



# Department of Finance

## Oracle Financial Management System

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### Oracle User ID Request

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An Oracle User ID must be obtained from the Finance Department for access to the Oracle Financial Management System. A user must have a County User ID assigned by the Information Technology Department before they can be assigned an Oracle User ID. Your Oracle User ID will be the same as your County User ID assigned by Information Technology.

If you need a County User ID, [click here](#) to go to the Information Technology Website.

To obtain an Oracle User ID, you must complete an Oracle User ID Request Form. The form can be accessed and completed from this website. The form can be filled in online and printed once it has been completed.

[Click here](#) to access the Oracle User ID Request form.

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#### INSTRUCTIONS TO COMPLETE THE ORACLE USER ID REQUEST FORM:

Section A Indicate whether you are requesting a new user ID, modifying an existing user ID, or deleting a user ID

Section B Provide all of the information requested. It is needed to setup the user ID in Oracle

Section C Indicate which modules access is being requested for by checking the box next to the level of access being requested. Users should only be given access to those modules that they will use. To obtain approver access, the user must have an authorized signature form on file with the Finance Department

Section D Provide all of the cost centers that the user should have access to. Users are able to access information for only those cost centers authorized.

Section E Provide any information regarding special needs or restrictions the user should have.

Be sure the form is filled out completely, print it, and have it signed by the Department Head. Send the completed form to the Finance Systems Administrator. You will be notified by email when your User ID has been established.

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