How to create a user in Oracle EBS

This guide shows you how to create a user in Oracle EBS (E-Business Suite) with the System Administrator responsibility. You define the user name, password, description, and password expiration, then assign responsibilities. You then log in as the new user to confirm that everything works.

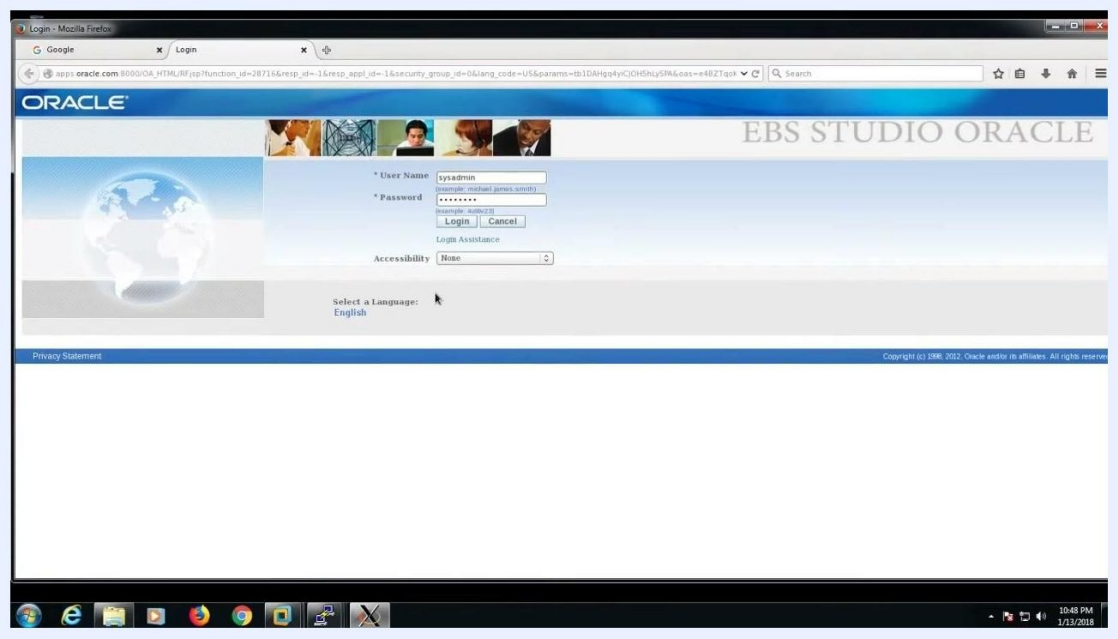
Prerequisites

Before you begin, make sure you have the following:

- The Oracle EBS login URL for your environment.
- A user name and password with the System Administrator responsibility, such as sysadmin.
- The approval or reason for creating the user, if your organization's process requires one.
- The responsibilities you plan to assign, such as System Administrator or Application Developer.

Step 1: Open the Oracle EBS login page

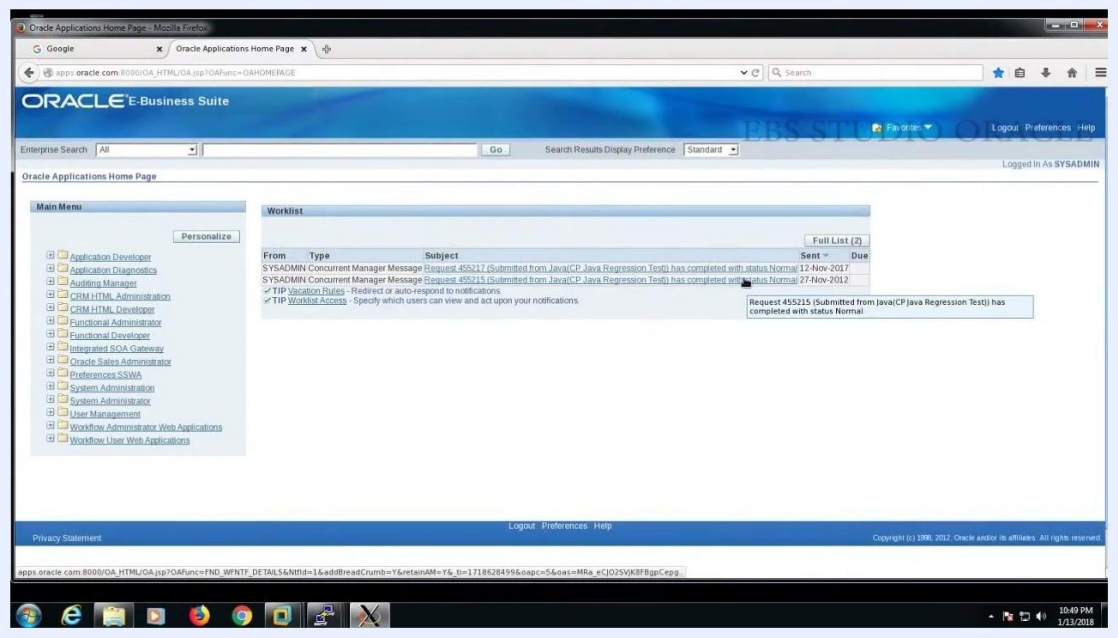
Launch your web browser and go to the Oracle EBS login URL. The login screen shows fields for **User Name** and **Password**, plus options for Accessibility and Language.



