SCHOLASTIC START

Basic Navigation for Vendors

SCHOLASTIC DISCLAIMER

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INTRODUCTION

Welcome to this OTM course

This course provides an overview of the key actions that need to be performed in order for vendors to log in and out of OTM

Target Audience:

• Scholastic Domestic Vendors (US & Canada)

Pre-requisites:

None

Course Duration:

15 minutes

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OVERVIEW OF LOGIN PROCEDURE

- You will be guided through **two initial login procedures** where you will need to reset a password both our OKTA system, and the Oracle Transportation Management (OTM) system.

- **Login Credentials for OKTA** will be provided to you on an email from out OKTA team. This will also include a password reset link.

- It is important to note that ***This link expires in 6 days.***

Login Credentials for Oracle Transportation Management (OTM)

- For first time users of OTM, the **default** login credentials for OTM are below:
  - Username: Your e-mail address (ALL UPPERCASE LETTERS)
  - Password = startCHANGEME2017

- You will be prompted to change your OTM Password. Once you have changed your OTM password you will have access to the OTM System

More details for these steps are provided in the subsequent slides

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INSTALL MOZILLA FIREFOX

OTM is best supported by Mozilla Firefox – you will need to install this if you do not have Mozilla Firefox

To download Mozilla Firefox, go to:

https://www.mozilla.org/en-US/firefox/?utm_medium=referral&utm_source=getfirefox-com

1. Click **Download Firefox**
2. Click **Install**
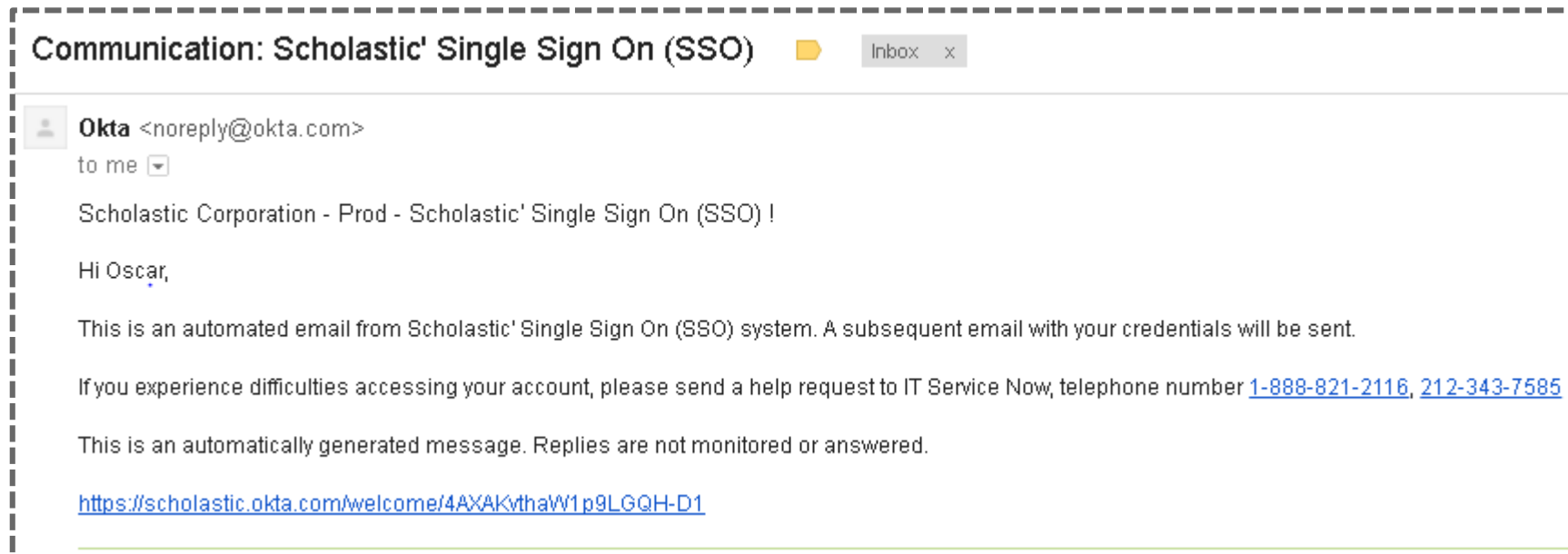3. Follow the onscreen instructions

