



New Oracle Fusion Request Process

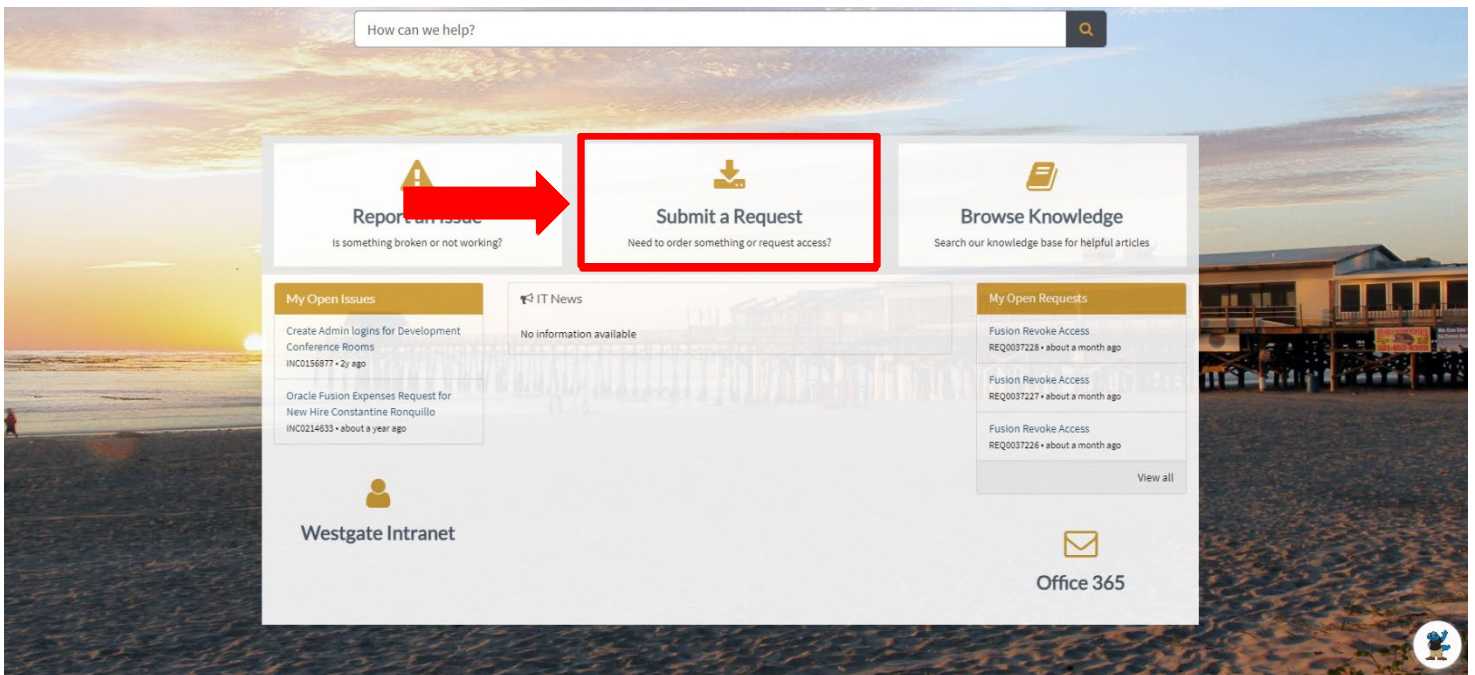
Quick Reference Guide

This quick reference guide shows you how to submit a new license request in Oracle Fusion.

Before You Begin:

- **Requirements:** All users must have Westgate system access (username, email and employee id) before requesting Fusion access. All roles will require management approval and Requisition access will require completing the Fusion training course and attaching the course completion certificate to the access request.
- **Purpose:** This applies to new Fusion users to the company or to a department that requires access to submit a Requisition, create a Purchase Order, approve Requisition or Purchase Orders, warehouse management, or the use any of the Account Payables, Account Receivables, Cash Management, GL or Journal Entry approval roles.

1. To submit a new Oracle Fusion Login request, open the **IT Service Portal** and click on **Submit a Request**.





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2. From the Service Catalog, select **Login, Access, & Accounts** then select **Oracle Fusion Login Request**.

- If you only need Fusion Expense Report access, select the Fusion Expense Report Access and submit your request for Expenses there.

The screenshot displays the Service Catalog interface. The breadcrumb navigation shows 'Home > All Catalogs > Login, Access, & Accounts'. A search bar is located at the top right. The left sidebar lists various catalog categories, with 'Login, Access, & Accounts' (23 items) highlighted by a red box and a red arrow pointing to it from the left. The main content area, titled 'Login, Access, & Accounts', contains a grid of request cards. The card for 'Oracle Fusion Login Request' is highlighted by a red box and a red arrow pointing to it from the right. Other visible cards include 'Employee Transfer or Name C...', 'Fusion Expense Report Access', 'Fusion Revoke Access', 'Group Folder Access', 'ID Badge Request', 'Local Admin Access', 'New Hire Onboarding Form', 'System Access Request', 'Reinstate Suspended User', 'Remote Access Request', 'Revoke User Access', and 'Suspend User(s) Access'.



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3. A new integrated form will be used when submitting new Fusion access requests. Enter the name in the **Requested for** field and the required fields will populate.

Oracle Fusion Login Request

Please keep in mind that certain job titles cannot be combined. Sys Admin reserves the right to modify responsibilities and will notify you of the change.

If replacing a user and user no longer needs Fusion access, please submit a [Fusion Revoke Access](#) request

If Requisition Preparer - attach the completion certificate or complete the training beforehand [here](#).

* Requested for <input type="text" value="Abigail Abad"/>	* Employee ID <input type="text" value="66119"/>
* Email Address <input type="text" value="abigail_abad@wgresorts.com"/>	* Employee Username <input type="text" value="abada"/>
* Employee's Title/Position <input type="text" value="Reservationist"/>	Phone # <input type="text"/>
* Location <input type="text" value="WG South Park"/>	* Department <input type="text" value="Concierge ActivationTeam"/>
* Employee's Manager <input type="text" value="Rayshundra Johnson"/>	Expense GL Account # <input type="text"/>
Copy Access from	<input type="text"/>



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4. Select the role needed for Fusion. The form can be used to submit access for several different roles. Some roles will require additional information when selected.

- If you select a Requisition related role, you will be required to take the Fusion training course first and you must attach the course completion certificate to your Fusion request. If you need credentials to access the Westgate Learn portal, contact learn@wgresorts.com.
- Submit your Fusion request.

Fusion Functions & Roles

Select from the following roles:

- Other - List in the Additional Info box below
- Requisition Preparer
- Requisition Approver
- Buyer
- PO Manager
- AP Supervisor
- AP Manager
- AR Specialist
- AR Manager
- Cash Management
- GL Accountant
- GL Manager
- Journal Approval
- Inventory Manager
- All Receiving (Global)
- Expense Report User

Description/Additional Info



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5. Your request will be routed to your manager for review and approval.

- **Note to Managers: If the requested role is replacing an existing user and the user is no longer with Westgate, please submit a System Revoke Access request via the Service Desk portal.**
- Once the request is approved, it will go to our Purchasing Systems and Process team. We may reach out to validate some information before user credentials are created.
- Once user credentials are created, the user will receive an email confirming access has been granted. Please make sure you are using the **Company Single Sign-On** feature when logging into Fusion. This will use your computer network login to sign in and will prevent issues with User IDs and Passwords.

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
User ID

Password
Password

[Forgot Password](#)

Sign In

Select Language
English



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Revision History

Date	Revisions Made	Author
1/18/2024	Document Created	Kimberly Hernandez