Oracle EBS login screen with the sysadmin user name and password fields filled in, Login and Cancel buttons, Accessibility set to None, and Language set to English

Step 2: Log in as a system administrator

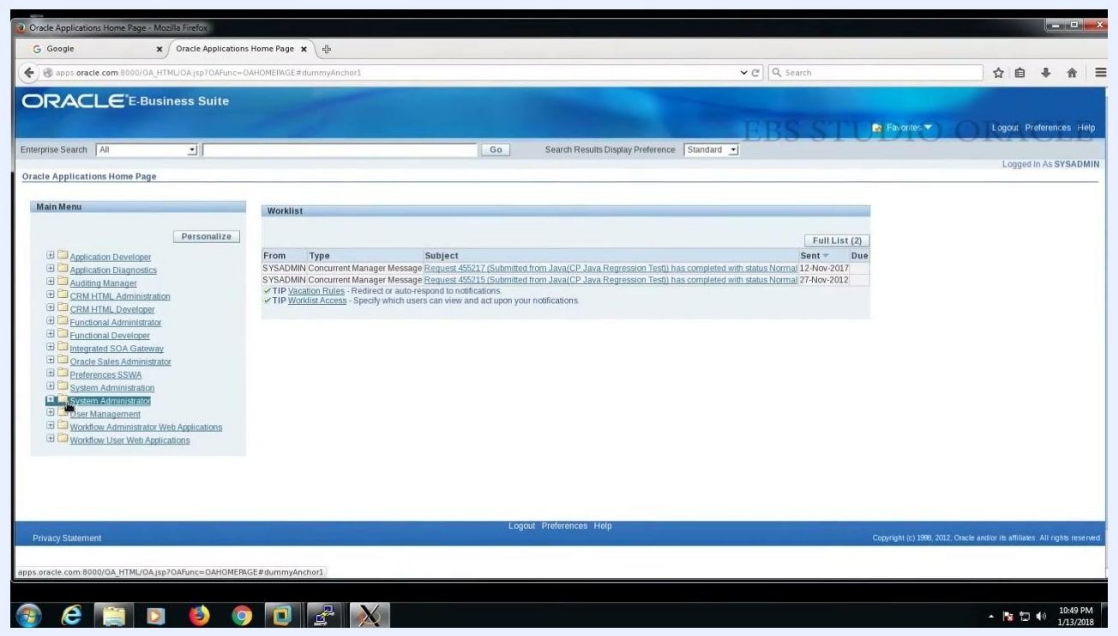
Enter the user name of an account with the System Administrator responsibility, for example sysadmin. Enter its password, then click **Login**. The system authenticates you and opens the Oracle Applications Home Page.



Login screen with sysadmin credentials entered and the cursor over the Login button

Step 3: Open the System Administrator responsibility

On the Oracle Applications Home Page, find the **Main Menu** on the left. Click **System Administrator**.



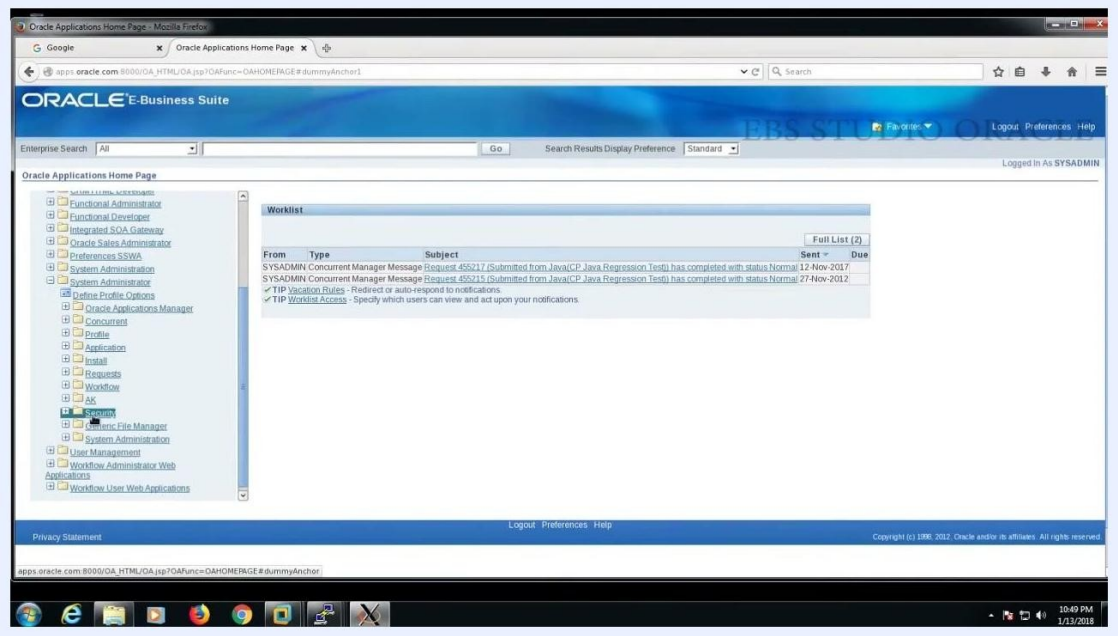
Oracle Applications Home Page with System Administrator highlighted in the Main Menu and the Worklist in the center

Step 4: Navigate to the user definition form

Expand the System Administrator menu tree to reach the form where you create a user in Oracle EBS:

1. Click **Security**.
2. Under Security, click **User**.
3. Under User, click **Define**.

The full path is **System Administrator > Security > User > Define**.



