



DeKalb County
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JOURNEY TO PROCUREMENT EXCELLENCE

Accessing iSupplier after Account Creation

Accessing iSupplier after Account Creation



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From: Workflow Mailer [wfmailer-itfmisap@dekalbcountyga.gov]
Sent: Thursday, November 10, 2016 6:04 PM
To: ELLEN JONES
Subject: FYI: DeKalb County, GA Supplier Collaboration Network: Notification of Approval

Your request to register at DeKalb County, GA for access to their supplier collaboration network has been approved. You can now [log on](#) with the username AMDEMOLITION@BELLSOUTH.NET and the password Qi7;3F.

When you first log on, you will be required to change your password for security purpose. Contact [administrator](#) for additional information.

Thank you.

In this course you will learn how to log in to iSupplier after an account has been created. You will need perform these steps to obtain access to the iSupplier Portal.

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Step 1

You will receive an email when your account has been created. This will contain your username and initial password.

Once you log in to the system, you will be asked to change your password.

Click on the logon hyperlink to continue.

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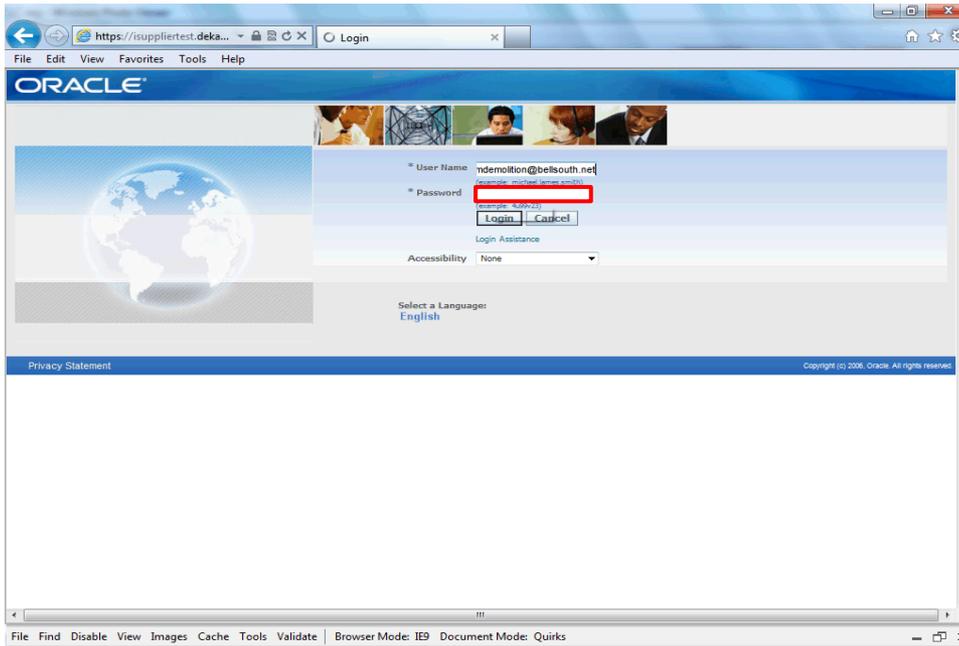
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A screenshot of a web browser window displaying the Oracle iSupplier login page. The browser's address bar shows the URL 'https://supplierest.deka...'. The page has a blue header with the 'ORACLE' logo. Below the header, there is a navigation bar with several small images. The main content area features a globe on the left and a login form on the right. The 'User Name' field is highlighted with a red box and contains the text 'rdemolton@bellsouth.net'. Below it is a 'Password' field with a placeholder '(example: 4,09923)'. There are 'Login' and 'Cancel' buttons. Below the password field, there is a 'Login Assistance' link and an 'Accessibility' dropdown menu set to 'None'. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser's status bar at the bottom shows 'File Find Disable View Images Cache Tools Validate | Browser Mode: IE9 Document Mode: Quirks'.

Step 2

From the login page, click in the **User Name** field and enter the user name that was provided in your confirmation email.