Please Note: Mozilla Firefox is **Scholastic's** preferred internet browser to run **OKTA** applications. **OKTA** Applications will run on Chrome as well. They **will not** run on Internet Explorer and Safari browsers. In case of any issues with the Browser, please contact a Scholastic OTM Inbound Super-User

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OKTA WELCOME

First time users will receive an email from Scholastic OKTA when your account is set-up

Sample Welcome E-Mail from Scholastic OKTA:

Communication: Scholastic' Single Sign On (SSO)   [folder]   Inbox   x

Okta <noreply@okta.com>
to me

Scholastic Corporation - Prod - Scholastic' Single Sign On (SSO) !

Hi Oscar,

This is an automated email from Scholastic' Single Sign On (SSO) system. A subsequent email with your credentials will be sent.

If you experience difficulties accessing your account, please send a help request to IT Service Now, telephone number 1-888-821-2116, 212-343-7585

This is an automatically generated message. Replies are not monitored or answered.

https://scholastic.okta.com/welcome/4AXAKvthaW1p9LGQH-D1

OKTA PASSWORD RESET E-MAIL

Please make sure you have received the below e-mail from Scholastic OKTA

1 Click on the link to reset your Single Sign On (SSO) log in password

Attention: You have 6 days to make this modification

Sample E-Mail:

From: Okta [mailto:noreply@okta.com]
Sent: 25 September 2017 04:32
To: Name <Name@Company.com>
Subject: Scholastic' Single Sign On (SSO) Account Credentials

Scholastic Corporation – Prod — Scholastic' Single Sign On (SSO) Login name / Password

Hi Name

Your Single Sign On (SSO) password has been reset by your system administrator, Service Desk.

Click this link to reset the password for your username, NAME@COMPANY.COM:

1 https://scholastic.okta.com/reset_password/oC-O9snqwn4clQg7QPm1

This link expires in 6 days.

If you experience difficulties accessing your account, please send a help request to IT Service Now, telephone number 1-888-821-2116, 212-343-7585:

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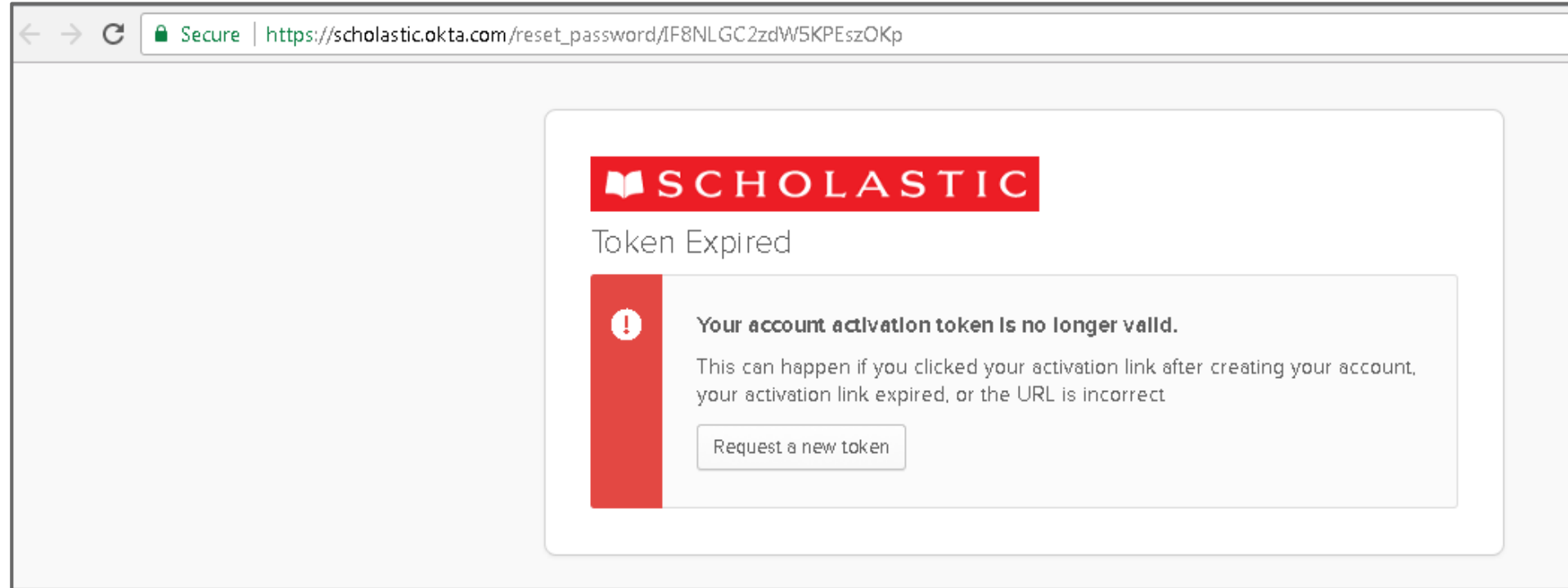
TOKEN EXPIRED