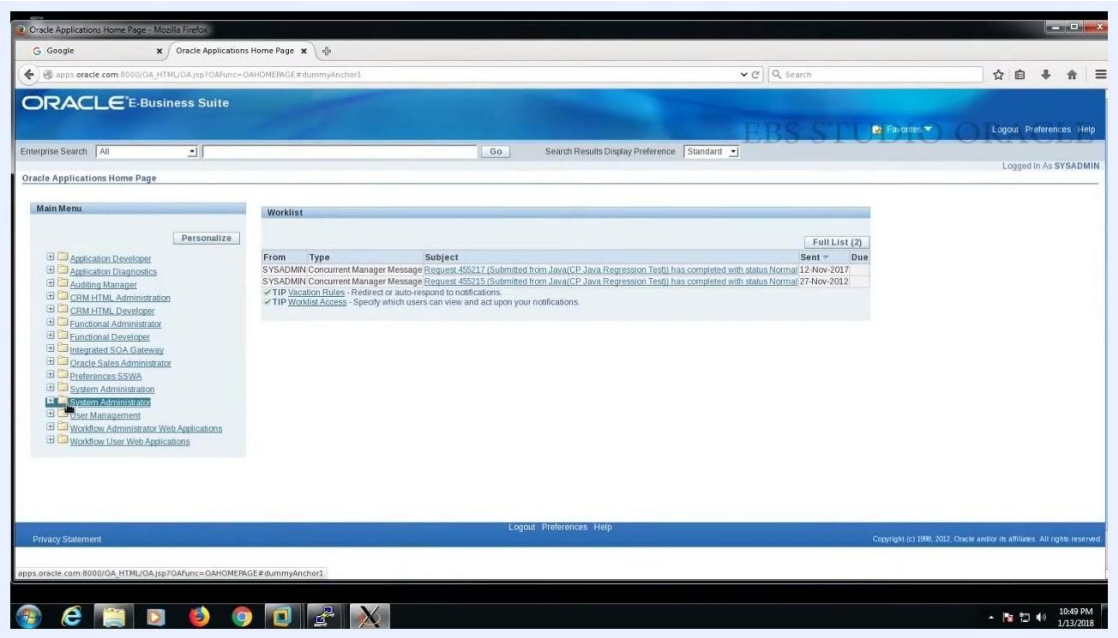
Main Menu expanded to show System Administrator and Security, with Security highlighted

Step 5: Review the Users form

The *Users* form opens. It contains the following fields and areas:

- User Name, Password, Description, and Status
- Password Expiration options: Days, Accesses, and None
- Person, Customer, Supplier, E-Mail, and Fax
- Effective Dates (From and To)
- Tabs for Direct Responsibilities, Indirect Responsibilities, and Securing Attributes

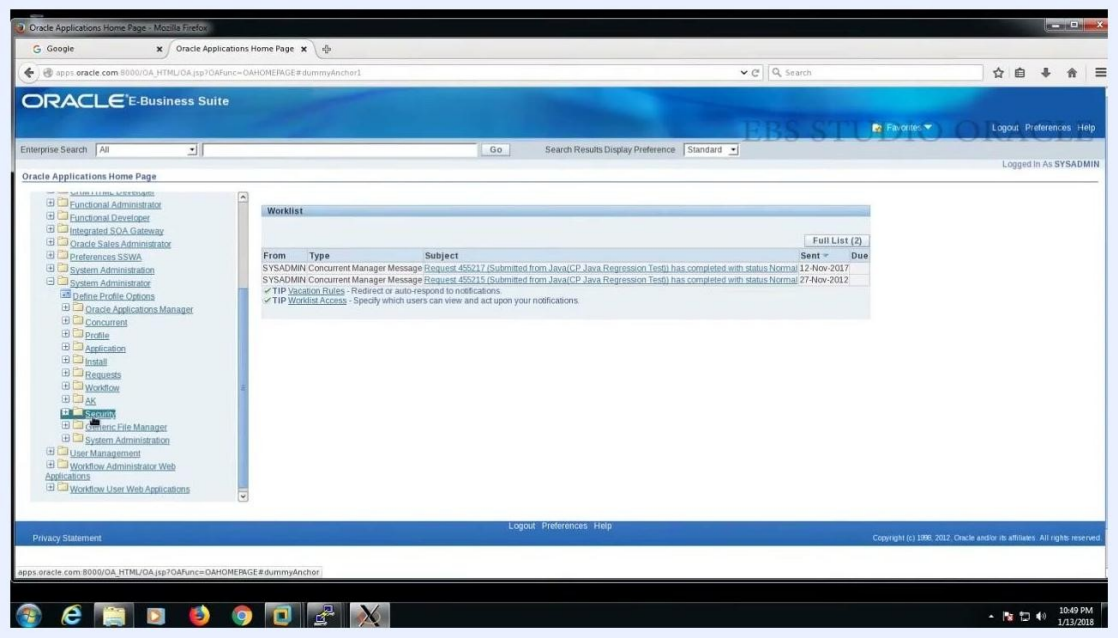
- A table for assigning responsibilities, with Application, Description, Security Group, and Effective Dates



Users form with fields for User Name, Password, Description, and Status, and tabs for responsibilities

Step 6: Enter the user name and password

In the **User Name** field, enter the user name you want, for example SMITH. In the **Password** field, enter a secure password. The password is hidden after you enter it. Fill in other fields as required, such as Description and Status.

