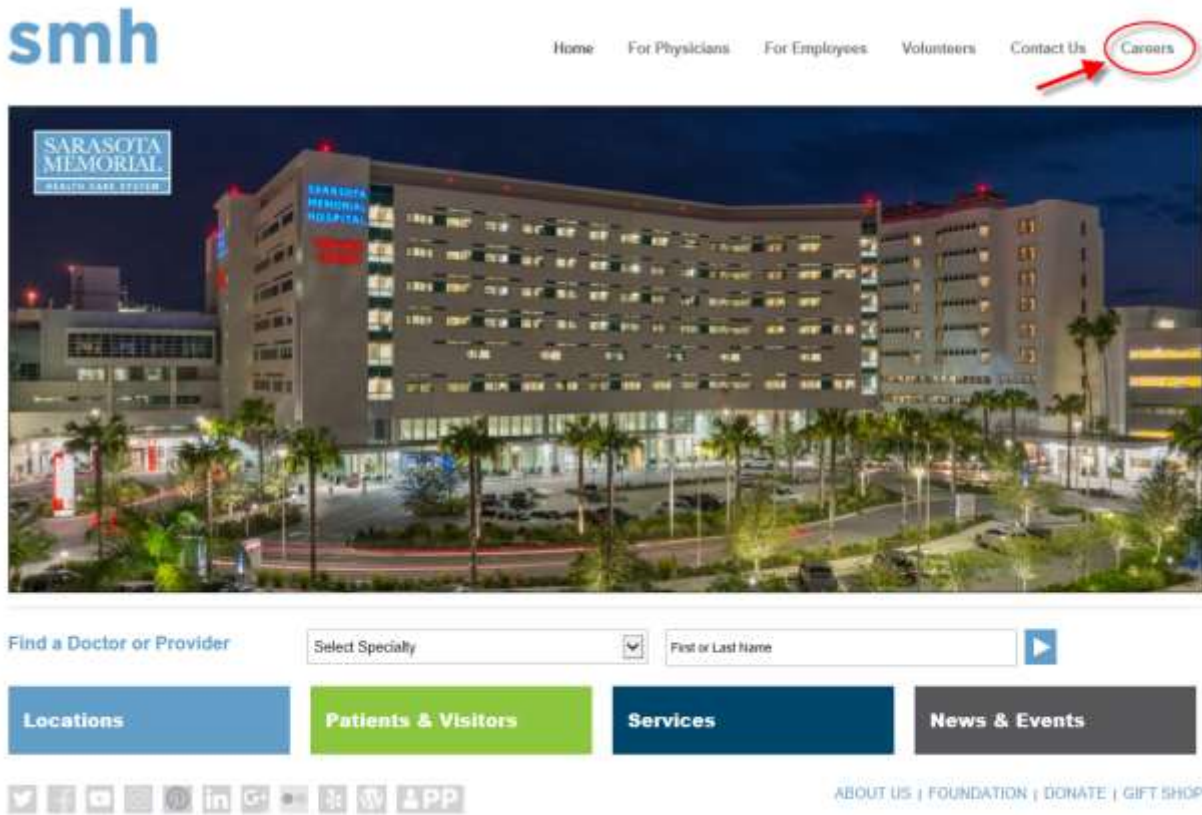


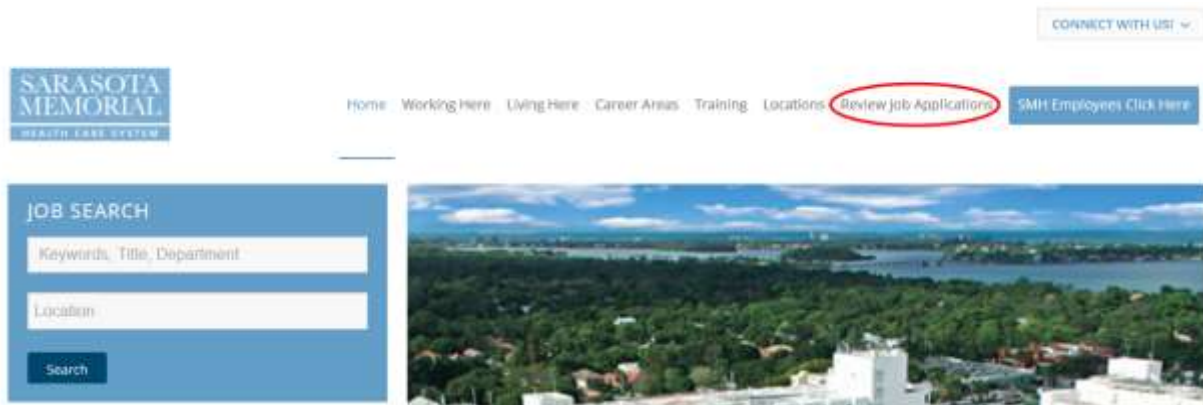
## FORGOT USER NAME/PASSWORD

Go to [www.smh.com](http://www.smh.com)

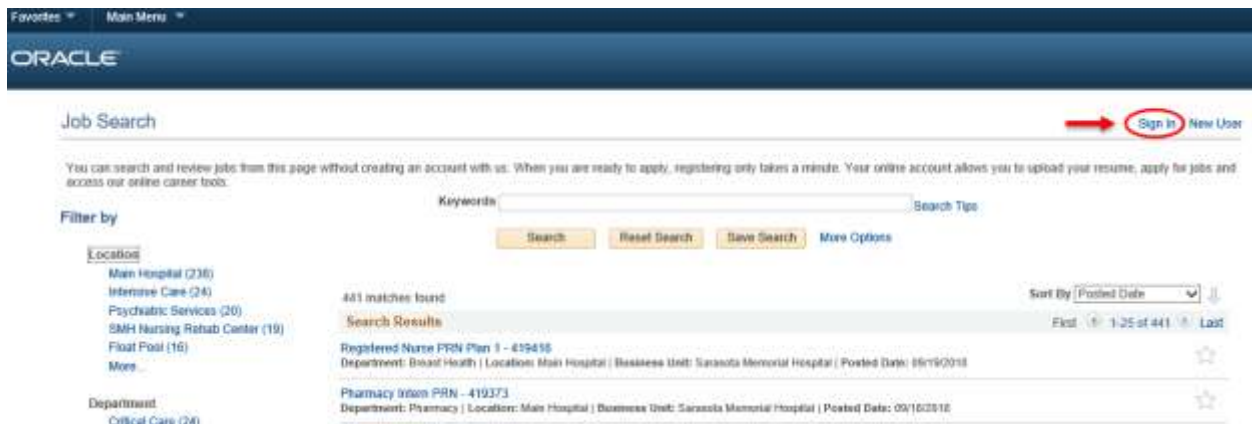
Click on the 'Careers' Link located in the top right corner of the page.



The Sarasota Memorial Job Search page will be displayed. Click 'Review Job Applications'