ℹ In case the Token has expired, please contact a Scholastic OTM Inbound Super-User and request a new OKTA password reset e-mail

CHANGE YOUR OKTA PASSWORD

You will be directed to the following screen when clicking on the link provided in the e-mail
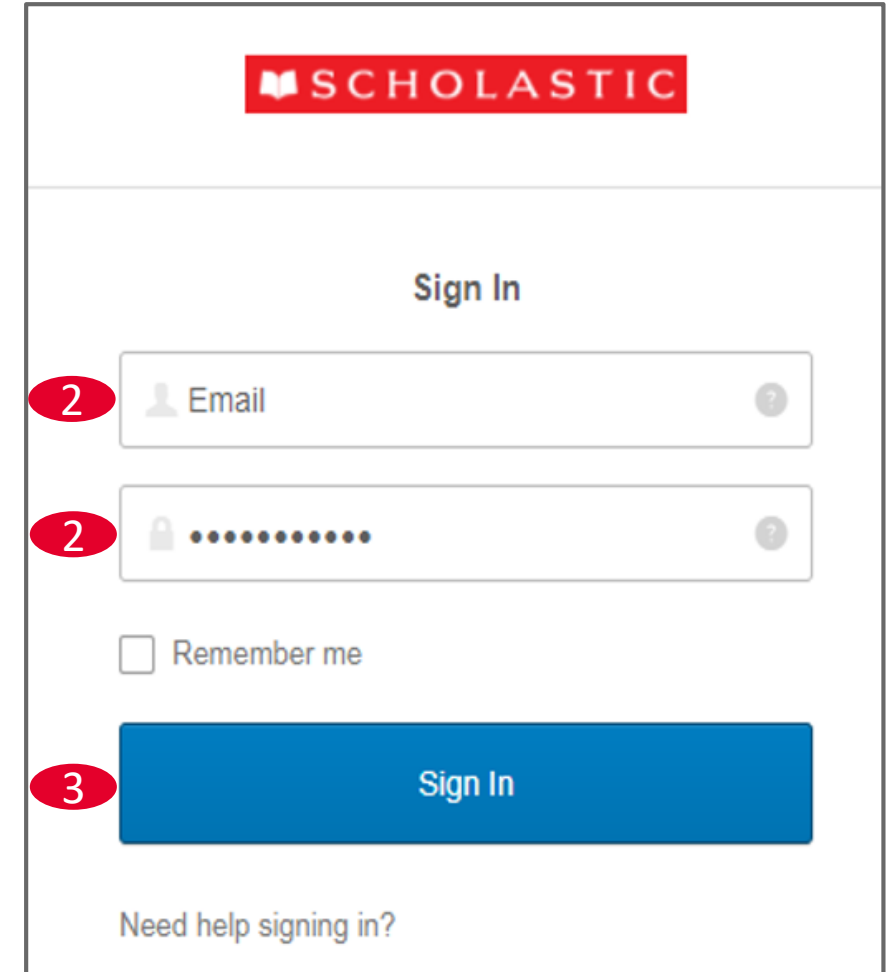
1 Enter the new password and Repeat new password

