



Self Service

Logon and Basic Navigation

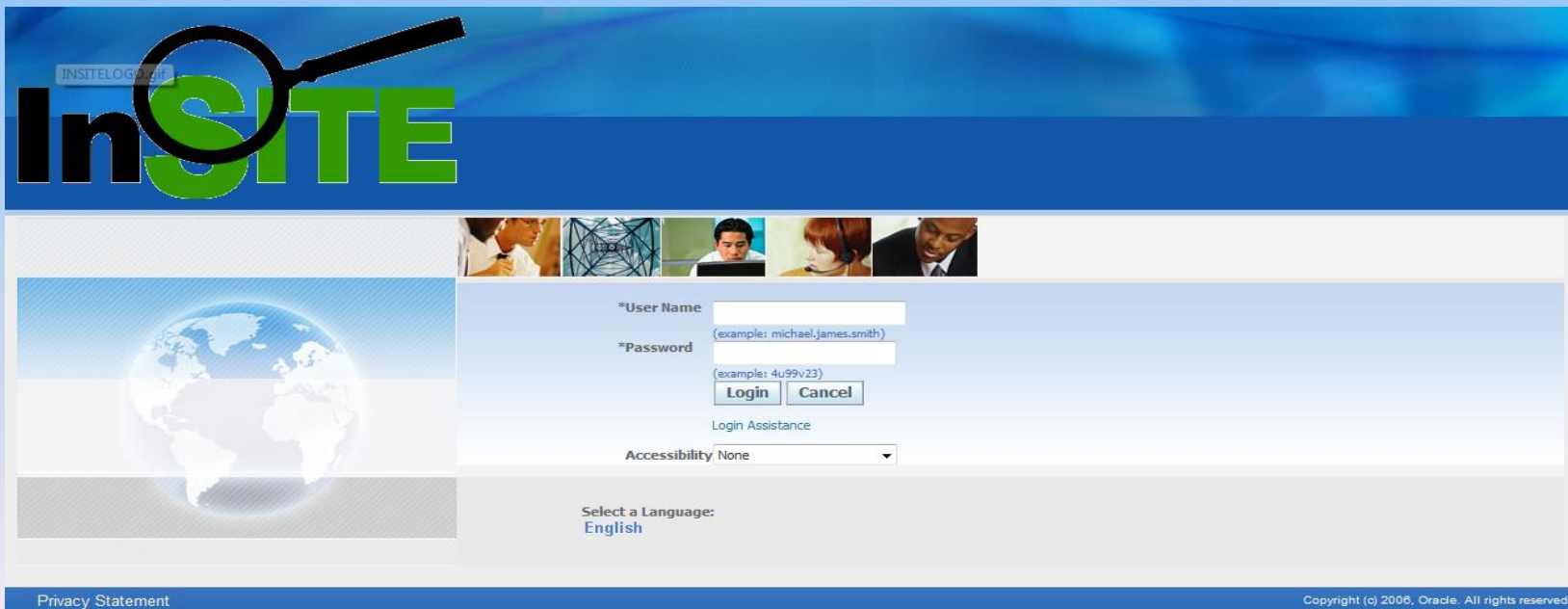
InSITE Self Service

Basic Navigation Presentation

- The screens will advance automatically, however you can use the enter key to advance a screen if desired.

