To be able to log in to the Oracle System, you must have your own BlazerID and a strong password. Users are not permitted to share their Blazer IDs with other people, so they must sign up for their own. It is important to exit the system to ensure that your user name and password is cleared from system access.

In order to use the Administrative Systems, two things must occur. First, an employee must be set up in the Administrative System by an organization’s personnel administrator (UAB HR Officer). Second, all employees must have a Blazer ID and strong password.

**What is a BlazerID?**

[Click here to get a BlazerID (link to BlazerID Central).](#)

Having a BlazerID is your ticket to access a number of UAB computer services and facilities. If you have ever used an Internet or online service such as AOL, Yahoo, or MSN, this should be a familiar concept because the BlazerID is roughly UAB’s equivalent of their screenname / "buddy list" ID / username. It is also used to register your e-mail address (be it a UAB mailbox or not) in the UAB Electronic Phonebook so that faculty, staff, students and others can contact you.

[Forgot your password or want to change it?](#)
To Log On to the Oracle Administrative System

1. Open your web browser and type in the following URL address: http://www.uab.edu/adminsystems.
2. Check the Alerts area to see if the system is available. If it is, click on the green ORACLE HR & FINANCE button to login. On the Login page, enter your Blazer ID and strong password.

![Oracle Administrative System]

3. To log on, you must acknowledge that you agree with UABs access and confidentiality agreements, including keeping your password confidential.

Press "I Agree".
4. A Personal Home Page (indicated by your BlazerID), or Navigator Menu, is displayed, which lists your access 'responsibilities'. Click a responsibility to view its menu options.

5. Select the menu option needed. NOTE: If UAB Self Service Applications is selected, the selected menu option will open immediately. All other responsibilities require that J-initiator must be installed on your computer and the java applet loads (step 6 below).

6. The J-initiator browser plug-in should automatically load the first time you access an Oracle application (other than Self Service). It may take a few seconds to load. Do NOT click on the hyperlink while you are waiting.
NOTE: If the java applet does not load, contact your desktop support personnel for help with installation.

7. The selected menu option window opens. Your task bar will have two browser windows open as well as an application with a coffee cup (JAVA). Leave all three open; the Oracle database uses all of them.
To Log Off

It is important to exit the system to ensure that your user name and password is cleared from system access.

1. There are two options to close the application. (1) Click on the close button (X), located in the upper right corner of the master window, OR (2) Select FILE in the menu bar, and choose EXIT ORACLE APPLICATIONS.
Whether the File menu option or the close button (X) option is used, a modal window like the one below opens.

2. Click OK to exit.

Selecting X is the same as CANCEL in this case.

3. After exiting the application, the Java Applet window will still be open. Click on the X in the upper right corner to close it.
4. After closing the Java Applet window, the Personal Home page displaying your list of responsibilities appears. Click on the Logout button to exit.