



# Oracle Cloud Azure MFA Configuration External User Guide

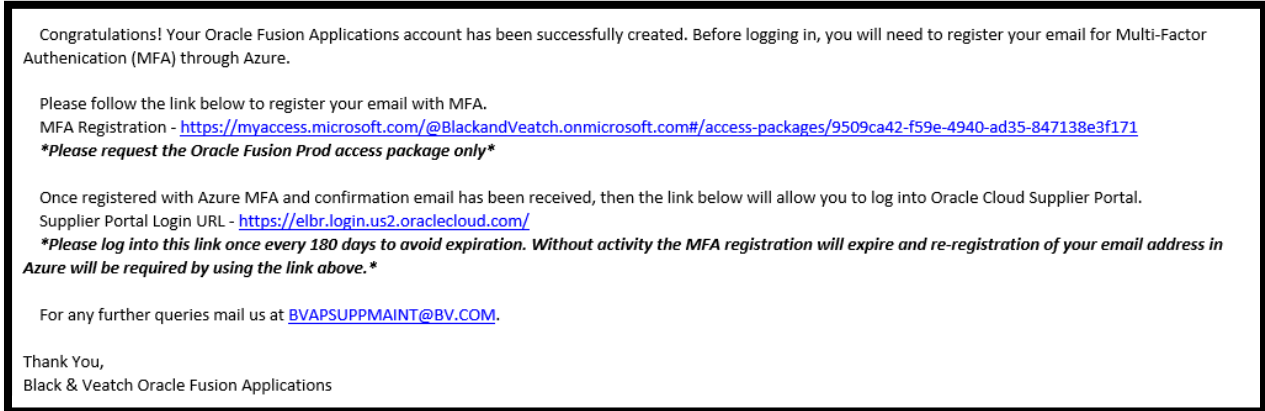


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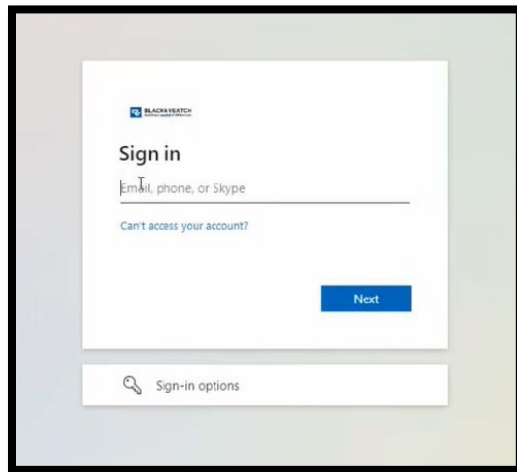
PROPRIETARY & CONFIDENTIAL



1. To request a user account in our Oracle Supplier Portal, please reach out to [BVAPSUPPMINT@bv.com](mailto:BVAPSUPPMINT@bv.com)
2. When you receive the email below, please click on the link or paste the following into your browser to complete the MFA registration:  
<https://myaccess.microsoft.com/@BlackandVeatch.onmicrosoft.com#/access-packages/9509ca42-f59e-4940-ad35-847138e3f171>

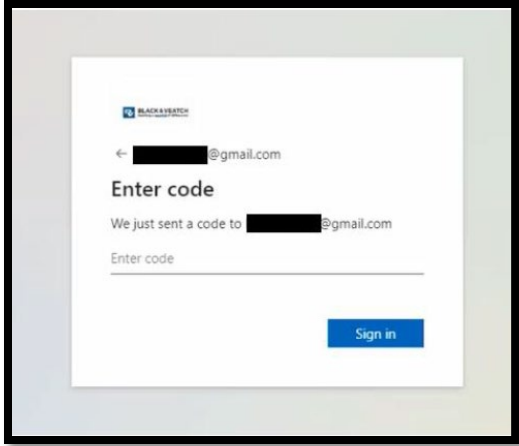


3. Enter the email address associated with your Oracle Cloud Supplier Portal account & click next to trigger email notification with 6-digit code  
*\*If your company identity provider is Microsoft or if you have already established a Microsoft account with your email address, then this should be the email address registered with Microsoft. Ensure the email registered in Oracle matches what you enter here.*