Self Service Portal Access

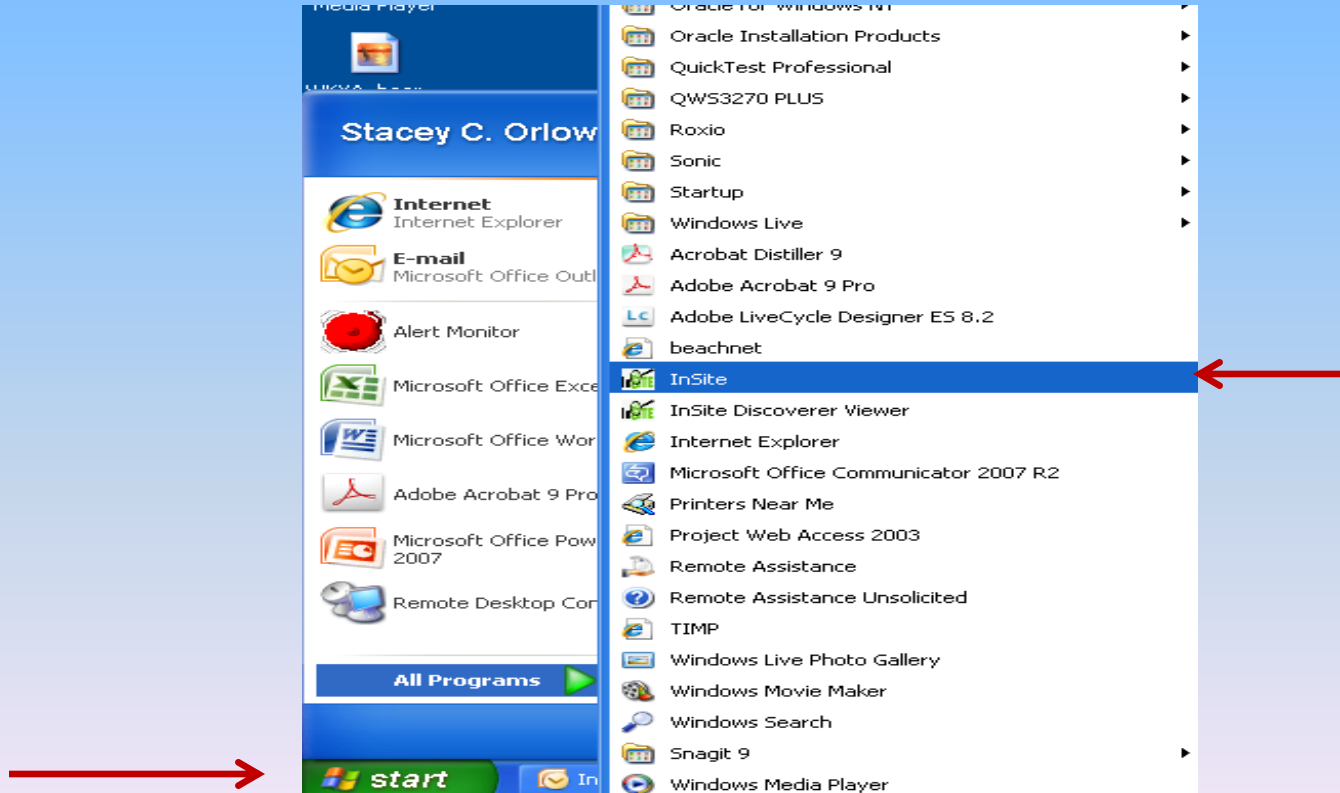
- You access Self Service through the InSITE application.
- Access for new employees will be automatically added into InSITE. You do not need to fill out an access form.
- Terminated employees will have their access automatically removed.



The screenshot displays the InSITE Self Service Portal login interface. At the top, the 'InSITE' logo is prominently featured, with a magnifying glass icon over the 'SITE' portion. Below the logo, a horizontal strip contains five small, square images of diverse individuals. The main content area is divided into two sections. On the left, there is a large, stylized globe graphic. On the right, the login form is presented with the following elements: a '*User Name' field with a placeholder '(example: michael.james.smith)', a '*Password' field with a placeholder '(example: 4u99v23)', and 'Login' and 'Cancel' buttons. Below these fields, there is a 'Login Assistance' link and an 'Accessibility' dropdown menu currently set to 'None'. At the bottom of the form, a 'Select a Language:' section shows 'English' as the selected option. The footer of the page includes a 'Privacy Statement' link on the left and a copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

Access to InSITE

- From a City Computer:
 - Click Start, select All Programs
 - Select InSITE from the list



Access to InSITE

- From a non-City computer with internet access
 - Go to vbgov.com
 - Select the employee link
 - Then Select the InSITE Self Service page
 - Next select the Login to InSITE Self Service link
- Or go to <https://ssinsite1-pub.opc.oracleoutsourcing.com> directly from your internet browser

How Do I Log On

CURRENT InSITE Users:

If you have forgotten your password, please contact the help desk at 385-4357.

