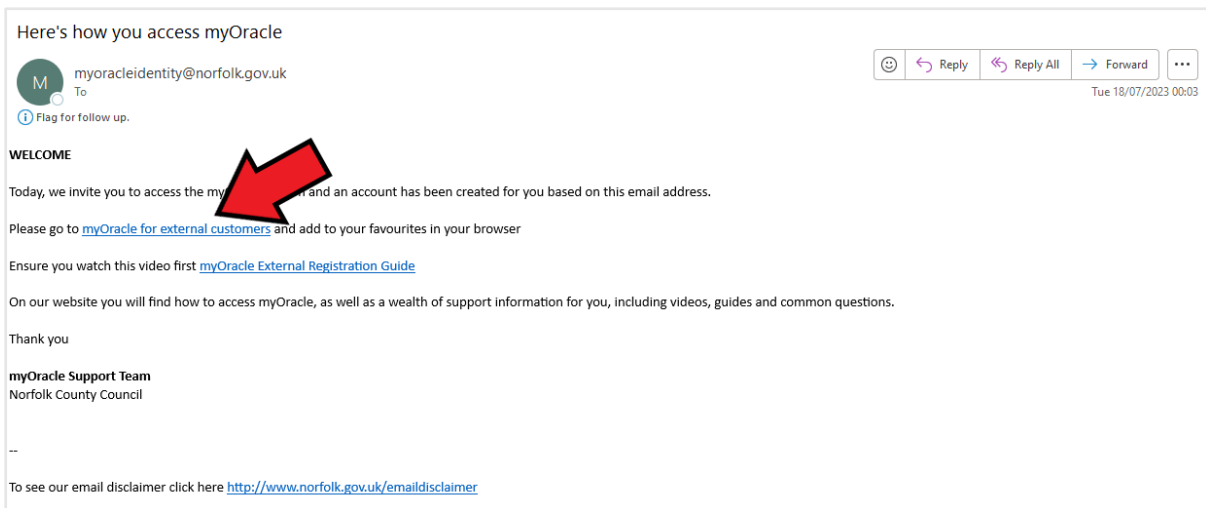


For all support related to myOracle registration, please get in touch with [HRNCCExternals@norfolk.gov.uk](mailto:HRNCCExternals@norfolk.gov.uk).

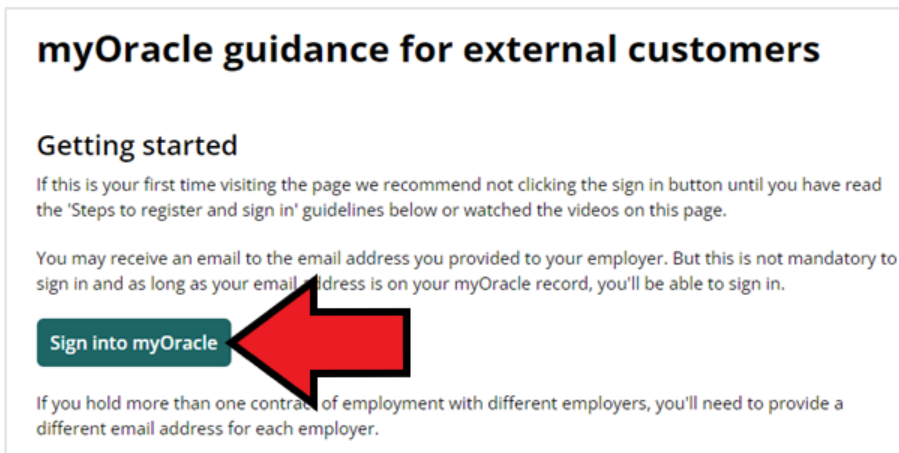
1. You will receive the below email on the night of your transition. Click the “myOracle for external customers” link in the email.