2 Choose a forgot password question and enter your response under Answer

3 Click on Create My Account

OKTA LOG IN DETAILS

1 Click on the link below to log in to the Scholastic OKTA system:

https://scholastic.okta.com

2 Enter your Username (your e-mail address) and Password (which you have just created)

3 Click on the "Sign In" button

OKTA LANDING PAGE

You will be directed to the Scholastic OKTA screen

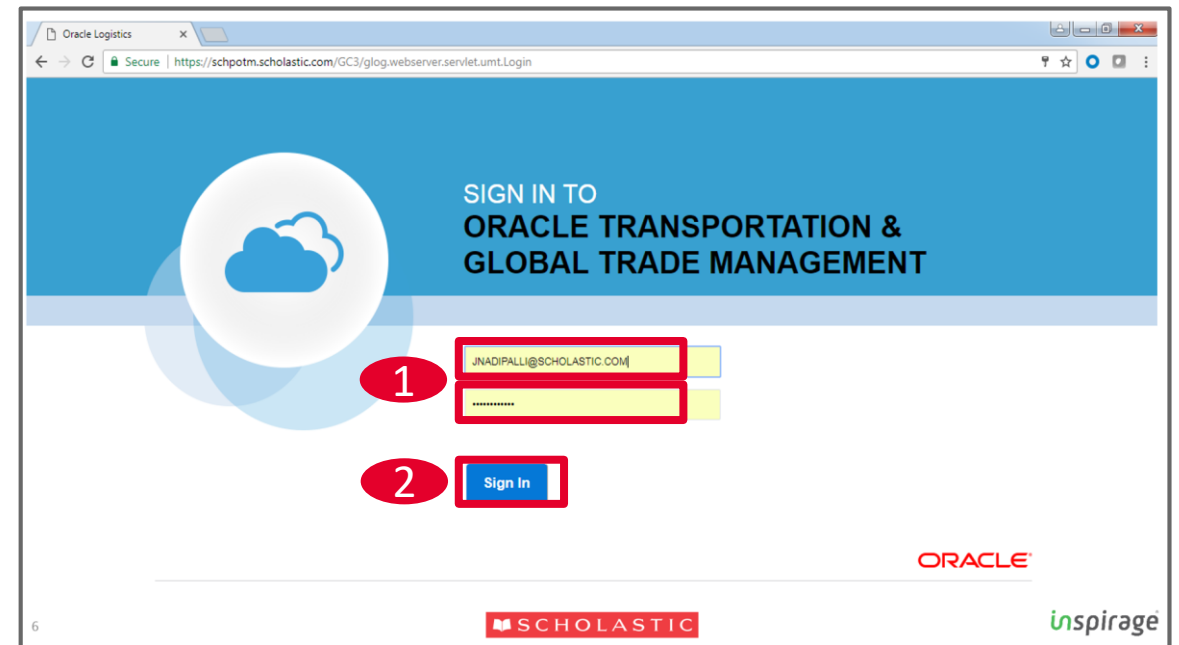**1** Click on the Oracle OTM icon (Install Plug In if required)
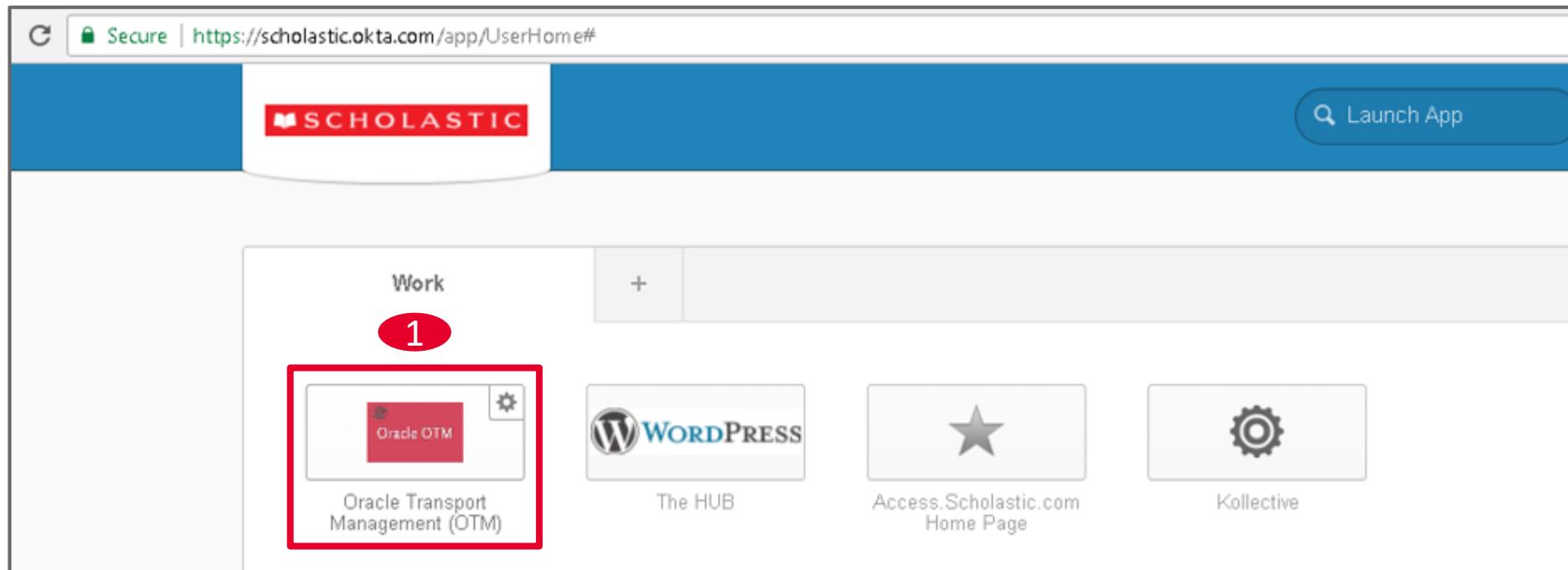
i In case of any issues with the Plug In, please contact a Scholastic OTM Inbound Super-User