- Employees hired before 12/11/17, your username is the first character of your first name and the first 7 characters of your last name followed by your InSITE employee number (the InSITE employee number is on your paycheck)
- Example: John Sampleguy employee id 234, would be JSampleg234

NEW Users:

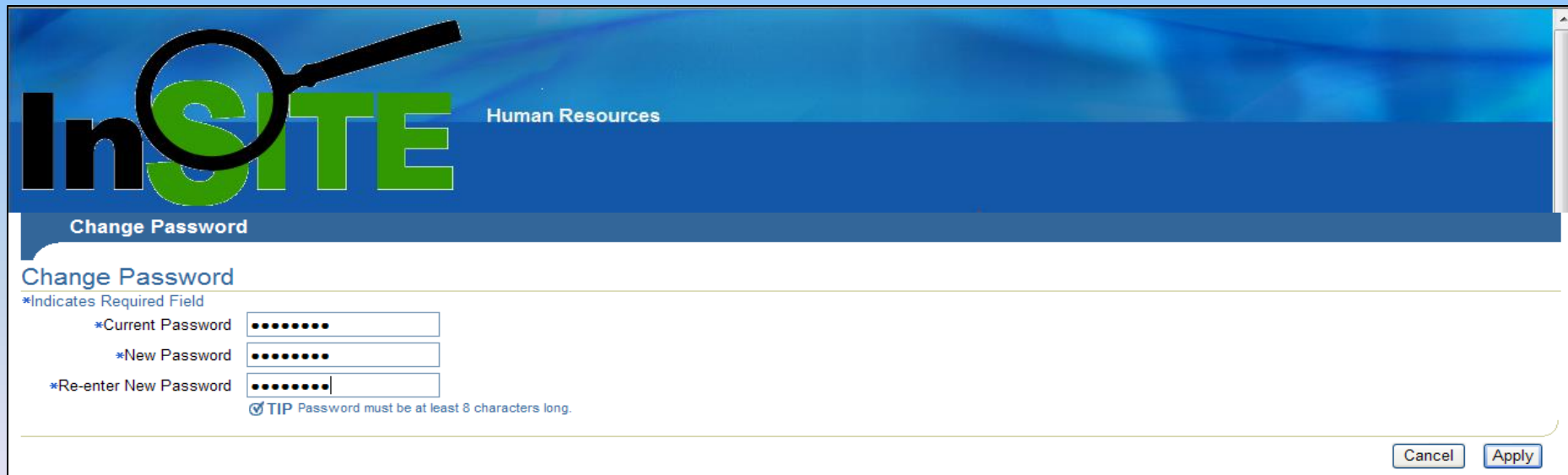
Employees hired on or after 12/11/17, the InSITE userid is the same the network login.

- The first time you login to InSITE, your password will be:
- Your date of birth, formatted as MMDDYYYY + InSITE employee number
- Example, John's date of birth is 1/5/75 = 01051975 and his id number is 234
- So, his password would be 01051975234
- You will be prompted to change your password after you login

Note: InSITE accounts are created automatically and are available on the employee's start date. The supervisor and hiring department contact receive an automated email containing the employee's login information.

Creating/Changing your Password

- If you are asked to change your password, enter your current password.
- Press the Tab key or use the mouse to position to the next field and enter your new password
- Press the Tab key or use the mouse to position to the next field and enter your new password again to confirm.



