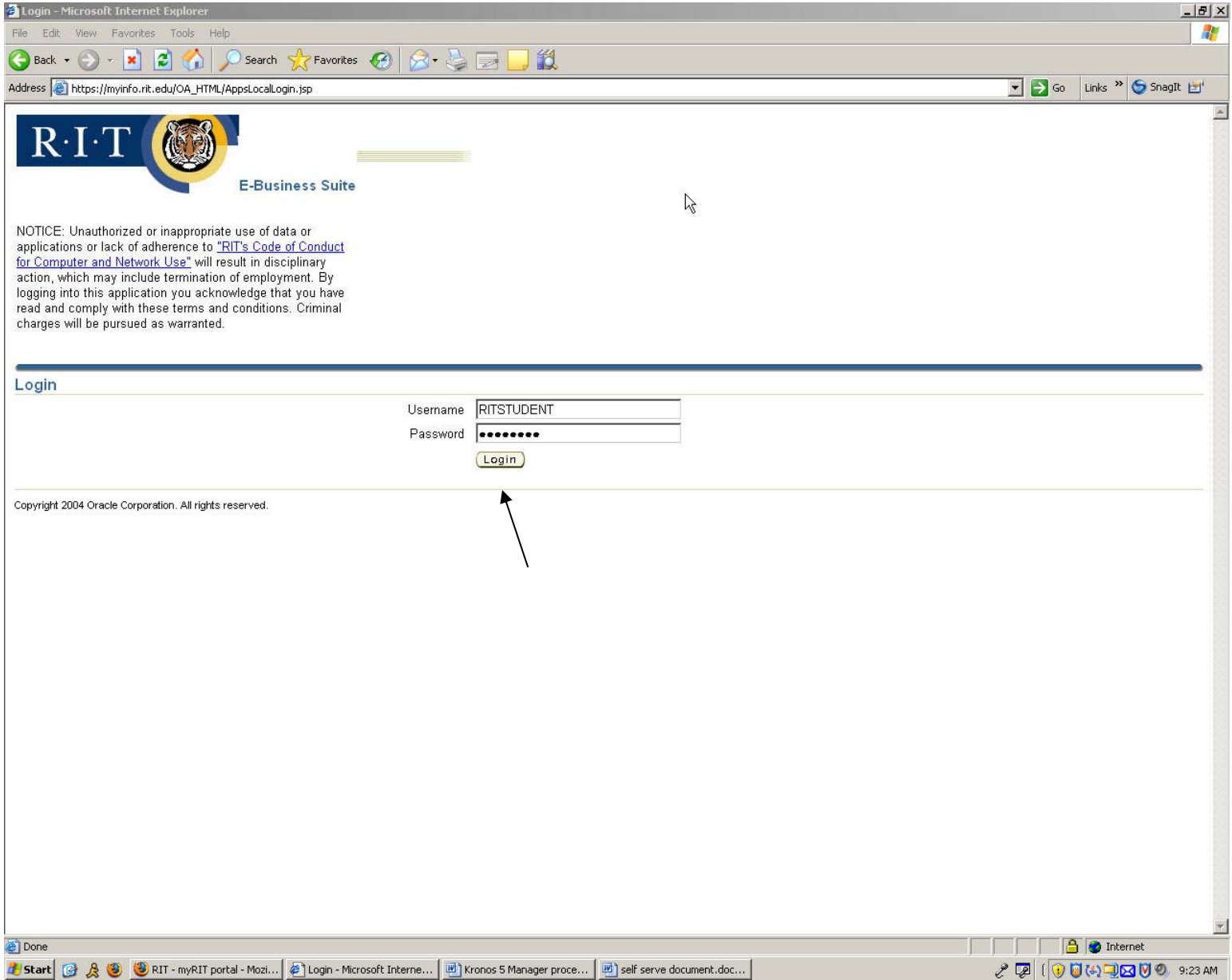


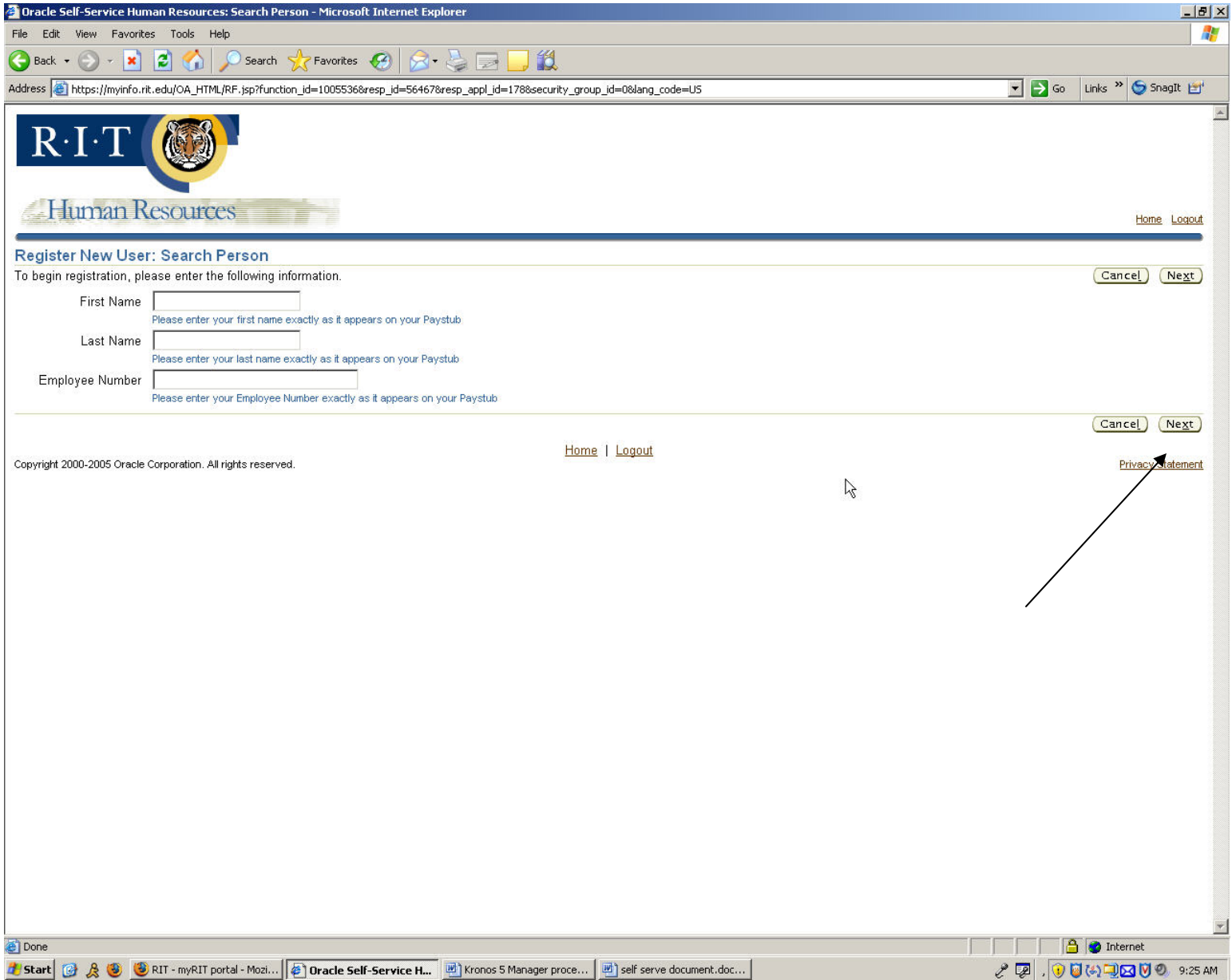
RIT Student Self Service Registration Process

1. Open Internet Explorer and enter the following in the address bar: <https://myinfo.rit.edu>
2. Type in the username *RITSTUDENT* and password *tiger123*. (Password is case sensitive)
3. Click the Login button.



Register New User Screen

1. Enter your first, last name, and employee number **exactly** as it appears on your pay stub.
2. Click the Next button.



Oracle Self-Service Human Resources: Search Person - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://myinfo.rit.edu/OA_HTML/RF.jsp?function_id=1005536&resp_id=56467&resp_appl_id=178&security_group_id=0&lang_code=US Go Links SnagIt

RIT
Human Resources

Home Logout

Register New User: Search Person

To begin registration, please enter the following information. Cancel Next

First Name
Please enter your first name exactly as it appears on your Paystub

Last Name
Please enter your last name exactly as it appears on your Paystub

Employee Number
Please enter your Employee Number exactly as it appears on your Paystub

Cancel Next

Home | Logout

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[Privacy Statement](#)

Done Internet

Start RIT - myRIT portal - Mozi... Oracle Self-Service H... Kronos S Manager proce... self serve document.doc... 9:25 AM

Create Username and Password Screen

1. Assign yourself a username and password that you will remember.
2. Password constraints are noted on the screen.
3. Click the Next button.