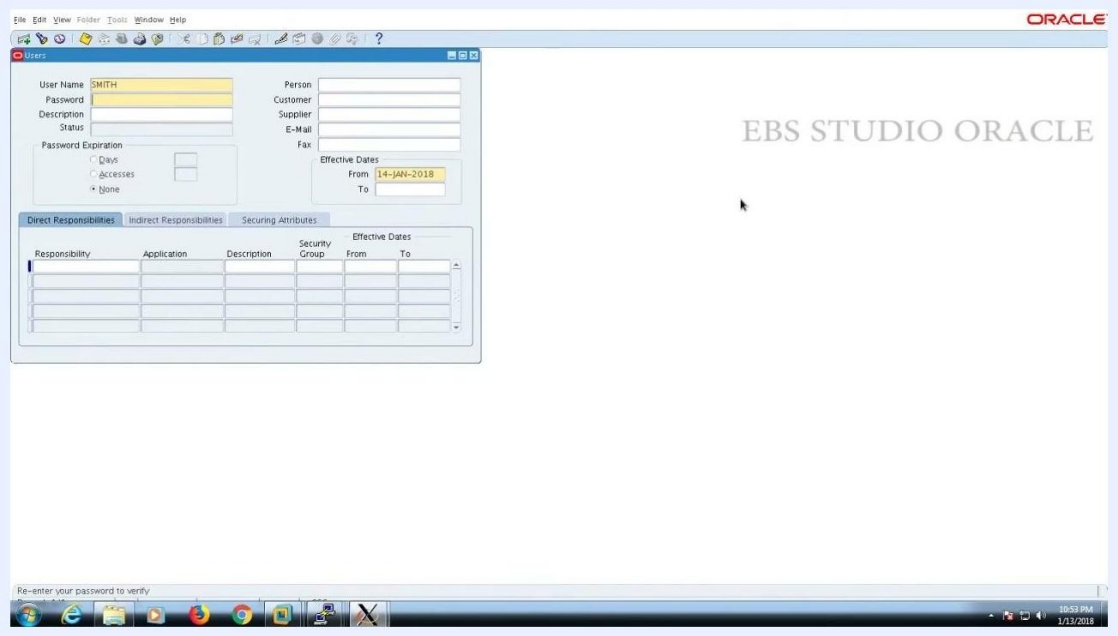


Users form with the User Name field filled in as SMITH, ready for password entry

Step 7: Re-enter the password to confirm it

After you enter the password, the field is masked. This is expected. The system prompts you to re-enter the password to verify it.

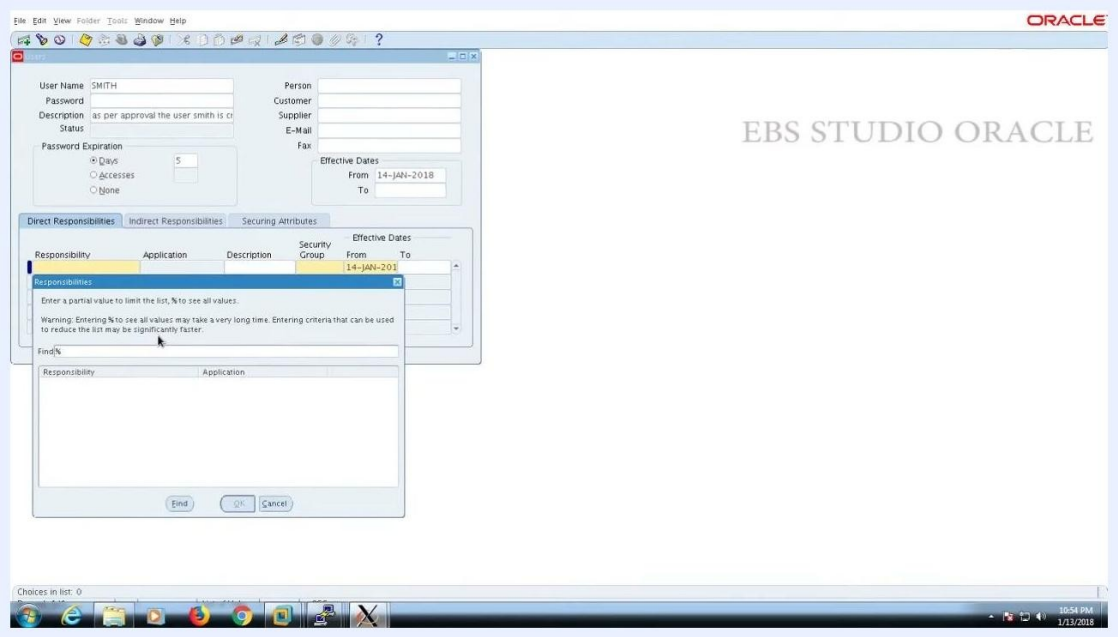
Enter the same password again in the prompt, then press **Tab**. The cursor moves to the **Description** field.



Users form with the password field masked and the prompt "Re-enter your password to verify" visible at the bottom

Step 8: Enter a description for the user

In the **Description** field, enter a note or reason for creating the user, according to your organization's process or approval. For example: as per approval the user smith is created.