The screenshot shows a web application interface for 'InSITE Human Resources'. The header features the 'InSITE' logo in black and green, with a magnifying glass icon over the 'S'. Below the header, a blue bar contains the text 'Change Password'. The main content area is white and titled 'Change Password'. It includes three password input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. Each field is preceded by an asterisk and the text '*Indicates Required Field'. The 'Current Password' field has 8 dots, the 'New Password' field has 8 dots, and the 'Re-enter New Password' field has 8 dots. Below the fields, there is a tip: 'TIP Password must be at least 8 characters long.' At the bottom right, there are two buttons: 'Cancel' and 'Apply'.

InSITE Human Resources

Change Password

Change Password

*Indicates Required Field

*Current Password

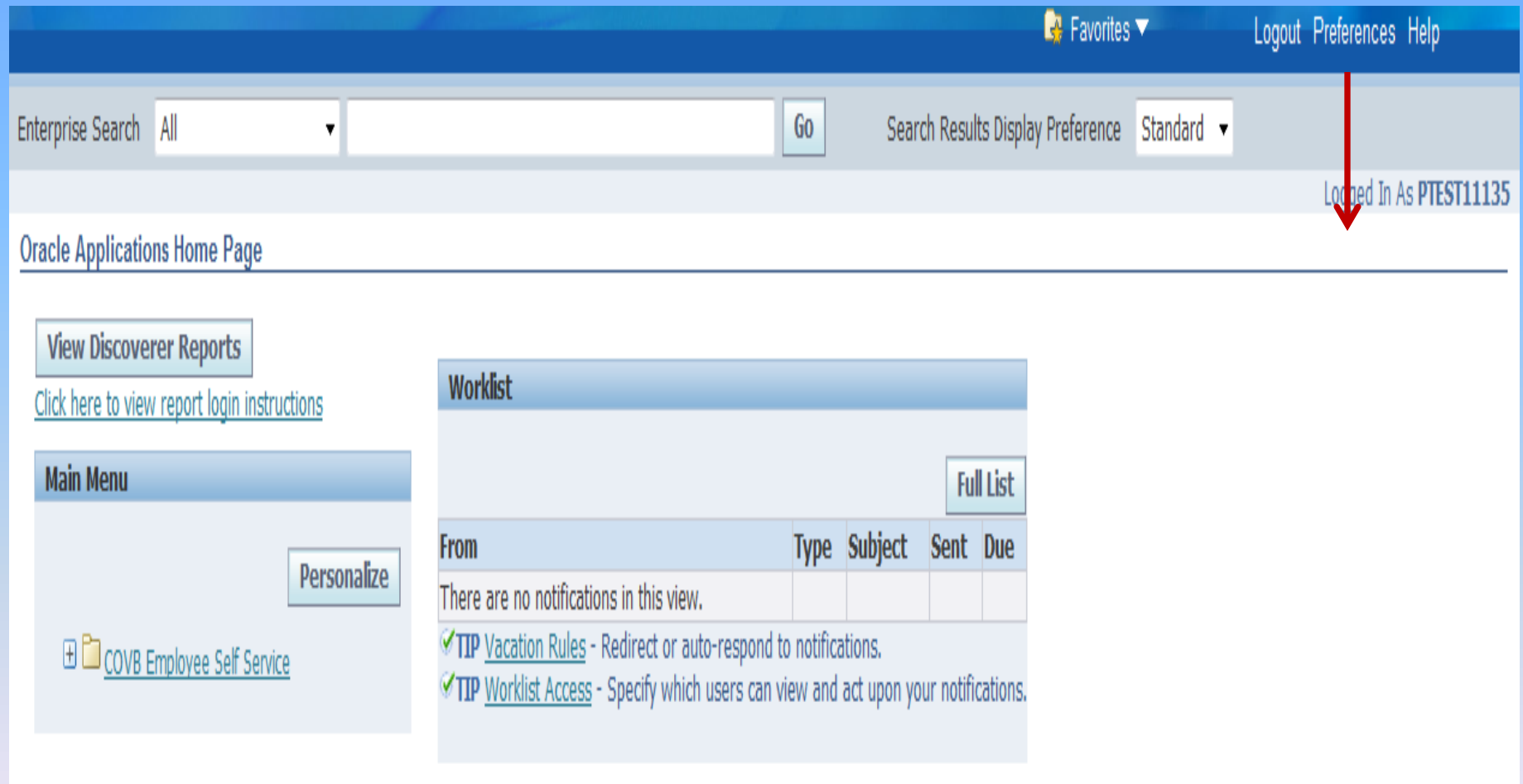
*New Password

*Re-enter New Password

✓ TIP Password must be at least 8 characters long.

