## Access Oracle

1. **Login** to Oracle Employee Self-Service:
   - Access Oracle at: [http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLogin](http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLogin)
   - Enter your Username
   - Enter your Password

## Update a Phone Numbers

1. Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2. Select the “Personal Information” link.
3. Click on the “Update” button next to Phone Numbers.
4. To update a phone number, simply change the “Phone Number” details with the following format: 303-123-4567.
5. Click on the “Next” button.
6. Review your changes from the “Review Page”.
7. Finally, click the “Submit” button.

## Add a New Phone Number

1. Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2. Select the “Personal Information” link.
3. Click on the “Update” button next to Phone Numbers.
4. To add a new phone number, click on “Add Another Row” button.
5. Select a “Phone Type” from the list of values.
6. Enter the new “Phone Number” details with the following format: 303-123-4567.
7. Click on the “Next” button.
8. Review your changes from the “Review Page”.
9. Finally, click the “Submit” button.

## Enter a New Home Address

1. Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2. Select the “Personal Information” link.
3. Click on the “Update” button next to Home Address.
4. To enter a new Home Address, select the “Enter a new permanent address if you have moved” option.
5. Click on the “Next” button.
6. Update the Address details with the correct information.
7. Enter the new Address details for your new Permanent Home Address:
   - Enter the **Effective Date** of your address change. (If you are correcting an address, no Effective Date is needed.)
   - Enter your Street Address in **Address Line 1** (Please use standard Postal Abbreviations such as St, Ave, Rd, etc.)
   - If applicable, enter your Apartment Number or Unit Number in **Address Line 2**.
   - Enter your **City**; then click on the flashlight icon and a popup window will appear:
     - Select the radio button next to the correct combination for your City, State, Zip Code;
     - Then click on the Select button.
     - If your City’s Zip Code is a range, you will also need to enter the value for the Zip Code.
   - Enter your 4-digit **School District Code of Residence**
     - The common School District Code choices are listed on the screen.
     - For assistance in determining your School District Code, contact HR at (303) 344-8060, extension 28032.
8. Click on the “Next” button.
9. Review your changes from the “Review Page”.
10. Finally, click the “Submit” button.

## Update a Home Address

1. Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2. Select the “Personal Information” link.
3. Click on the “Update” button next to Home Address.
4. To update a home address, select the “Correct or amend the address” option.
5. Click on the “Next” button.
6. Update the Address details with the correct information.
7. Click on the “Next” button.
8. Review your changes from the “Review Page”.
9. Finally, click the “Submit” button.

## View Work Information

1. Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2. Select the “Work Information” link.
3. From the **Work Information Page**, you can view your work details.