ORACLE

Business / Technical Brief

Oracle Application Cloud Provisioning guide

This guide is designed for a first-time purchaser of Cloud Services or for an administrator applying a paid update to an existing Cloud Service.

Your new order will be provisioned in one of Oracle's new Cloud Infrastructure (OCI) data centers.

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Self-Service Provisioning Summary

Provisioning is self-service and consists of two parts. Please use the step by step guide below to guide you through the process.

Activity	Your Role	Description
Part 1: *Activate your order by creating a new account or using an existing account*	**Service Administrator**	Activate your order via your Oracle Account. You will be guided to create a new Oracle Account as part of the activation process. Once your new Oracle Account is created you will be sent a temporary password. This password expires in 60 days, so we recommend you change it as soon as possible, even if you aren't ready to set up your new environments yet. **Note**: You can also use an existing account. If you have received an order activation email and you wish to change the Service Administrator to someone else other than yourself, you will be given the opportunity to assign a different Service Administrator for the day to day administration of the service, during the activation process. Please follow the steps in Part 1 below.
Part 2: *Create your Environment*	**Service Administrator**	Accessing the Oracle Cloud Account (formerly My Services) console to create your new environments. This step provisions your new environments. You can do this at a time convenient to you, but we recommend you complete this task upon receipt of the activation email.

PART 1 – Activate your Order

After your Cloud Service order has been placed with Oracle, you will receive an email entitled **"Action Required: Welcome to Oracle Cloud. Please Add Your Subscription(s) to a Cloud Account to Get Started."**. This means you have been designated as the activator of the services. The activator only kicks off the provisioning process and can select a different Service Administrator to manage the day-to-day administration of the service during the activation process if required.

IMPORTANT NOTE: If you have purchased more than one cloud services, it is recommended to use a single Cloud Account. Please use one of the welcome emails to create a Cloud Account and wait for the confirmation email with Cloud Account credentials to activate the remaining cloud services into the same Cloud Account.

Review the information about your service in the email.

If you are a new Oracle Cloud customer or would like to activate the service in a new Cloud Account, then:

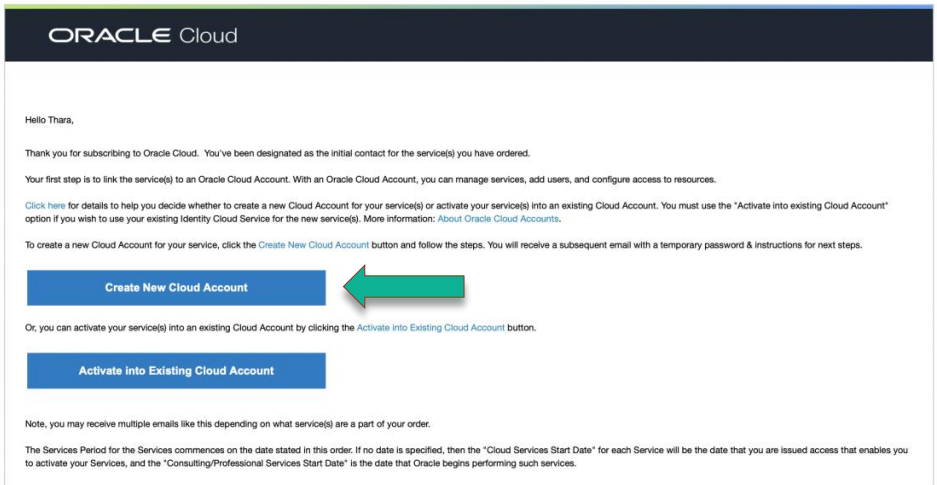
- Go to Create a new account

If you are an existing Oracle Cloud customer with a Cloud Account and would like to activate the service under an existing Cloud Account then:

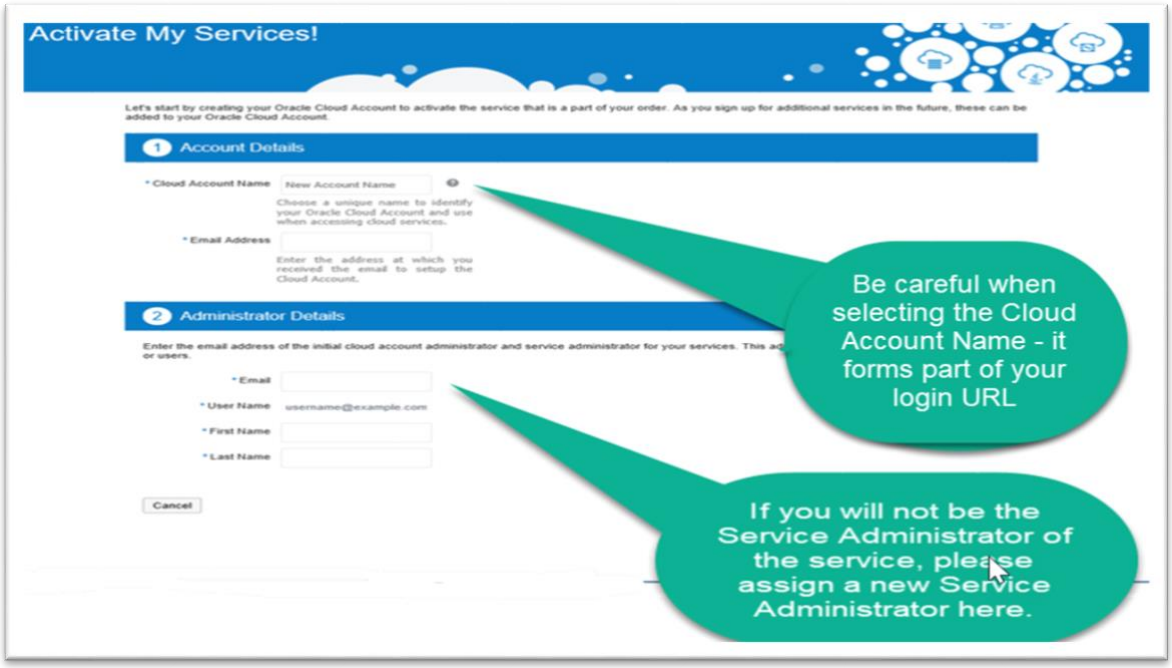
- Go to Use an existing account.

Create a new account

1. Click the **Create New Cloud Account** button.



2. Next you will be asked to complete the form below to create your new Oracle Cloud Account. It is VERY IMPORTANT TO NOTE, for some services such as EPM, the cloud account name becomes part of the instance URL. While you will have the ability to change the Cloud Account name in the future, the instance URL will not be updated with that change. The original Cloud Account name will always be displayed in the URL. Please use caution when choosing your Cloud Account Name.



IMPORTANT TIPS:

Account Details:

Provide a new **Cloud Account Name,** which will be used to identify your Cloud account. Your Cloud Account is where you will manage Cloud Services.

