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Job Aid

Resetting your Password for the Supplier Portal

Last Updated June 23, 2026

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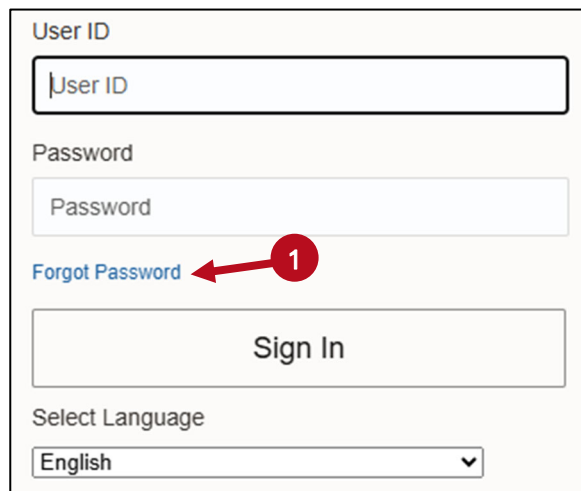
3

Resetting your Password for the Supplier Portal

Reset your Password

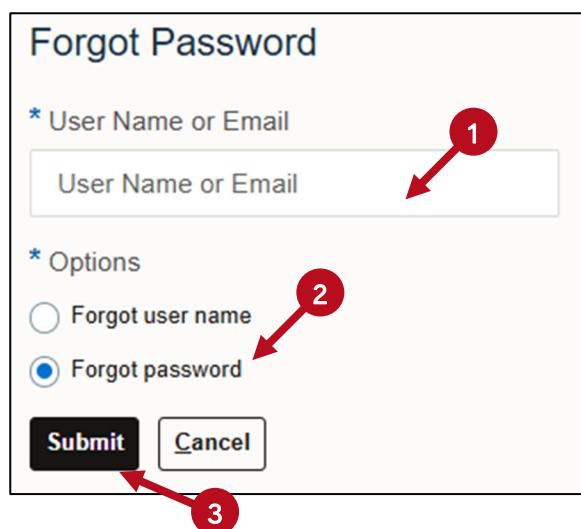
Step Task Instructions

1. Access our Supplier Portal at the following link:
<https://aha-ibojib.fa.ocs.oraclecloud.com/>
2. Select the **Forgot Password** link



The screenshot shows the login interface of the Supplier Portal. It includes a 'User ID' text box, a 'Password' text box, a 'Forgot Password' link, a 'Sign In' button, and a 'Select Language' dropdown menu currently set to 'English'. A red circle with the number '1' and an arrow points to the 'Forgot Password' link.

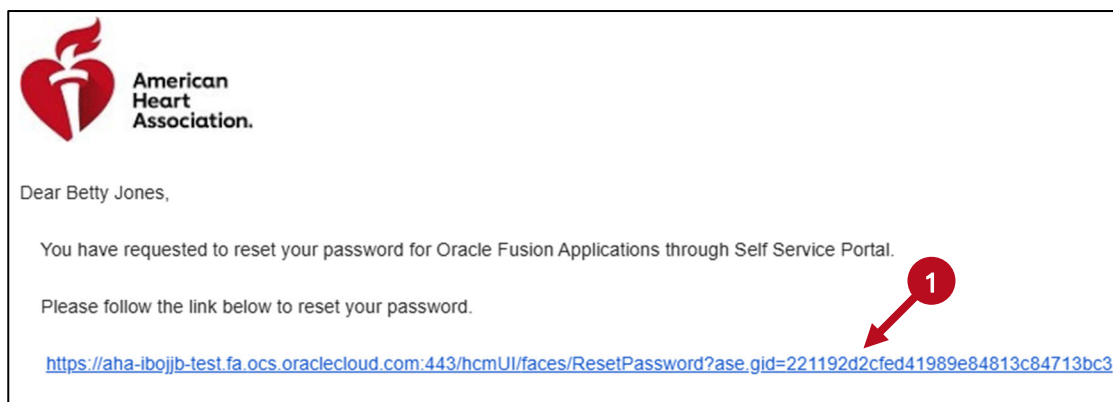
3.
 - 1) Enter your **email address**
 - 2) Select the **Forgot password** option
 - 3) Select the **Submit** button



The screenshot shows the 'Forgot Password' form. It has a title 'Forgot Password' and two required fields: '* User Name or Email' and '* Options'. The 'User Name or Email' field has a red circle with the number '1' and an arrow pointing to it. The 'Options' section has two radio buttons: 'Forgot user name' and 'Forgot password'. The 'Forgot password' option is selected, with a red circle with the number '2' and an arrow pointing to it. At the bottom, there are 'Submit' and 'Cancel' buttons. A red circle with the number '3' and an arrow points to the 'Submit' button.

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 new 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 text 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 with your new password.



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