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Job Aid

Creating a Password for the Supplier Portal

Last Updated June 23, 2026

Table of Contents

Creating your Password for the Supplier Portal

3

Create your Password

3

Expired Password Setup Link.....

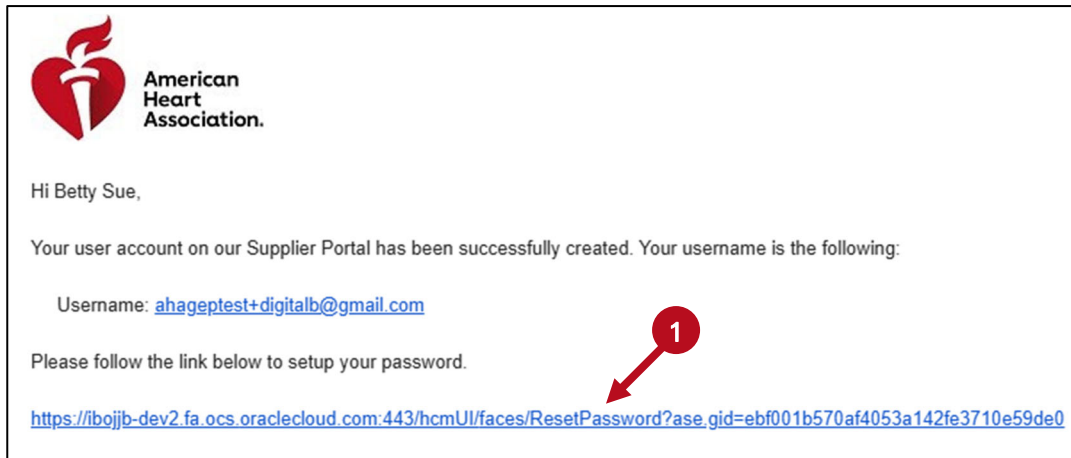
5

Creating your Password for the Supplier Portal

Create your Password

Step Task Instructions

1. You will receive an email to set up a password for our Supplier Portal.
 - 1) Your username is the same as your email address
 - 2) Select the link within the email to set up a password
(Note: The link expires within 48 hours after receipt of the email. Follow the steps in the next section if you receive an error that the link expired)



2. Create a password for your user account then select **Submit**
(Note: your password must be at least 8 characters and include 1 uppercase letter, 1 number and 1 special character)



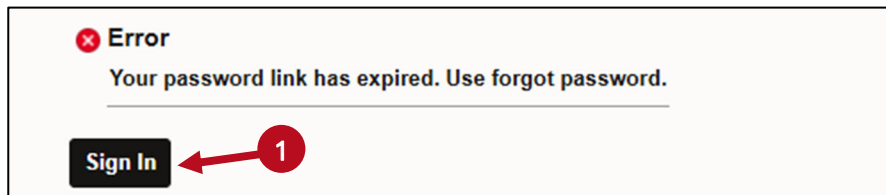
3. You can now access and log into our Supplier Portal at the following link:
<https://aha-ibojib.fa.ocs.oraclecloud.com/>

Expired Password Setup Link

You may receive an error indicating the password setup link expired if you take action more than 48 hours after receiving the email. If this the case, follow the directions below to create your password.

Step Task Instructions

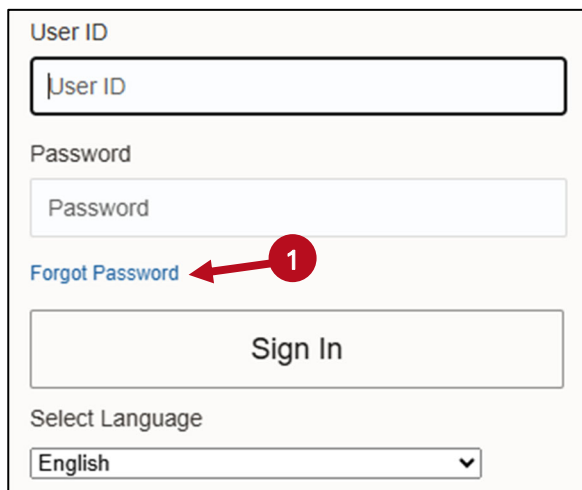
1. Select the **Sign In** button



× **Error**
Your password link has expired. Use forgot password.