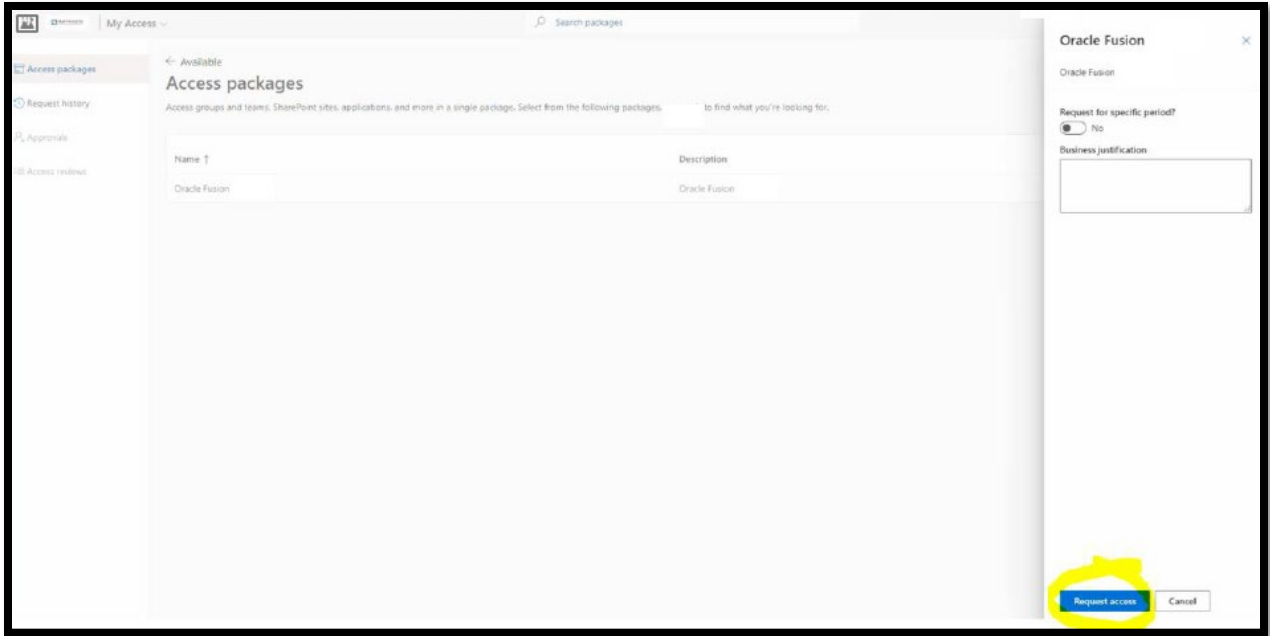
4. Enter code sent to email & click Sign In (code will only work for 30 minutes)

*\*You may be prompted for your Microsoft password if an account has already been established with Microsoft . If you are prompted for a password anytime during this process, it is prompting for your company Microsoft Azure password – not your Oracle password.*