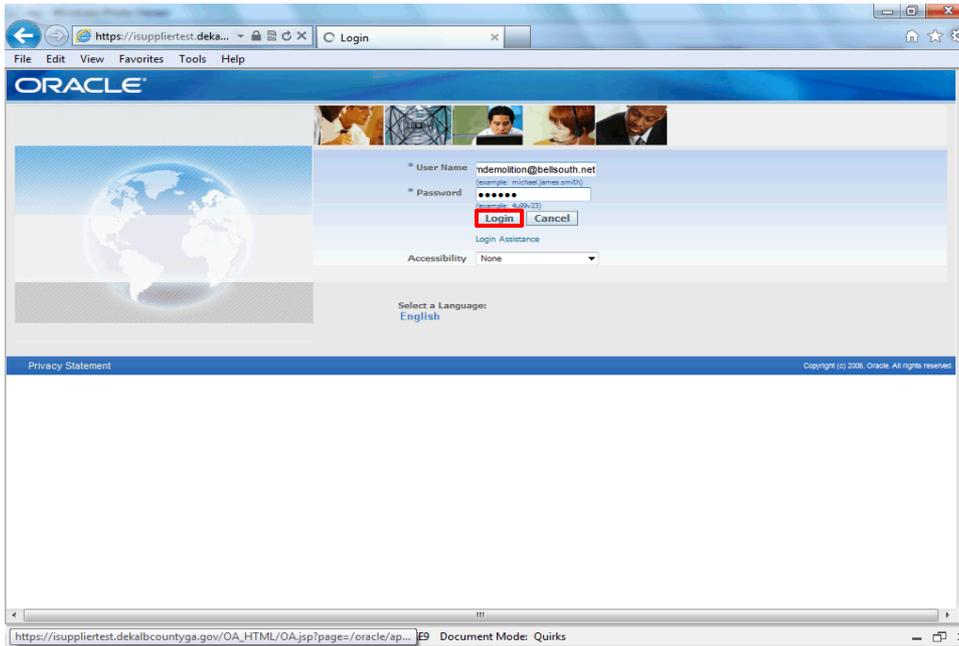
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Step 3

Enter the **password** that was provided in your confirmation email.

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Step 4

Click the **Login** button.

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The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Change Password". The Oracle logo is visible in the top left corner. The main content area contains a "Change Password" form with the following fields and controls:

- * Current Password: A text input field with a red border.
- * New Password: A text input field.
- * Re-enter New Password: A text input field.
- Submit and Cancel buttons.
- A note: "Password must be at least 5 characters long."
- A footer note: "* Indicates required field".

At the bottom of the page, there is a "Privacy Statement" link and a "Logout" link. The browser status bar at the bottom indicates "Browser Mode: IE9 Document Mode: Quirks".

Step 5

You will now be prompted to change your password.

Click in the **Current Password** field and enter the password provided in your confirmation email.

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The screenshot shows a web browser window with the URL <https://suppliertest.deka...> and the page title "Change Password". The Oracle logo is visible in the top left corner. The page content includes a "Change Password" form with the following fields:

- * Current Password: [*****]
- * New Password: [] (highlighted with a red box)
- * Re-enter New Password: []

Below the fields, there is a note: "Password must be at least 5 characters long." and two buttons: "Submit" and "Cancel". A "Logout" link is located in the top right corner of the page. At the bottom of the page, there is a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 6

Click in the **New Password** field and enter a password that is specific to you and your company. This will be your permanent iSupplier password.

