Navigation: Logging In

- If you are a current user of TAMS Oracle, access the system url as you always have (Examples: Favorites, Bookmarks, Desktop Shortcut) or type in the url, http://tams.tcs.tulane.edu
  - New users first will need to install the JInitiator per normal procedures; the instructions for the installation procedures can be found at the following site: http://www.tulane.edu/~tams/help/Installation.pdf

- When the Login screen appears, type your username and password in the appropriate fields
  - Your password will be the same as it was the day the system came down for the upgrade implementation
  - If you can’t remember your password, contact Chris Wood at cwood1@tulane.edu

- Click Login to access the Navigator screen
Navigation: Navigator Screen

- A Navigator screen that lists your Responsibilities will appear
- Single-click on the Responsibility that you want to use to list the selection of system forms linked to that Responsibility
Navigation: Navigator Screen

- Single-click on your preferred form
- You will be brought to the form screen
Navigation: Form

- For this example, the Requisition form was chosen
- Once you access your desired form, there will be no further navigation changes in the new version of TAMS Oracle
  - For process changes in Requisitioning, see the link on this site called Requisition Notification Upgrades
- As in the previous version of TAMS Oracle, use the Navigator icon in the toolbar to return to the Navigator