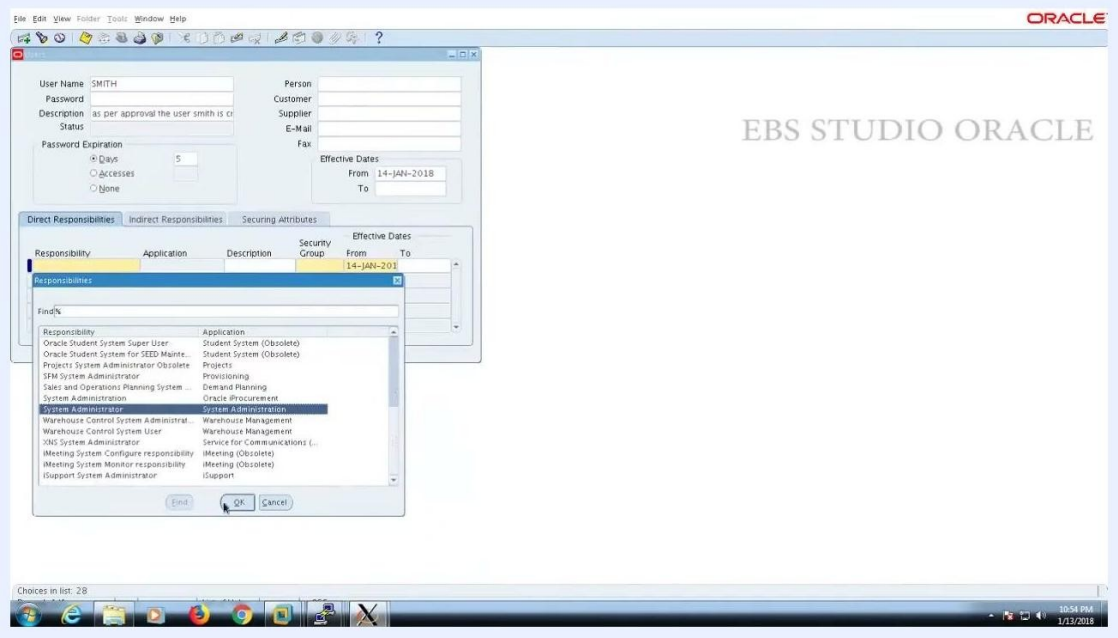


Description field being filled in with "as per approval the user smith is created"

Step 9: Set password expiration (optional)

If you need a password expiration policy, go to the Password Expiration section. Select **Days** and enter the number of days the password stays valid. For example, enter 5. The password then expires 5 days from the effective start date, such as 14-JAN-2018.

If the password should not expire, select **None**.



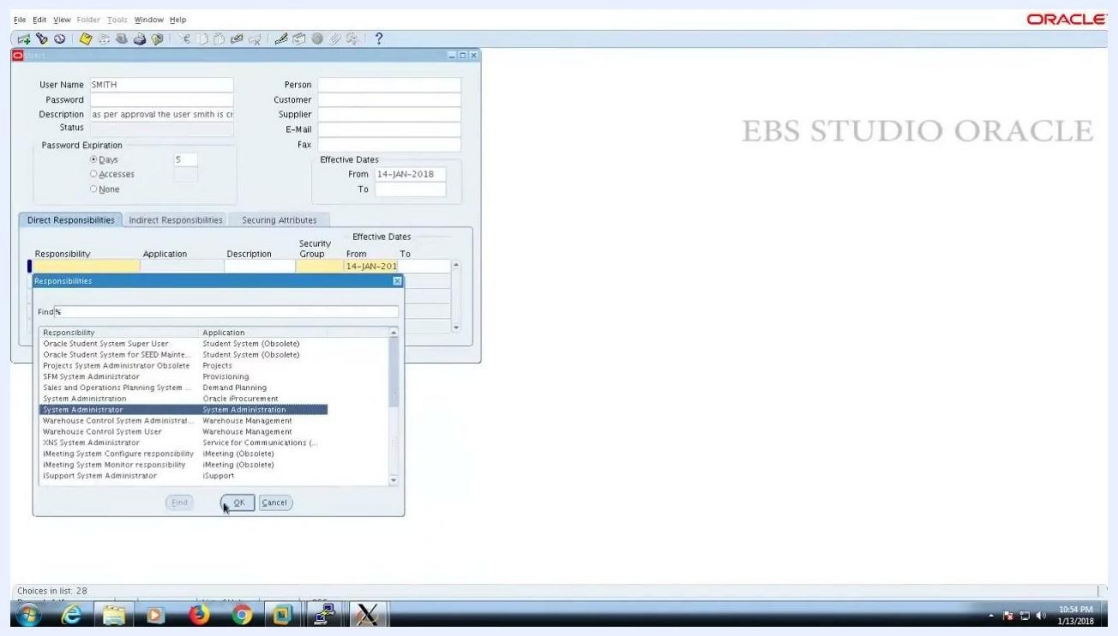
Password Expiration set to 5 days, with the Description field filled in and Effective Dates set

Step 10: Assign a responsibility to the user

Open the **Direct Responsibilities** tab, which is the default tab. Then assign a responsibility:

1. Click in the **Responsibility** field to open the Responsibilities selection window.
2. Search for the responsibility. Enter a partial value, or enter % to list all responsibilities. Listing all of them may take time.
3. Select the responsibility you need, for example System Administrator.
4. Click **OK**.

The **Effective Dates** field defaults to the current date. You can change it if needed.