OTM LOG IN DETAILS

You will be directed to the OTM Log in screen

1 Enter your Username and Password - Your e-mail address (all uppercase letters) and Password = startCHANGEME2017

2 Click on the Sign In button
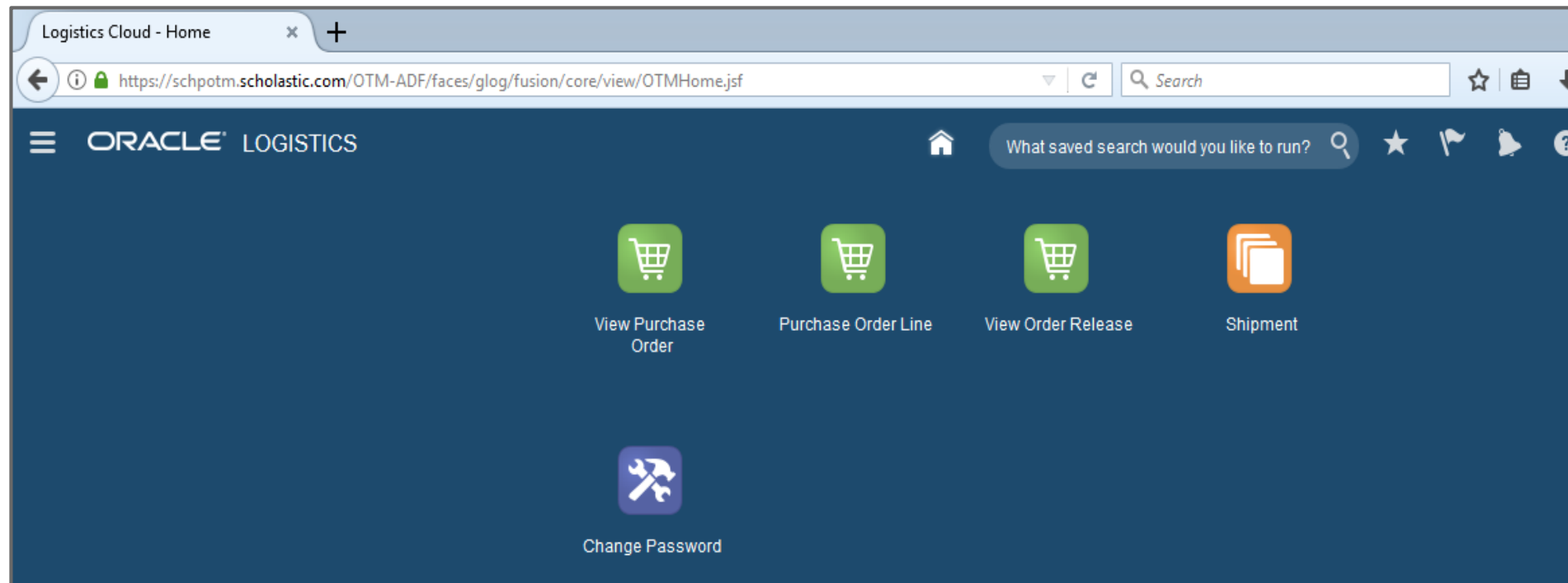
CHANGE OTM PASSWORD

Change Password

1 The system will request that you change your password (see screen)