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

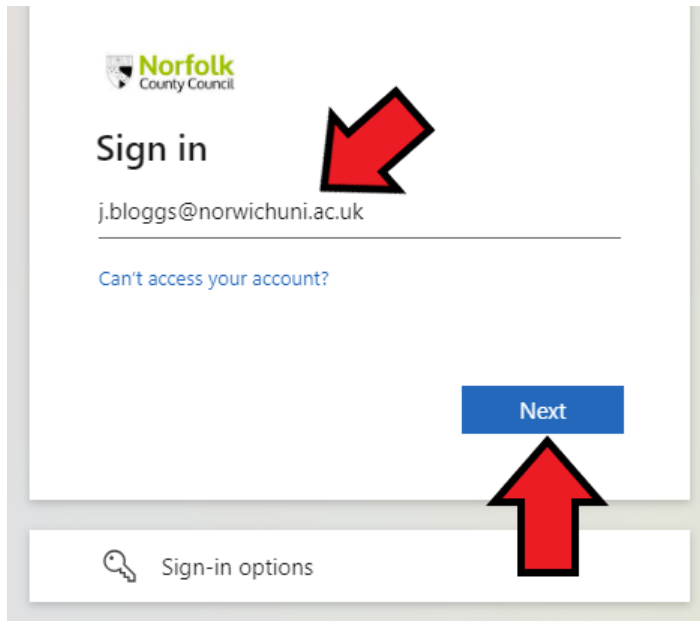
This website also contains additional guidance and support for using myOracle.



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”.



Norfolk  
County Council

## Sign in

j.bloggs@norwichuni.ac.uk

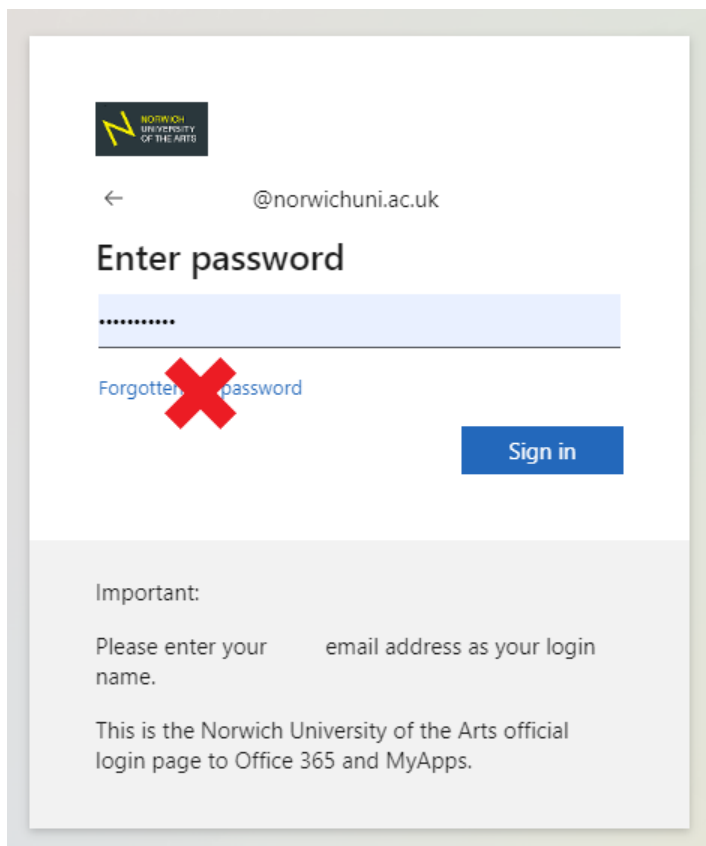
[Can't access your account?](#)

Next

Sign-in options

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.



NORWICH  
UNIVERSITY  
OF THE ARTS

← @norwichuni.ac.uk

## Enter password

.....

[Forgotten password](#)