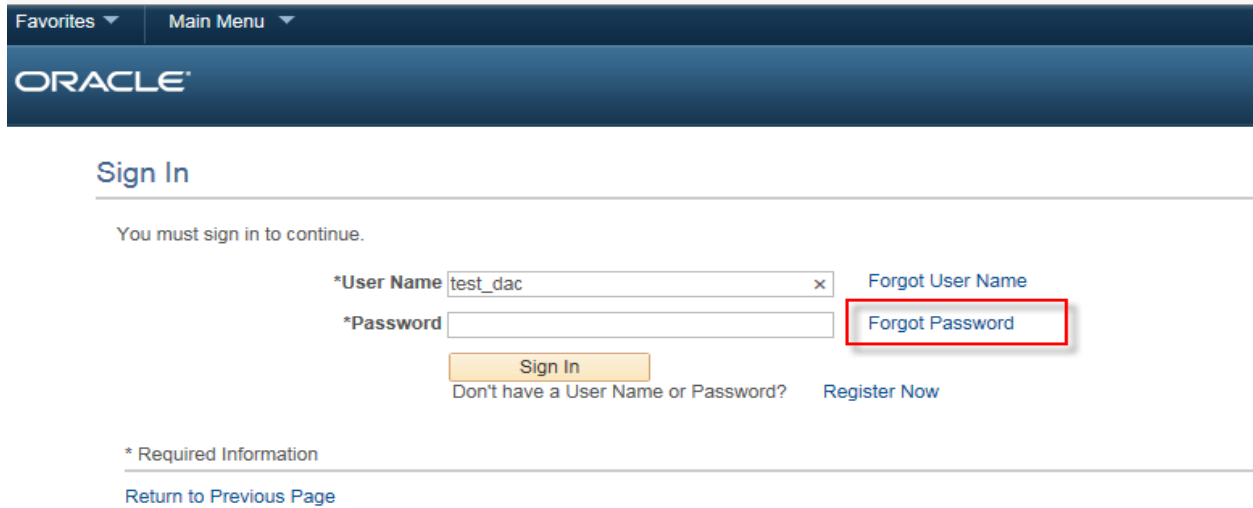
You will then be directed to the Oracle Job Search page. Click on the 'Sign In' link:



From the 'Sign In' Page, you will be able to access your current User Name and/or change your Password.

## FORGOT PASSWORD

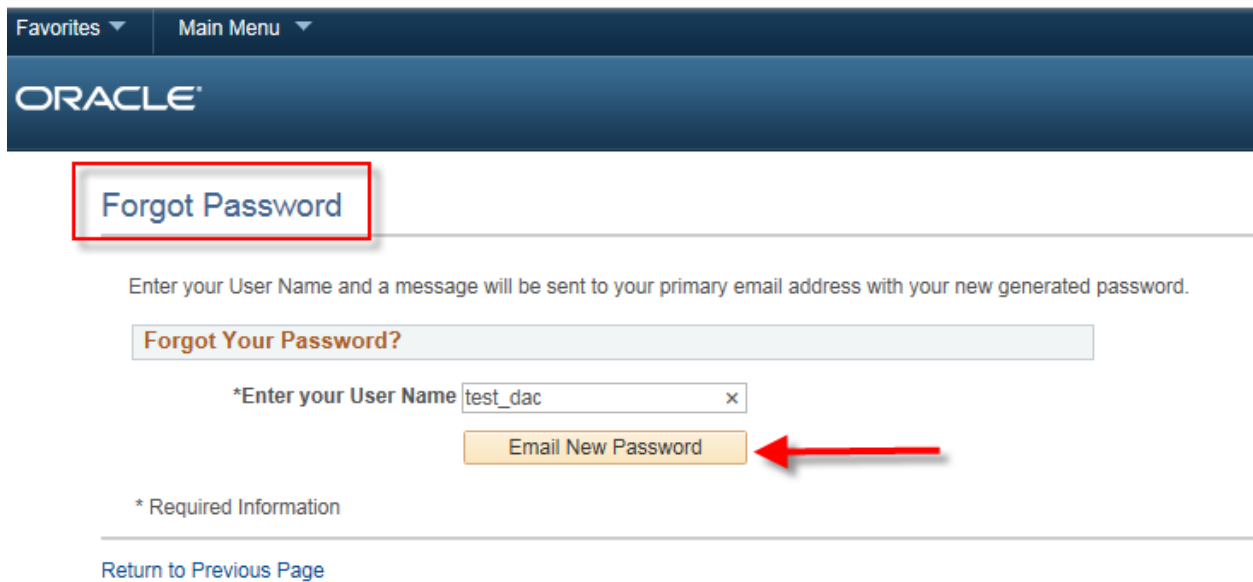
Select 'Forgot Password'



The screenshot shows the Oracle Sign In page. At the top, there are navigation links for 'Favorites' and 'Main Menu'. Below that is the Oracle logo. The main heading is 'Sign In'. A message states 'You must sign in to continue.' There are two input fields: '\*User Name' with the value 'test\_dac' and '\*Password'. To the right of the password field is a link labeled 'Forgot Password', which is highlighted with a red rectangular box. Below the input fields is a 'Sign In' button and a link for 'Register Now'. At the bottom, there is a note '\* Required Information' and a link 'Return to Previous Page'.