Sign In

2. Select the **Forgot Password** link



User ID

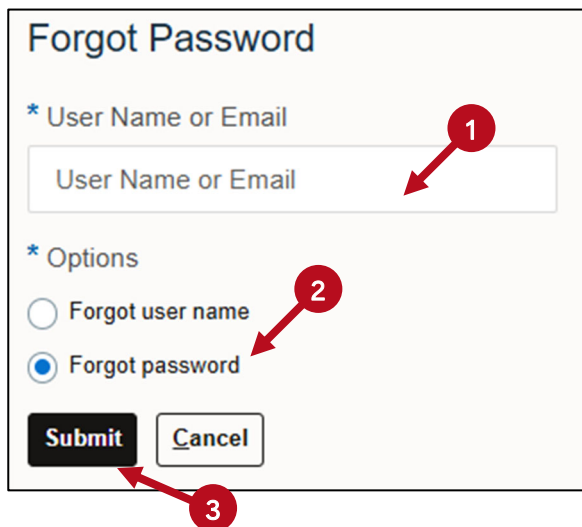
Password

[Forgot Password](#)

Sign In

Select Language

3.
 - 1) Enter your **email address**
 - 2) Select the **Forgot password** option
 - 3) Select the **Submit** button



Forgot Password

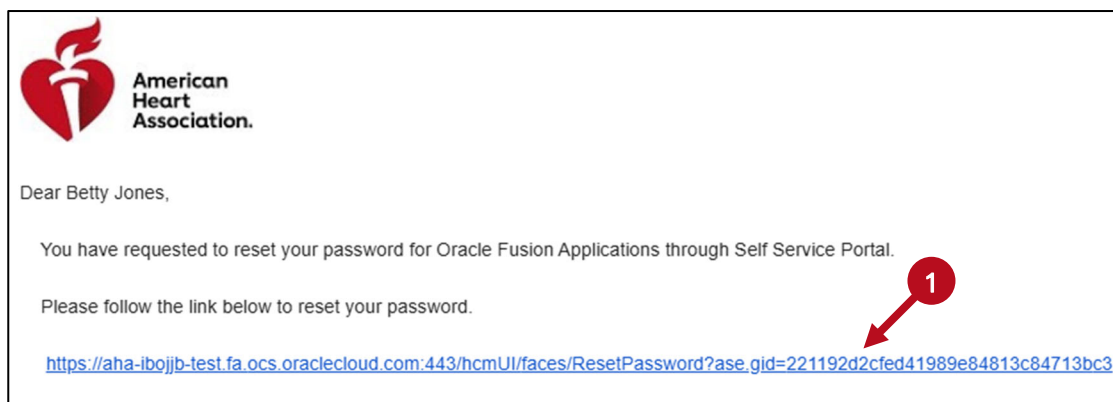
* User Name or Email

* Options
☐ Forgot user name
☒ **Forgot password**

Submit

Step Task Instructions

4. You will receive an email to reset your password. Select the link within the email to create a password.



5. Create a password for your user account then select **Submit**
(Note: your password must be at least 8 characters and include 1 uppercase letter, 1 number and 1 special character)

The screenshot shows the 'Sign In Oracle Applications Cloud' page. Below the header, there is a 'Reset Password' section. It contains two input fields: 'Password' and 'Confirm Password'. A red arrow with the number '1' points to the 'Password' field, and another red arrow with the number '2' points to the 'Confirm Password' field. At the bottom of the section is a black 'Submit' button, with a red arrow and the number '3' pointing to it.

6. You can now access and log into our Supplier Portal at the following link:
<https://aha-ibojib.fa.ocs.oraclecloud.com/>



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