- This Cloud Account Name will also be used to create the URLs to access some of your Cloud services and **it is not possible to change the name in the URL,** so please choose carefully. For example, if you call your Oracle account **"abccorp"** your EPM Application URL may look something like:

https://abccorp-oracleepm3.epm.us-phoenix-1.ocs.oc-test.com/epmcloud

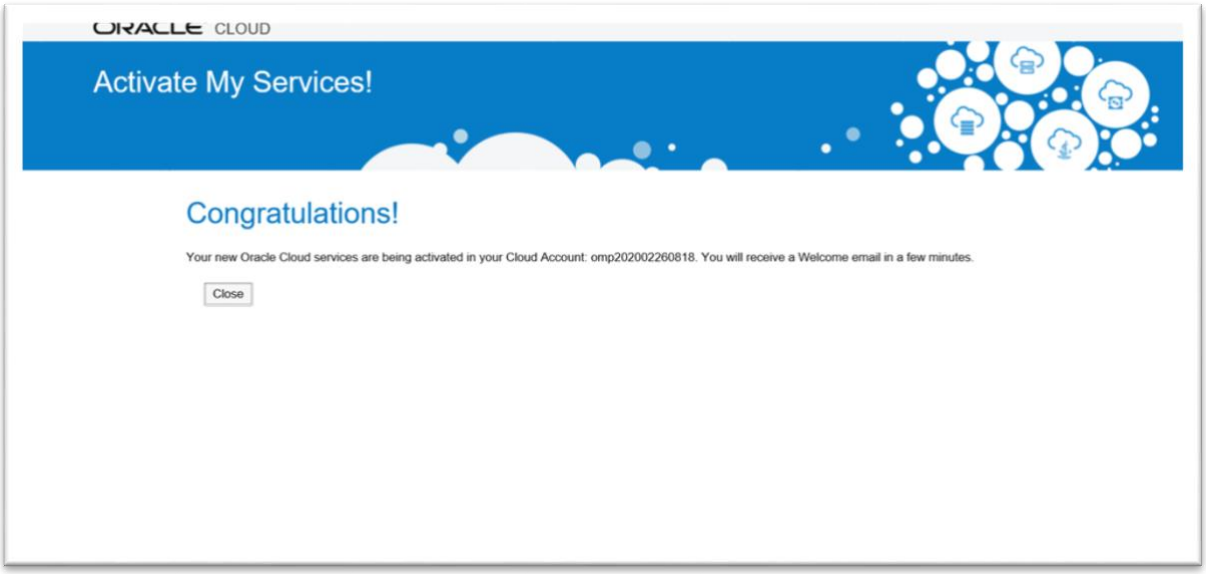
- The Cloud Account Name must be unique, it must start with a lowercase letter and can have up to 25 lowercase letters and numbers. You cannot use spaces or any special characters.

Provide your email address in the Account Details section. You must provide the **same** email address at which you received your welcome email for security purposes. Instructions for logging in to your new Oracle Cloud account will be sent to this address.

Administrator Details:

The Administrator Details will auto populate with the same person listed in the Account Details section. If you wish to designate a different person for administration, then enter the new admin details in the Administrator Details section. The person you specify here will be the Cloud Account and Service Administrator for the Cloud Service and instructions for logging in to new Oracle Cloud Account will be sent to this address. This person can also manage and monitor services in the specified Oracle Cloud account.

3. After you enter all the required information, click Create Account to submit your request for a new Oracle Cloud account. You will see the following message:

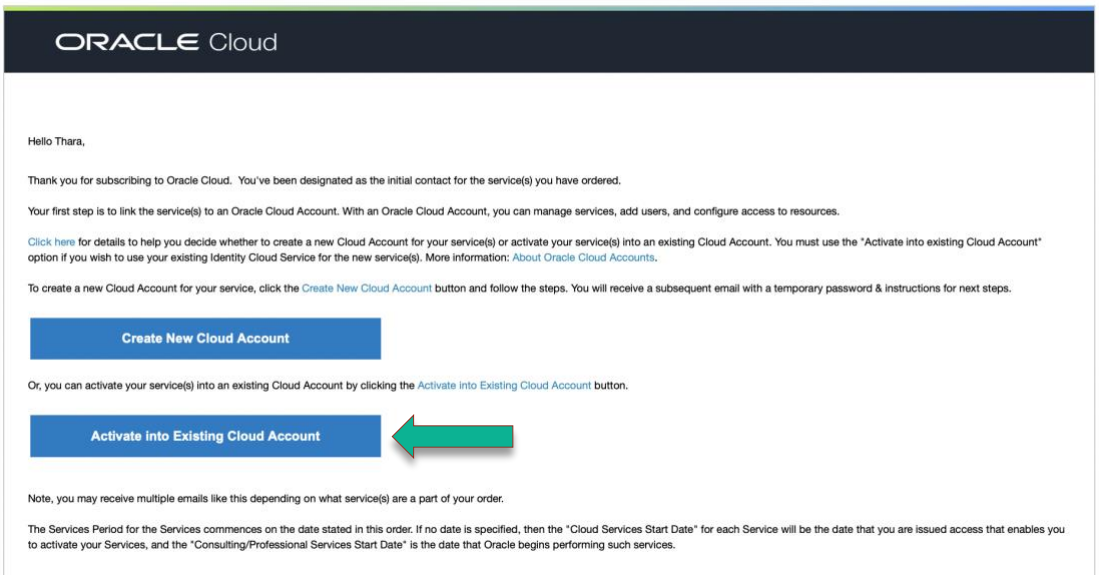


4. Click close. This completes the activation phase for new cloud account creation.
5. After successful Cloud Account creation, you will receive an email with temporary password to login and then you can proceed to “PART 2 – Create Your Environment”. Please note that for future service start date, you will not

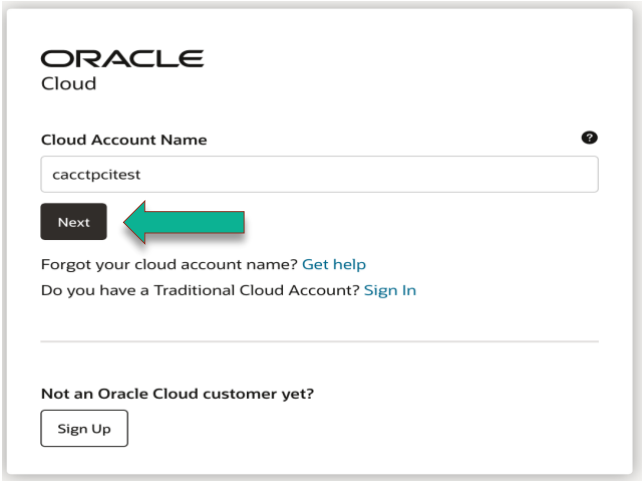
receive the notification with credentials for Cloud Account login until the service date arrives.