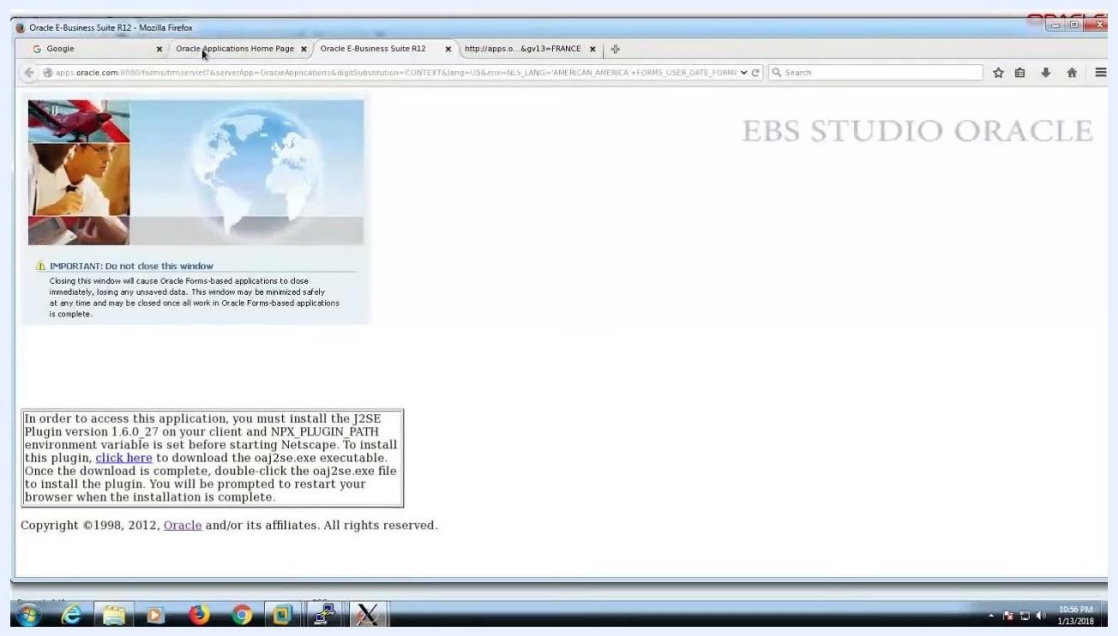


Responsibilities selection window with System Administrator highlighted and the OK button ready to click

Step 11: Assign the Application Developer responsibility

Add another responsibility the same way. In the Responsibilities selection window, search for and select **Application Developer**, then click **OK**. The responsibility now appears in the user's list of assigned responsibilities.

Assign all the responsibilities the user's role needs, and review all entries before you save the user record.



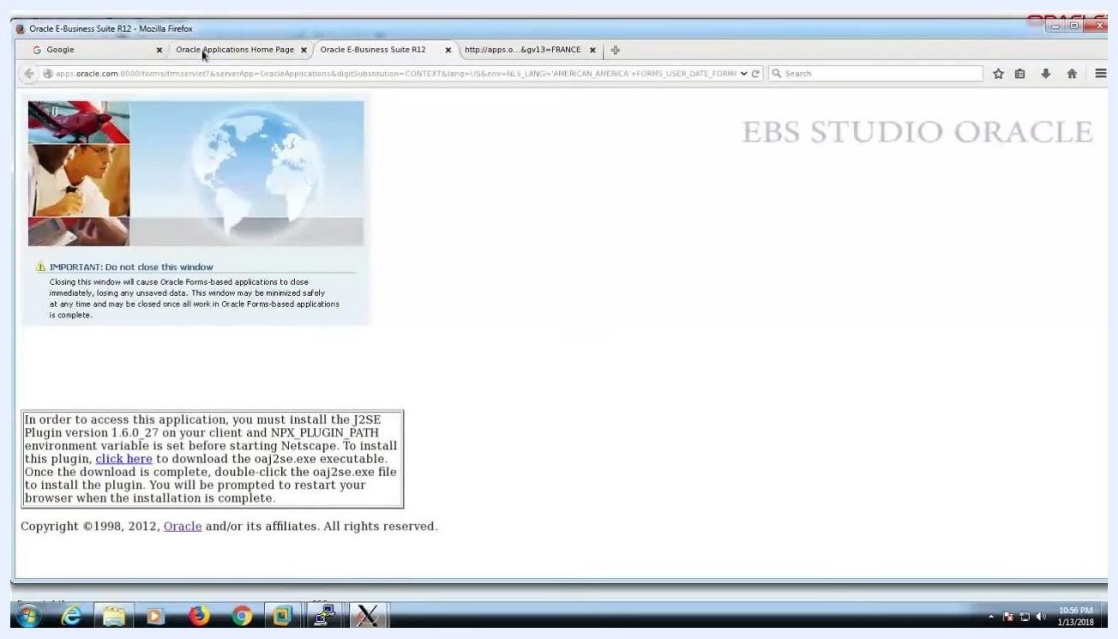
Responsibilities selection window with Application Developer being searched for and ready to assign

Step 12: Close the user creation window

After you assign all required responsibilities, close the user creation form to complete the process.

Step 13: Log out of the sysadmin account

Before you test the new user, log out of the sysadmin account. On the Oracle E-Business Suite Home Page, click **Logout**, usually at the top right. Wait for the login screen to appear.



