

Oracle MyHR App—How Do I Get It?

Important points before you download:

- The app can only currently be downloaded on an Apple or Android device, **not** on Windows, Co-op work devices or personal devices with Co-op MaaS 360 installed.
- You must have also previously logged on to the MyHR website (myhr.coop.co.uk), so it recognises you as a user.
- We'd recommend you download the app whilst on wi-fi, as it will be quicker.
- There are **two different** ways to get the app—1. direct from the App Store (Apple) or from Google Play (Android) or 2. using a 'Configurator'.
- The Oracle HCM cloud app that you will download is provided and owned by Oracle

Option 1. Download direct from the App Store / Google Play

1. Go to the App Store (if using an Apple device) or to Google Play (if using an Android device) and search for 'Oracle HCM Cloud' and download it. It may take a few minutes.
2. Once it's downloaded, either click on **Open** if you are still in the App Store/Google Play or click on the app icon to open it from your homepages.
3. You will now see a Legal Terms page. Read this information and if you agree, click on **Accept**.
4. A box will then pop up with the option to **Tap to Add Account**, click on this box.
5. Another box will then come up, in **Account Name** we'd recommend you type 'MyHR' and then in **Server URL**, you will need to type the below exactly as it appears:
<https://hcnq.hcm.em2.oraclecloud.com/hcmCore/rest/v2>
6. Click on **Proceed to Login** and you will be taken to the Oracle Cloud Login Page (see opposite). Login using the same MyHR username and password that you have used on the website. TIP: your username is your employee number. You will see a black screen for a couple of minutes and then you will be taken to the app homepage.

Option 2. Download using a 'Configurator'

1. Go to the internet on your smartphone or tablet and enter:
<https://hcnq.hcm.em2.oraclecloud.com/hcmCore/rest/setup>
2. This box will pop up asking you for your log in details. Enter your MyHR username (employee number) and password.
3. You will now be taken to the '**Oracle Tap Mobile Configurator**' page. In section 1 of this page click on the **Click here** link to install the app.
4. This will then open your app store and take you directly to the correct app if you are using an Apple device. If you are using an Android device, select the **Oracle HCM Cloud** app and download it (it may take a few minutes).
5. Download the app from your app store in the usual way (this may take a few minutes).
6. When the app has downloaded, go back to the previous '**Oracle Tap Mobile Configurator**' page, this will be in your web browser screen (i.e safari, internet, chrome etc). Go to section 2 and click on the **Click here** link to configure the app.
7. A pop up will then appear asking you to Open in HCM Cloud, click **Open**. You will now see a legal terms page, read this information, if you agree, click **Accept**.
8. The Oracle Cloud App login page will now appear. Re-enter your **MyHR login details** (these are the same as you entered in step 2). The MyHR app homepage will now appear.



You only have to go through the download process once, after this, just click on the app icon, enter your usual username and password and you will be able to use the app.

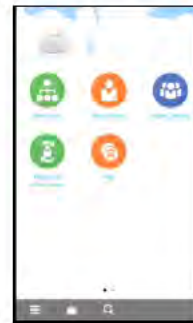
What Can I Do In The App?



What will I see as a Colleague?



What will I see as a Manager?



Please note, if you are using an Android device, you will not see the Take Action button

Pay (viewing your payslip)

Click on this icon and you will see payslips from October 2017 stored here. Click on the month you would like to view to show your online payslip.

Team Details

If you are a Manager, you will be able to view your team members here.

Directory


You can search for colleagues in the Co-op using the Directory. Please note, that there is minimal information available.

TIP: Search on Surname first—it will take a few minutes and will display a list of colleagues.

Take Action—currently available on Apple devices only

Here you can view and update personal contact information, upload a profile photo and update emergency contact information.

TIP: it takes time to see any updates made in the app itself. If you or your manager have already put some future changes in MyHR for you, any changes you make within Take Action won't be visible until the future changes have happened.

Don't forget to logout by clicking on the icon at the bottom left of the screen  then select **Logout**

There are some tasks that can't be completed on the app, such as:

- Updating your bank details
- Making changes to team members' records

You'll need to update these on the main MyHR site at myhr.coop.co.uk (this can still be done from a mobile device). The training guides to help you to do this can be found on the Colleague Hub at coop.co.uk/myhr

For general queries contact:

 0330 606 1001, select Option 1 then Option 1
 myhr@coop.co.uk

* HR Services are unable to provide technical support you may need to contact your mobile device provider