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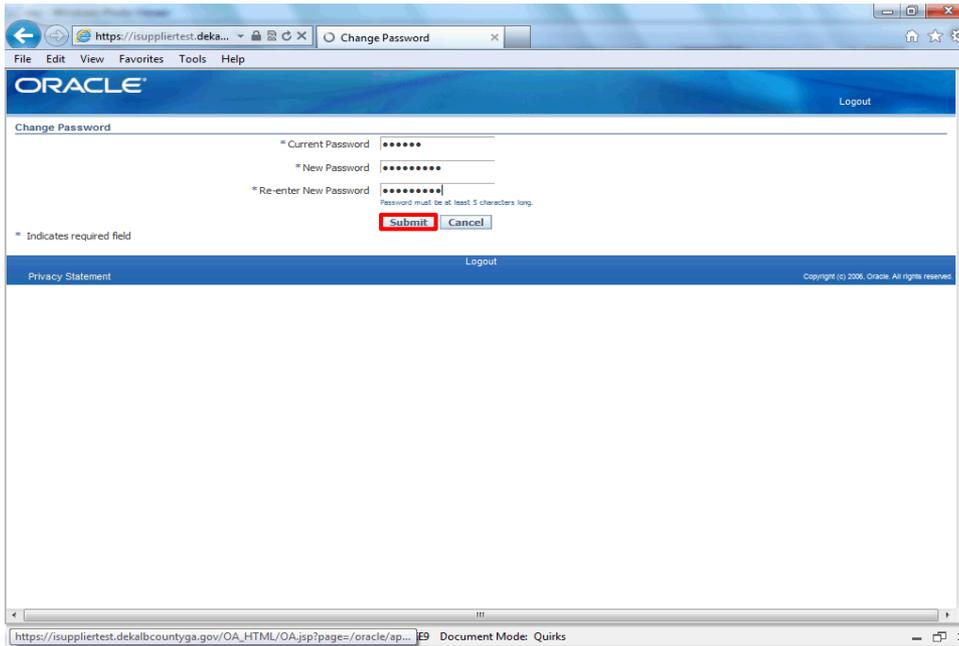
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A screenshot of a web browser window showing the Oracle Change Password form. The browser's address bar displays 'https://suppliertest.deka...'. The page title is 'Change Password'. The Oracle logo is visible in the top left corner. The form contains three password fields: 'Current Password', 'New Password', and 'Re-enter New Password'. The 'Re-enter New Password' field is highlighted with a red rectangle. Below the fields are 'Submit' and 'Cancel' buttons. A note indicates 'Password must be at least 5 characters long.' The footer of the page includes 'Privacy Statement', 'Logout', and 'Copyright (c) 2006, Oracle. All rights reserved.' The browser's status bar at the bottom shows 'Browser Mode: IE9 Document Mode: Quirks'.

Step 7

Click in the **Re-enter New Password** field. Retype your new password exactly as you entered it in the New Password field.

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The screenshot shows a web browser window with the URL <https://isuppliertest.deka...> and the page title "Change Password". The Oracle logo is visible in the top left corner. The form contains the following fields and controls:

- * Current Password: [password field]
- * New Password: [password field]
- * Re-enter New Password: [password field]
- Submit button (highlighted with a red box)
- Cancel button
- * Indicates required field
- Logout link
- Privacy Statement link
- Copyright (c) 2006, Oracle. All rights reserved.

The status bar at the bottom of the browser shows the full URL: https://isuppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/ap... and "Document Mode: Quirks".

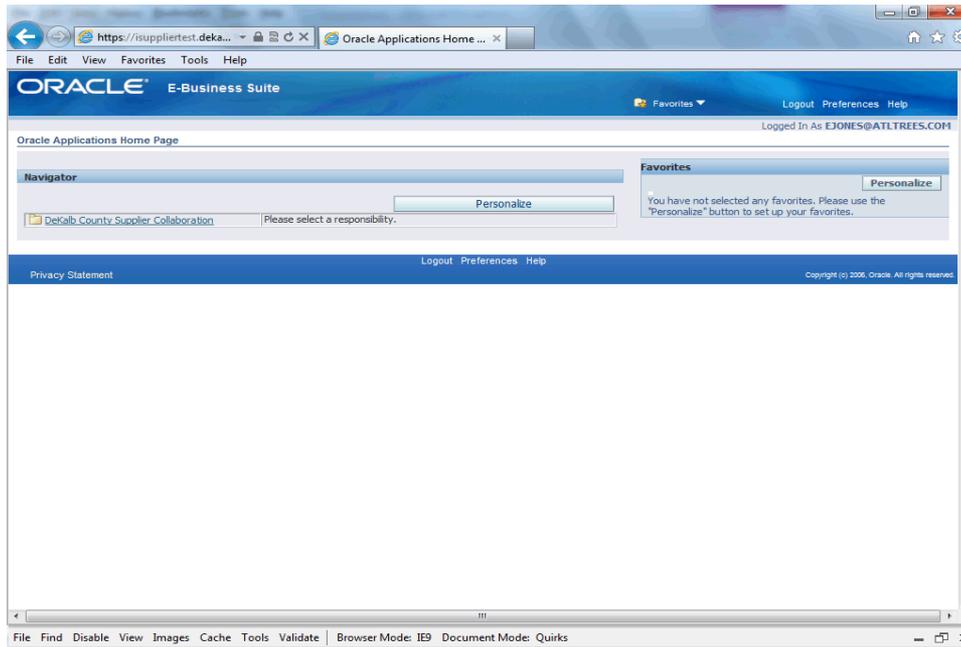
Step 8

Click the **Submit** button.

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You can now access DeKalb County's iSupplier Portal.

To perform additional maintenance on your account, or to view transactional information, please use the materials provided that are specific to the action you wish to complete.

Thank you for registering.