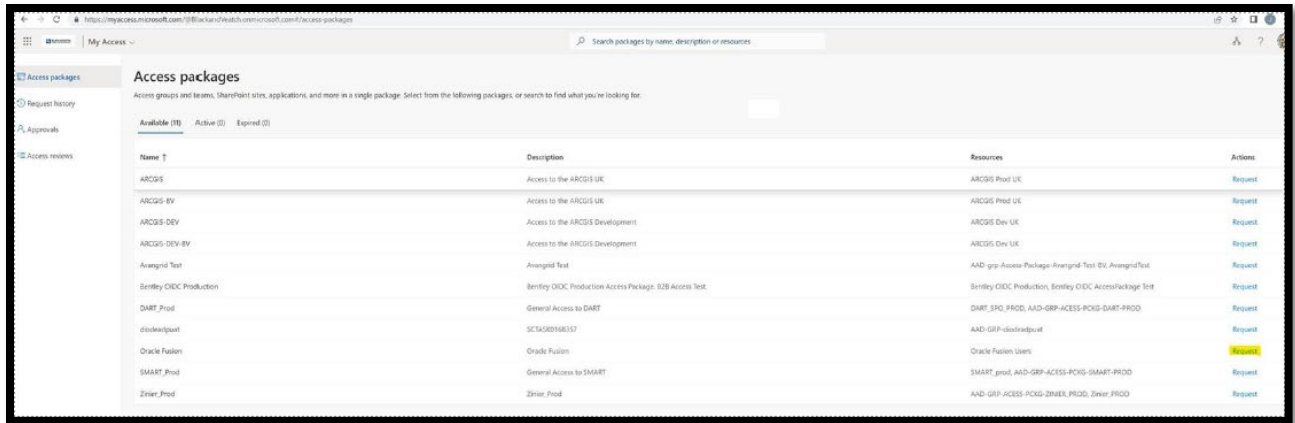
\*If you have any issues with your identity in step 3 & 4, please try these steps while in incognito mode. Copy the [LINK](#) and paste it into a private/incognito browser. This will help “clear the cache” that’s archived on your machine, making Microsoft establish a fresh identity for your email.

5. Click “Request Access” for Oracle Fusion (no need to Request for a specific period or enter Business justification)

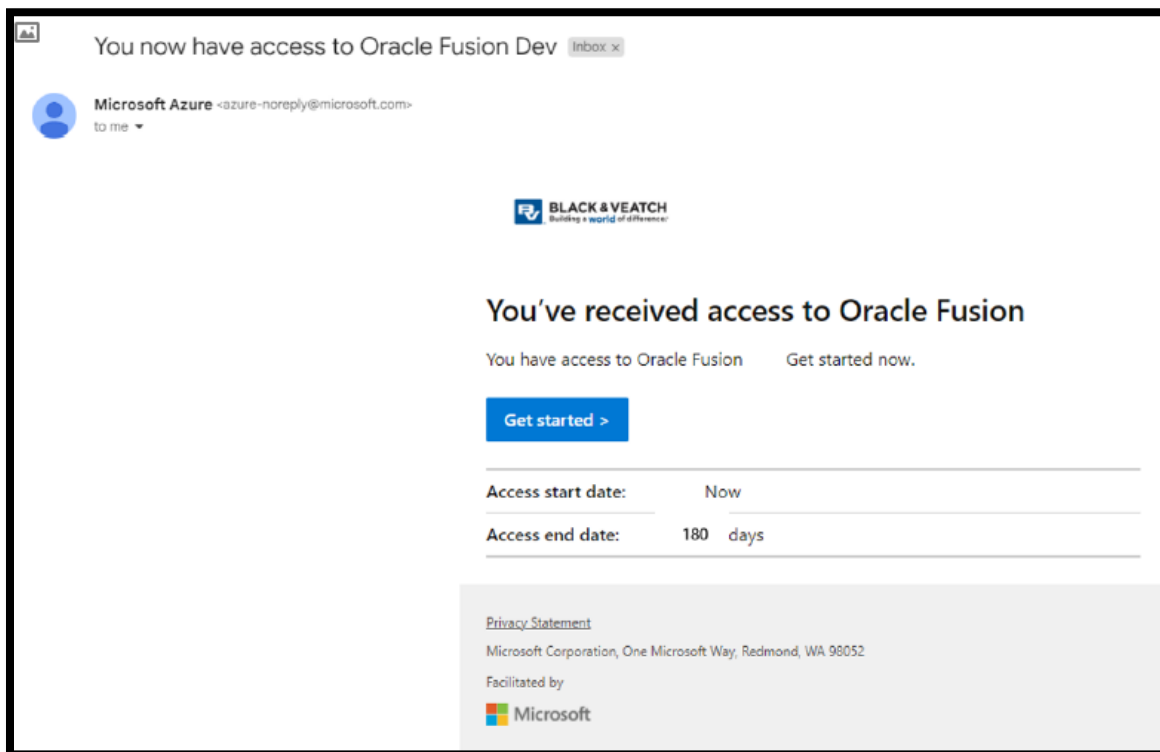


5A) If the “Request Access” button does not appear and instead you are provided with a list of applications, please select the “Request” button next to the “Oracle Fusion Prod” application. This will launch the screen shot above where the “Request access” button is visible to select.