2 Enter your old password (startCHANGEME2017). Enter your new password. Retype your new password.

3 Click on Update Password

i In case of any issues, please contact a Scholastic OTM Inbound Super-User

OTM LOG IN DETAILS

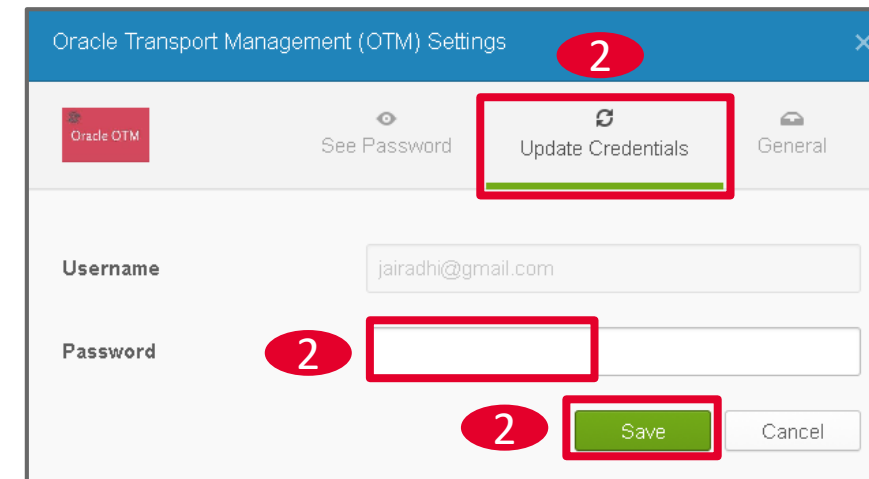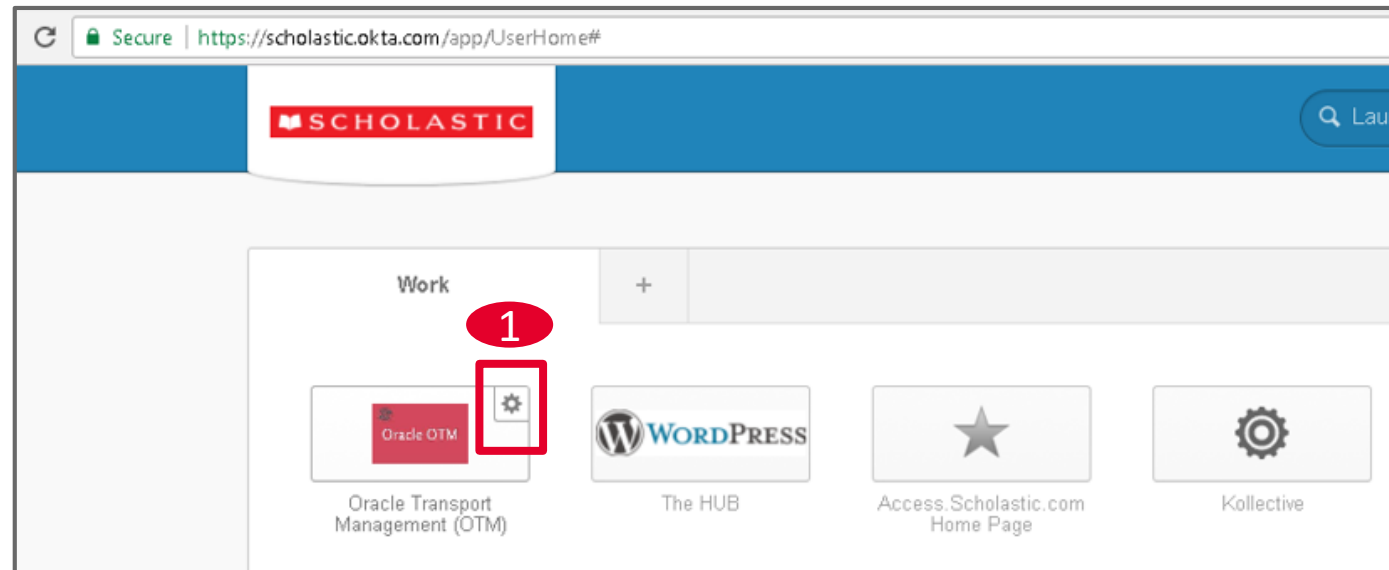**You will be logged in to OTM upon successfully resetting the password**