Cancel Apply

Once you have already accessed your InSITE account and you wish to change your password, you may select the preferences link.



The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with a dropdown menu set to 'All', a 'Go' button, and a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'PTEST11135'. The main content area is titled 'Oracle Applications Home Page' and contains several sections: 'View Discoverer Reports' with a link to login instructions, a 'Main Menu' section with a 'Personalize' button and a link to 'COVB Employee Self Service', and a 'Worklist' section. The 'Worklist' section has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table is currently empty, displaying the message 'There are no notifications in this view.' Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Enterprise Search All Search Results Display Preference Standard [Preferences](#) [Help](#)

Logged In As PTEST11135

Oracle Applications Home Page

[View Discoverer Reports](#)
[Click here to view report login instructions](#)

Main Menu

[Personalize](#)

[COVB Employee Self Service](#)

Worklist

[Full List](#)

From	Type	Subject	Sent	Due
There are no notifications in this view.				

✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

- General
- **Display**
- Preferences**
- Access Requests


General Preferences


Cancel

Reset to Default


Apply

Languages

Current Session Language American English 

Default Application Language American English 

Accessibility

Accessibility Features None 

Regional

Territory United States ▼

Date Format dd-MMM-yyyy (03-Oct-2012) ▼

Timezone ▼

Number Format 10,000.00 ▼

Currency ▼

Client Character Encoding Western European (Windows) 

Change Password

Known As Test, P HRD 003

Old Password

New Password

Repeat Password

Enter in your current InSITE password. Then choose a new password. Retype it for confirmation. Then select Apply.

Password Tips

- The password must be at least 8 characters in length.
- The password must have at least one digit.
- The password must have at least one letter.
- The password must **not** have any special characters, such as an underscore, a hyphen or a period.
- The password must **not** have any repeating characters. Example: ilvu22 or iluvv2
- Passwords must be changed every 90 days.

Navigation within



Basic Navigation Tips

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with 'Favorites', 'Logout', 'Preferences', and 'Help'. Below this is a search bar with 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar is a 'Search Results Display Preference' dropdown set to 'Standard'. In the top right corner, it says 'Logged In As PTEST11135'.

Worklist. Allows you to monitor the status of requests you have submitted.

Buttons allow you to take actions within the task you are accessing.

Each responsibility has a **list of links** that you can select in order to access the information in that category.

Each employee has a set of **responsibilities** (i.e. your role in the application: Employee, Manager or both)

Links allow you to logout of the application or view additional information.

Main Menu

- COVB Employee Self Service
 - Human Resources
 - My Information
 - Personal Information
 - Special Information
 - Emergency Contact Information
 - Extra Information
 - Documents of Record
 - Payroll
 - Benefits

Worklist Table:

From	Type	Subject	Sent	Due
HR		Your Federal W4 submission has been received	03-Oct-2012	

TIP Vacation Rules - Redirect or auto-respond to notifications.


TIP Worklist Access - Specify which users can view and act upon your notifications.