\*Please request the Oracle Fusion Prod access package only. DART, SMART, Zinier, or others should not be requested\*



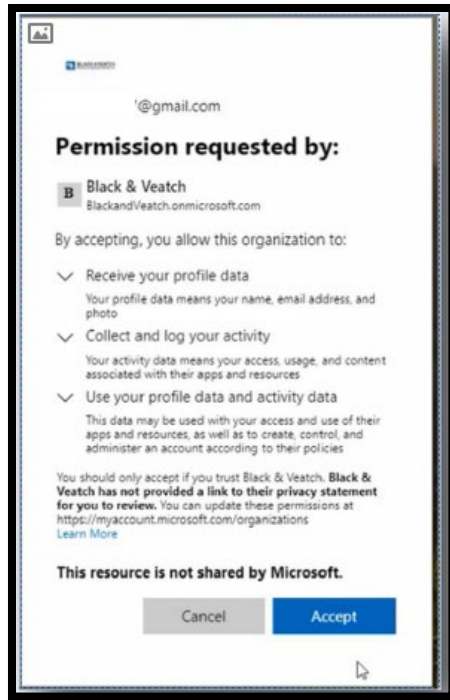
6. Azure MFA request is COMPLETE - supplier will receive confirmation email once request has been approved, but **DO NOT** click **Get started** to access Oracle Cloud



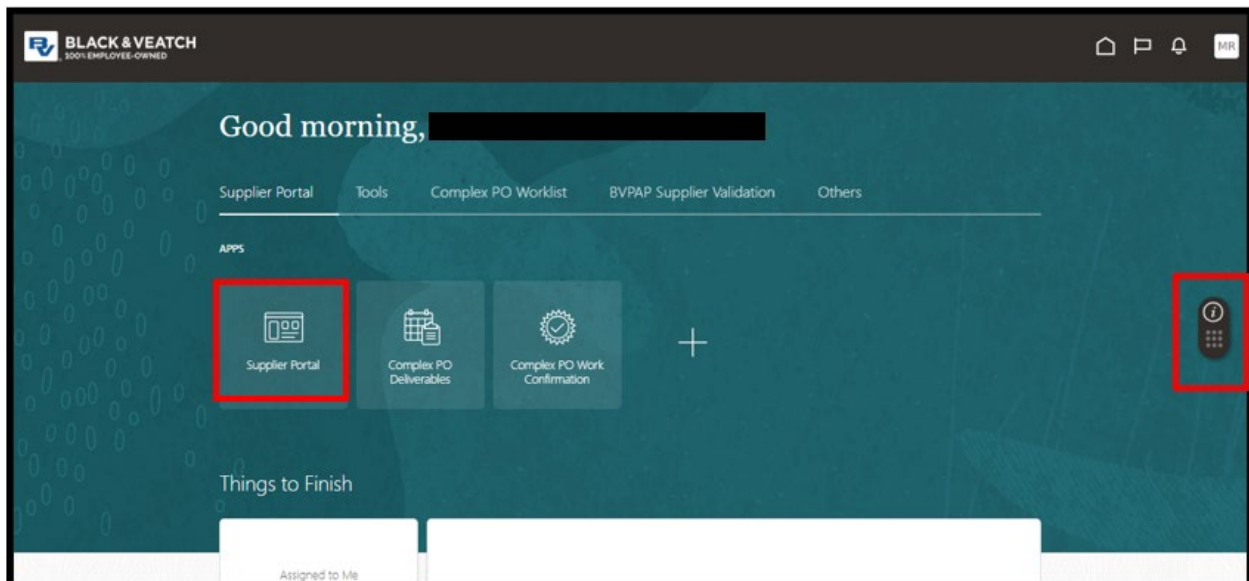
7. Navigate to Oracle Cloud: <https://elbr.fa.us2.oraclecloud.com>

\*This Oracle Cloud URL will not work until the email from step 4 has been received.