STORE OTM PASSWORD IN OKTA

Save OTM Password in OKTA

Click on the link to log in to the Scholastic OKTA system: *https://scholastic.okta.com*

1 Click on the Settings button on the Oracle OTM Icon

2 Update the Credentials with your new OTM Password and click on the Save button

OTM LOG OUT DETAILS

How to log out of OTM

1 Click on your User ID at the top right of the OTM home page screen. A menu will appear. Click on Sign Out. **ALWAYS use the Sign Out button to properly log out of OTM.**

2 You can select **Log into OTM again** if you wish to log back into the system
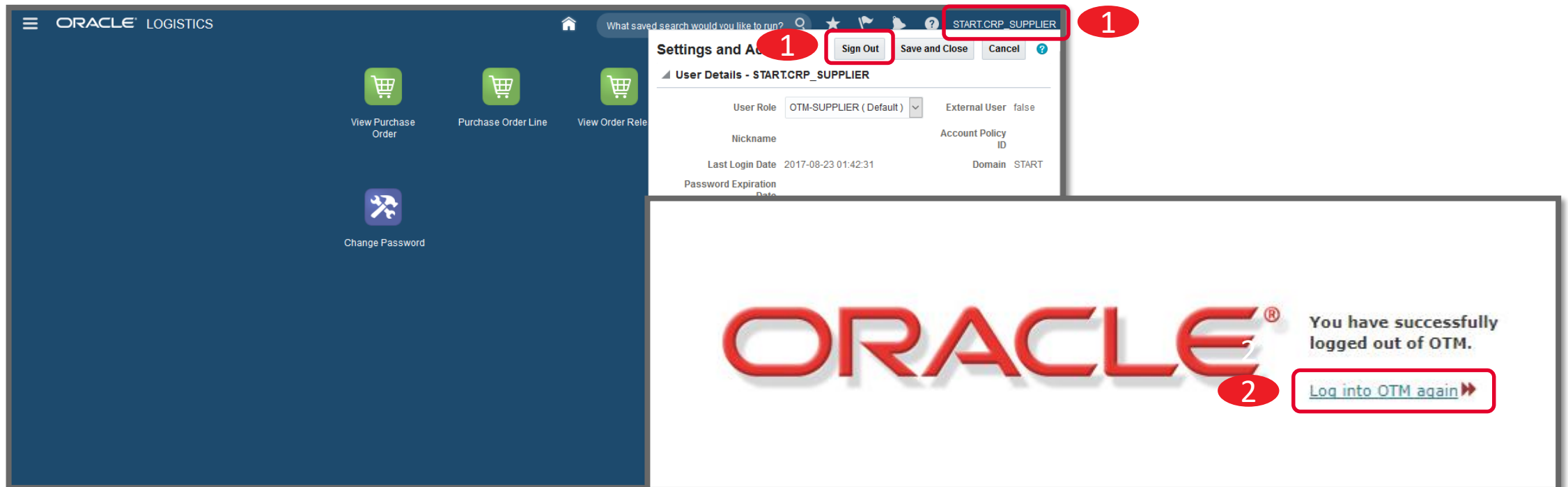
QUESTIONS

For any questions relating to this training module, please contact a Scholastic OTM Inbound Super-User:

Name	Country	Title	Phone #	E-Mail ID
John Boyle	United States	Global Inbound Logistics Manager	212-343-4569	jboyle@scholastic.com
Doug Jow	United States	Domestic Logistics Coordinator	212-343-4390	djow-consultant@scholastic.com
Noah Clark	Canada	Traffic & Customs Specialist	905-925-3294	nclark@scholastic.ca

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THANK YOU

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