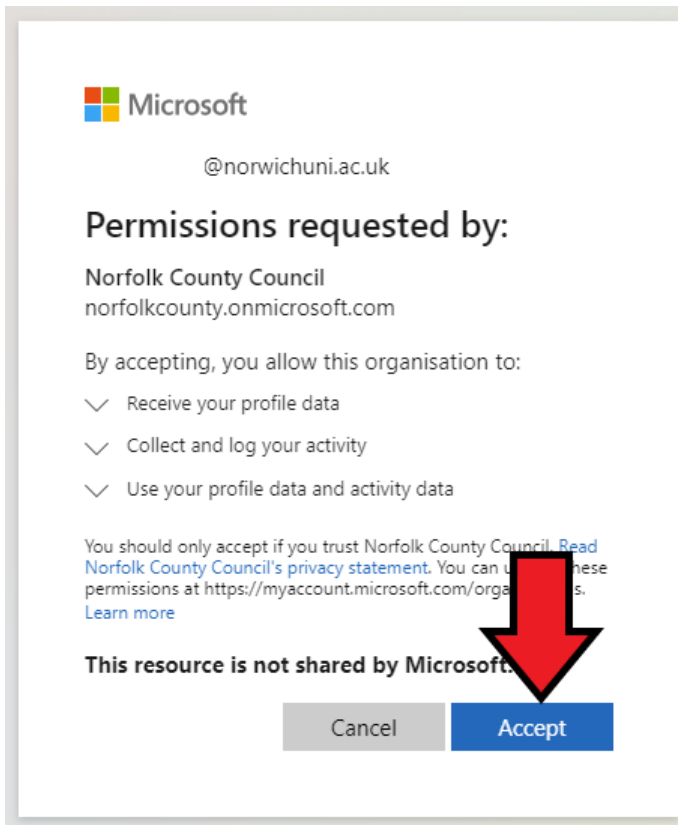
Sign in

Important:

Please enter your email address as your login name.

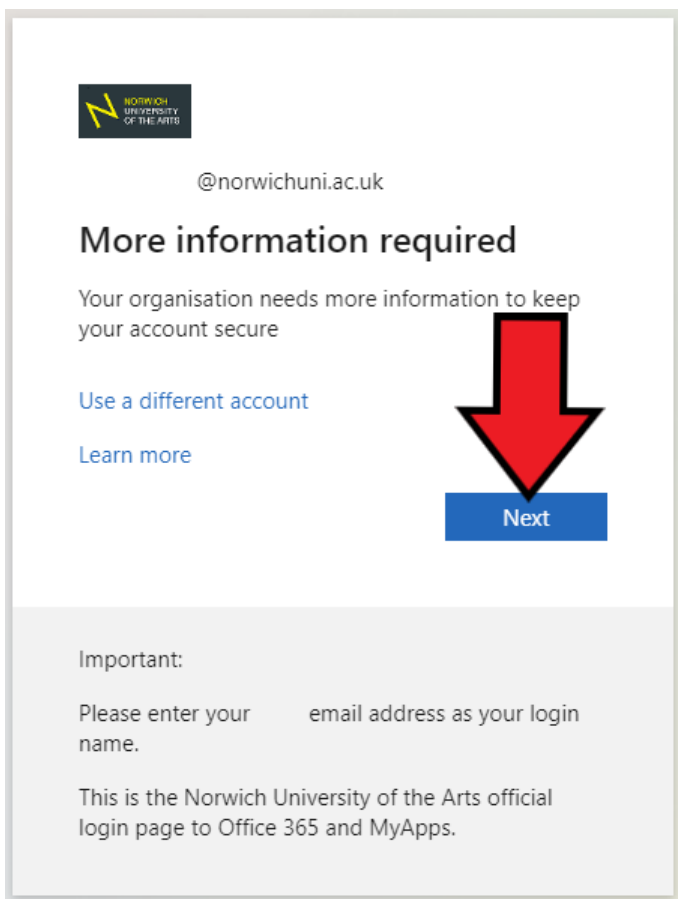
This is the Norwich University of the Arts official login page to Office 365 and MyApps.

