OFFICE OF THE UNIVERSITY ARCHITECT

FIRST TIME SET UP

Step One: Email Office of the University Architect, Account Clerk Supervisor, Cindy Pizzuto (cpizzut1@kent.edu) for an application to access OAKSCI.

Step Two: Fill out form and leave it in Word Format and send back to Cindy Pizzuto.

Step Three: OUA will complete the form and send to Ohio Facilities Construction Commission (OFCC) who will issue a user name and password.

Step Four: Once you have your user name and temporary password, go to https://ohio-primavera-idm.oracleindustry.com/oim

(Any browsing tool will work to access this website, but I highly recommend Mozilla Firefox.)

Step Five: Once you hit the Sign In button, it will take you to a new screen. The top will say Oracle Industry Self Service. Go to My Information. Under Change Password, put in the temporary password you received from OFCC and then type in your new password. Remember to fill in the security questions. Once you have entered all of this information, make sure you hit Apply and then Sign Out.

Note: If you lock yourself out of OAKSCI, you will have to have to get OFCC to reset. You will be able to email them your request by sending an email to oaksci@ofcc.ohio.gov. They will send you an email with your new password. **The best way to request a password reset is to email Cindy.**

Step Six: Now you can access the OAKSCI website by going to https://ohio-unifier.oracleindustry.com/bluedoor. You will enter your user name and the password you had created in the previous step.

Note: You may need to set your pop-up blocker settings to allow access to this website.

Step Seven: Once you are in OAKSCI, you may want to make a few adjustments.

➢ At the drop down next to your name, click on Preferences.

Step Eight:

➢ Click on Options. If you want to get one email message a day concerning tasks that you have in OAKSCI, click on the Send notifications in a single daily digest.

Note: I do not recommend this as you will want to be aware of any tasks that may come up during the project.

Step Nine: If you want someone to be able to access your tasks in your absence, you will need to set up a Proxy.

Note: If you just give someone your user name and password while you are away, and they lock themselves out of OAKSCI, they will not be able to get your user name and password reset. You should always have a Proxy so that there are at least two people who can access the tasks.
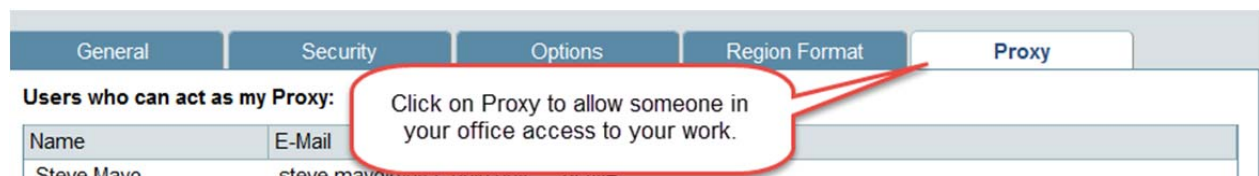
Step Ten: To add someone as your Proxy, click on the Add button. You can have a maximum of two people set up as your Proxy.

Step Eleven: A new box appears, click on the Select button and then find the person's name you want to use, and click Add, then OK. Then hit the OK button again.

Note: If you want, you can set up a start and end date on when a person will have the ability to be your Proxy.

Step Twelve: When you want to Proxy in as someone, you will come back to this screen and highlight the name and then click Proxy Login. (This will be under **Users I can act as their Proxy.**)

Note: When you have completed all the tasks, you will hit the Logout button. This will only log you out as the Proxy; you will still be logged in as yourself.