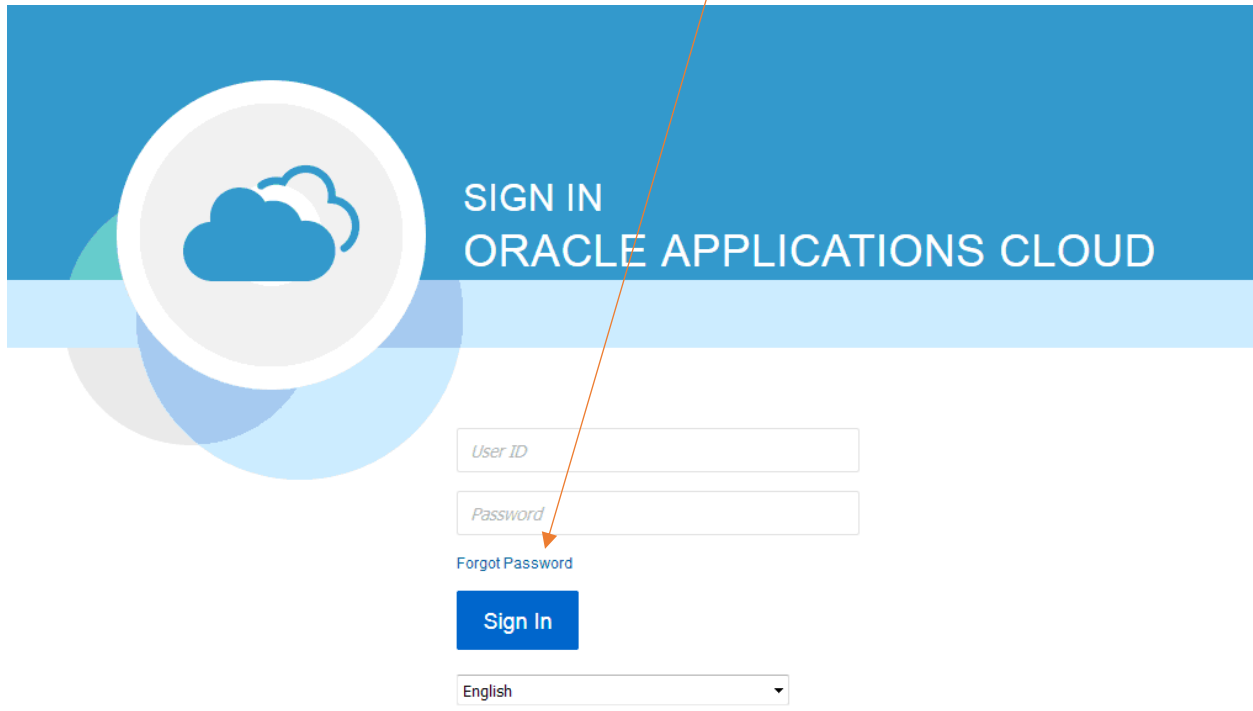


Have your forgotten your BEAR TRAX User Id or your BEAR TRAX password? You can now request your user id or reset your password anytime by following these steps.