Use an existing account

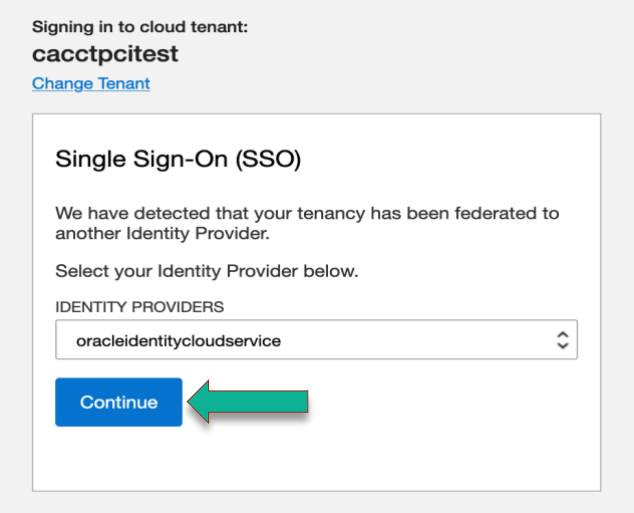
1. Click the **Activate into Existing Cloud Account** button.
   IMPORTANT NOTE: You cannot activate into an existing Cloud Account if you are not one of the current administrators for that Cloud Account. To proceed, the existing Cloud Account Admin must first add you as a Cloud Account Administrator. You will receive an email with the Cloud Account credentials once the appropriate roles are granted. Now you may resume activating the new service into the existing Cloud Account.



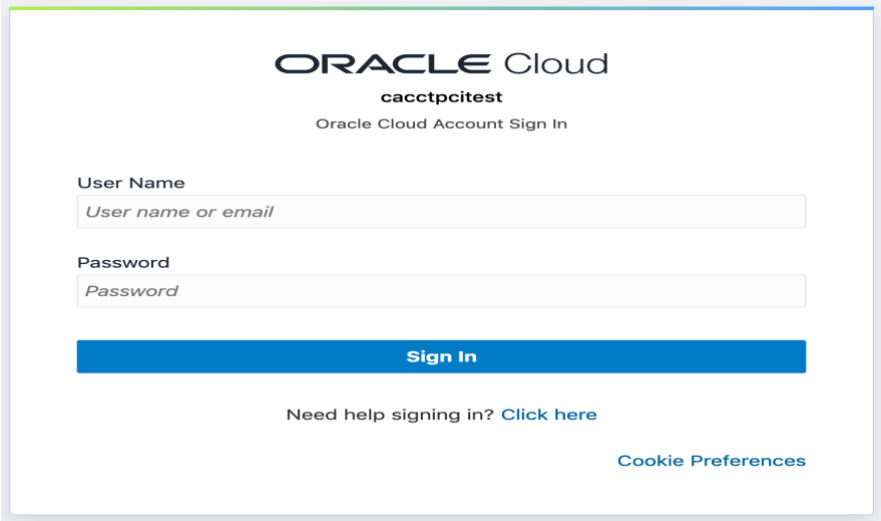
2. Enter the Cloud Account Name and click Next



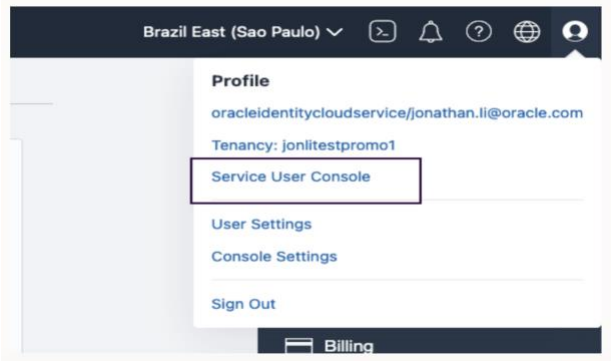
3. Click Continue



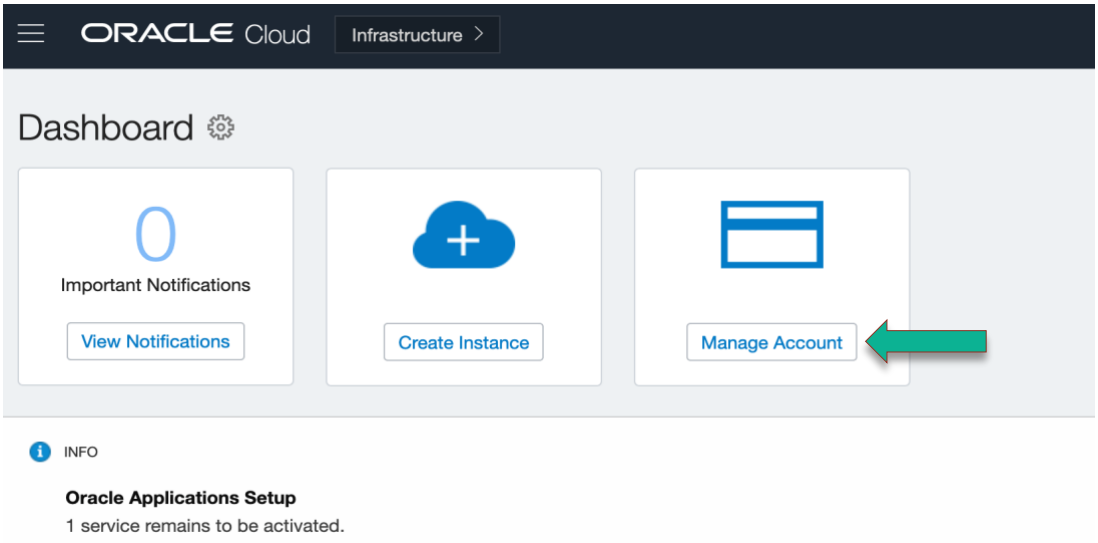
4. Login with your Cloud Account credentials and will take you to Myservices dashboard.



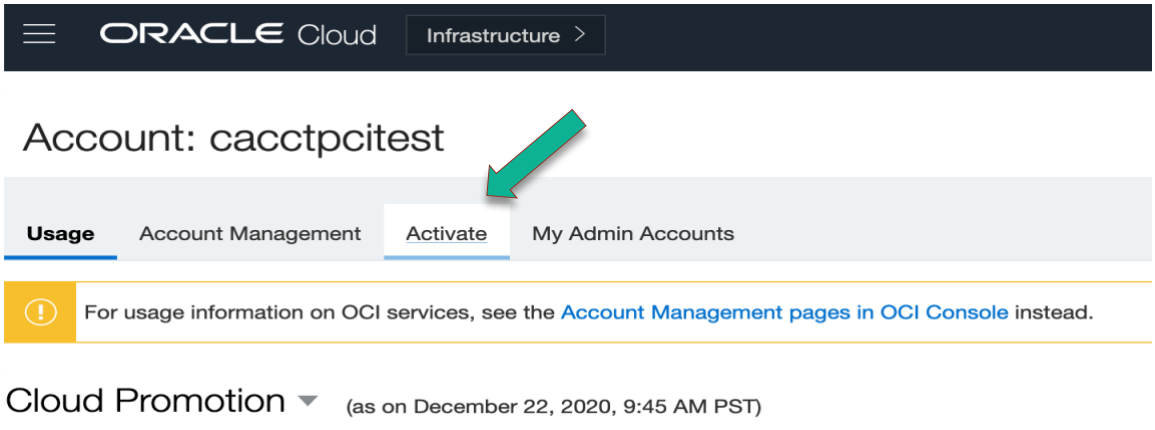
5. Click on Manage Account in Myservices Dashboard.
   Note: If you land on the Infrastructure page and a link to switch back to Application Console is not available, you should be able to go to Myservices Dashboard via 'Service User Console' which is available under person profile.