**Forgot Password** will prompt you for your User Name. Enter your User Name.

Click on '**Email New Password**'.



The screenshot shows the Oracle Forgot Password page. At the top, there are navigation links for 'Favorites' and 'Main Menu'. Below that is the Oracle logo. The main heading is 'Forgot Password', which is highlighted with a red rectangular box. A message states 'Enter your User Name and a message will be sent to your primary email address with your new generated password.' There is a section titled 'Forgot Your Password?' with an input field for '\*Enter your User Name' containing the value 'test\_dac'. Below this is an 'Email New Password' button, which is highlighted with a red rectangular box and a red arrow pointing to it from the right. At the bottom, there is a note '\* Required Information' and a link 'Return to Previous Page'.

An email will be sent with a temporary password to the primary email address **currently** on file. This is the email address you entered when you created your Applicant Profile.

The screenshot shows the Oracle Sign In page. At the top, there are navigation links for 'Favorites' and 'Main Menu'. Below that is the Oracle logo. The main heading is 'Sign In'. A yellow banner with a green checkmark icon contains the message: 'A new password has been sent to your email address. Please check your email for the requested information.' Below this, it says 'You must sign in to continue.' There are two input fields: '\*User Name' with the value 'test\_dac' and '\*Password'. To the right of each field is a link: 'Forgot User Name' and 'Forgot Password'. Below the password field is a 'Sign In' button. Underneath the button are two links: 'Don't have a User Name or Password?' and 'Register Now'. At the bottom, there is a note '\* Required Information' and a link 'Return to Previous Page'.

You will receive the following Email:

The screenshot shows an email notification. The header information is: 'From: <oracleoft@mail.com>', 'Date: January 4, 2018 at 11:34:56 AM EST', 'To: <calund@verizon.net>', and 'Subject: Applicant Password Notification'. The main body of the email says: 'Please use the following password to access your job application account.' Below this, the password '985650' is displayed in a red-bordered box. The email concludes with: 'You may change your password at anytime by signing on to your account and changing your password under My Account Information.' followed by a line of asterisks. A confidentiality notice follows: 'Confidentiality Notice: the information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachments for any purpose, nor disclose all or any part of the contents to any other person.'

When you login to your account, enter your User Name and the system generated password that was provided in the email.

Upon entering the system generated password, you will be prompted to enter and confirm your new password:

Reset Password

Your current password is an auto generated password. For security reasons this password is valid for one time use only. Please enter a new password and select Update to continue.

Update Password Information

\*Password \*\*\*\*\*

\*Confirm New Password \*\*\*\*\*

Update

\* Required Information

[Return to Previous Page](#)

Select Update to save your new Password. You will be signed into the system and returned to the Job Search Page.