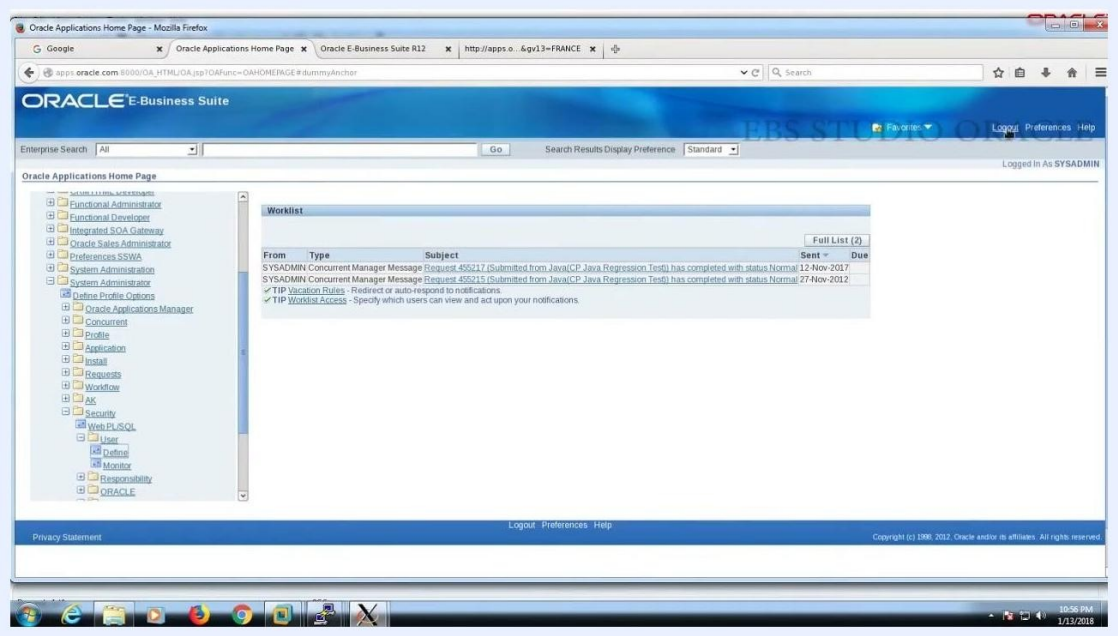
Oracle Applications Home Page showing the sysadmin worklist and navigation menu, ready to log out

Step 14: Log in as the new user

On the login screen, enter the new credentials:

- **User Name:** smith
- **Password:** the password you set during user creation

Click **Login**. If your browser prompts you to save the password, you can choose to do so.



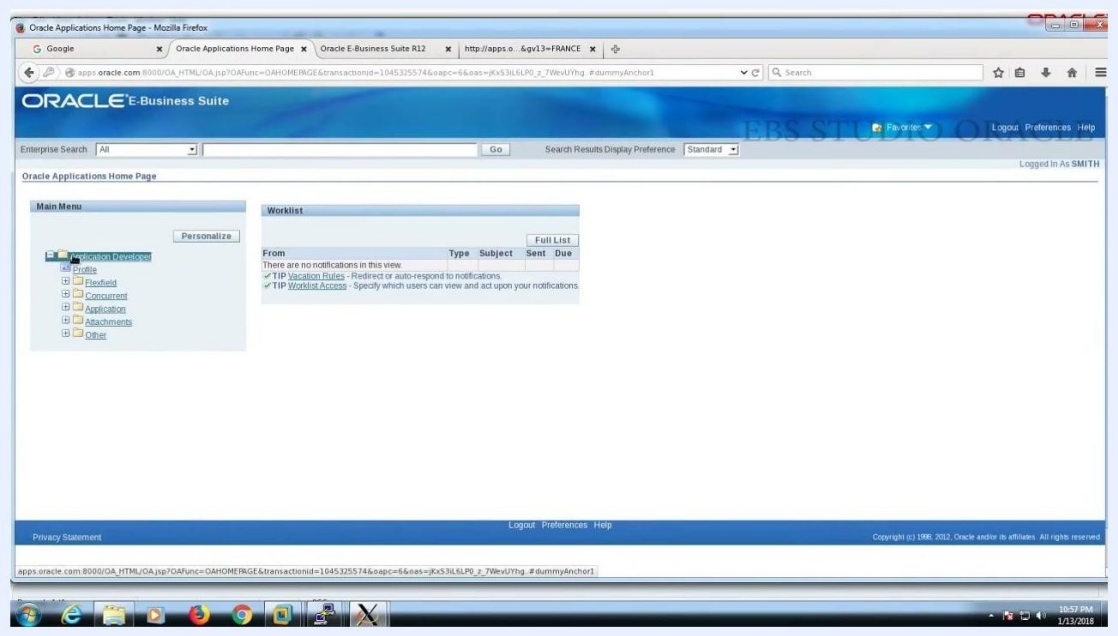
Login screen with smith as the user name and the password entered, and a browser prompt to remember the password

Step 15: Change the password on first login

On first login, the system may prompt the user to change the password. Enter the following:

- **Current Password:** the password the administrator provided
- **New Password:** a new password of at least 6 characters
- **Re-enter New Password:** the same new password, to confirm it

Click **Submit** to save. If you see an error, check that you entered the current password correctly.