1. Go to the BEAR TRAX login page and click on Forgot Password.



**SIGN IN
ORACLE APPLICATIONS CLOUD**

User ID

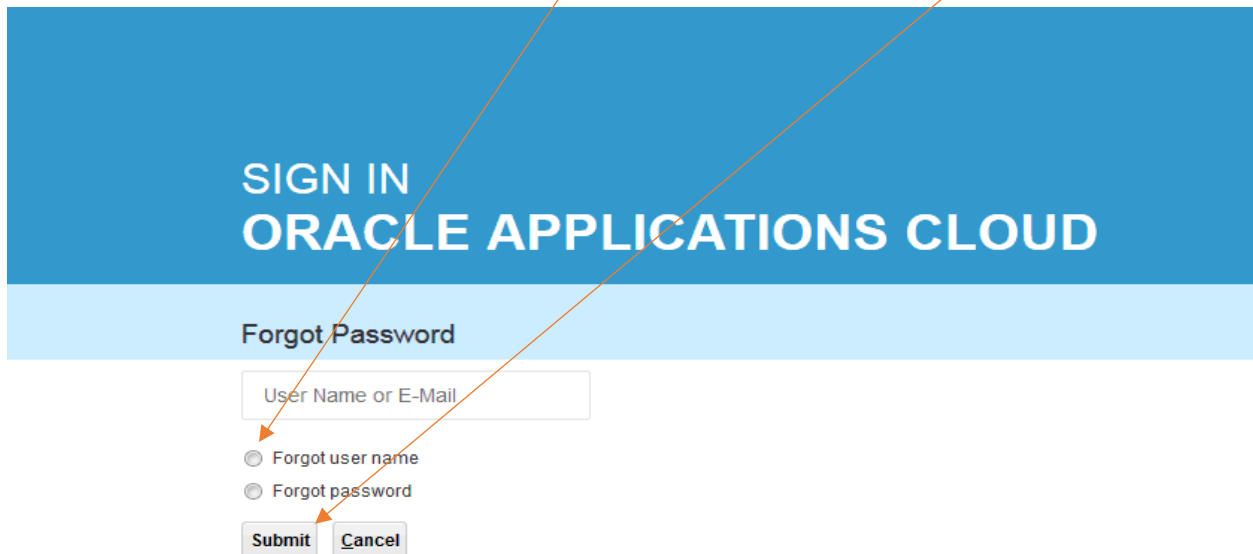
Password

[Forgot Password](#)

Sign In

English

2. Next, check on either Forgot user name or Forgot password and then click submit.



**SIGN IN
ORACLE APPLICATIONS CLOUD**

Forgot Password

User Name or E-Mail

Forgot user name

Forgot password

Submit **Cancel**

If you selected Forgot user name, you will receive an email from the following address:

ednd.hcm.sender@ednd-opcwf.mail.us2.oraclecloud.com

The email will be sent to the email address on file with Human Resources, typically this is your Shawnee email account.

The email contents will look like the example below.

Dear <your name>,

You had requested your user name from Oracle Fusion Applications Self Service Portal.

Your User Name is XXXXXX.

If you did not request this information or have any questions, contact your system administrator

Thank You,
Oracle Fusion Applications

If you selected forgot password, you will receive an email from the following address:

ednd.hcm.sender@ednd-opcwf.mail.us2.oraclecloud.com

This email will be sent to the email address on file with Human Resources, typically this is your Shawnee email account.

The email content will look like the example below.

Dear <your name>,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

Please follow the link below to reset your password.

<https://ednd.hcm.us2.oraclecloud.com:443/hcmCore/faces/ResetPassword?ase.gid=93c7c614dc0c431dbaf0a2369764552b>

If you did not request this information or have any question, contact your system administrator.

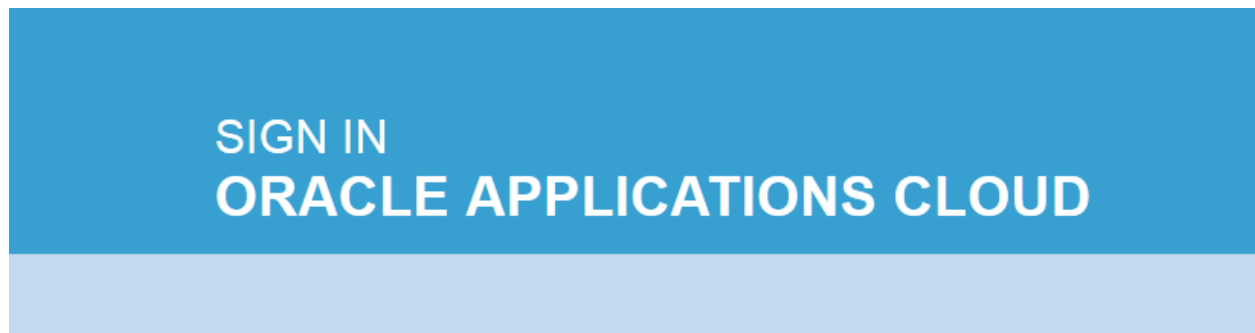
Thank You,
Oracle Fusion Applications

Click on the link that is provided in your email and you will be redirected to a screen that looks like the one below.

Enter your new password with the following requirements in mind.

Password must be at least 8 character(s) long. Password must contain at least 1 numeric character(s). Password must contain at least 1 uppercase letter(s).

Then re-enter your password to confirm it and click submit.



Reset Password

You will then be redirected back to the BEAR TRAX login page where you can enter your User Id and new password to login to the system.

You will also receive an email from ednd.hcm.sender@ednd-opcwf.mail.us2.oraclecloud.com that looks like the one below.

Dear <your name>,

The password for your Oracle Fusion Applications Account - XXXX - was recently changed.

If you made this change, you do not need to do anything more.

If you did not make this change, contact your system administrator.

Thank You,
Oracle Fusion Applications