## FORGOT USER NAME

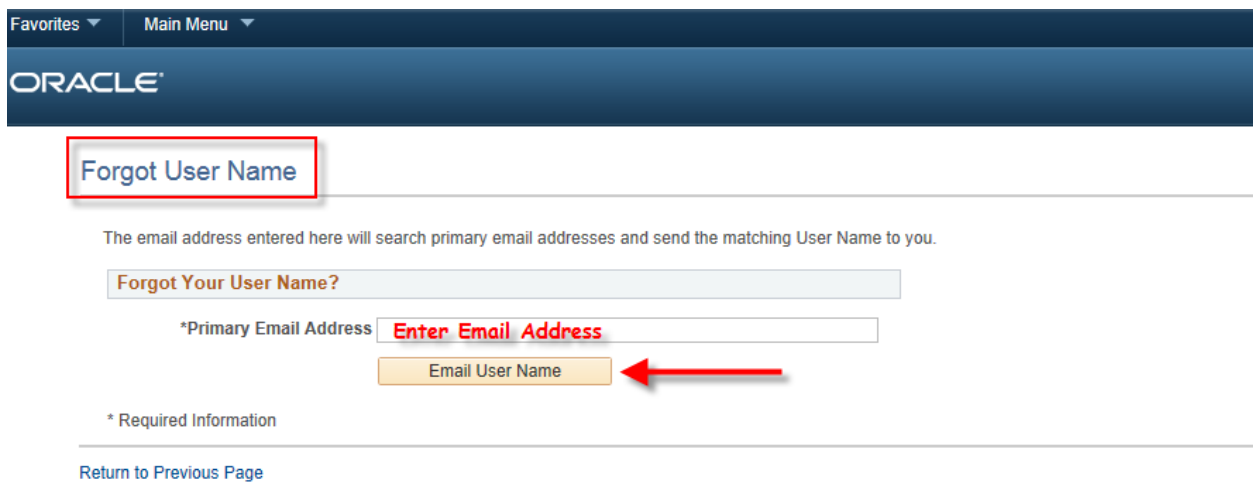
Select 'Forgot User Name'



Oracle Sign In page. The page header includes 'Favorites' and 'Main Menu' dropdowns, and the Oracle logo. Below the header, the text 'Sign In' is displayed. A message states 'You must sign in to continue.' The form contains two input fields: '\*User Name' and '\*Password'. To the right of the '\*User Name' field is a link labeled 'Forgot User Name', which is highlighted with a red box. To the right of the '\*Password' field is a link labeled 'Forgot Password'. Below the input fields is a 'Sign In' button. Underneath the button are two links: 'Don't have a User Name or Password?' and 'Register Now'. At the bottom of the form, there is a note '\* Required Information' and a link 'Return to Previous Page'.

**Forgot User Name** will prompt you for your email address. Enter the primary email address that is currently on file.

Click on '**Email User Name**' and an email will be sent containing your User Name to the email address you entered as your primary email address.




Oracle 'Forgot User Name' page. The page header includes 'Favorites' and 'Main Menu' dropdowns, and the Oracle logo. Below the header, the text 'Forgot User Name' is displayed and highlighted with a red box. A message states 'The email address entered here will search primary email addresses and send the matching User Name to you.' Below this message is a form with a label 'Forgot Your User Name?' and an input field. Below the input field is a label '\*Primary Email Address' and an input field containing the text 'Enter Email Address'. Below the input field is a button labeled 'Email User Name', which is highlighted with a red arrow. At the bottom of the form, there is a note '\* Required Information' and a link 'Return to Previous Page'.

Favorites ▾ Main Menu ▾

ORACLE

Sign In

 A new password has been sent to your email address. Please check your email for the requested information.

You must sign in to continue.

\*User Name  [Forgot User Name](#)

\*Password  [Forgot Password](#)

[Don't have a User Name or Password?](#) [Register Now](#)

\* Required Information

[Return to Previous Page](#)

You will receive the following Email:

From: <[peoplesoft@srh.com](mailto:peoplesoft@srh.com)>  
Date: January 23, 2018 at 1:19:48 PM EST  
To: <[calmsed@verizon.net](mailto:calmsed@verizon.net)>  
Subject: Applicant User Name Notification

Your email address is associated with the following User Name:

**User Name**

You may change your password at any time by signing on to your account and changing your password under My Account Information.

Confidentiality Notice: the information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender and permanently delete the e-mail and any attachments immediately. You should not retain, copy or use this e-mail or any attachments for any purpose, nor disclose all or any part of the contents to any other person.

Enter the User Name that was provided in the email. Enter your password and select '**Sign In**'. You will be signed into the system and returned to the Job Search Page.