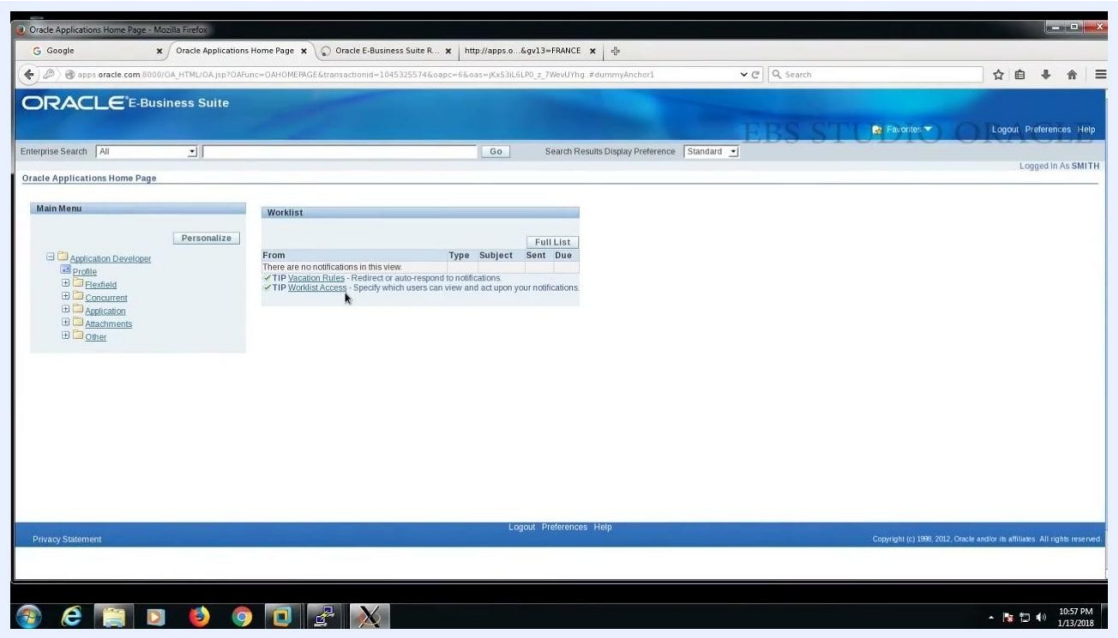
Change Password screen with fields for the current password, new password, and re-entered new password

Step 16: Verify the user and assigned responsibilities

After a successful login and password change, the Oracle Applications Home Page opens. Check the following:

- The **Application Developer** responsibility appears in the Main Menu.
- The Worklist shows any notifications or tips relevant to the user.

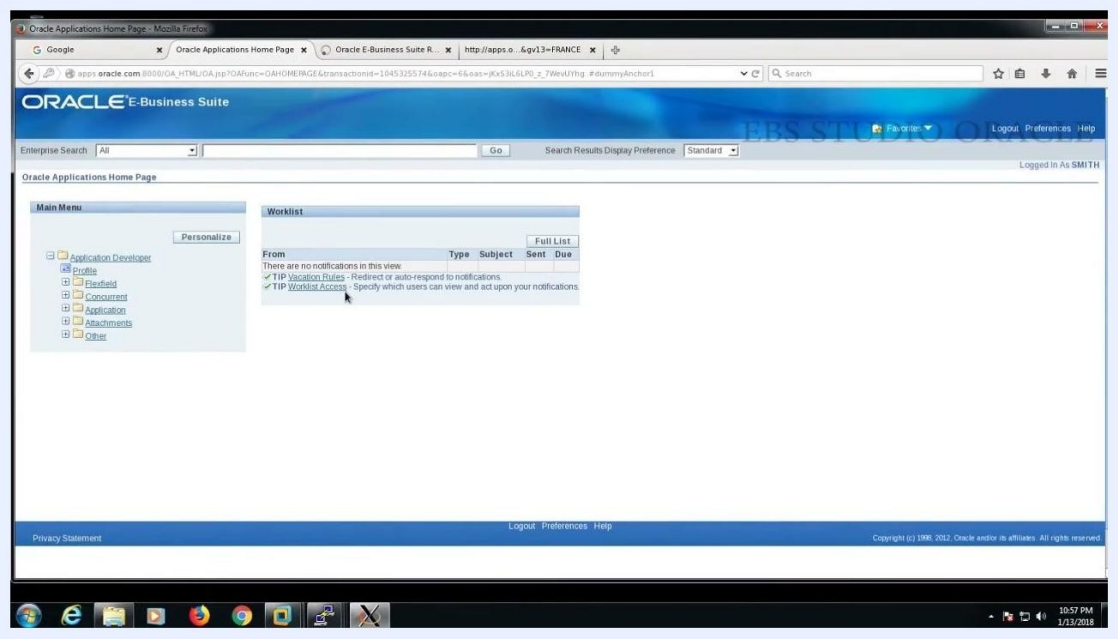
- The top right shows "Logged In As SMITH", which confirms the correct user.



Oracle Applications Home Page showing the Application Developer responsibility for user SMITH

Step 17: Test access to the assigned responsibility

Expand the **Application Developer** menu to check access to its sub-functions: Profile, Flexfield, Concurrent, Application, Attachments, and Other. Make sure the user can reach the features as intended.



Application Developer responsibility expanded to show its sub-menus, confirming access for user SMITH

Summary

You now know how to create a user in Oracle EBS. The new user has secure credentials, a description, a password policy, and the correct responsibilities. You also confirmed that the user can log in, change the password, and open the assigned responsibilities.

Keep these points in mind:

- Provide the initial password to the user securely, so they can log in and set their own password.
- The sysadmin can monitor and manage user access as needed.
- If the user cannot log in or does not see the assigned responsibility, review the user setup and the assigned responsibilities.