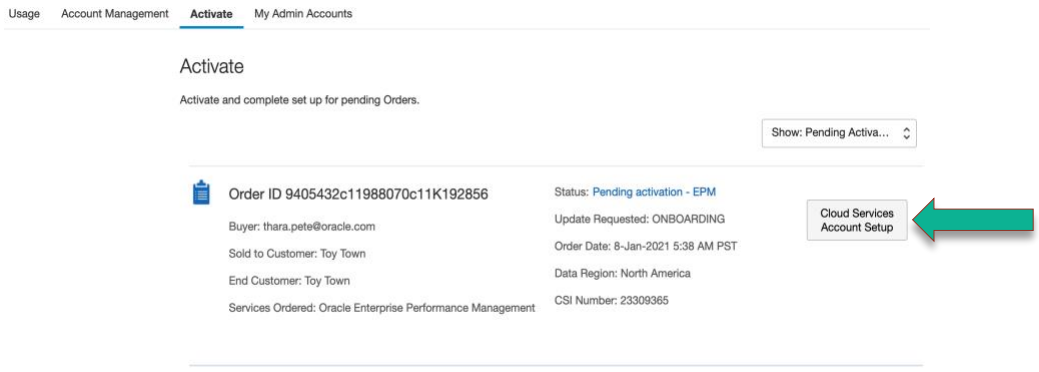
Still have issue? then please log a support ticket https://support.oracle.com. Do not create a new Cloud Account, as it cannot be merged with other existing Cloud Account(s).



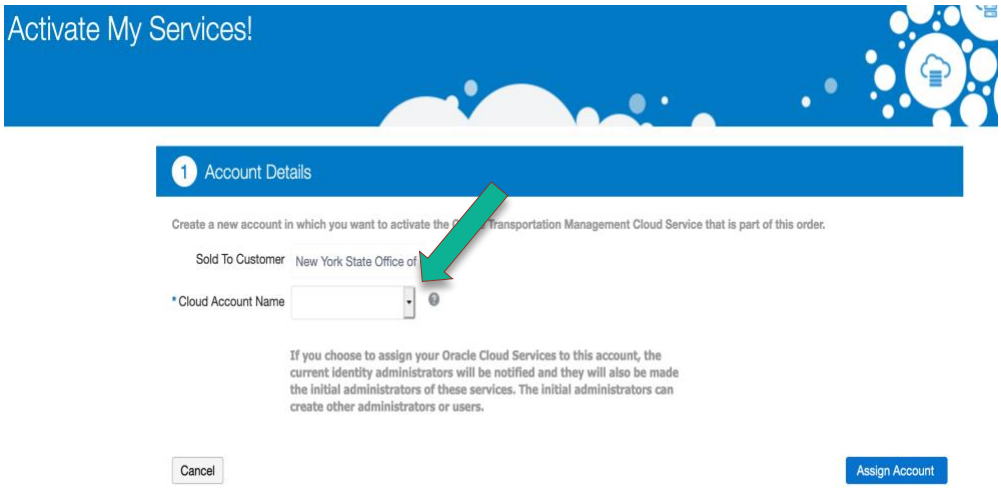
6. Click on Activate tab

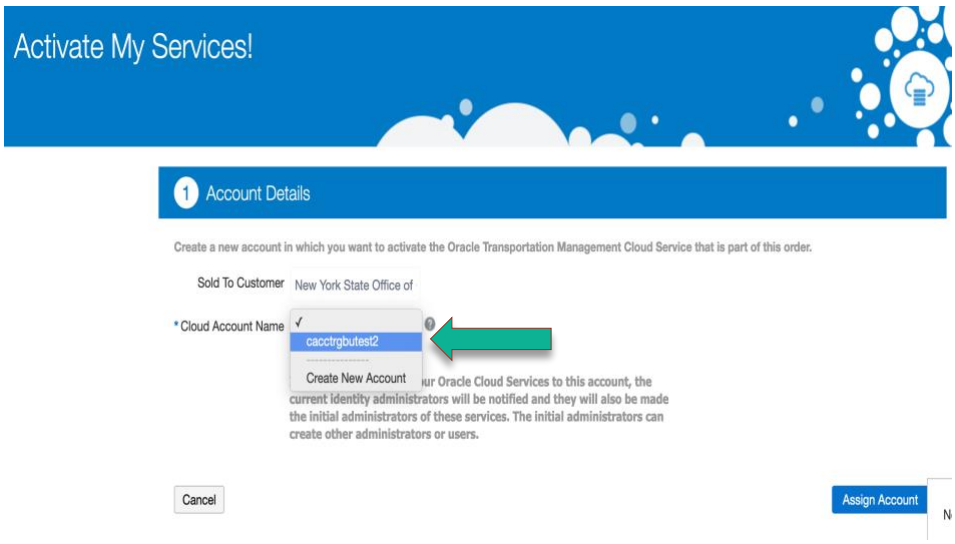


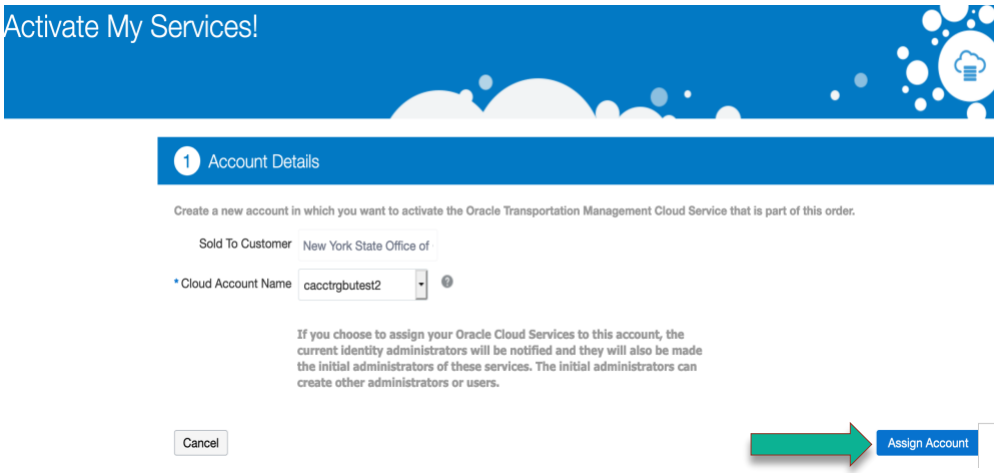
7. Choose the service you want to activate and click the button **Cloud Services Account Setup.**