Oracle Self-Service Human Resources: Create User Name - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://myinfo.rit.edu/OA_HTML/OA.jsp?_rc=BEN_NEW_USER_VER_PAGE&_ri=805&OAFunc=BEN_CREATE_USER_NAME_WF&_ti=404907210&retainAM=Y&addBreadcrumb=N&oapc=4

RIT Human Resources [Home](#) [Logout](#)

Register New User: Create User Name

To access your information in future, you need to create a login user name and password. Please make a note of these. [Cancel](#) [Back](#) [Next](#)

* Indicates required field

Contact the ITS Help Desk @ 5-HELP for further assistance

* User Name

* Password ⓘ

* Verify Password

The Oracle Application Password rules are as follows:

- Must be at least 8 characters long
- Must contain at least one letter and at least one number
- Cannot contain the username
- Cannot contain repeating characters
- Cannot be re-used within a 30 day time period

[Cancel](#) [Back](#) [Next](#)

[Home](#) | [Logout](#) [Privacy Statement](#)

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Done

Start RIT - myRIT portal - Mozi... Oracle Self-Service H... Kronos S Manager proce... self serve document.doc... self service original pictures

Internet 9:26 AM

Review Username Screen

1. Review your proposed username
2. If correct, click the Submit button

Microsoft Internet Explorer window: Create User Name: Review - Microsoft Internet Explorer

Address: https://myinfo.rit.edu/OA_HTML/OA.jsp?_rc=BEN_USER_PAGE&_ri=805&OAFunc=BEN_CREATE_USER_NAME_WF&_ti=404907210&retainAM=Y&addBreadCrumb=N&oapc=6

RIT Human Resources

Home Logout Preferences

Create User Name: Review

Review your changes and, if needed, attach supporting documents.

Printable Page Cancel Back Submit

Indicates Changed Items.

	Proposed
User Name	XXXXXX

Printable Page Cancel Back Submit

Home | Logout | Preferences

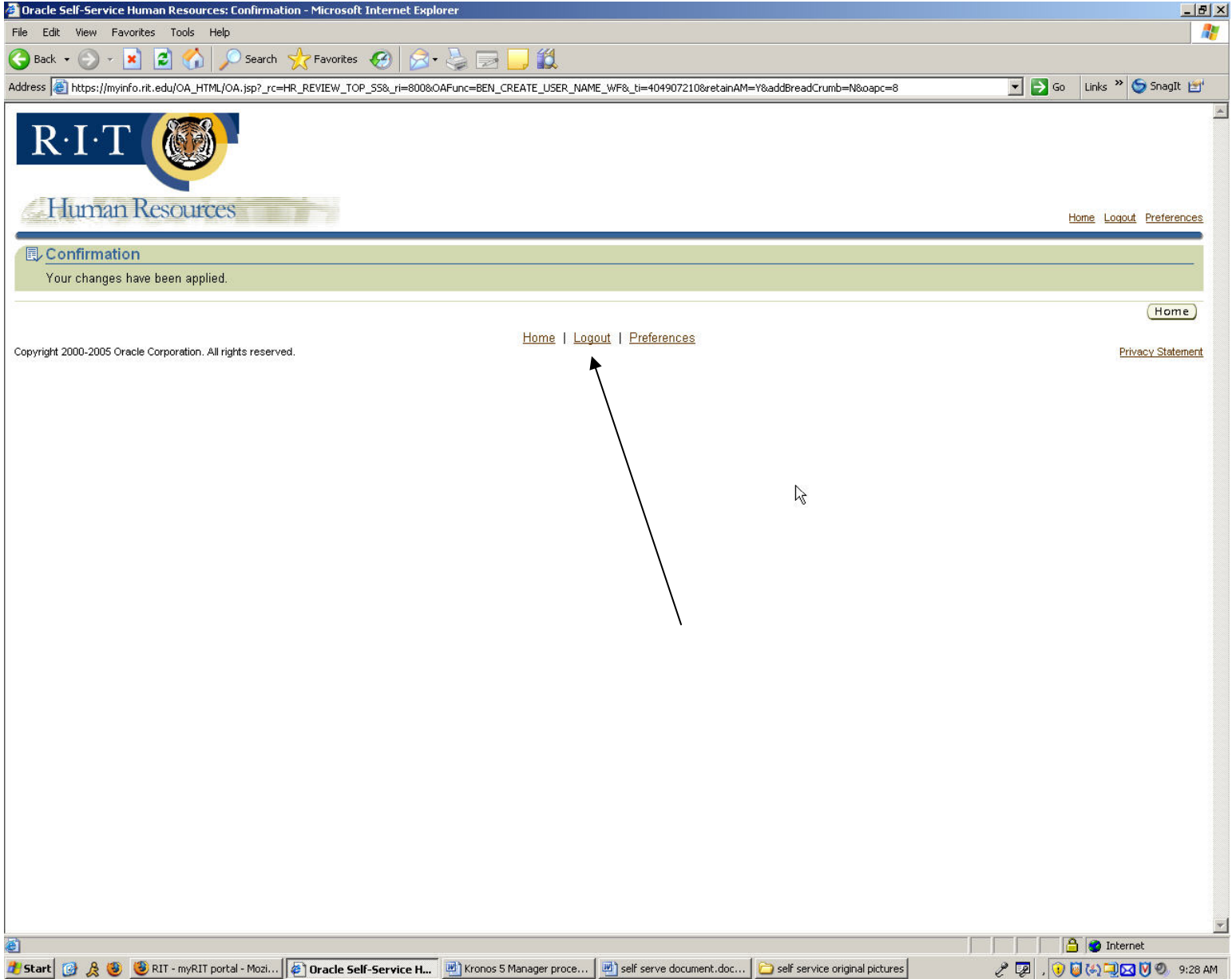
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Privacy Statement