Full List

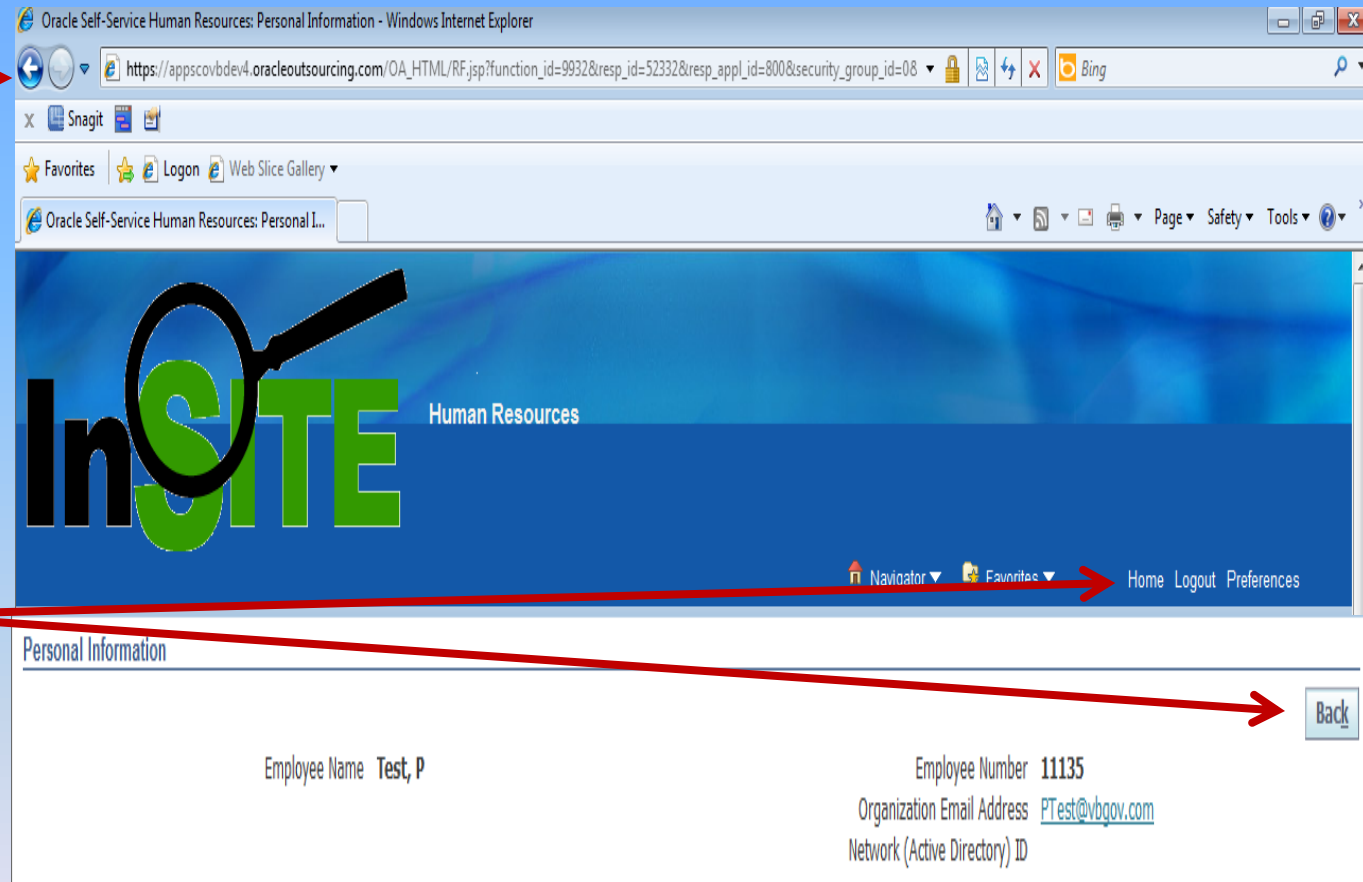
Privacy Statement

Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Do NOT use the Back button  on your browser. Clicking the browser's back button may cause problems with your data or you may lose your transaction.

Use Navigation buttons to return to previous screens, main menu or logout.



InSITE Icons



The calendar icon appears next to date fields, where it is necessary to enter an effective date, (i.e. when entering a new address).



The flashlight icon appears next to fields where you can perform a search for the information to enter into the field



The information icon appears next to fields that may require more information or clarification. You can click on the icon to see the 'long tip' associated with that field.



TIP

Tips provide important information on how to update your data.

Thank You