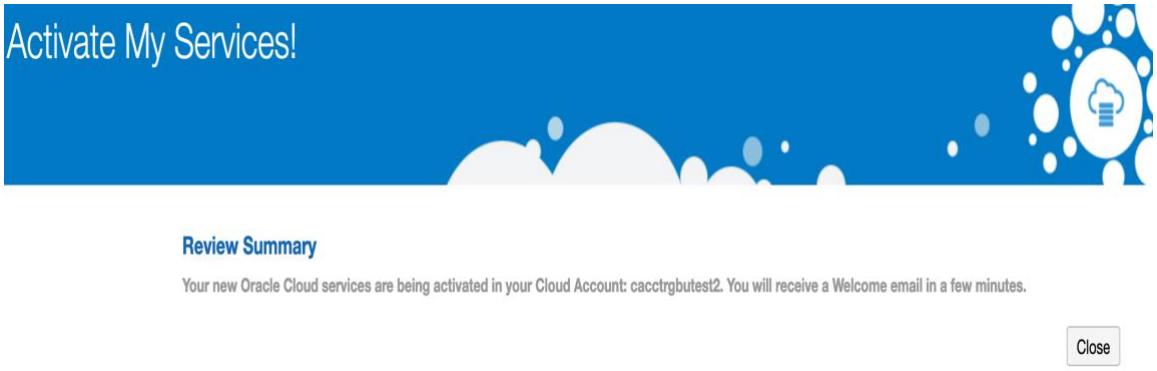
8. Click on Cloud Account Name field and select the cloud account you want to activate the service into and click the button **Assign Account**.







9. When your Order is successfully activated into existing Cloud Account you should see the message below:

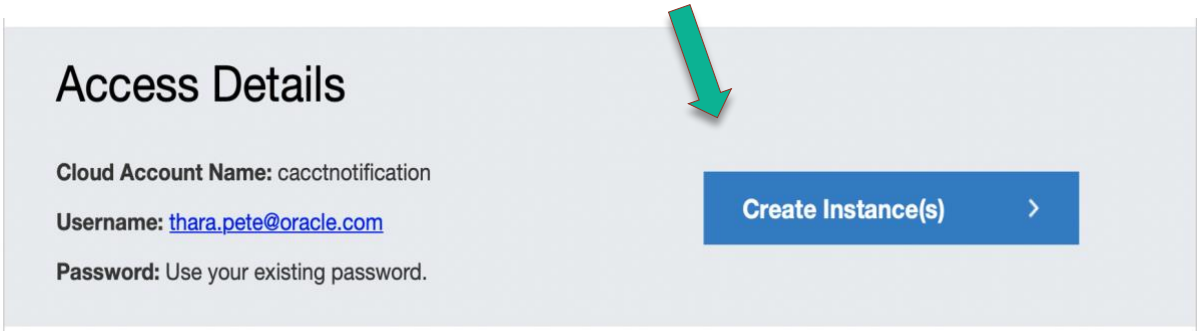


10. Click close. This completes the activation phase for activating into existing cloud account. After successful account assignment, you will be notified, and some services may require you to Create Instance/Environment.

1. The following steps should be completed by the Service Administrator. Oracle recommends you complete this step at your earliest convenience. You will receive an email entitled **"Action Required: Please Activate Your Services.".** Sign into Oracle Cloud Console to create an instance.

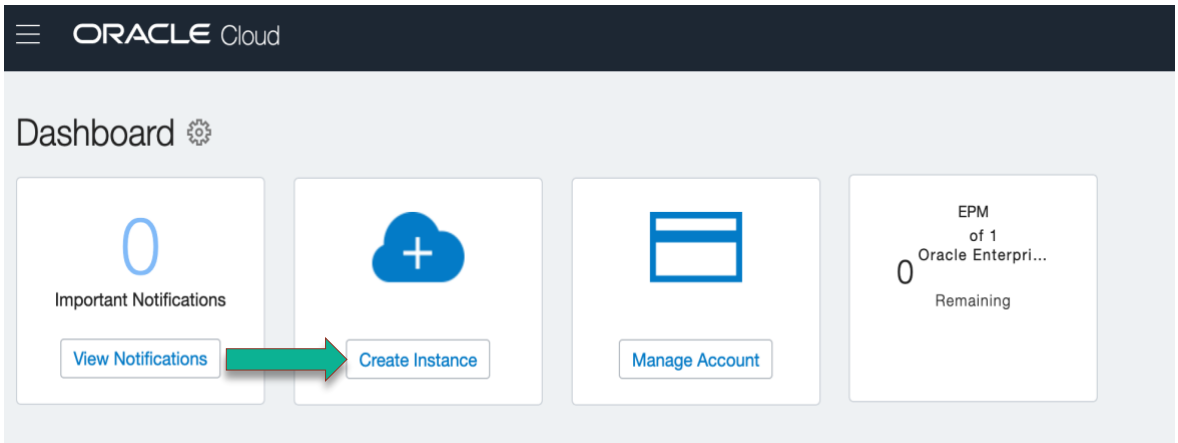
Be careful if copying and pasting the password to ensure there are no spaces copied over. Use the eye icon to view the password and remove any spaces that may have got copied over too!

Remember these temporary passwords expire after 60 days so please be sure to change them to something memorable before then, otherwise you will have to contact the Oracle Support team to request a new password.

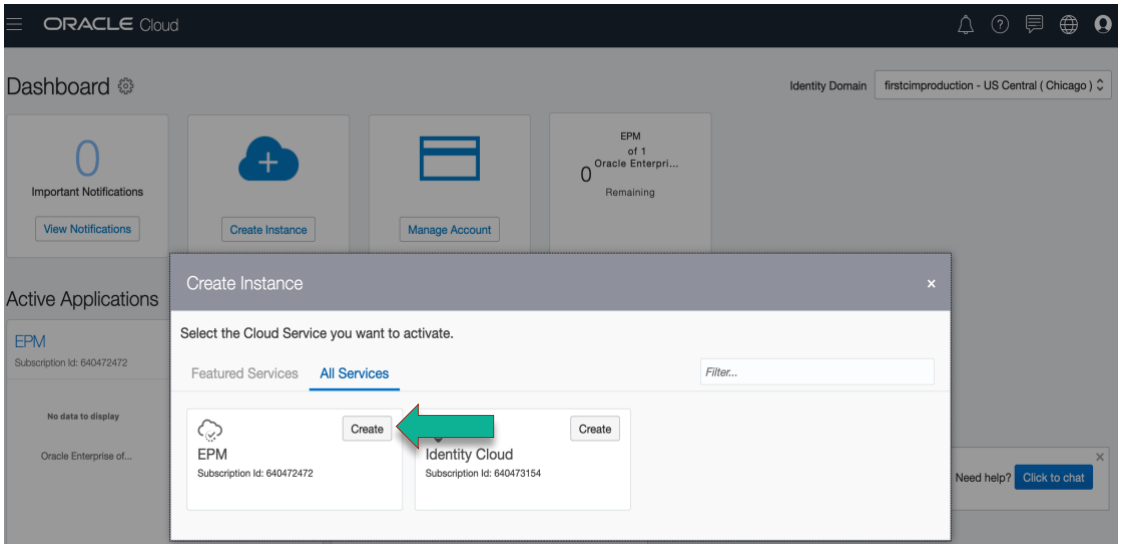


2. Once logged in, you will see your Oracle Cloud Dashboard. Here you can view important notifications, manage all your Oracle Cloud Services, manage your account and create your new environments / instances.