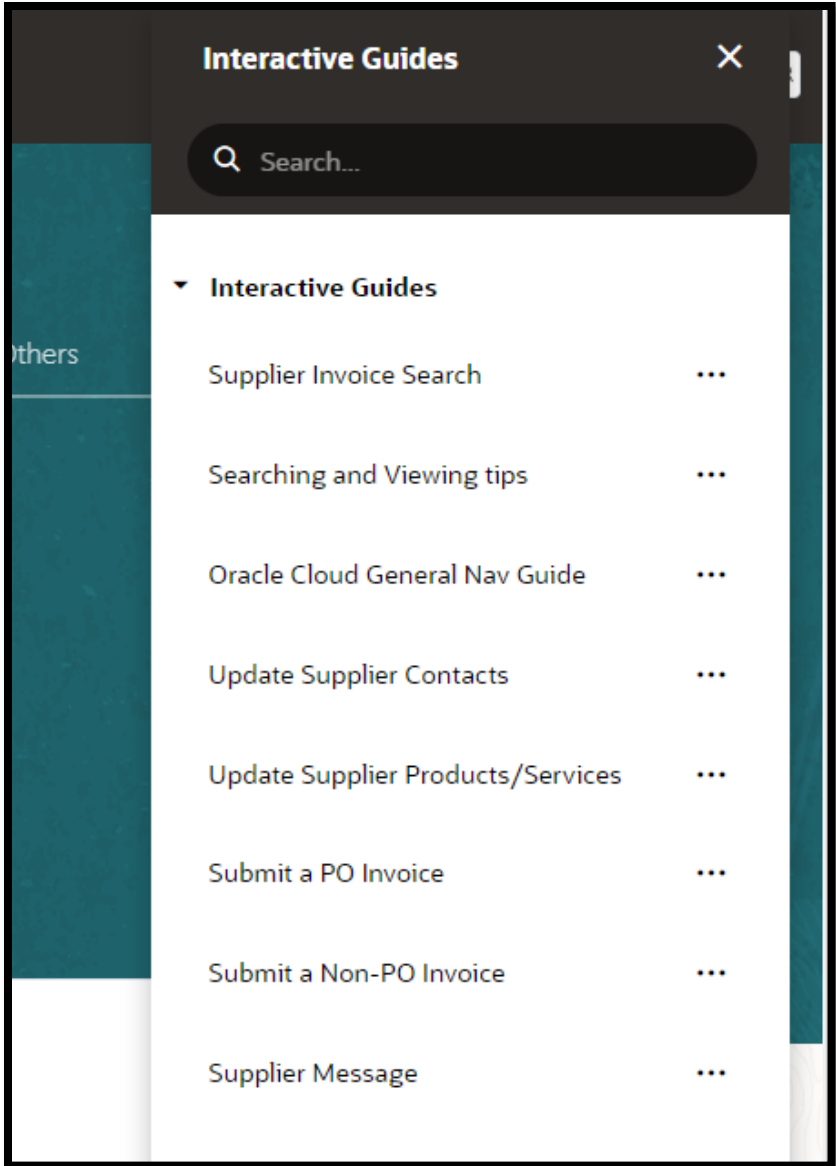
a.) Accept Permission Request for BV to collect name & email (one time step)



8. DONE – Navigate to Supplier Portal or Guided Learning Widget on the far right side of the screen for a menu of Interactive step-by-step guides.







If you have any questions during the registration process or need further assistance, please reach out to [BVAPSUPPMINT@BV.COM](mailto:BVAPSUPPMINT@BV.COM).