5. Norfolk County Council will present a permission request. Click "Accept".



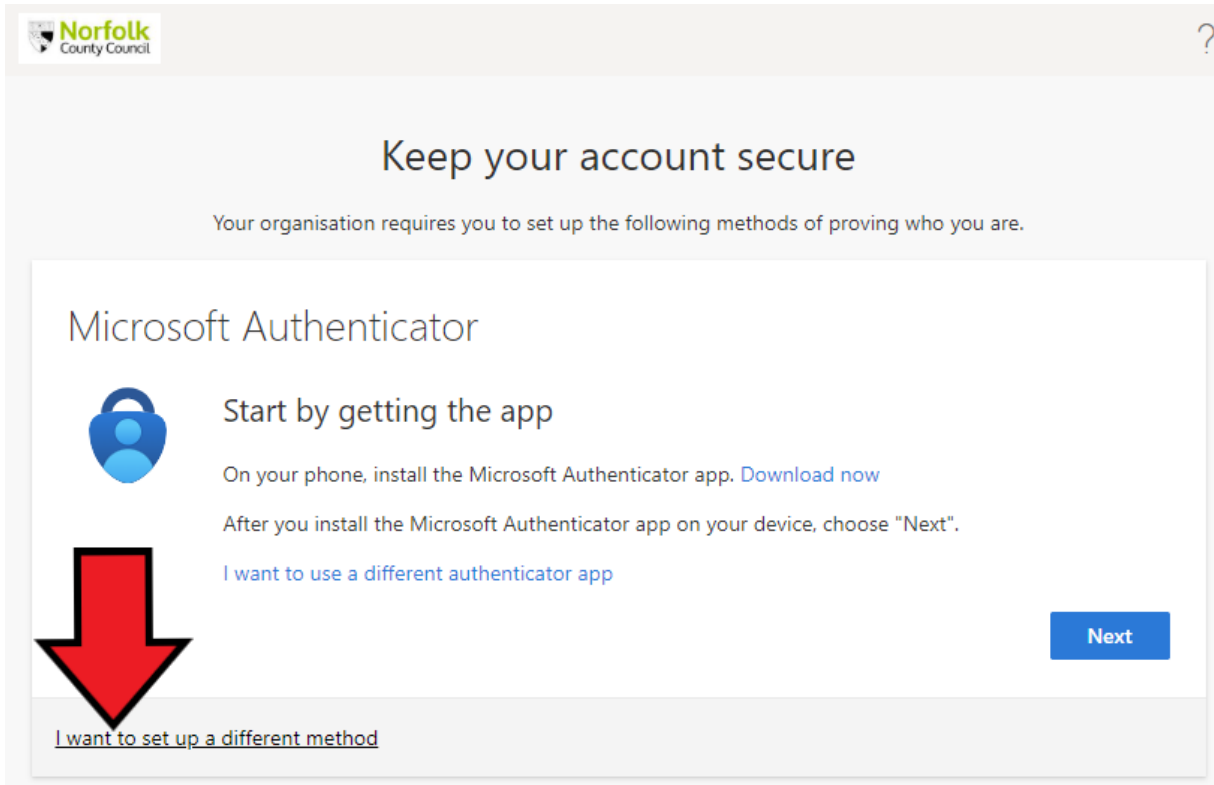
The screenshot shows a Microsoft permission request dialog box. At the top left is the Microsoft logo. Below it is the email address "@norwichuni.ac.uk". The main heading is "Permissions requested by:" followed by "Norfolk County Council" and the domain "norfolkcounty.onmicrosoft.com". Below this, it says "By accepting, you allow this organisation to:" followed by three checked items: "Receive your profile data", "Collect and log your activity", and "Use your profile data and activity data". There is a link to "Read Norfolk County Council's privacy statement" and a URL "https://myaccount.microsoft.com/organization/permissions". A red arrow points down to the "Accept" button. At the bottom, there are "Cancel" and "Accept" buttons. A note at the bottom says "This resource is not shared by Microsoft."

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



The screenshot shows a page titled "More information required" from Norwich University of the Arts. The logo is in the top left, and the email address "@norwichuni.ac.uk" is below it. The main heading is "More information required". Below this, it says "Your organisation needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A red arrow points down to a blue "Next" button. At the bottom, there is an "Important:" section with the text: "Please enter your email address as your login name. This is the Norwich University of the Arts official login page to Office 365 and MyApps."

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"***.




Norfolk County Council

## Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

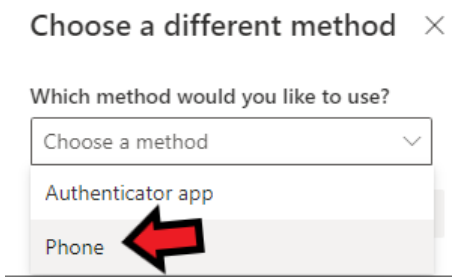
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

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



Choose a different method ×

Which method would you like to use?

Choose a method ▾

Authenticator app

Phone

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.

Norfolk County Council

## Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United Kingdom (+44) 7123456789

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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

## Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

### Phone

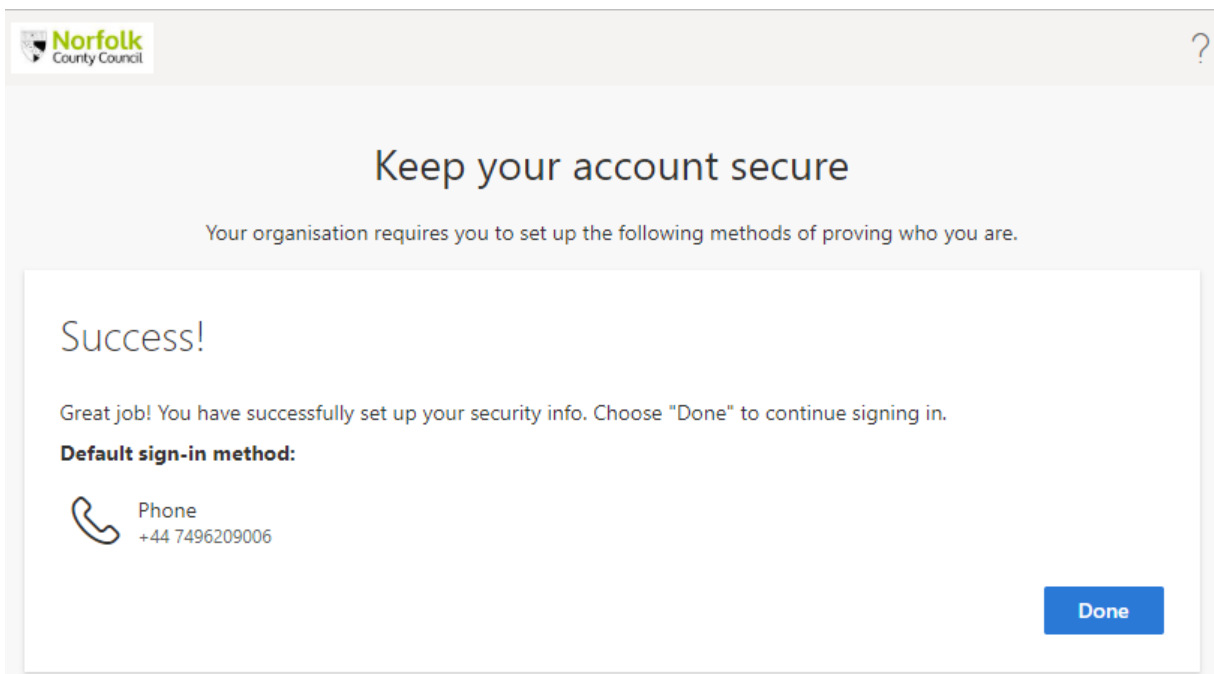
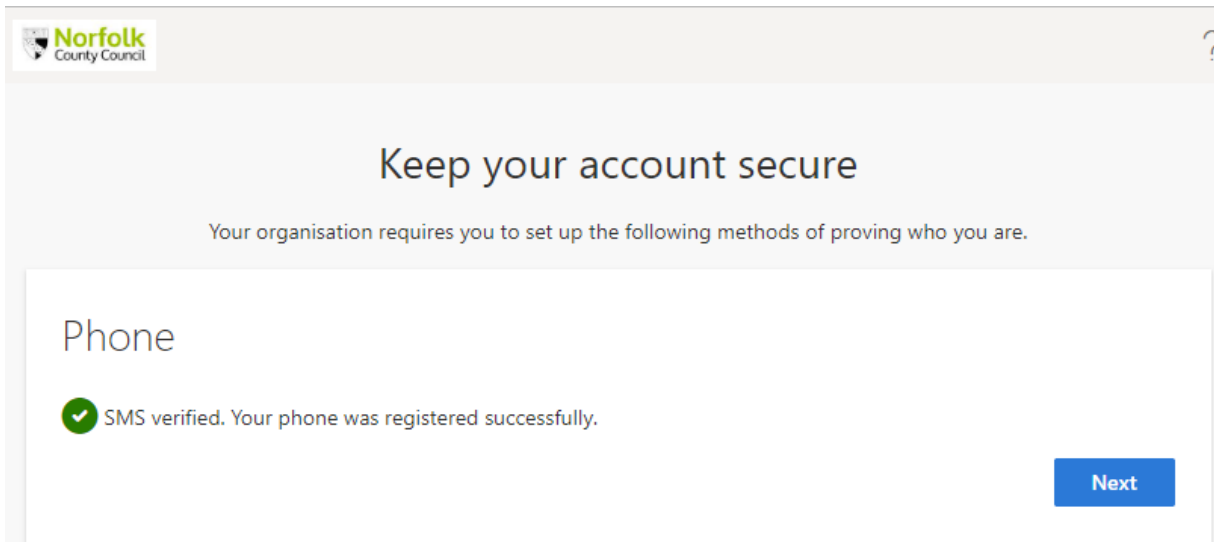
We just sent a 6 digit code to +44 . Enter the code below.

237735

[Resend code](#)

Back 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>