3. Select the "Create Instance" or "Create Environment" button.



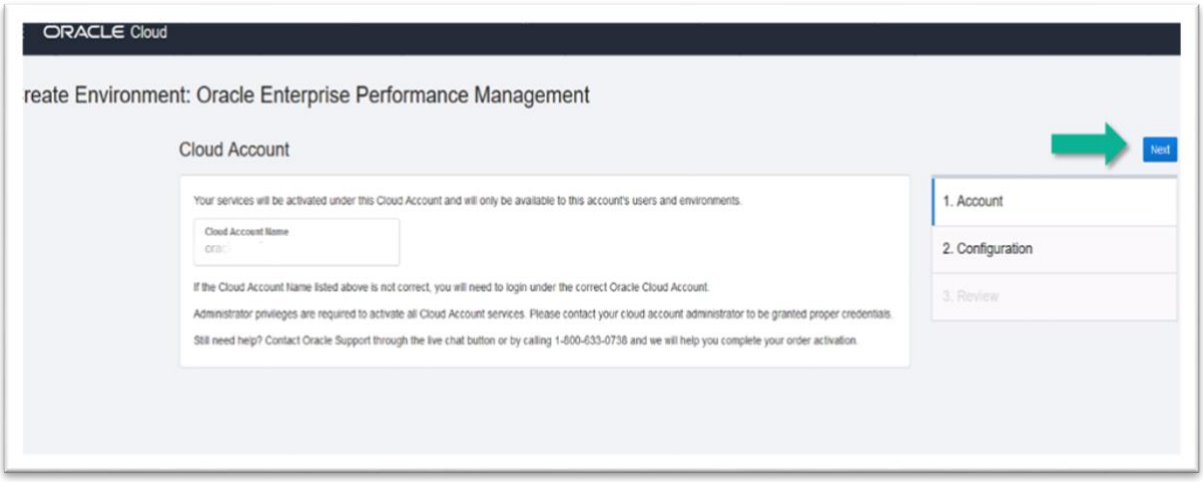
4. Then you will see a list of services that can be provisioned. If you have several Cloud Services, you may like to use the Filter function in the top right corner to identify the correct service. For example, Click Create on the EPM button below:



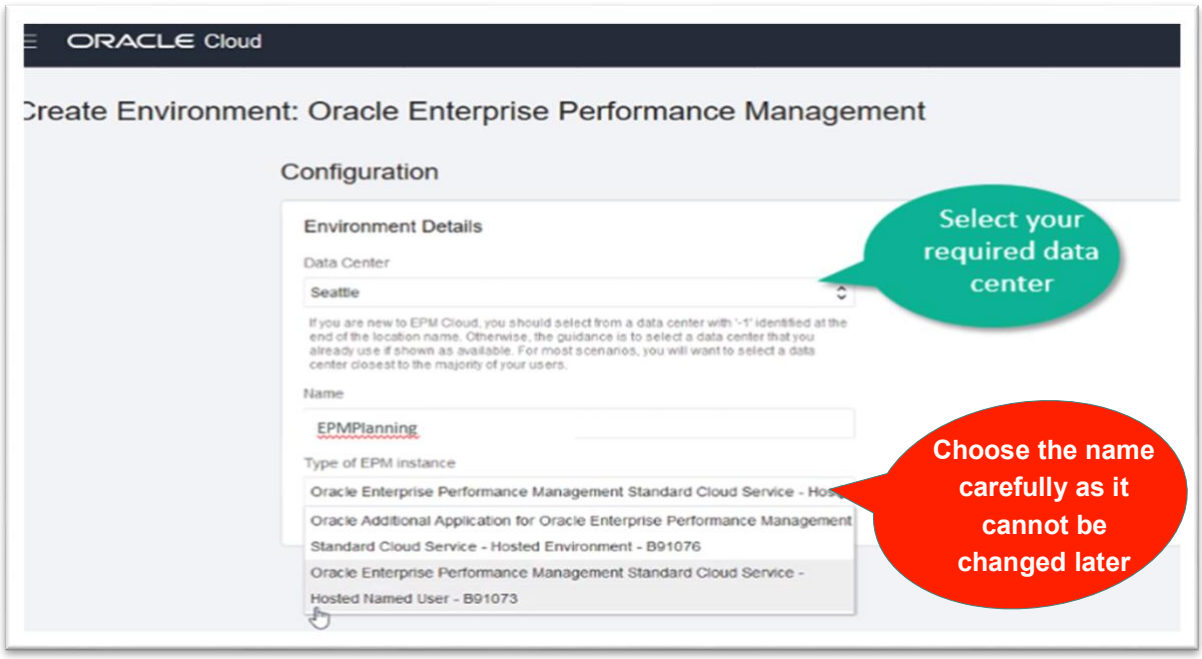
IMPORTANT NOTE:

An Identity Cloud Service (IDCS) entitlement is provided by default for all Cloud Services as it is used for Single Sign On across all Cloud Services. Although you will need to add users to IDCS at later point to enable Single Sign-On, you do not need to take any action now.

5. Next you will be able to confirm your details as seen on the screen below and then click Next.



6. You can select your data center from the options listed in the drop-down menu below and name your environment.

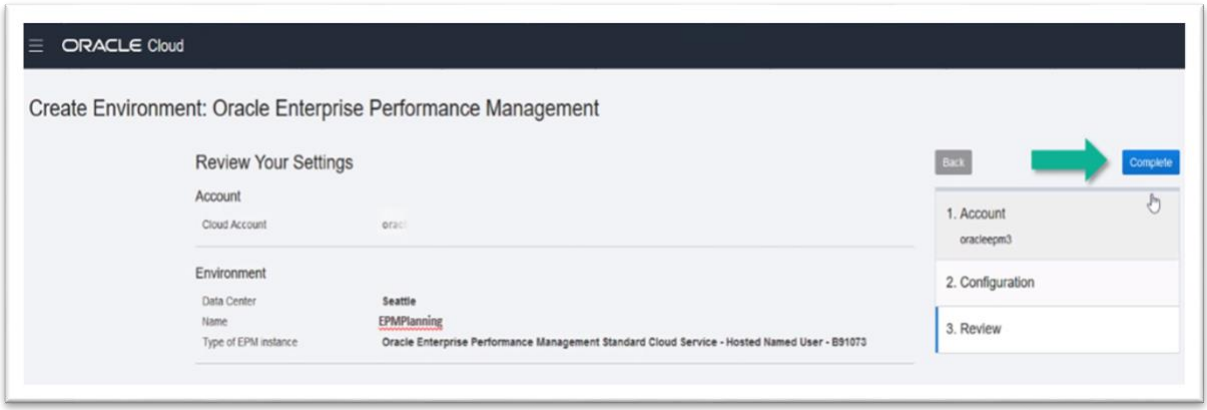


IMPORTANT TIPS:

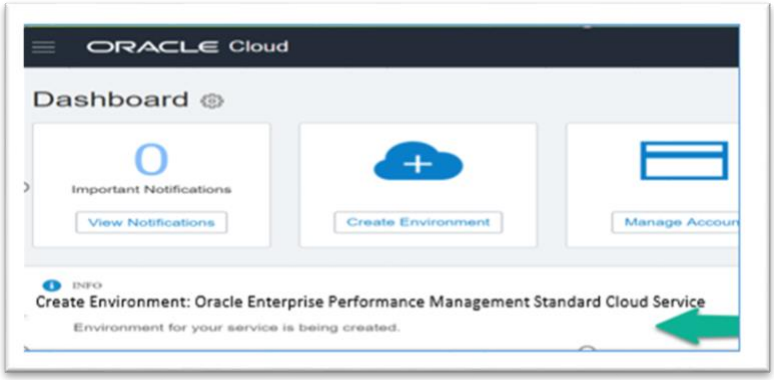
The **environment name** is used for you to identify the environment in the Cloud Portal – **<u>can also be used for your URL for some services.</u>** The login URL for your instances will be created from the name you selected for your Cloud Account.

The environment name should also be all-in lower-case letters.

7. Click Next and you will see a review page where you can review your Cloud Account, Data Center and Environment Name. Click “Complete”. Please note: This may take a short time. Do not click “Complete” again if you are not redirected to the home page automatically. In this case, you can click on “Oracle Cloud” in the title bar.



8. After you are directed to the home page, you can check the status of your environment here:



9. Finally, you will receive an email entitled **"Action Required: Your new Oracle Enterprise Performance Management instance in Cloud Account `{name}` is ready".** You can access your new services using your Oracle Account username and the password you created earlier.

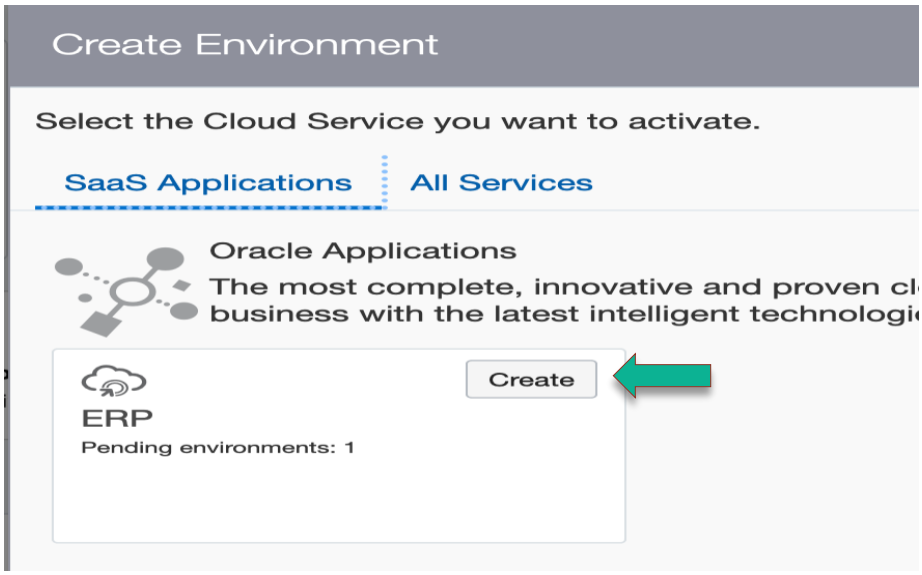
Additional Development Environments

10. If you have purchased an additional environment(s) or have other services in the same Cloud Account, you will enable that environment by repeating steps 3-9 above in PART 2 – Create your Environment.

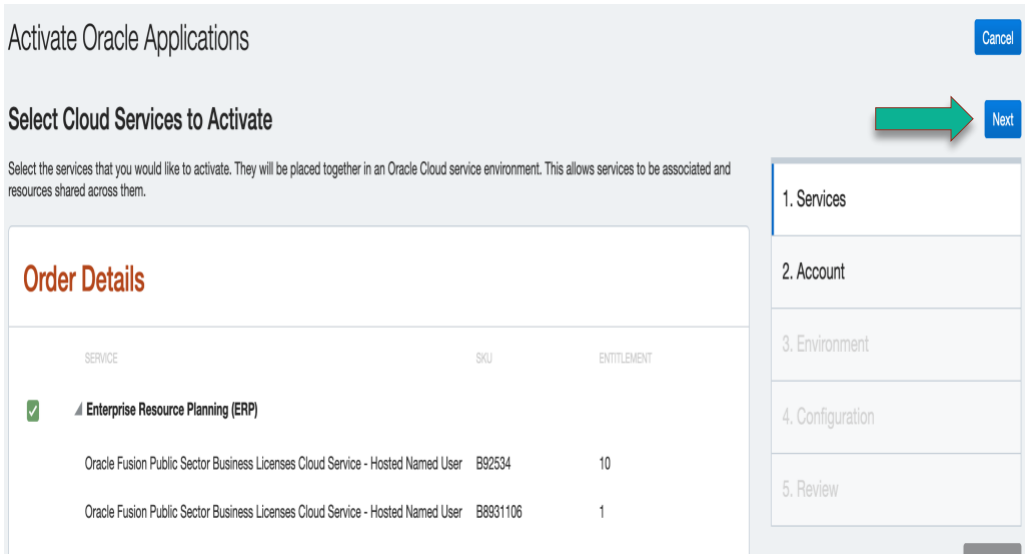
11. This completes the environment creation process. You are now ready to add users and begin to configure your environments.

Steps for Fusion Applications

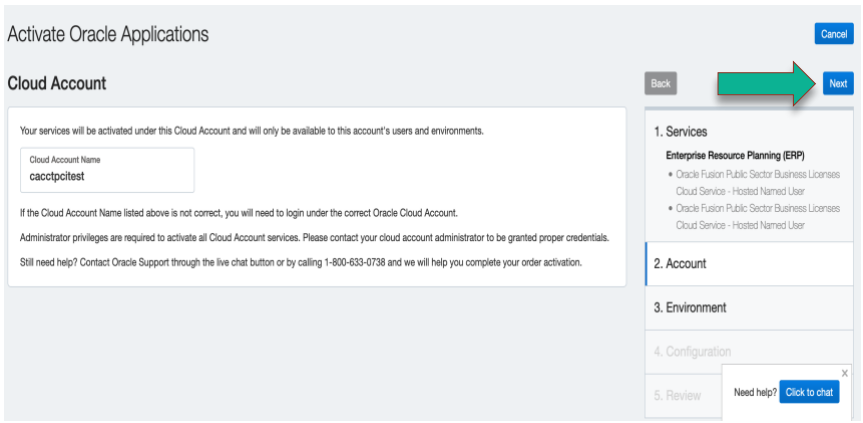
1. For Fusion applications (ERP, HCM, CRM), follow these steps.
    a. Click on Create Instance from dashboard and click Create button for ERP.



