

LOG INTO THE ORACLE BUSINESS SYSTEM

How to Access, Log In and Navigate

You can access Self Service from anywhere you have Internet access. You will need your username and password. If you are a first-time user, you will need to set up an account.

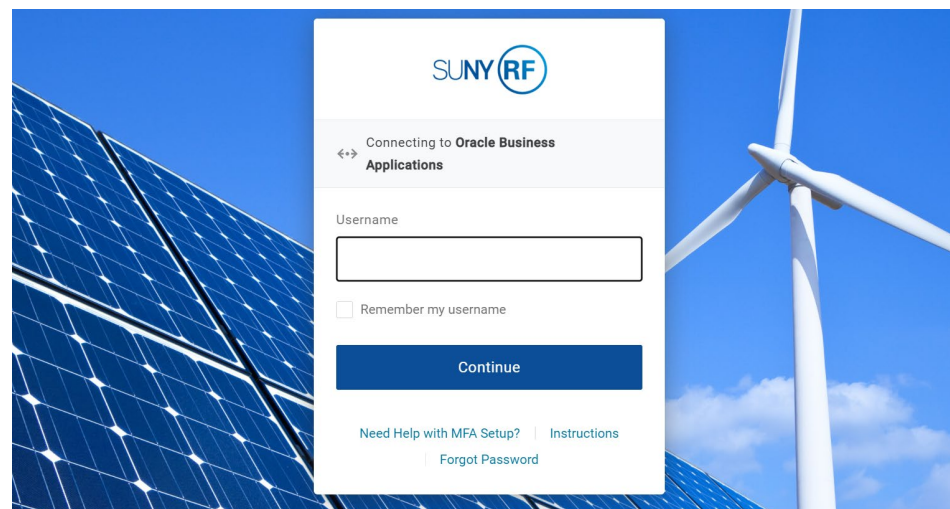
1. Go to [Employee Self Service](#)
2. Click **Access Employee Self Service**
3. Enter your Research Foundation ID Number as your username. If you are an RF employee this was sent to you via email when you were first hired. If you are not contact your campus information security administrator for this number.
4. Enter your password.
***Tip!** If you have forgotten your password, click “Forgot Your Password” on the login screen. Your information will be emailed to you.*
5. Enter your OneLogin Protect Code. *To set this up, please see the [MFA Quick Start Guide](#).*
6. Go to the Business Applications portlet and click **Self Service** link.

Site Availability

The Self Service website undergoes daily planned system maintenance, from 6:00 to 6:30 p.m. and 2:00 to 4:00 a.m. EST. If you attempt to log in during these times, you will encounter a message that reads, “Employee Self Service Unavailable.”

Log Out to Protect Your Personal Information!

When you’ve completed your session, click **Logout** in the list of links in the upper right corner of the screen. This will help prevent unauthorized access to your information.



If you need help with Self Service, contact Customer Services at: customerservices@rfsuny.org or (518) 434-7222.

