1. If you do not know your Oracle password, call the DIT Help Desk at 404-330-6474 to have your Oracle password reset. If you are a current Oracle user, you should see the Employee Self Service responsibility when you log in using the link below.

2. Once you receive a password click link: http://ditcats.atlanta.local/OA_HTML/AppsLocalLogin.jsp.

3. Log in using your Employee ID number as your Username and use the password you were given. You will be prompted to change your password.

To reset your password:

- **Active Employees**: Request a password reset from the Oracle login page by clicking on the "Forgot your password?" link above, OR Contact the Help Desk by calling 404-330-6474 or emailing The IT Help Center.

- **Vendors/Suppliers**: Contact Seana Nash at Shastri@Atlanta.gov or call 404-330-6203.
4. Click (1) “Apps Logon Link”; then, (2) “E-Business Home Page”

5. Click on Employee Self-Service to see a list of options.
6. The “Employee Self-Service” responsibility allows you view-only access to your payslips, personal information and your tax information; this information can be printed.

Note: the payslip information takes a moment to load; please be patient. You may experience technical difficulties with printing due to your pop-up blocker settings; if needed, disable pop-up blocker or contact the DIT Help Desk for assistance.
7. If you notice incorrect personal information (name, address, date of birth, etc.), please download the Employee Personal Data Change form and return it to your departmental HR representatives. Note: Employees are not able to change information through Oracle at this time.

8. When you are finished remember to Log Off of the Oracle site.