Taskbar: Start, RIT - myRIT portal - Mozi..., Create User Name: Re..., Kronos S Manager proce..., self serve document.doc..., self service original pictures, Internet, 9:27 AM

Confirmation Page

1. You will see a confirmation page
2. Click Logout



Login with your Username and Password

1. Enter your username and password that you previously chose.
2. Click Login

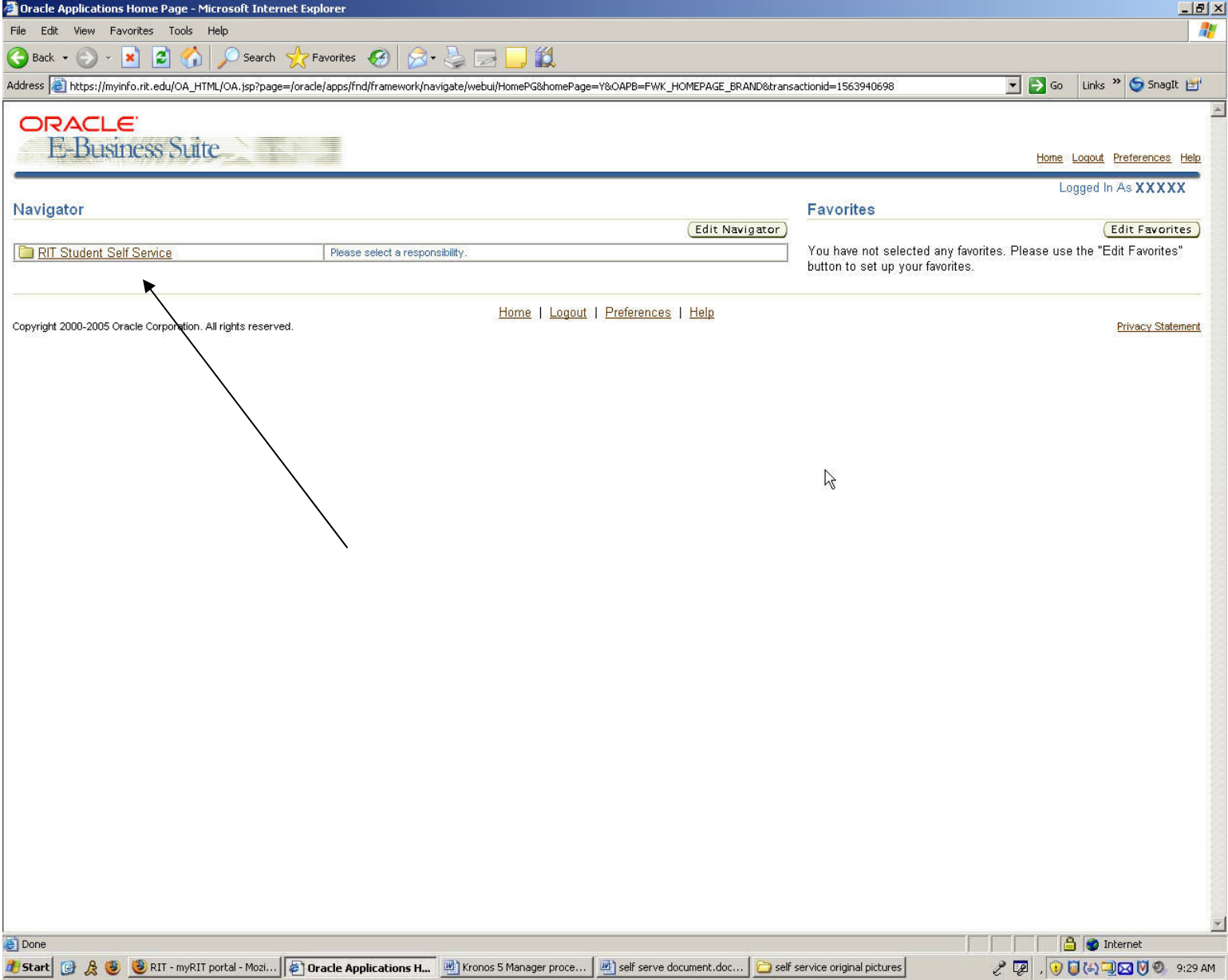
The screenshot shows a Microsoft Internet Explorer browser window displaying a login page for RIT's E-Business Suite. The address bar shows the URL: https://myinfo.rit.edu/OA_HTML/AppsLocalLogin.jsp. The page features the RIT logo and the text "E-Business Suite". A notice is displayed, stating: "NOTICE: Unauthorized or inappropriate use of data or applications or lack of adherence to 'RIT's Code of Conduct for Computer and Network Use' will result in disciplinary action, which may include termination of employment. By logging into this application you acknowledge that you have read and comply with these terms and conditions. Criminal charges will be pursued as warranted." Below the notice is a login form with the following fields and elements:

- Username:
- Password:
- Login button:

An arrow points to the Login button. At the bottom of the page, it says "Copyright 2004 Oracle Corporation. All rights reserved." The browser's taskbar shows several open applications, including "RIT - myRIT portal - Mozi...", "Login - Microsoft Interne...", "Kronos S Manager proce...", and "self serve document.doc...". The system tray shows the time as 9:23 AM.

Navigator Screen

1. Click on the RIT Student Self Service Link



RIT Student Self Service Screen

1. Click on the appropriate selection inside RIT Student Self Service list (e.g. My Paystub, My Banking Information, etc) to view and/or update information.

The screenshot displays the Oracle Applications Home Page within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: https://myinfo.rit.edu/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRegionApplicationId=0&navRespId=56468&navRespAppId=800&navSecGrpId=0&transactionId=

The page header features the Oracle E-Business Suite logo and navigation links: [Home](#), [Logout](#), [Preferences](#), and [Help](#). The user is logged in as **XXXXX**.

The main content area is divided into two sections: **Navigator** and **Favorites**.

Navigator: A tree view shows the **RIT Student Self Service** folder expanded. The sub-items listed are:

- [My Personal Information](#)
- [My Banking Information](#)
- [My Tax Withholding Information](#)
- [My Paystub](#)
- [My W2 Information](#)
- [Change my Password](#)

Favorites: A message states: "You have not selected any favorites. Please use the 'Customize' link to set up your favorites."

At the bottom of the page, there is a copyright notice: "Copyright 2000-2005 Oracle Corporation. All rights reserved." and navigation links: [Home](#), [Logout](#), [Preferences](#), [Help](#), and [Privacy Statement](#).

The Windows taskbar at the bottom shows the Start button, several open applications (including "RIT - myRIT portal - Mozilla", "Oracle Applications H...", "Kronos S Manager proce...", "self serve document.doc...", and "self service original pictures"), and the system tray with the time 9:30 AM.

MY PERSONAL INFORMATION

View / Change Address Screen

1. Changes to this page must be done through the RIT Student Information System (SIS).
2. Click Logout to exit.

Oracle Self-Service Human Resources: Personal Information - Microsoft Internet Explorer

Address: https://myinfo.rit.edu/OA_HTML/RF.jsp?function_id=1005513&resp_id=564688&resp_appl_id=8008&security_group_id=0&lang_code=US

RIT Human Resources

Home Logout Preferences

My Personal Information

Employee Name Employee Number [Back](#)

Organization Email Address

Basic Details

Full Name
Employee Number
Organization Email Address
Date of Birth
Social Security Number

Phone Numbers

Main Address

Address Line 1
Address Line 2
Address Line 3
City
State
Zip Code
County
Type

[Go to SIS](#)

[Back](#)

Home | [Logout](#) | [Preferences](#)

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Done

Start RIT - myRIT portal - Mozi... Oracle Self-Service H... Kronos 5 Manager proce... self serve document.doc... self service original pictures 9:31 AM

Additional RIT Student Self Service Functions:

- My Banking Information – used to add, change or delete direct deposit information.
- My Tax Withholding Information – to change Federal taxes withheld.
- My Paystub – to view or print your payslips
- My W2 Information – to view or print your W2 information.

For help with RIT Student Self Service, contact the ITS HelpDesk at 475-HELP (475-4357), F&A Customer Support at x5-4905 or 475-4905.