

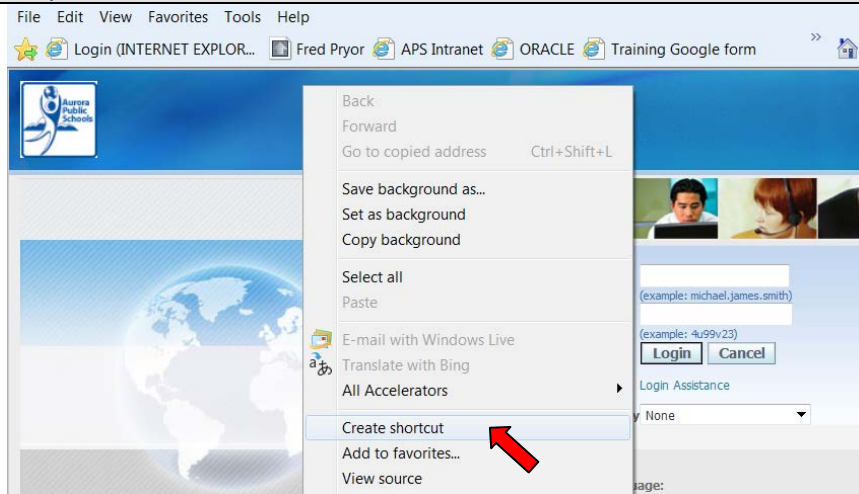
Oracle R12 - Creating a New Desktop Shortcut

Step 1

http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLocalLogin.jsp

Enter this url in the address bar of an **Internet Explorer** browser. Press your Enter key.

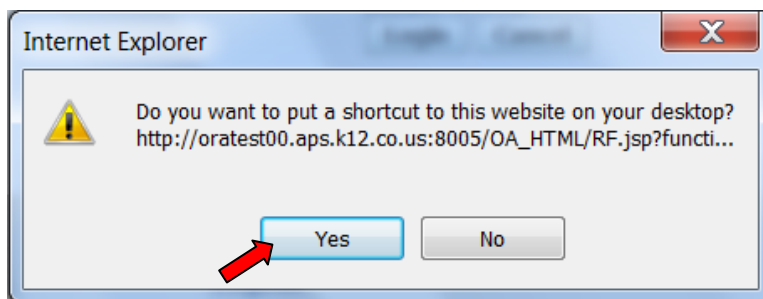
Step 2



At the login screen, you can create a Desktop Shortcut.

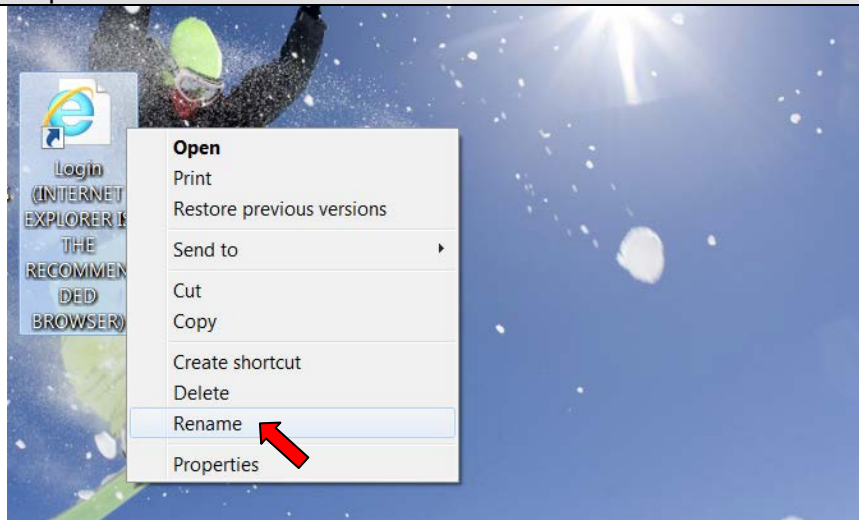
Right Click anywhere on the Login Screen and choose Create Shortcut.

Step 3



You will see a new window. The URL will appear in the dialog box as shown in Step 1. Click Yes.

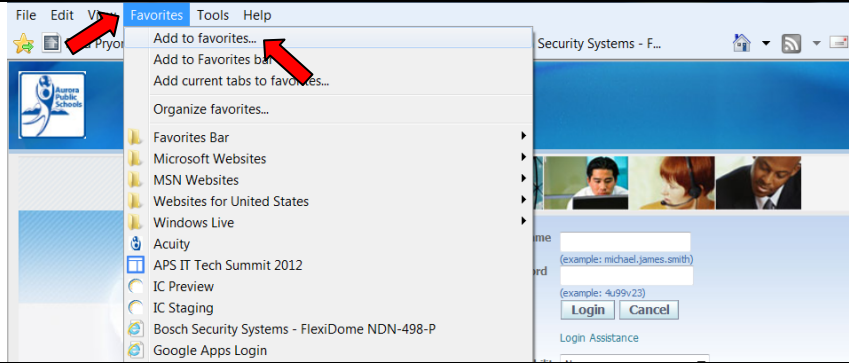
Step 4



Right-click on the new Icon and Rename it Oracle R12.

Remember to delete the Desktop Shortcut (Icon) for the old Oracle webpage.

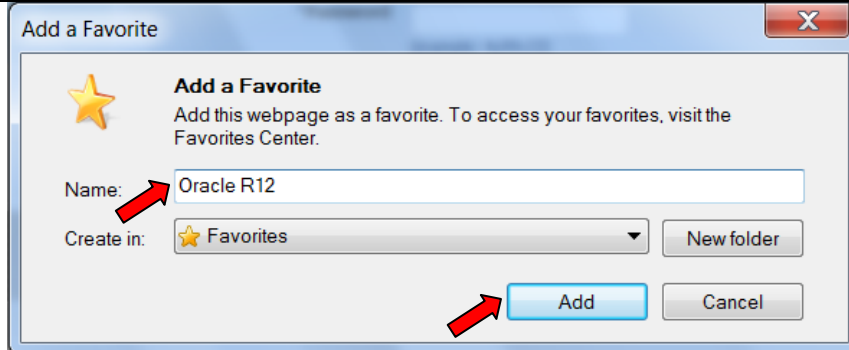
Step 5



You can also add this page to your Favorites List or Favorites Bar.

Click Favorites and then Add to Favorites.

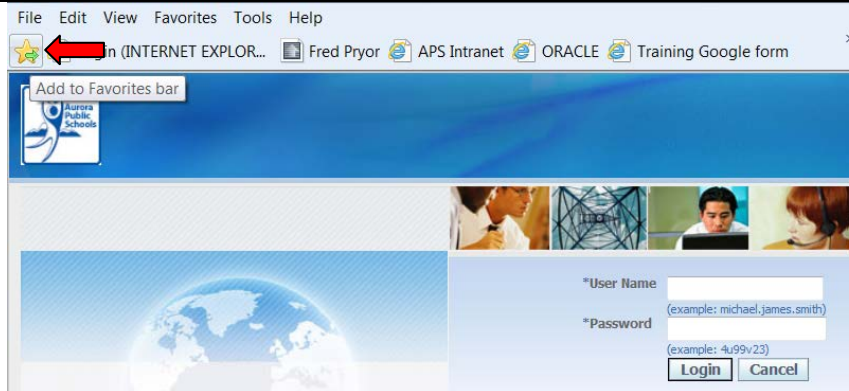
Step 6



Rename the page Oracle R12. Click Add.

This site will now appear in your Favorites List.

Step 7



To add this site to your Favorites Bar, Click on the Favorites Button.

Right-click to Rename.