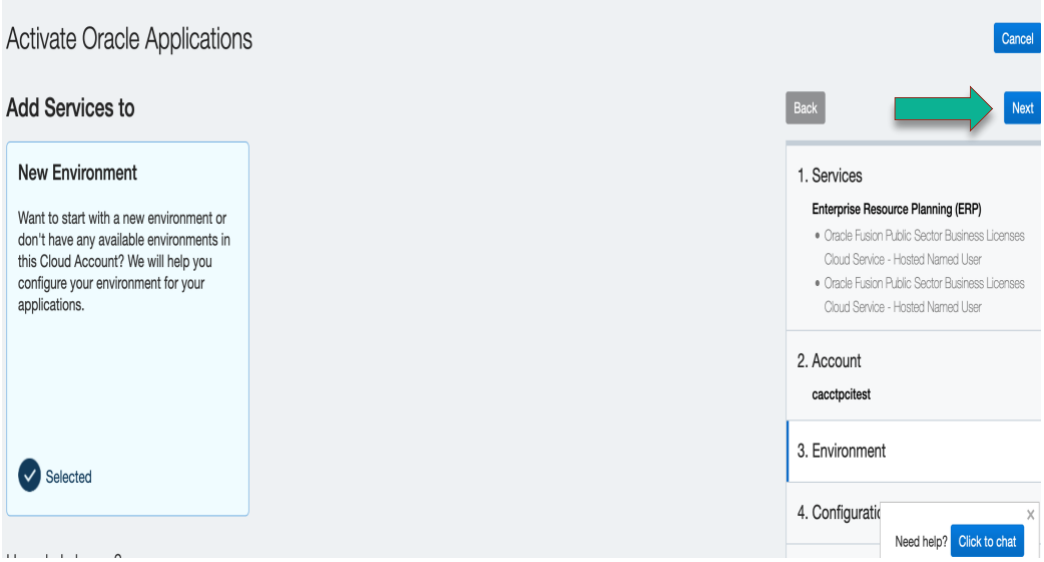
b. If you have purchased more than one Fusion application then it is recommended to create single environment with all three (ERP, HCM, CRM) which will be shown in this page. Check the buttons for HCM and CRM also if you have purchased those services and click Next.



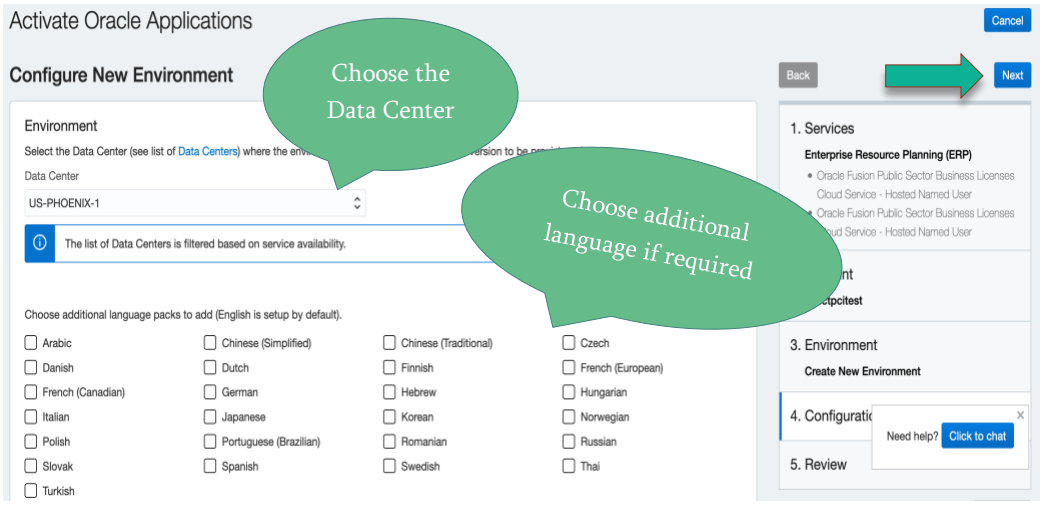
c. Verify the cloud account and click Next.



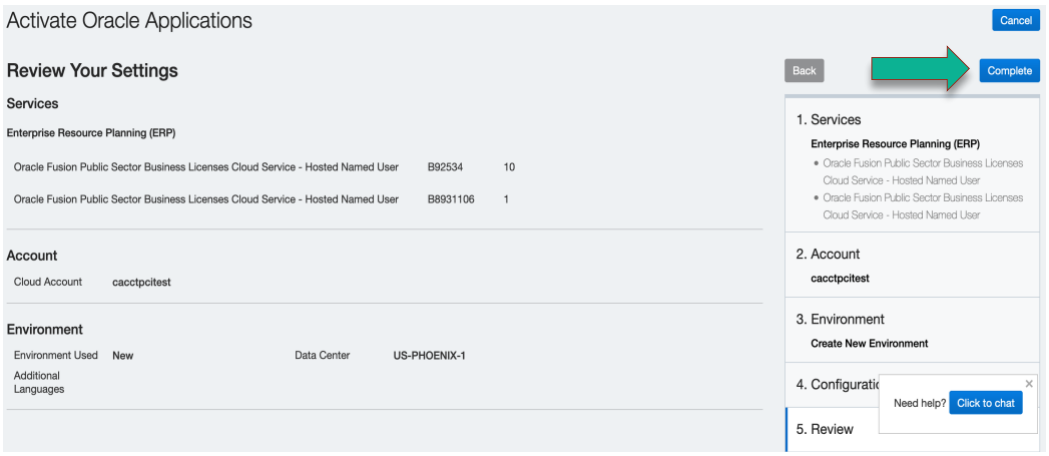
d. While you are creating environment for ERP, if you already have Fusion environment for HCM or CRM then it will show another tile Existing Environment and you can choose Existing Environment and click Next otherwise just click Next to create New Environment.



e. Choose the required Data Center from the list of available Data Centers. Choose additional language packs to add if required and click Next. Note, English will be setup by default.



f. Review the settings and click the Complete button.



2. Wait for an email entitled **"Your new Oracle Fusion ERP Cloud Service - Custom production environment eqfw is ready.".** You can access your new services using the username and the temporary password you received in the email.

3. If you have purchased an additional fusion development environment(s), you will need to wait for production environment to be created first and then setup development environments one by one by repeating the steps above.

4. To add your users and for all other getting started tasks, please see the Add Users to a Cloud Account with Identity Cloud Service. Available here:
   https://docs.oracle.com/en/cloud/get-started/subscriptions-cloud/csgsg/add-users-cloud-account-identity-cloud-service.html

Fusion Analytics Cloud Service Updates

If you have increased or decreased the number of users in an existing Oracle Fusion Analytics Warehouse subscription or added a new Oracle Fusion Analytics Warehouse service based on your business requirements, then follow the steps here:

http://docs.oracle.com/pls/topic/lookup?ctx=faw-latest&id=FAWAG-GUID-95FFE580-4799-47D3-8823-35C8AF09A448